

Personnel Board Meeting
Wayland Town Building – Large Hearing Room
Meeting Minutes
May 4, 2015 7:10 pm

Members Present:

J. Green (JG); M. Peabody (MP), P. Schneider (PS), D. Cohen (DC)

Also Present: J. Senchyshyn (JS)

JG called the meeting to order at 7:10 pm

Public Comment

Linda Segal addressed the Transfer Station as an individual resident comment. D. Gladu (TS Foreman) has done a great job. His type of qualities should be in the next TS Foreman, if there is a change. She wanted to express positive comments about his performance.

Release of Executive Session Minutes

JS noted that the Board released a number of minutes in the last executive session, but neglected to do so in open session. JS suggested the Board release the minutes publically.

MP moved to approve the release of executive session minutes of 5/5/14, 6/2/14, 9/15/14, 10/20/14, 11/24/14, 12/8/14 and 1/12/15 as redacted. PS seconded the motion. Four members voting in the affirmative, the motion passed.

Review of the 3/23/15 Minutes

MP moved to approve the draft minutes of 3/23/15. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of COA Project Coordinator Job Description

JS reviewed a draft job description for the COA Project Coordinator. COA representatives discussed the position with the Board during the budget process. ATM approved funding effective 7/1/15. Members discussed the job description and suggested several edits.

PS moved to approve the COA Project Coordinator job description at a grade N3 as amended. MP seconded the motion. Four members voting in the affirmative, the motion passed.

Review of Conservation Land Manager Job Description

JS reviewed a draft job description for the Conservation Land Manager. COA representatives discussed the position with the Board during the budget process. ATM approved funding effective 7/1/15. Members discussed the job description and suggested several edits.

PS moved to approve the Conservation Land Manager job description at a grade N3 as amended. MP seconded the motion. Four members voting in the affirmative, the motion passed.

Revise Asst. Youth Director, COA Director, Sanitarian and Y&F Services Director Job Descriptions

JS stated the grades for these positions were changed in the recently settled contract. He suggested the Board revise the job descriptions to reflect the changes.

DC moved to approve the revised grades for the following job descriptions: Asst. Youth Director-G6, COA Director-G7B, Sanitarian-G6 and Y&F Services Director-G8A. MP seconded the motion. Four members voting in the affirmative, the motion passed.

Executive Session

JG moved the Personnel Board enter Executive Session pursuant to MGL Ch30A, Sec 21(a)(3) to Discuss Collective Bargaining Negotiations with the Police, Fire, and AFSCME-2 (Clerical) Unions and to Review and Potentially Vote to Approve Executive Session Minutes of 3/23/15 as an open discussion might have a detrimental effect on the town's negotiating position.

DC seconded the motion.

JG took a roll call vote:

Member Cohen	Aye
Member Schneider	Aye
Vice Chair Peabody	Aye
Chair Green	Aye

The Board having voted 4-0 to move into Executive Session, the motion carried. JG announced that the Board would be going into Executive Session for approximately 60 minutes for the stated purpose. The Board would be returning to Open Session.

The Board Entered Executive Session at approximately 7:50 pm.

The Board returned to Open Session at approximately 8:20 pm.

Topics not Anticipated 48 Hours in Advance

JS stated that a candidate, Darren MacCaughey had been identified for the Sanitarian position. MacCaughey is the Director of Environmental Services for the Westford BOH. He has 15 years of service in Westford. JS requested that the Board approve hiring MacCaughey at top step and credit his 15 years of service for vacation accrual purposes. Otherwise, the move to Wayland would be an economic step backwards for him.

DC moved to approve offering Darren MacCaughey top step of the Sanitarian position and crediting him with his years of service in Westford for vacation accrual purposes. PS seconded the motion. Four members voting in the affirmative, the motion passed.

Next Meeting

The Board scheduled there next meeting for Monday, June 22, 2015.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

May 4, 2015

Document:

Draft COA Project Coordinator

Draft Conservation Land Manager

Draft Minutes – 03/23/15

MacCaughey Resume and AFSCME 1 Wage Chart

Non-Union Wage Scale

