

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Executive Session 2 Minutes  
September 19, 2016 7:10 pm

Members Present: D. Cohen (DC); M. Peabody (MP); P. Schneider (PS); M. Jones (MJ)  
J. Green (JG) attended as a non-voting Board member for this meeting as she needs to be sworn-in for her re-appointment.

Also Present: J. Senchyshyn (JS)

The Personnel Board (PB) re-entered executive session and re-joined the School Committee (SC), Board of Selectmen (BOS) and Finance Committee (FC) in executive session.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Superintendent P. Stein expressed his appreciation for what the volunteer boards go through during this time and thanked everyone in the room for their time and efforts.

The PB left the joint executive session and reconvened in the Selectmen's Office.

#### Fire Union Specialist Job Description and Stipend Memorandum of Agreement (MOA)

JS informed the Board that an agreement had been reached with the Fire union to establish the compensation for the Technical Support Specialist and the EMS Coordinator Specialist as a \$3,000 annual stipend. JS noted the stipend was significantly less than the differential currently paid to other specialists. JS also reviewed the accompanying job descriptions. Members discussed the job descriptions and possible changes. JS noted that the template for the other current specialist job descriptions was used and he recommended keeping the basic information in the same format in all the specialist job descriptions. Members then discussed the probationary period in the MOA and how the terms might work.

PS moved to approve the MOA with the Fire Union to establish and compensate the Technical Support Specialist and the EMS Coordinator Specialist and to approve the respective job descriptions for the 2 positions. MJ seconded the motion. Roll call vote: Peabody – Aye, Cohen – Aye, Jones – Aye, Schneider – Aye. Four members having voted in the affirmative, the motion passed.

#### Release of Executive Session Minutes

JS presented 5 sets of minutes for potential release. They were 2/29/16, 3/21/16, 4/26/16, 5/23/16 and 6/13/16. All releases were recommended with redactions. The Board reviewed the minutes and discussed the redactions.

MP moved to release the executive session minutes of 2/29/16 as redacted. PS seconded the motion. Roll call vote: Peabody – Aye, Cohen – Aye, Jones – Aye, Schneider – Aye. Four members having voted in the affirmative, the motion passed.

MJ moved to release the executive session minutes of 3/21/16 as redacted and as amended. PS seconded the motion. Roll call vote: Peabody – Aye, Cohen – Aye, Jones – Aye, Schneider – Aye. Four members having voted in the affirmative, the motion passed.

MP moved to release the executive session minutes of 4/26/16 as redacted. PS seconded the motion. Roll call vote: Peabody – Aye, Cohen – Aye, Jones – Aye, Schneider – Aye. Four members having voted in the affirmative, the motion passed.

MJ moved to release the executive session minutes of 5/23/16 as redacted and as amended. PS seconded the motion. Roll call vote: Peabody – Aye, Cohen – Aye, Jones – Aye, Schneider – Aye. Four members having voted in the affirmative, the motion passed.

MP moved to release the executive session minutes of 6/13/16 as redacted. MJ seconded the motion. Roll call vote: Peabody – Aye, Cohen – Aye, Jones – Aye, Schneider – Aye. Four members having voted in the affirmative, the motion passed.

#### Executive Session Minutes of 7/18/16

The minutes were amended as follows:

...either **or** both ...

... Both ~~He~~ **he** and the ...

MJ moved to approve the Executive Session minutes of 7/18/16 as amended. PS seconded the motion. Roll Call vote: Peabody – Aye, Cohen – Aye, Jones – Aye, Schneider – Aye. Four members having voted in the affirmative, the motion passed.

#### Civil Service Negotiations

JS updated the Board on the meeting with the Police union regarding withdrawing from Civil Service. JS reviewed the Police proposal. The union sought a combination of 1-time payments and an across-the-board increase. He intended to meet with the BOS on 9/26 to discuss the proposal.

MJ moved to end Executive Session and return to Open Session. PS seconded the motion. Roll call vote: Peabody – Aye, Cohen – Aye, Jones – Aye, Schneider – Aye. Four members having voted in the affirmative, the motion passed. The executive session ended at 8:25 pm.

**Documents From Personnel Board Meeting**

**Executive Session**

**September 19, 2016**

Document:

Points for Joint Executive Session Discussion

Draft Executive Session Minutes - 7/18/16

Executive Session Minutes Review

2/29/2016

3/21/2016

4/26/2016

5/23/2016

6/13/2016

Fire Specialist MOA

Draft Technical Support Coordinator Specialist Job Description

Draft EMS Coordinator Specialist Job Description