

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
October 15, 2012 7:00 pm

Members Present:

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

Also in attendance: J. Senchyshyn (JS)

Public Comment:

None

Review of September 10, 2012 meeting minutes:

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

P. Schneider (PS) arrived at 7:05 pm

Review of September 10 Executive Session minutes:

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

Review of September 28, 2012 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.

Non-Union Employment Contract Discussion

At the last meeting the Board asked JS to draft a memo to the Town Administrator offering the Board’s review for employment contracts. JS presented the draft, and members reviewed the memo. NM commented that the Board’s review represented a step in the right direction in that oversight responsibilities could be shared.

PS moved to approve the memo to the Town Administrator regarding employment contracts. NW seconded the motion. Five members having voted in the affirmative, the motion passed.

Performance Review Discussion

JS reviewed his discussion with the Town Administrator (TA) regarding performance reviews. The TA viewed the change to a goal driven process preferable to the existing

format. However the TA did express concern regarding the amount of time that might need to be devoted to such a process. JS identified 9 direct reports to the TA. PS and NW expressed their concern on the return the Town might receive on the investment required. NW spoke to the probable need for a consultant to develop and train employees on a new review program. MP stated that reviews would improve communications between supervisors and employees. She did not necessarily agree that a consultant's services would be required. NM also questioned the need for a consultant. NM looked to institute small, sustainable changes. Members discussed if department head goals could flow from the TA's annual goals.

Members decided to continue the discussion at future meetings. JS asked not to add the subject to the November agenda, but to wait until December. The Board agreed.

Executive Session:

MP made a motion to move into Executive Session under M.G.L. c. 30a, Sec. 21 for the purpose of collective bargaining strategy discussions regarding the AFSCME wage study; AFSCME mid-term bargaining; Police mid-term bargaining; an SEIU Memorandum of Agreement and upcoming successor bargaining as a discussion in an open meeting may 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 1 hour and 20 minutes for the stated purpose. The Board would be returning to Open Session.

NM invited Police Chief R. Irving to join the executive session.

The Board entered Executive Session at 7:45 pm.

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

Firefighters' Sick Leave Bank Request

JS informed the Board that the President of the Fire Union requested the Board's approval to establish a sick leave bank for Firefighter W. Leone (WL). WL has been absent since February due to his own illness. There is no claim of a work related injury. JS reviewed the background to WL's absence which originated with previous Chief Loomer. WL has used his accrued vacation and sick leave to remain on the payroll. Current Chief Smith's estimates that WL's accrual balances will expire on 12/20/12. JS

noted that the FMLA entitlement has been exhausted. The Board asked about WL's expected return to work.

JS replied that prior to returning to work, WL would have to successfully pass a return to duty exam. Chief Smith has requested that the exam be completed by 11/15/12. JS stated that it is not clear whether WL will have recovered sufficiently to pass the exam. The Board inquired if WL had indicated his plans if the return to work exam was not successful. JS stated that WL had not.

Following further discussion the Board decided to table the sick leave bank request until the November meeting to see if further information would be available.

FY 14 Budget

JS distributed the FY 14 Budget Guidelines letter and the Budget Preparation and Review Policy. He explained the Finance Committee's request for 2 budget submissions: 1) a level services budget, and 2) a 10% reduction budget. The Board discussed the potential ramifications.

JS then presented the respective Personnel Board budgets.

NW moved to approve the FY 14 Personnel Board budget. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Topics not Anticipated 48 Hours in Advance of the Agenda

JE announced that she was planning to relocate to Florida. She indicated that she would like to complete her remaining term, but was not sure if that was legally possible. JS stated that he would pose the question to Town Counsel. JE stated that if any members knew of a qualified replacement, she would resign at the appropriate time.

JS stated that, in response to MP's question, he had inquired with Town Counsel about the need to second a motion to adjourn a meeting. Short of rules adopted by the Board, or a practice of strictly following Robert's Rules, there is no requirement under the Open Meeting Law to second a motion to adjourn.

Next Meeting:

The Board scheduled its next regular meeting for 11/26/12 at 7:00 pm.

NW moved to adjourn the meeting. Five members having voted in the affirmative, the motion passed. The Board adjourned at 9:15 pm.

John Senchyshyn
ATA/HRD