

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
January 27, 2014 7:00 pm

Members Present:

N. McCarthy (NM), M. Peabody (MP), P Schneider (PS), J. Green (JG)  
Also in attendance: J. Senchyshyn (JS)

NM called the meeting to order at 7:00 pm.

Public Comment:

None

Financial Analyst – Starting Rate:

JS informed the Board that E. Doucette was selected to fill the position of Financial Analyst. Based upon Doucette’s experience, he requested a starting salary of N6, Step 8. The Board reviewed her resume.

PS moved to approve E. Doucette’s starting salary at the rate of N6, Step 8 at \$62,708. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Financial Analyst – Job Description:

JS suggested moving the procurement duties from the Public Buildings Director job description to the Financial Analyst job description. This was an idea presented to and supported by the Financial Analyst interview committee. JS believed it would be difficult to maintain that duty in the next Public Buildings Director. A revised job description was presented for the Board’s review.

PS moved to approve the edits as presented to the Financial Analyst job description by adding procurement duties. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Public Buildings Director – Job Description:

JS presented a revised job description for the Public Buildings Director which removed the procurement duties. He also suggested regarding the position to an N11.

PS moved to approve the edits as presented to the Public Buildings Director job description by removing procurement duties and regarding the position to an N11. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Town Administrator – Job Description:

The Board reviewed the suggested edits made to the Town Administrator job description by A. Lewis. MP stated that the purpose of the changes were to bring more clarity. Members

discussed the suggested edits. JS expressed concern over the suggested edits relating to the reporting structure of the Recreation Director. JS questioned if the edits are supported by the language in Ch. 347. Members discussed the DPW warrant article which would change the structure of DPW and the potential effect on the Town Administrator job description. The Board decided to take no action on the proposed revisions to the job description at this time.

#### Town Administrator Search Committee

The Board reviewed the resumes of the applicants in anticipation of attending the BOS' meeting later in the evening.

#### Termination Policy/Procedure

NM led the discussion on how appointing authorities make the determination to terminate an employee, understanding all the implications involved, and consult with all relevant parties. JG inquired if the same procedure would apply to union and non-union employees. NM reviewed several draft ideas. Members were asked to consider options for future discussion.

At 8:50 pm the Board joined the BOS to observe the discussion for the selection of residents for the Town Administrator Selection Committee. The Board returned to the Selectmen's Office at 9:30 pm.

#### Discussion with BOPW Representative – Proposed Warrant Article

BOPW member M. Lowery (ML) joined the Board to review the BOPW proposed warrant article which would shift the hiring authority from the Town Administrator to the BOPW. ML reviewed what his board considered to be problems since the creation of the DPW. He specifically referenced the DPW Director's most recent contract renewal and the BOPW's lack of input. He also mentioned the failed attempt at creating a common Transfer Station with Sudbury. In neither case was the BOPW consulted. ML also noted that the BOPW was the only elected board in Wayland that could not appoint its own staff person. ML stated that the BOPW sought the support of the Personnel Board, and may not move forward with the article without that support. JS referenced and distributed an agreement that had been reached with the BOPW and the former Town Administrator. Members asked if the hiring of the new Town Administrator would change the previous dynamic. ML stated that the BOPW did not want to take that chance. ML thanked the Board for their time and departed.

Members discussed ML's points. Members were of the opinion that the failures to consult with the BOPW should not have happened, however, with the existing framework of the by-law and the memorandum of agreement put in place, the BOPW should reasonably expect to accomplish the level of communication that they seek going forward.

PS moved not to support the BOPW warrant article for the proposed by-law change at this time. The Board would reconsider support after the hire of the new Town Administrator followed by a reasonable period of time to develop a collaborative and constructive working

relationship. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

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 successor collective bargaining strategy for negotiations between the Town and the following representing unions: Police, Teamsters, AFSCME, SEIU and Library as a discussion in an open meeting may have a detrimental effect on the Board's position. MP seconded the motion.

NM took a roll call vote:

Member Schneider	Aye
Member Green	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 10 minutes for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 10:55 pm.

The Board returned to Open Session at 11:15 pm.

Topics not Anticipated 48 Hours in Advance of the Agenda

There were none.

Next Meeting:

The Board planned their next meeting for 2/10/14.

PS moved to adjourn the meeting. Four members having voted in the affirmative, the motion passed. The Board adjourned at 11:20 pm.

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John Senchyshyn  
ATA/HRD