

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
August 16, 2010 7:00 pm

Members Present: N. McCarthy (NM), J. Evans (JE), P. Schneider (PS), N. Willard (NW),

Also in attendance: J. Senchyshyn (JS)

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

Public Comment: None

M. Peabody (MP) arrived at 7:10 pm.

Re-Classification Request – Sr. Clerk/Public Buildings

JS introduced M. Meehan (MM) to the Board and reviewed her request to have her position as a Sr. Clerk in the Public Buildings re-classified from a grade N1 to a grade N2. JS noted that MM currently filled Sr. Clerk positions in 2 departments (also the Public Health Department). MM spoke to her request. She noted that since joining the Public Buildings Department that her duties and the volume of work had increased. She was now processing invoices Town-wide in the approximate amount \$4M. A good deal of the volume was attributed to the High School building project. NM asked if MM reviewed bills for the High School project. MM stated that that the bills were reviewed by the HSBC. In addition, this department now generated the majority of RFPs for both Town and Schools. MM also stated that she has begun booking/scheduling events for school buildings. MM left the meeting.

The Board discussed whether the level of responsibility for the position had changed since the job description was approved. JS suggested that he meet with the Public Buildings Director to ascertain whether the scope of work exceeds the job description, as well as the longer range expectations for the position. JS indicated that he would report back to the Board at the next meeting. JS also noted that the SEIU bargaining unit had interjected itself and commented on the reclassification request. The Board noted that any decisions it would make regarding this reclassification request would stand on its own merits.

Review of June 21, 2010 Meeting Minutes:

MP moved to approve the minutes of the meeting. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of June 21, 2010 Executive Session Minutes:

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

Review of July 16, 2010 Meeting Minutes:

The following correction was made:

... Members Present: M. N. McCarthy ...

MP moved to approve the minutes of the meeting as amended. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of July 16, 2010 Executive Session Minutes:

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

Operations Review Committee - RFP

JS reviewed Article 6 from the 2010 ATM. Following the adoption of the resolution at ATM, the Town Administrator worked with the Operations Review Committee to draft an RFP for consultant services to conduct an audit of the School's Administrative Structure along with common School/Town non-educational functions. NM asked if any action was required by the Personnel Board. JS responded there was not. The update was for informational purposes only. He indicated that he would keep the Board apprised of the audits progress.

Unpaid LOA Request

JS presented a request from Dossie Kahn in Youth Services for an unpaid leave of absence for 17.5 hours beginning September 1<sup>st</sup>. The request was made because Kahn made an error in her vacation accrual estimate and had a planned family vacation. The Youth and Family Services Director approves of the leave request. JS recommended granting the leave on a non-precedent setting basis. He indicated the representing union was in agreement.

JE moved to approve the request for 17.5 hours of unpaid leave, provided that the AFSCME union agreed that the approval was not precedent setting. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Employee Handbook

JS reviewed the proposed edits to the Employee Handbook. The with the exception of updates to insurance information and updates from the by-laws, the edits were not substantive. PS asked for electronic copies of both the 2007 and 2010 versions so that he

could compare the documents. JS stated that he would email the documents the following day. As soon as the 2010 version is ready, it will be posted on the website.

A discussion regarding the status of current non-union Personnel Policies followed. JS indicated that he would have updated non-union policies ready for the next meeting.

JE 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. NW seconded the motion.

NM took a roll call vote:

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

The Board members having voted 5-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for approximately 45 minutes for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 8:25 pm.

The Board returned to Open Session at 9:05 pm.

#### AFSCME – Administrative Assessor Trainee MOA

JE moved to approve the MOA with AFSCME creating the Administrative Assessor Trainee position. PS seconded the motion. Five members having voted in the affirmative, the motion carried.

#### Finance Vacancies

JS informed the Board that a candidate had been identified to fill the payroll vacancy. Unfortunately the candidate withdrew at the last minute for personal reasons. The search was reopened.

In addition, K. Butters, Accountant had submitted her resignation effective 8/25/10.

#### New Business – New CORI Legislation

JS distributed press releases on the newly passed legislation regarding CORI checks and an employers' prohibition against having questions on employment applications

pertaining to felony convictions. Labor Counsel had indicated that the law would not take effect until early November. The details of the new legislation were still being researched.

Old Business

None

Next Meeting

The Board scheduled its next meeting for 9/27/10 at 7:00 pm.

NW moved to adjourn the meeting. JE seconded the motion. Five members having voted in the affirmative, the motion passed. The Board adjourned at 9:15 pm.

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John Senchyshyn  
ATA/HRD