

Personnel Board Meeting
Wayland Town Building - Selectmen's Office/Selectmen's Meeting Room
Meeting Minutes
October 16, 2013 7:00pm

Members Present:

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

NM called the meeting to order at 7:00

Public Comment:

None

M. Peabody (MP) arrived at 7:05pm

Approval of Minutes:

The members reviewed the minutes from the August 5, 2013 meeting (open session). NW moved to approve the minutes. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

The members reviewed the minutes from the August 5, 2013 executive session. NW moved to approve the minutes. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

The members reviewed the minutes from the September 5, 2013 meeting. NW moved to approve the minutes. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

The members reviewed the minutes from the September 16, 2013 meeting. NW moved to approve the minutes. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

The members reviewed the minutes from the September 23, 2013 meeting. NW moved to approve the minutes. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Withdrawal from Civil Service Discussion:

The members reviewed the fact that the Personnel Board (PB) had discussed this issue at an earlier meeting but had not returned to it recently due to other business. The members agreed to table the issue for a future meeting when additional input could be obtained from John Senchyshyn (JS) and Police Chief Irving.

Next Steps in Town Administrator Search Process:

NM reported some information she had learned from reading the documents that had been provided by the school committee regarding the superintendent search. She discussed the consultant's community outreach efforts, including a focus group, telephone interviews, and web

surveys, and stated that appx 175 people responded in one format or another. The members agreed that an interesting question used in that process, along the lines of “what will not work in Wayland,” might be a useful question for the TA search.

NM suggested that the PB come up with a list of potential questions to ask consultants who would be interviewed by the Board of Selectmen (BoS) and the PB. The members discussed a variety of potential questions, including: describing how the consultants source candidates; obtaining information on the other searches currently being performed by the consultant and how many employees they have on staff to perform the searches; describing their timeline; asking how the consultant would assimilate public input; exploring whether the consultant might obtain any helpful information from Fred Turkington; asking about experience with formation of selection committees; and asking what the consultants saw as Wayland-specific challenges to filling the position. MP asked whether consultants who have placed many Town Administrators recently would be limited in their ability to recruit for Wayland, given that those consultants would not be able to contact such individuals about coming to work in Wayland.

NM distributed a draft document listing outstanding decisions to be made by the Board of Selectmen and additional areas to consider in the process. The members agreed that the BoS would need to, either on its own or in collaboration with others, select a consultant, select an interim TA, decide on the composition of a selection committee, determine the process and criteria for citizens at large to sit on the selection committee, outline the process for community involvement, and discuss how the BoS will interact with the new TA. The members agreed that a process should be established for drafting a contract with the new TA, and that the PB and perhaps Labor Counsel should be involved, and the PB will review recent contracts to determine what provisions should be changed moving forward with the new TA contract. The PB also discussed whether it would be helpful for the BoS to establish an orientation process for new selectmen.

The members discussed what a survey for public input might look like -specifically, that it is easiest to answer yes/no questions, and that although open-ended questions often yield valuable information, those answers are harder to assimilate.

Town Administrator Job Description Review

The PB discussed the edits that Tony Boschetto (TB) had suggested making to the job description at the last joint meeting between the BoS and the PB. The members discussed changes that would need to be made with respect to the Recreation Department and the DPW, as well as other departments with ties to elected Boards. NM distributed a draft list of Department Heads and reporting relationships she had prepared. Resident Anette Lewis, who was present for this portion of the meeting, agreed to send NM an e-mail with an analysis she had prepared of various reporting relationships. The members discussed the PB’s involvement in performance evaluations, agreeing that the PB should not provide input and recommendations for each performance evaluation, but should be involved in developing a process for performance evaluations which would include information about who should be consulted and when. The members also discussed the language in the job description relating to town finances, and the need to make sure that the job description is clear about what the TA should be doing himself,

and what he should be relying on the finance team to do, given that he will not have specific financial expertise.

New Termination Policy:

NM distributed a draft document she had prepared with some questions and ideas about whether and how to proceed with drafting a termination policy. PS stated that the town would need to discuss with legal counsel the circumstances under which counsel could provide advice, specifically, whether there are any circumstances when advice could only be provided in open meeting. The members agreed that terminations should, at a minimum, require a check-in conversation with the HR Director, the PB, and/or legal counsel. MP pointed out that union employees are covered by collective bargaining agreements, which could impact terminations. The members agreed that if a termination policy were to be written, it would need to be short, be very clear about which employees it covered, and include a goal of fair treatment. The group also discussed general tools of good performance management, including documenting performance problems as they occur. PS stated that it is important to train managers on how to perform effective evaluations and manage their employees.

Preparation for Town Meeting/DPW Garage

The members agreed to discuss this at a future meeting.

Topics Not Reasonable Anticipated by the Chair 48 Hours in Advance

None

Next Meeting

NM agreed to confirm with JS whether the PB would be meeting with the BoS on either 10/21 or 10/28 to interview a representative from the Collins Center. The Board also confirmed a meeting on 11/13/13.

NW moved to adjourn the meeting. JG seconded the motion. Five members having voted in the affirmative, the motion passed. The Board adjourned at 10:30pm.

Jessica Green