

Personnel Board Meeting  
Wayland Town Building - Selectmen's Office/Selectmen's Meeting Room  
Meeting Minutes  
November 6, 2013 7:00 pm

Members Present: N. McCarthy (NM); J. Green (JG); P. Schneider (PS)

NM called the meeting to order at 7:10pm

Public Comment:

None

Approval of Minutes:

Review of October 2, 2013 Meeting Minutes (regular session):

PS moved to approve the draft minutes. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

Next Steps in the Town Administrator Search Process:

The members discussed the ratings they had assigned to the consulting firms, including the recruitment materials that had been submitted. The members discussed whether there might be an advantage to using a group that is based outside of Massachusetts. The members agreed that the Personnel Board recommended the firms MMA and MRI. Some advantages were the guarantee if the Town Administrator who was selected is terminated within 12 months, and assistance with the contract negotiation process and transition planning. The members discussed that one other firm offered to conduct a teambuilding exercise with the new Town Administrator, which might be useful regardless of the search firm selected.

Town Administrator Job Description Review:

The members discussed the need to incorporate more information into the job description about the relationship between the Town Administrator and the DPW and Recreation Department, for example, that the job description should reflect certain shared aspects of supervision. NM stated that the by-laws are the original source of the Town Administrator to consult with the relevant boards, but that a Memorandum of Agreement was signed by the TA and BoPW setting things out more specifically after Fred Turkington executed a contract that was perceived to be significant by the BoPW without the board's knowledge. The members agreed that MP would work on incorporating this into the job description, as MP was already drafting revisions to that document.

DPW Warrant Article Update:

NM and MP stated that they had attended the information session at the DPW building earlier in the week, and the River Road access road was a big point of discussion. NM stated that Tom Abdella would like the Personnel Board to support the warrant article. He asked whether the Board would write a letter to the Town Crier and Patch in support of the article; contact friends and neighbors about the article; speak to other boards and committees in town if appropriate; and be prepared to speak at the pro microphone at Special Town Meeting. PS stated that the Personnel Board could state that the current DPW facility is inadequate, not necessarily that the River Road site is the best solution. PS suggested exploring whether any letter from the Personnel Board could also be distributed through Wayland Voters Network. The members discussed what such a letter would contain.

PS moved that the Board authorize NM to begin working on a draft letter on behalf of the Board to be published in the Town Crier, Patch, and other venues as appropriate expressing the Board's support of Article 2 in the STM warrant. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

Best Practices re: Termination:

NM reiterated that a "best practices" document, rather than a formal policy, was the best approach. PS suggested that it would be helpful to get an opinion from town counsel or labor counsel about what restrictions, if any, there are for a member of the Board of Selectmen or Personnel Board on getting legal advice outside of an open meeting (for example, a member of the Personnel Board wanting an interpretation of an employment contract). The members discussed the importance of a best practices document stating that no town employee should be terminated without consulting the HR Director.

Joint Meeting with the Board of Selectmen -- Next Steps in the Town Administrator Search Process/Consultant Recommendation from the Personnel Board on the RFP:

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

Also present: John Senchyshyn

NM reviewed the ranking criteria that the PB used to evaluate the responses to the RFP and distributed the "Evaluation of Proposals" that the Board created while reviewing the responses. She explained that the Board had not yet evaluated the Collins Center (which had already been interviewed) using the RFP criteria, but that it would do so. NM stated that the Board recommended MRI (which received 11 points in the ranking system) and MMA (which received 15 points) for interviews with the Board of Selectmen. JS added that the Board evaluated the technical proposals prior to opening the price proposals. NM stated that these two firms were the most reasonably priced. The Personnel Board members agreed to review all of the responses to the RFPs to plan interview questions for MMA and MRI, and to look for advantageous elements of responses from other firms that we might consider asking MMA or MRI to build into their services. JN and SC stated that they agreed with the recommendation of MMA and MRI and that their own review of the responses led to similar conclusions. The BoS authorized JS to ask MMA and MRI to come for interviews.

The Personnel Board left the BoS meeting.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any:  
None

Next Meeting:

The Board will meet on November 13, 2013 and November 18, 2013 (the hope would be to have a joint meeting with the BoS to interview consultant firms).

JG moved to adjourn the meeting. PS seconded the motion. Three members having voted in the affirmative, the motion passed. The Board adjourned at 9:15 pm.