

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
May 7, 2012 7:00 pm

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

Also in attendance: J. Senchyshyn (JS)

Public Comment:

Anette Lewis (AL) addressed the Board. AL stated that she has reviewed the Personnel By-law. She stated that the Personnel Board has jurisdiction over everything personnel related. She continued by saying that the Personnel Board has to have a knowledge of all negotiations in Town. In the budget there is a position on hold. It was not clear if a job description has been developed yet. AL stated that she heard it would be assigned to the Facilities Department. NM inquired if AL had sought Town Counsel’s opinion. AL stated that she does not have access to Town Counsel; this is her interpretation of the by-laws.

Following Public Comment, the Board discussed AL’s statements. JS noted that Town Counsel had already referenced M.G.L. with respect to the classification and pay plans in which positions under the School Committee are excluded. The Board asked if Town Counsel would opine as to whether the Board had any jurisdiction over school-related personnel matters.

M. Peabody (MP) joined the meeting at 7:15 pm.

Review March 19, 2012 Meeting Minutes:

The minutes were amended as follows:

... reviewed the **accrual schedule** ~~tentative~~ with Chief Smith ...

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

Review of March 19, 2012 Executive Session Meeting Minutes:

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

Review of Annual Town Meeting (ATM)

JS suggested that it might be worthwhile reviewing the recently completed ATM. There had been an unusually high number of requests for personnel related information, many

of which were not directed to the Personnel Board. One of the frequently requested items was a summary of employee salaries and benefits. JS noted the difficulty in developing a universal template given the difference from employee to employee. MP suggested using the median benefit level or focusing on common benefits provided to all employees.

P. Schneider (PS) joined the meeting at 8:00 pm.

#### Veterans' Agent – West Suburban Veterans' District (WSVD)

JS reviewed veterans' services in Wayland. There is currently a part-time agent on staff who has expressed a desire to retire. Wayland is required to have a full-time agent on staff based upon the town's population. As an alternative to a full-time employee, Wayland applied to the WSVD for membership. The group is currently comprised of Wellesley, Needham and Weston. The Veterans' Administration has given its verbal approval. The cost to Wayland would increase by approximately \$10K annually, but the new expenditure would still be far below a full-time employee with benefits. WSVD employees are on Wellesley's payroll and provided services to the district. Member communities are billed a pro-rated amount for services.

#### AFSCME Job Description Review

To date, all job descriptions have been reviewed with participating AFSCME members and have been forwarded to the respective appointing authorities for review and comment. 10 of the 16 job descriptions have been sent to the Personnel Board and the union for review and comment. The goal is to have all 16 job descriptions ready for final approval by the Board at the June meeting.

Members reviewed the first 10 job descriptions, asked questions and discussed minor changes to several job descriptions.

#### Executive Session:

NM declared that the Board should move into executive session to discuss negotiations with AFSCME regarding a pending MOA, to review SEIU grievances and to discuss contractual degree recognition under the collective bargaining agreements 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 collective bargaining negotiations with AFSCME regarding an MOA, with SEIU regarding grievances and to discuss contractual degree recognition under the collective bargaining agreements as a discussion in an open meeting may have a detrimental effect on the Board's position. NW seconded the motion.

NM took a roll call vote:

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|------------------|-----|
| Member Schneider | Aye |
| Member Willard   | 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 30 minutes for the stated purposes. The Board would be returning to Open Session.

The Board entered Executive Session at 8:25 pm.

The Board returned to Open Session at 8:50 pm.

Topics not Anticipated 48 Hours in Advance of the Agenda

*Firefighter Vacation Carryover and Payment* – JS distributed a carryover and payment request received from Captain Smith. The requests were within contractual requirements.

PS moved to approve the Firefighter vacation carryover and payment requests as submitted. NW seconded the motion. Five members having voted in the affirmative, the motion passed.

*MP's Appointment* – JS noted that MP's appointment to the Board will expire on 6/30/12. He asked if MP would like to have her name submitted to the BOS for reappointment. MP stated that she would accept reappointment.

NB asked if any other member was interested in serving as Chair. No one expressed an interest in serving as Chair.

Next Meeting:

The Board scheduled its next regular meeting for 5/29/12 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 9:10 pm.

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John Senchyshyn  
ATA/HRD