

Personnel Board Meeting  
Wayland Town Building- Selectmen's Office/Selectmen's Meeting Room  
Meeting Minutes  
February 24, 2014 6:45 pm

Members Present: J. Green (JG); M. Peabody (MP); P. Schneider (PS)

MP called the meeting to order at 7:15 pm.

MP announced that the Personnel Board would be joining the Board of Selectmen in 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 strategy discussions regarding successor collective bargaining negotiations for the following unions: Fire, SEIU, AFSCME, DPW, Police, and Library, as a discussion in an open meeting may have a detrimental effect on the Board's position.

MP took a roll call vote:  
Member Green: Aye  
Member Schneider: Aye  
Member Peabody: Aye

The Board having voted 3-0 to move into Executive Session, the motion carried. MP announced that the Board would be going into Executive Session for approximately 30 minutes for the stated purpose. The Board would be returning to Open Session.

Board returned to Open Session at approximately 7:35 pm.

Also present: J. Senchyshyn

Review of Proposed Warrant Article to Fund Substance Abuse through Y&F Services Department

Diane Bladon (lead petitioner for warrant article), Lynn Dowd (WYFS Director) and Joe Karbowski (Chairman of Youth Advisory Committee) joined the Board and explained the proposal in the warrant article to fund youth substance abuse prevention by expanding the staffing of Wayland Youth and Family Services (WYFS). They explained that the Wayland Cares grant funding expired last fall, and the warrant article seeks to appropriate funds to expand the staffing of WYFS to provide leadership, support and prevention services via individual and environmental interventions. A new Prevention Specialist would be hired and the pay/responsibilities of the WYFS Director, Assistant Director and Administrative Assistant would increase. The Wayland Cares Executive Committee and Youth Advisory Committee would co-exist. The salary and benefits cost of the staffing changes were detailed on a document distributed by Ms. Bladon.

Review of Proposed Job Description -- WWMDC Account Specialist - PT

Sam Potter, one of the two members of the WWMDC, explained the recent history of the wastewater system in Wayland. Specifically, the Executive Director Bill Prendergast left two

years ago, and since then the system has jumped to approximately 100 users because of the town center project, and billing has become significantly more complicated. Mr. Potter explained that Fred Knight, the other member of the WWMDC, had taken on many of the billing responsibilities but due to various complexities, no bills were sent out last year, so currently expenses exceed revenue. Mr. Potter explained that although WWMDC is empowered to hire a replacement Executive Director, what was actually needed was an Account Specialist skillset, someone with MUNIS experience who could act as the face of the Board and be proactive about billing. Mr. Potter and JS explained the WWMDC Account Specialist PT Position Description (non-union), which would be a new position, hired through and paid for through the WWMDC Enterprise Fund but classified through the town, reporting to the Wastewater Commission.

The members discussed the job description, which is proposed as Grade N-3, 20 hours per week. PS proposed amending the job description as follows: under "Supervision Received", modify the last phrase to read "refers APPROPRIATE questions to the Commission"; under "Job Environment", replace the second sentence with "Operates standard office equipment"; under "Essential Functions", replaces "refers complicated and unusual matters to the Commission" with "refers APPROPRIATE matters to the Commission", and delete duplicative "interacts with contractors" language.

PS moved to approve the position, and the WWMDC Account Specialist - PT Job Description as amended. JG seconded the motion. Three members having voted in the affirmative, the motion carried.

Public Comment:

None

Town Administrator Search Update:

PS reported that the Search Committee had met and gone through the 12 candidates that MRI had culled from 44 applications. All 12 candidates had answered essay questions. The Search Committee narrowed that group to 6, but one had already accepted another job. The Committee would interview the remaining 5 candidates and hoped to send 3 on to the BOS. The Search Committee was hopeful to have a final candidate selected prior to ATM.

Review of February 10, 2014 Minutes

The draft minutes were amended by specifying the roll call vote to exit Executive Session, as follows:

"MP took a roll call vote to exit Executive Session:

Member Green: Aye

Member Schneider: Aye

Member Peabody: Aye

Member McCarthy: Aye

The Board having voted 4-0 to move out of Executive Session, the motion carried."

The draft minutes were further amended by replacing the first paragraph under "Executive Session", as follows:

“MP made a motion to move into Executive Session under M.G.L. c.30A, sec 21(3) for the purpose of collective bargaining strategy discussions regarding successor collective bargaining for the following town unions: Fire, SEIU, AFSCME, DPW, Police and Llibrary; to review Executive Session meeting minutes; to discuss a Memorandum of Agreement with the Fire union; and to discuss a pending grievance with the SEIU, as a discussion in an open meeting may have a detrimental effect on the Board’s position.”

JG moved to accept the draft minutes as amended. PS seconded the motion. Three members having voted in the affirmative, the motion passed.

#### Review of November 6, 2013 Minutes

The draft minutes were amended by adding M. Peabody as a present member, and changing "three members" to "four members" in the sections titled "Review of October 2, 2013 Meeting Minutes (regular session)" and "DPW Warrant Article Update". The minutes were further amended by replacing the last sentence in the section titled "Town Administrator Job Description Review" as follows: "The members agreed that MP would work on incorporating this into the job description, as MP was already drafting revisions to that document."

PS moved to accept the draft minutes as amended. JG seconded the motion. Three members having voted in the affirmative, the motion passed.

#### Review and Potential Vote of Support of Proposed Warrant Article to Fund OPEB

MP distributed copies of the warrant materials regarding the OPEB article and explained there will need to be three separate votes on fund transfers, as set out in the warrant. The members discussed the Finance Committee comments and the updated budget amounts.

JG moved that the Personnel Board support Article 5, "OPEB Funding." PS seconded the motion. Three members having voted in the affirmative, the motion passed.

Next Meeting: Likely 3/17 or 3/24.

JG moved to adjourn the meeting. PS seconded the motion. Three members having voted in the affirmative, the motion passed. The Board adjourned at 9:45.