

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
November 18, 2013 6:30 pm

Members Present:

N. McCarthy (NM), P. Schneider (PS), N. Willard (NW)

NM called the meeting to order at 6:35 pm.

Public Comment:

None

Minutes

Approval of the previous meeting’s minutes was postponed to the end of the meeting to give maximum time for deliberations.

J. Green (JG) arrived at 6:49 pm.

M. Peabody (MP) arrived at 7:02 pm.

Consultant Interview:

Principal task for the evening was to identify and act on the next recommended steps in the process of selecting a search consultant to help find a new Town Administrator (TA). The Board discussed a series of questions to ask the two consultants who were to appear before the Board and the BOS later that evening. In practice, many of the questions were asked as planned.

Discussion of Recommended Steps in the Search Process:

General discussion suggested several steps that could or would be taken, including vetting by telephone, in person, via resume-checking, direct questions and word of mouth from other knowledgeable parties. Often this vetting is done by the consultant but sometimes it is outsourced.

Warrant Article Regarding DPW Facility:

NM reported that she wrote and went on-line with a letter to the editor discussing the HR aspects of making a reasonable decision on this article. Employee safety and health were specifically addressed as Board priorities.

Joint Meeting with the BOS:

Two consulting firms, MMA and MRI, had been selected as finalists to conduct the search for a new TA. Each firm was subjected to a forty minute Q&A session after an introductory presentation. The questions from the Board and the BOS were often aimed at having the consultants clarify their positions on various aspects of the search – timing, process concerns, uniqueness of approach, experience of consultant personnel who would actually perform the search and other relevant questions.

During the joint meeting members asked about the kind of community involvement in the process that the consultants would recommend. The answers were generally, “it depends on the town, the search committee, the speed of the process and the BOS”. The idea of public forums was discussed, with pros and cons regarding the likely effectiveness in candidate selection. Neither of the search consultants were prepared to make a firm commitment.

Additional Recommendations from the Personnel Board:

Action items resulting from the consultants’ interviews: Board will make a series of phone calls, using a script to towns known to have employed MMA and MRI. The information will be shared with the BOS to be used to select a consultant.

Next Meeting:

The Board planned to meet twice on 12/2/13 - first at 9:00 am and then at 6:45 pm.

NW moved to adjourn the meeting. PS seconded the motion. Five members having voted in the affirmative, the motion passed. The Board adjourned at 10:15 pm.

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Nick Willard