

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
June 2, 2014 7:00 pm

Members Present:

N. McCarthy (NM), M. Peabody (MP), P Schneider (PS), J. Green (JG)

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

Public Comment:

None

Review of May 5, 2014 Minutes:

The draft minutes were amended as follows:

... ~~NB~~ NM asked why ...

... ~~MP~~ NM made a motion ...

... last 2 weeks of ~~July~~ May. ...

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

Town Administrator (TA) Search:

JS reviewed the update submitted by Municipal Resources, Inc, (MRI) and provided to the BOS the previous week. JS reported that he suggested to the BOS setting up tours of highlights in Wayland by the League of Women Voters for the finalists. This was done when the last TA was hired. The BOS were receptive to the suggestion.

DPW Director Search:

JS briefed the Board on the status of the DPW Director search. 4 of the 5 interview committee seats were committed. The remaining seat belonged to the Personnel Board. Members discussed their availability.

MP moved to designate PS as the Board’s representative to the DPW Director Interview Committee. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

Firefighter and Police Vacation Carry over Requests:

JS reported that 2 additional carryover requests were received from the firefighters. In addition, this morning the Police Chief submitted requests from 4 Police Officers to carry over vacation days. JS explained the circumstances to the carryovers.

PS moved to approve the vacation carryover requests from Firefighters Burgett and Jordan. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

MP moved to approve the vacation carryover requests from Police Officers Sloan, Smith Castagno and Redmond on a non-precedent setting basis with the union. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Review and Update of Investigator/Detective Job Description:

JS presented and reviewed a revised job description for the stated position. Members asked several questions and made one recommended change.

JG moved to approve the job description for Investigator/Detective as amended. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Approval of Police DashCam MOA:

JS stated that the Board had reviewed the Dash Cam MOA in executive session, but had not yet voted in open session.

MP moved to approve the DashCam MOA with the Police Union. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Personnel Board Vacancy:

Members discussed their efforts in identifying candidates with compatible backgrounds to fill the vacancies on the Board. JG stated that she was in contact with Miranda Jones and anticipated a response soon as to her interest. MP stated that she was planning to reach out to several residents. NM noted that Mary Ellen Castagno had contacted her regarding Castagno's interest. NM noted that Castagno did not appear to possess an HR or labor-related background. Members noted that with her son serving as a Wayland Police Officer, there could be a potential conflict of interest and limit her participation. JS suggested that if the Board could identify several potential candidates, it might be worth meeting with the candidates. The evening of 6/23 was identified for potential interviews.

Executive Session:

NM 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 SEIU personnel negotiations regarding back wages; successor collective bargaining negotiations with Library, Teamsters, and AFSCME; and under M.G.L. c. 30a, Sec. 21(2) for the purpose of negotiations with the Asst. Town Administrator on a successor employment agreement 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 45 minutes for the stated purposes. The Board would be returning to Open Session.

The Board entered Executive Session at 7:50 pm.

The Board returned to Open Session at 8:30 pm.

Asst. Town Administrator/HR Director Successor Employment Contract

Having completed its negotiations and discussions in executive session, the Board voted its recommendation.

PS moved to recommend that the Interim Town Administrator enter into a successor 3-year employment agreement with J. Senchyshyn, Asst. Town Administrator/HR Director as negotiated with the Personnel Board. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of Draft Substance Abuse Prevention Specialist Job Description

Lynn Dowd (LD), Y&FS Director and Betsy Meindl (BM), School representative joined the meeting. LD reviewed the proposed substance abuse program and the anticipated operation of the department with the incorporation of the former WaylandCares program. BM reviewed a pending grant application and how the award of the grant may influence the program. Members asked several questions regarding the job description and the interplay of the oversight committees. LD and BM departed. JS stated that he believed the job was consistent on a professional level with other positions in Y&FS which are represented by AFSCME. He suggested meeting with the union regarding the job description.

Topics not Anticipated 48 Hours in Advance of the Agenda

NM stated that this would be her last meeting. She would be submitting her resignation to the Town Clerk. NM thanked the members for their support over the years. Members expressed their thanks to NM.

JS added his appreciation to NM's leadership on the Board and their working relationship over the past several years.

Next Meeting:

The Board discussed the possibility of interviewing candidates for the Board on 6/23..

PS moved to adjourn the meeting. JG seconded the motion. Four members having voted in the affirmative, the motion passed. The Board adjourned at 9:25 pm.

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John Senchyshyn  
ATA/HRD