

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
August 1, 2011 7:00 pm

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

Also in attendance: J. Senchyshyn (JS)

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

Executive Session:

NM declared that the Board should move into executive session to hear a grievance under a collective bargaining agreement as a discussion in an open meeting may have a detrimental effect on the Board’s position.

NW made a motion to move into Executive Session for the purpose of hearing a grievance under the SEIU union contract as conducting such business in Open Session will have a detrimental effect on the Board’s position. PS seconded the motion.

NM took a roll call vote:

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

The Board members having voted 5-0 to move into Executive Session, the motion carried. MP 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.

NM invited M. DiPietro, M. Foster, G. Stahl and D. Gorham to join the Executive Session.

The Board entered Executive Session at 7:10 pm.

The Board returned to Open Session at 8:10 pm.

Public Comment: None

Review of June 27, 2011 Meeting Minutes:

JE noted that a vote was missing. JS stated that he would correct the minutes and present them at the next meeting. No vote was taken.

Starting Wage Rate – DPW Department Assistant:

JS presented the resume of Gay Hughes. She has been hired as a 28-hour Department Assistant in the DPW. JS requested a starting wage rate of C-14, Step 4 on the SEIU wage scale. This rate is consistent with the last two Department Assistant hires and is reflective of Hughes background and experience.

MP moved to approve starting wage rates for G. Hughes in DPW at C-14, Step 4 of the SEIU wage scale. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Executive Session Minutes – Calendar Year 2010:

JS suggested the Board consider the release of their 2010 Executive Session minutes. The collective bargaining negotiation cycle has concluded, and a review of the minutes did not reveal any information that would compromise future bargaining positions. Copies of the minutes were included in the Board packet. Members discussed the release of the minutes.

PS moved to release the Personnel Board's calendar year 2010 Executive Session minutes. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

2011 Annual Report:

JS presented a memo requesting the Board submit the 2011 Annual Report. JS provided a copy of the 2010 report and a draft 2011 report. The Board reviewed the report and incorporated several edits.

JE moved to approve the 2011 Annual Report with the incorporated edits. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

Job Descriptions:

JS noted that 1 job description was new, although the function was not, and 3 job descriptions were the result of transition vacancies. The Board reviewed the following job descriptions:

- Youth Officer – JS stated that the function had been in place for a long period of time, but a formal job description had never been adopted. Members indicated that the essential functions did not include sufficient measurable items. JS stated that he would meet with the Chief of Police to address the Board's concerns and submit a revised draft at the next meeting.
- Public Health Director – The description should have been updated for the migration of the Transfer Station from the BOH to the DPW. The retirement of

the director had brought the oversight to light. The Board identified several additional changes that it would like to make.

- Assistant Library Director – JS stated that the incumbent is retiring. The recommended updates are minor. The Board identified several additional changes that it would like to make.
- Computer Specialist/Reference Librarian – JS stated that the incumbent will be promoted to Assistant Director. The recommended updates are minor. The Board identified several additional changes that it would like to make.

MP moved to approve the updates as amended to the job descriptions for the Public Health Director, Assistant Library Director and Computer Specialist/Reference Librarian. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Letter of Agreement - Teamsters:

JS reviewed the background and the details. The agreement is to correct a contractual error regarding Monday holidays for the Transfer Station. The union has agreed to the terms.

NW moved to approve the letter of agreement with Teamsters setting forth the method for celebrating Monday holidays for eligible employees at the Transfer Station. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

MOA - AFSCME:

JS reviewed the background and the details. The MOA is to set the parameters for appointing J. Junghanns as Public Health Director. The union has agreed to the terms.

PS moved to approve the MOA with AFSCME setting forth the conditions of J. Junghanns promotion to Public Health Director. JE seconded the motion. Five members having voted in the affirmative, the motion passed.

Pending MOA - SEIU

JS reviewed a request to increase the schedule for a Department Assistant in the Treasurer/Collector's Office from 19 to 20 hours per week. He and the Town Administrator support the change. The request is the result of a change in the Middlesex Retirement Board's award of service to part-time employees. There are no other employees similarly situated. The pending MOA would allow the Town to return to a 19-hour schedule without any bargaining obligations. SEIU has not yet agreed to the proposed MOA.

NW moved to authorize JS to enter into the MOA with SEIU as drafted to increase the schedule for a Department Assistant in the Treasurer/Collector's Office from 19 to 20 hours per week. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

New Business:

None

Old Business:

None

Next Meeting:

The Board scheduled its next meeting for 9/19/11 at 7:00 pm.

NW moved to adjourn the meeting. PS seconded the motion. Five members having voted in the affirmative, the motion passed. The Board adjourned at 9:20 pm.

John Senchyshyn
ATA/HRD