

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
July 9, 2012 6:50 pm

Members Present:

N. McCarthy (NM), J. Evans (JE), M. Peabody (MP), N. Willard (NW)

Public Comment:

Wayland citizen Annette Lewis offered the opinion that the Personnel Board should think very carefully about authorizing the new position of Financial/Research Analyst for two main reasons: first, is this position really needed and second, the Board must be aware of the resulting OPEB liabilities for every new hire.

Review of May 29 meeting minutes:

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

Review of May 29 Executive Session minutes:

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

Executive Session:

NM declared that the Board should move into executive session for the purpose of participating in a joint meeting with the School Committee, Finance Committee, Selectmen and Personnel Board to review Collective Bargaining Strategy in advance of successor contract negotiations for five unions as a discussion in an open meeting may have a detrimental effect on the Board’s position.

MP made a motion to move into Executive Session under M.G.L. c. 30a, Sec. 21 for the purpose of participating in a joint meeting with the School Committee, Finance Committee, Selectmen and Personnel Board to review Collective Bargaining Strategy in advance of successor contract negotiations for five unions 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:

Member Evans	Aye
Member Willard	Aye
Vice-Chair Peabody	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 purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 7:25 pm.

The Board returned to Open Session at 8:05 pm.

Job Description – Budget/Research Analyst

Bill Steinberg (BS), Chair of the Finance Committee, joined the meeting at 8:40 pm to advocate for establishment of this position. BS described the dramatic acceleration of information requests currently experienced by virtually all town boards and senior staff. Some requests are pursuant to the Public Records laws and some are citizens' requests for data. In addition the Town Administrator seeks to add, through this position, a source of research and analysis sorely needed during the Town's budgeting process.

At 9:00 pm Asst. Town Administrator J. Senchyshyn (JS) joined the discussion via telephone.

At 10:00 pm Town Administrator F. Turkington joined the meeting and remained until 10:30 pm

Regarding the Budget Research Analyst position itself, the PB agreed to:

- recommend creation of this position
- recommend changing the name of the position to Financial Research Analyst to reflect what is believed will be the true nature of the position
- make a number of changes to the Job Description to reflect PB discussion
- recommend a salary grade of N6 for this non-union position
- meet again to resolve the question of to whom the Financial/Research Analyst will directly report.

Topics not Anticipated 48 Hours in Advance of the Agenda

JS asked the Board to consider granting Executive Assistant MaryAnn DiNapoli access to her already accrued sick leave. She is on an FMLA leave of absence for the care of her seriously ill husband. Non-union employees do not have the same access to their sick leave for FMLA purposes as do union employees. JS noted that a similar approval was given to the Library Director last year.

JE moved to grant MaryAnn DiNapoli to use 20 days of her accrued sick leave to care for her spouse. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Next Meeting:

The Board scheduled its next regular meeting for 7/13/12 at 8:30 am.

NM stated that the Board would like to receive copies of employment contracts and discuss performance evaluations at the August meeting.

NW moved to adjourn the meeting. JE seconded the motion. Four members having voted in the affirmative, the motion passed. The Board adjourned at 10:40 pm.

Nick Willard
Personnel Board Member