

Personnel Board Meeting  
Wayland Town Building - Selectmen's Office/ Selectmen's Meeting Room  
Meeting Minutes  
October 28, 2013 7:00pm

Members Present:

J. Green (JG); N. McCarthy (NM); M. Peabody (MP)

NM called the meeting to order at 7:05pm.

Public Comment:

None

Review Collins Center Information and Questions for Consultant:

The members discussed that R. Kobayashi, who would be the Project Manager for Wayland's Town Administrator (TA) search if the Collins Center is selected as the consultant, was affiliated with the consulting firm that the town used for the last TA search. NM distributed a draft list of questions to consider asking the consultant at the interview. The members discussed these questions and the information presented in the Scope of Services that was submitted by the Collins Center, specifically, that (1) certain language in the Scope of Services was vague and implied that the Collins Center, rather than the town's screening committee, conducted interviews of the TA candidates, and (2) the Scope of Services stated that the consultant would make "three trips" to Wayland. The members did not think that three visits to town would be sufficient to perform the search and agreed that clarity was needed on that language as well as the anticipated role of the search committee and the approach to gathering public input.

Town Administrator Job Description Review:

The members agreed that the PB needed to do additional work on the job description to make sure all language with respect to the Recreation Department, DPW and other town Boards and Committees is accurate. NM stated that she read an MOU on the Board of Public Works' website that outlined certain aspects of the Board of Public Works' relationship with the TA. The members agreed that further research would be needed with respect to the language used in various department head job descriptions and town by-laws to determine which positions are subject to the "administrative direction" of the TA and what that phrase means in practice. The group discussed the use of the word "ensure" in the job description and explored alternatives.

Termination Policy or Best Practice:

The group agreed that outlining a set of "best practices" to use as guidelines, rather than drafting a formal policy, would be the best approach. NM stated that the Board of Selectmen (BoS) has its own policies and procedures handbook, but was not aware of it including information about employment termination.

Joint Meeting with the Board of Selectmen:

At 8:35pm, the PB joined the Board of Selectmen's meeting.

Members present:

T. Boschetto (TB); E. Collins (EC); D. Leard (DL); S. Correia (SC); J. Nolan (JN)

Also present: John Senchyshyn (JS), Richard Kobayashi from the Edward J. Collins Jr. Center for Public Management (RK)

JS explained that the PB would be meeting on November 1 to review the responses to the RFP's and would make a recommendation to the BoS about those responses, but because the Collins Center is not subject to the RFP process, a representative (RK) from the Collins Center would present to the BoS and PB at this time.

RK provided some background information on the Collins Center. He explained the importance of the consultant working with the town to gain a thorough understand the type of candidate sought, which would be used to prepare a "profile" document for recruiting. DL asked for ideas about a selection committee, and RK responded that this was an important tool to allow initial interviews with candidates to be held outside of open session. JG asked whether the consultants would make more than 3 visits to Wayland to complete the project and RK answered yes. RK explained that the consultant will provide all resumes that meet the profile criteria to the screening committee, then review the information with the screening committee and assist the screening committee as needed with the interview process. EC asked whether the firm would look beyond the public administration community for candidates. RK discussed the difficult transition from private sector work to public sector work, and stated that one recent client decided to consider only private sector candidates who had direct experience with town government through personal service. TB and SC asked whether assistant town managers or administrators would be considered. RK stated that the Center errs on the side of inclusiveness and allows the selection committee to make the decisions. RK stated that the objective would be to present at least 5 viable candidates to the BoS at the end of the process. JN asked RK to elaborate on how the public could be engaged in the process. RK responded that the consultant would do whatever the town preferred. The group discussed Wayland's unique governance structure and the need for the TA to work on an equal footing with elected and appointed boards. EC asked about involving town employees in the search. RK stated that there are different ways to do it, and that employees generally like to be asked for their views.

The PB left the meeting at approximately 9:30pm.

Next Meeting:

NM will confirm with JS whether the PB will meet on the morning of November 1 or the evening of November 4 to review the responses to the RFPs. A meeting is also scheduled for November 13.

JG moved to adjourn the meeting. MP seconded the motion. Three members having voted in the affirmative, the motion passed. The Board adjourned at 9:45pm.

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Jessica Green