

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
December 16, 2013 6:35 pm

Members Present:

N. McCarthy (NM), M. Peabody (MP), P. Schneider (PS), N. Willard

Also in attendance: J. Senchyshyn (JS)

NM called the meeting to order at 6:35 pm.

Public Comment:

None.

Non-Union Sick Leave Bank Withdrawal:

JS reviewed a request to withdraw sick leave from the non-union sick leave bank from N. McShea. JS stated he had reviewed the medical documentation and FMLA paperwork.

PS moved to approve the withdrawal of 113 hours in CY 13 and 49 hours in CY 14. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Fire Union Sick Leave Transfer:

JS reviewed the status of Firefighter Colin Richardson. Firefighters transferred sufficiently accrued sick leave shifts for his absence.

NW moved to approve the transfer of already accrued sick leave shifts from firefighters’ accruals to Firefighter Colin Richardson in order to sustain his pay during his absence due to personal injury. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

CY 2013 Vacation Request Carryovers:

JS reviewed the CY 2013 vacation carryover requests. The requests were consistent with the applicable collective bargaining agreements or Town policy.

NW moved to approve the CY 2013 vacation carryover requests as submitted. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

JS presented a request from S. Kadlik to be paid for unused vacation which would be forfeited at the close of the year. The Board did not support the request.

MP moved to deny S. Kadlik’s request for payment of unused vacation accrual, but to allow him to carry over the time in excess of the annual carryover limit. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Topics not Anticipated 48 Hours in Advance of the Agenda:

Executive Session:

PS made a motion to move into Executive Session under M.G.L. c. 30a, Sec. 21(3) for the purpose of collective bargaining discussions regarding An MOA with Teamsters regarding a disciplinary matter and MOA with SEIU regarding work hours 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 Schneider	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 15 minutes for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 7:10 pm.

The Board returned to Open Session at 7:20 pm.

NW moved to approve the MOA with SEIU regarding the work hours for the Financial Assistant-Payroll position. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

JS left the meeting at 7:25 pm to join another meeting.

J. Green (JG) joined the meeting at 7:25 pm.

M. Peabody (MP) left the meeting at 7:30 pm to join another meeting.

#### Town Administrator Search, Job Description and Employment Contract

The Board discussed the new Town Administrator's potential employment contract with an eye towards salary, severance and deferred compensation. The inclusion of a 6-month performance review clause was discussed. Further discussion ensued on reducing the severance to 6 months. The number of months of severance would be submitted to MRI for their input.

Members discussed the need strong communication skills on the part of the new Town Administrator.

The Board reviewed and discussed the most recent round of edits to the Town Administrator job description. This version will be submitted to the BOS for their review and acceptance.

NW moved to approve the Town Administrator job description as reviewed and amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed

NW moved to adjourn the meeting. Four members having voted in the affirmative, the motion passed. The Board adjourned at 9:00 pm.