

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
September 19, 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.

Public Comment: None

Review of June 27, 2011 Meeting Minutes:

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

Review of August 1, 2011 Meeting Minutes:

The following changes were made:

... NM invited **M. DiPietro**, M. Foster ...

... Transfer Station ~~form~~ **from** the ...

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

Review of August 1, 2011 Executive Session Meeting Minutes:

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

Starting Wage Rate – BOH Sr. Clerk:

JS presented the resume of Diane Ledwell. She has been hired as a 15-hour/week Sr. Clerk in the BOH. JS requested a starting wage rate of N-1, Step 7 on the non-union wage scale.

MP moved to approve a starting wage rates for D. Ledwell at N-1, Step 7 of the non-union wage scale. JE seconded the motion. Five members having voted in the affirmative, the motion passed.

Starting Wage Rate – BOH Health Agent/Sanitarian:

JS presented the resume of William Murphy. He has been hired as the Health Agent/Sanitarian in the BOH. JS requested a starting wage rate of G-5, Step 6 on the AFSCME wage scale. JS noted that given prior private sector work in Wayland, Murphy would file a disclosure statement with the BOH and the Town Clerk.

MP moved to approve a starting wage rates for W. Murphy at G-5, Step 6 on the AFSCME wage scale. JE seconded the motion. Five members having voted in the affirmative, the motion passed.

Job Description – Youth Officer:

At their previous meeting the Board questioned a proposed job description for the Youth Officer in the Police Department. JS stated that he and Chief Irving had revised the draft to address the Board's concerns. Changes were highlighted in the revised draft. MP questioned if there was a need for individual job descriptions for specialist positions. JS noted that other specialist job description had been created. Specialist compensation is addressed in the collective bargaining agreement.

PS moved to approve the job description for the Youth Officer. JE seconded the motion. Five members having voted in the affirmative, the motion passed.

Operations Review Committee (ORC) Meeting:

JS reported on the 8/15/11 ORC meeting. With respect to Town positions, the ORC will not recommend any operational changes at this time. It will likely recommend a review of respective department operations after a one year period following the implementation of the MUNIS adjustments. Information Technology was not addressed. It will be the subject of the next meeting. JS indicated that he would notify the Board of the ORC's next meeting.

Executive Session:

NM declared that the Board should move into executive session to review potential organizational changes and revised job descriptions as a discussion in an open meeting may have a detrimental effect on the Board's position. JS noted that he would also brief the Board regarding a meeting with SEIU regarding a staffing change.

PS made a motion to move into Executive Session under M.G.L. c. 30a, Sec. 21 for the purpose of reviewing potential organizational changes, possible revisions to job descriptions and an briefing regarding an SEIU meeting on staffing as conducting such business in Open Session will have a detrimental effect on the Board's position. JE 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. NM announced that the Board would be going into Executive Session for approximately 40 minutes for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 7:30 pm.

The Board returned to Open Session at 8:25 pm.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting:

JS told the Board that he had attended several briefings regarding the new legislation empowering cities and towns to implement changes to employees' health insurance. It appears that the emergency rules and regulations implemented by the Office of Administration and Finance may hamper cities and towns. The emergency rules and regulations appear to exceed the intent of the legislation.

JS also told the Board that it was reported by the news media that the Patrick administration inserted language into the budget legislation that reinstated the evergreen clause for union contracts, contrary to the findings of the Supreme Judicial Court.

JE informed the Board that she would be leaving for Florida for the winter and would likely miss 3 to 4 meetings over the winter period. She asked the members if her absence would hamper the Board or limit its ability to hold a quorum. If it did, she offered to step down from the Board. Members did not believe the Board's ability to function would be hampered, and members encouraged JE to participate remotely during her absence.

Next Meeting:

The Board scheduled its next meeting for 10/17/11 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 8:40 pm.

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John Senchyshyn  
ATA/HRD