

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
October 17, 2011 7:00 pm

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

Also in attendance: J. Senchyshyn (JS)

NM called the meeting to order at 7:10 pm.

Public Comment:

D. Gorham (DG), SEIU Local 888 President and P. White (PW), SEIU member addressed the Board. PW read from a prepared statement. She was speaking to her request to exercise bumping rights under the SEIU contract. PW did note that in her document distributed to the Board that there is confusion related to a grievance dated July 9, 2008 referenced in item 3. JS had notified her earlier in the day that he had never received the grievance from SEIU.

DG noted that she has spoken with the least senior SEIU member who be affected should PW be allowed to bump. According to DG that employee would not have an issue with reduced hours provided that health insurance eligibility would not be affected.

NM noted that the board would discuss the request later in the meeting. DG and PW left the meeting.

Review of September 19, 2011 Meeting Minutes:

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

Review of September 19, 2011 Executive Session Meeting Minutes:

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

New Hires - Dispatch:

JS reviewed the recent history of turnover in the Joint Communications Dispatch center. A number of the dispatchers are young, aspiring Police Officers or Firefighters. The dispatch position is often a springboard into public safety service, occasionally in Wayland. There are potentially 2 additional terminations in the near future. JS indicated that 1 potential candidate has been identified. While unusual, JS stated that he is planning to make a tentative job offer contingent on the next vacancy occurring. The Police Chief is checking on the likelihood of providing 911 training in advance of a hiring date.

Operations Review Committee (ORC):

JS stated that a joint BOS, SC and FinCom meeting was being planned for 10/24 to hear the Phase 2 recommendations of the ORC. JS expected the meeting to be similar to last multi-board meeting with the ORC.

Special Town Meeting (STM):

A STM has been called as a result of a petition initiative. STM is scheduled for 11/17 at the Middle School. The warrant will likely have 3 or 4 articles.

Fire Chief Recruitment:

An internal notice for the Fire Chief vacancy is posted. Responses are due by 10/27/11. The Town Administrator will make the appointment with the concurrence of the BOS.

An Assessment Panel is being assembled to review candidates the week of 11/7. Recommendations on candidates' viability will be provided to the Town Administrator. Separate interview panels, each consisting of 6 interviewers comprised of various board members, senior staff and town residents will interview candidates the week of 11/21 and 11/28. Should a suitable internal candidate not be identified, an external search will be undertaken and conducted in a similar manner.

Executive Session:

NM informed the Board about an email she had received from A. Lewis which questioned whether items listed on the posted agenda for executive session were qualifying exemptions under the Open Meeting Law. JS stated that, following NM's receipt of the email, he had contacted Town Counsel regarding each item's viability for executive session. Town Counsel advised that each item was suitable for executive session and that the Board should proceed as planned. JS also noted that the planned grievance hearing would be moved to the next meeting by mutual agreement with the grievant and the union.

NM declared that the Board should move into executive session to review potential organizational changes, discuss AFSCME job descriptions and discuss an SEIU bumping request as a discussion in an open meeting may have a detrimental effect on the Board's position.

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, discussing AFSCME job descriptions and discussing an SEIU bumping request 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
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 45 minutes for the stated purposes. The Board would be returning to Open Session.

The Board entered Executive Session at 7:50 pm.

The Board returned to Open Session at 8:55 pm.

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

JS stated that departments may have staffing requests as part of their FY 13 budget development. JS was planning to send department heads a reminder that staffing requests needed to be presented to the Personnel Board. The November meeting would be the appropriate time to do so.

JS also told the Board that he had met earlier in the day with N. McShea, Recreation Director and M. Bilodeau, HR Director in Sudbury. They had been discussing a new potential job share between the communities in the Recreation Department. There was a strong possibility a new job description would be developed for the Board's review. If the position moves forward, it would be advertised prior to the end of October. Possible dates for a meeting to review the position were identified as either 10/25 or 10/26 at 8:00 am.

Next Meeting:

The Board scheduled its next regular meeting for 11/21/11 at 7:00 pm.

NW moved to adjourn the meeting. PS seconded the motion. Four members having voted in the affirmative, the motion passed. The Board adjourned at 9:10 pm.

John Senchyshyn
ATA/HRD