

Personnel Board Meeting
Wayland Town Building - Selectmen's Office/ Selectmen's Meeting Room
Meeting Minutes
January 6, 2014 6:30 pm

Members Present:

N. McCarthy (NM); M. Peabody (MP); N. Willard (NW); Jessica Green (JG); P. Schneider (PS)

NM called the meeting to order at 6:35 pm

Public Comment:

Annette Lewis stated that she had taken a look at the Town Administrator job description. Lewis made some suggestions relating to clarifying the Town Administrator's relationship to the Department of Public Works. The members agreed that MP and Lewis would work together on modifying the job description and the Personnel Board (PB) would discuss the revisions at a future meeting.

Resignation:

NW announced that he was resigning from the PB, and that this would be his last meeting. The members thanked him for his contributions. NW left the meeting shortly thereafter.

Review of Town Administrator Contract Language:

NM stated the purpose of this agenda item is for the members to go over the last employment contract that had been reviewed by the PB (which was for the Finance Director) to help the PB think about whether there are suggestions the PB could make to the Board of Selectmen (BOS) before negotiating a new contract for the new Town Administrator. PS stated that the Finance Director contract was substantially improved over the town's older contracts, but that the drafting could still be cleaned up. NM noted that the notification/severance language was cumbersome and asked whether a less cumbersome process could be utilized. PS stated that apart from the contract language, there was a fundamental question as to whether the BOS (whether as a group or individual members) could consult with counsel in advance about termination issues, and suggested that the town think about the issue in advance of drafting the next TA contract. The members agreed that the non-renewal/re-appointment and severance language, as well as the cause definition should be re-examined. The members agreed that the PB should consider suggesting that the BOS ask MRI to compile examples of TA contracts from other towns for comparison of certain provisions, and that consideration should be given to starting with a new form rather than trying to modify the existing form.

J.Senchyshyn (JS) arrived at 7:20pm

NM recapped the PB's discussion about the TA contract for JS.

2015 ATM Warrant Article - Classification and Pay Plan

JS asked to take the agenda topics out of order. He stated that he would have more direction after his upcoming meeting with the Finance Committee, and that the 1% increase in the article for non-union employees could change after the meeting, but that it was used in the meantime because the article had to be submitted prior to the Finance Committee meeting. The members discussed the proposed language.

PS moved to approve the 2015 ATM Warrant Article. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Review on Memo to Finance Committee Regarding FY 15 Staffing Requests

JS discussed the draft memo to the Finance Committee and Bob Mercier regarding the PB's observations and recommendations on the FY 2015 staffing requests. With respect to the Youth and Family Services High School Community Service Program Coordinator, the members agreed that this was a Finance Committee issue, and was not within the PB's purview, given that it is merely a stipend not a position that has been classified, but that the school budget should be paying the stipend rather than the town budget.

Police Lieutenant Reclassification

Members reviewed a discussion from an earlier meeting. Chief Irving supported the salary adjustment and believed it was warranted to retain qualified staff for this position.

PS moved to approve the reclassification of the Police Lieutenant position to an N9. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of Timeline for MRI Search Process

JS reported that MRI had placed the ads for the TA position, and had received approximately 20 applications to date. He stated that JS, Robert Mercier and Alan Gould agreed that the BOS should identify the search committee members prior to organizing a community forum so the members could benefit from hearing the citizen input.

Joint Meeting with the BOS and Alan Gould of MRI to Review Next Steps in the TA Search: Proposed Timeline, Composition of Interview Committee and Creation of a Community Forum

BOS members present: Steve Correia (SC); Ed Collins (EC); Joe Nolan (JN); Tony BOSchetto (TB) - participated remotely

Also present: Robert Mercier (RM), John Senchyshyn (JS), Alan Gould (AG) - MRI Consultant

The group discussed the document prepared by MRI summarizing the proposed TA recruitment timetable. AG asked whether the BOS would plan to put off the final decision on the TA candidates until after the April election. JN asked for AG's thoughts. AG stated that the proposed timeline contemplated getting through the process with the existing BOS. He stated that in his view the only way the TA selection process could become politicized would be if the selection committee itself was politicized. He suggested that it was important for the BOS to hear from the community, and that perhaps time could be set aside at the beginning of each of the next 4-6 BOS meetings. The group agreed that this was a good idea, and discussed receiving input by e-mail and during office hours. JN asked for AG's suggestions about the composition of the selection committee. AG said that 9 would be the absolute maximum number, with an ideal of about 5-7 members. The group discussed the details of the selection committee composition. TB stated that the BOS should approve the members who would be appointed to the selection committee by other town boards and committees. JN stated that he disagreed, and that it would politicize the process for the BOS to be able to veto another board's selection. RM and JS will work to draft a letter to be distributed to

various entities outlining the selection process. The group agreed that it would target having a selection committee seated by February 10.

The PB left the BOS meeting.

Update on OPEB

MP gave the PB an update on the OPEB Committee's work. She reported that the Committee had presented to the BOS last week. She reviewed the OPEB Committee's work and a few of its specific findings and recommendations, including considering forming an investment committee to oversee the investment of the funds and the long-term need for towns to band together as part of the political process to lobby for lower rates.

Performance Reviews

The PB discussed the need to engage with JS about how the PB can help with the improvement of the performance evaluation process.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any:

None

Next Meeting:

The PB agreed to meet on January 27 at 7pm.

PS moved to adjourn the meeting. JG seconded. Four members having voted in the affirmative, the motion passed. The Board adjourned at approximately 10:00pm.

Jessica Green