

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
June 21, 2010 7:05 pm

Members Present: M. Peabody (MP), J. Evans (JE), N. Willard (NW),

Also in attendance: J. Senchyshyn (JS)

MP called the meeting to order at 7:05 pm.

Public Comment: None

Review of May 24, 2010 Meeting Minutes:

JE moved to approve the minutes of the meeting. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

N. McCarthy (NM) arrived at 7:10 pm.

Review of May 24, 2010 Executive Session Minutes:

NW moved to approve the minutes of the meeting. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

Old Executive Session Minutes

JS noted that there were numerous executive session minutes of the Personnel Board that had not be approved for release. JS reported that he had discussed with Town Counsel an appropriate motion to release the executive session minutes and presented the draft motion to the Board. The members discussed the implication of releasing old minutes and the manner in which executive session minutes are addressed under the new OML.

NW moved to release Personnel Board executive session minutes prior to January 1, 2009 where the release of said minutes is not related to current litigation, where the release of said minutes will not adversely affect the Town’s position in collective bargaining negotiations, where the release of said minutes will not adversely affect the Town’s position in bargaining with non-union employees or where the release of said minutes does not contain information on an individual’s private and protected personal information. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

NW made a motion to move into Executive Session for the purpose of discussing collective bargaining strategy as conducting the business in Open Session will have a detrimental effect on the Board's negotiating position. JE seconded the motion.

NM took a roll call vote:

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| Member Willard | Aye |
| Member Evans | Aye |
| Vice Chair Peabody | Aye |
| Chair McCarthy | Aye |

The Board members having voted 4-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for approximately 15 minutes for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 7:20 pm.

The Board returned to Open Session at 7:30 pm.

SEIU Payroll Consolidation MOA

MP moved to approve the MOA with SEIU regarding the consolidation of the Town and School payroll process. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

Job Description – Finance Assistant, Payroll

The Board reviewed the edits in the job description of the Finance Assistant-Payroll. JS explained that the changes were minor and were intended to incorporate the processing of the School's payroll into the Town's Finance Department. The grade for the position remains the same. The Board discussed the proposed changes. MP suggested an additional edit to the Knowledge, Skills and Abilities section.

MP moved to approve the revised job description for the Finance Assistant-Payroll as edited. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

New Business

JS informed the members that P. Schneider's (PS) appointment to the Board expires on 6/30/10. Members expressed their support and desire for PS to seek reappointment for another term. JS stated that he would pass along the Board's sentiment to PS.

The Board had a discussion regarding the performance evaluation process. Previous Board efforts to address the deficiencies in the evaluation process were raised. Members posed various ideas to improve the evaluation process. The suggestion was made to add the evaluation discussion as an agenda item for a future meeting.

Old Business

None

Next Meeting

The Board did not schedule its next meeting. JS will contact members for potential dates.

NW moved to adjourn the meeting. JE seconded the motion. Four members having voted in the affirmative, the motion passed. The Board adjourned at 8:25 pm.

John Senchyshyn
ATA/HRD