

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
October 25, 2011 8:00 am

Members Present: N. McCarthy (NM), M. Peabody (MP), N. Willard (NW)

Also in attendance: J. Senchyshyn (JS)
V. Comeau (VC), Recreation Program Administrator

NM called the meeting to order at 8:05 am.

M. Bilodeau (MB), Asst Town Manager from Sudbury joined the meeting at 8:10 am

Proposed Job Description – Asst. Recreation Program Coordinator:

JS stated that J. Kiburz, Recreation Program Assistant had submitted her intent to retire. In reviewing the departments’ operations with M. Bilodeau, Sudbury Asst. Town Manager and N. McShea, Recreation Director, the possibility of expanding shared services was discussed. The proposal to expand the shared services is supported by Sudbury’s Town Manager and Wayland’s Town Administrator. The proposal is for Wayland to purchase services for Sudbury’s Recreation Program Coordinator and Sudbury to purchase services for the pending Asst. Program Coordinator. JS indicated that the position would be clerical in nature and suggested a grade of N-1 for the new position, which would establish the new position as the equivalent of a Sr. Clerk on the N-scale.

Members reviewed the draft job description for an Asst. Recreation Program Coordinator. Members posed several questions. NM asked VC if she wanted to add anything to the discussion. VC indicated that she did not.

NW moved to adopt the job description for the Asst. Recreation Program Coordinator and grade the position as an N-1 on the non-union scale. MP seconded the motion. Three members having voted in the affirmative, the motion passed.

NW moved to adjourn the meeting. MP seconded the motion. Three members having voted in the affirmative, the motion passed. The Board adjourned at 8:20 am.

John Senchyshyn
ATA/HRD