

Personnel Board Meeting
Wayland Town Building - Selectmen's Office/ Selectmen's Meeting Room
Meeting Minutes
September 16, 2013

Members Present:

N. McCarthy (NM); N. Willard (NW); P. Schneider (PS); J. Green (JG);

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

Public Comment:

None

Discussion Regarding Pending Joint Meeting With the Board of Selectmen to Discuss Establishing the Search Process for a New Town Administrator

The members discussed the charge that the PB would recommend be given to an interview/selection committee. JG stated that during the search for the school superintendent, information was gathered from citizens at a public forum, and that other towns doing a Town Administrator (TA) search had gathered information through e-mails, websites and the like. The members agreed it would be beneficial for a search committee to have input from the townspeople.

The members discussed the pros and cons of using an outside consultant for advertising and recruiting applicants, as well as whether a consultant could begin searching for applicants simultaneous to gathering input from the town about what it would be looking for in a new TA.

Maryanne Peabody (MP) arrived at 7:15 pm.

MP stated that during the last search for a TA, the consultant reviewed the applicants' resumes himself and seemed to pass along candidates with whom he was familiar, resulting in some resumes of qualified candidates not being passed on to the selection committee. The members discussed the merits of the selection committee reviewing the resumes directly, using the consultant as a resource.

NM asked about the ideal size of the selection committee. PS said it should be no more than 10. MP said it should be an uneven number. NW suggested 7. MP said that during the last search, it was difficult to get a quorum in the groupings of 5.

NM asked how the members of the selection committee should be selected. MP said she liked the idea of including a member of the PB and Finance Committee. JG suggested that there needn't be a member of the BoS on the selection committee because they will have a vote on the final candidates. NM said that if the BoS is involved in choosing the members of the selection committee, a member of the PB should assist in the process. PS said the selection committee should be comprised of people not on the political extremes. NM said the town should be purposeful about involving younger people in the search process. NW suggested including

members from relevant boards such as School Committee, Board of Public Works, PB, Finance Committee as well as 3 members at large, perhaps including a former selectman. MP stated the importance of including members who understand how the town operates. NM suggested possibly including a citizen from the business community or someone with a municipal law background. The members agreed that town boards with a representative on the selection committee should designate their own member, and discussed various means of selecting the other citizen-members including getting non-politicized assistance from the League of Women Voters. NW suggested looking at how other towns form selection committees. PS suggested that the appointed members from the identified town boards could select the members-at-large after collecting letters of interest from interested citizens.

The members discussed the TA's job description. JG stated that a key question was how the BoS would interact with a new TA and interpret the language in the job description - not just the literal words of the job description.

NM recapped the PB's recommendations to BoS - members agreed that (1) the selection process should be non-politicized; (2) an outside consultant should be used to research, advertise and help facilitate the work of the selection committee; (3) the town should have the opportunity to provide input about the skills and characteristics of the next TA - perhaps through an open forum, website, e-mails, and the like; (4) the selection committee should represent a broad range of interests, with 7 members - a representative from the Finance Committee, School Committee, Board of Public Works, PB, 2 citizens, and a business leader.

NW asked who decided on the compensation level for the new TA. NM stated that the marketplace would play a large role. JG stated that the consultant should be able to assist with market data.

Joint Meeting with the Board of Selectmen to Discuss Establishing the Search Process For A New Town Administrator

Board of Selectmen members present: Steve Correia (SC); Ed Collins (EC); Doug Leard (DL); Joe Nolan (JN); Tony Boschetto (TB)

Also present: John Senchyshyn

DL stated that he had been contacted by NM to suggest that the PB be involved with the BoS in the process of searching for a new TA, and that the PB believed the search committee should consider a broad spectrum of views.

NM stated that the PB believed the process should be non-politicized and that the town should have the opportunity to provide input about the skills and characteristics that would be important in a new TA. NM stated that the PB had ideas about a selection committee and had discussed a 7 member committee with a member selected by each of the Finance Committee, School Committee, DPW Board and PB, and these members would select 3 citizens who hopefully

would be politically neutral and could submit letters of interest. SC asked about including a former selectman and a TA from another town on the selection committee.

EC asked if the PB had any ideas about consultants. NM and JS discussed the Collins Center, Mark Morse Consulting, Thomas Groux Associates and Municipal Resources Inc in NH. SC and MP discussed the use of a consultant in the 2004 process.

NM stated that the PB thought it would be important for the BoS to discuss what authority the new TA would have. JN stated that the process of defining the role of the TA in 2004 was a very long one and that any suggestion to change the role of the TA would involve changing the town's form of government and would involve the town's by-laws. The members discussed the BoS reviewing the TA job description to clarify expectations.

TB asked if 3 citizens at large was sufficient representation on a search committee and said he would like to see department heads represented. NM stated that citizens would have many opportunities to provide input and that having department heads choose their boss, as members of a selection committee, has drawbacks. EC stressed the importance of hearing more than 7 voices in the process. JN discussed the importance of holding an open forum to hear citizens' opinions, and said that 3 of 7 is a strong representation on the selection committee which needed to be balanced with professionals and citizens at large.

JN suggested that the process of hiring a consultant to assist with the TA search should be a joint decision involving the BoS and PB.

JS asked if there would be one committee to select applicants to be interviewed and a separate committee to conduct the interviews, or whether one committee would perform both functions. MP explained that she was on the committee in 2004 and that it performed both functions.

JS explained that because of procurement rules, the town would need to get 3 quotes from consultants. The group discussed drafting a scope of services for the PB and BoS to review.

JS stated that he had received the names of 3 individuals who might be interested in an interim TA position. The group discussed hiring an interim TA and methods to identify potential candidates. JS stated that it would be in the best interest of the town to have someone in that role, even if only a few days per week to assist with duties relating to the BoS. The group agreed that JS would reach out to the individuals he knew about to gauge interest, and then possibly contact consulting firms about their ability to assist with an interim search.

NM stated that the PB would further discuss how best to gather public input and possibly obtain information from other towns about what they have done to include citizens' input in the search process.

The group agreed that JS would work with a member of the PB to draft a scope of services for a consultant. The group agreed that further consideration was needed of the makeup of the selection committee and that the PB would work on drafting a charge stating what the committee would do.

TB stated that he wanted the public, and in particular town employees, to be able to provide anonymous feedback as part of the process of gathering input about the new TA. The group discussed the pros and cons of anonymity.

EC asked the PB about the termination provisions in the TA and Assistant TA employment agreements- he stated that the language in the TA employment agreement did not provide for a process relating to termination whereas the Assistant TA contract did contain such language. JS stated that the language differed because unlike the TA, the Assistant TA had a dual reporting relationship to the BoS and PB so the contract language reflected the different reporting relationships. NM stated that the PB had agreed to work on drafting a termination policy.

The PB left the BoS meeting.

Next Meeting:

The PB members discussed re-posting a modified agenda for the meeting that had previously been scheduled for Thursday, September 19, 2013 to allow time to discuss the items that had been requested by the BoS,

NW moved to adjourn the meeting. Five members having voted in the affirmative, the motion passed. The Board adjourned at 9:30 pm.