
Board of Selectmen
Special Meeting Minutes of April 10, 2015

I. Call to Order

Chairman Kowalski called the Special Meeting of the Board of Selectmen to order at 7:30 A.M. in the Board of Selectmen's Meeting Room in the Town Offices. Present from the Board of Selectmen: Alex Vispoli-Y, Paul Salafia-Y, Mary O'Donoghue-Y, Robert Landry-Y, and Dan Kowalski-Y. The meeting was duly posted and recorded.

Mark Morse from MMA was teleconferenced in.

II. Opening Ceremonies

Chairman Kowalski led the meeting in a moment of silence followed by the Pledge of Allegiance.

III. Town Manager Search Process

The objective of today's meeting is to discuss options for the makeup of a Screening Committee for the Town Manager search, and final decisions on expectations for the public forums that Mr. Morse will be facilitating on Tuesday, April 14th. The Board invited Mark Morse to be present for the discussion but due to conflicting schedules he was tele-conferenced in.

The Screening Committee could be composed of the five members of the Board of Selectmen or a select group of interested residents, employees with the option to include one or two members of the Board.

If the Board acts as the Screening Committee reviews of resumes and discussions with Mr. Morse have to be in public session while a Screening Committee made up of well-respected individuals/employees can review resumes and conduct discussions in private; the Board would be removed from screening and reviewing resumes. A Screening Committee would operate much like any other committee; meetings would be posted, discussions held, and if appropriate they could go into Executive Session.

Selectman Salafia moved that the Board of Selectmen appoint a Screening Committee to select candidates for the successor Town Manager. The motion was seconded by Selectman O'Donoghue and unanimously voted to approve.

Mr. Morse explained the process to select a Screening Committee and provided examples of what the make-up of a screening committee with the recommendation it be comprised of no more than five members. It is acceptable to have a member of the Board on the Screening Committee however they cannot reveal any information to other

Board members. The Screening Committee would play a broader role in the process than the Board will so the composition of the Committee is important for the process.

The Search Committee would present candidates to the Board and share why they meet the qualifications but they would not rank the applicants. Their role would be to agree in general to the process and candidates brought forward. The makeup of a Search Committee should reflect the values of the Board with Mr. Morse acting as the quality control person representing the Board and all stakeholders.

Selectman O'Donoghue moved that the Board of Selectmen select a five member Screening Committee not to include a member of the Board of Selectmen. The motion was seconded by Selectman Vispoli and unanimously approved.

The Board discussed their role in choosing the make-up of the Screening Committee. Mr. Morse advised them to reach out to the community and stakeholders, and to provide criteria and information on expectations of their role. Interested parties will submit a brief description of their qualifications and reason(s) why they want to be on the Screening Committee with April 23, 2015 as the deadline for the responses. Each member of the Board of Selectmen will bring their top five choices to the meeting on April 30th.

Mr. Morse reviewed points to be included at the public forums on April 14th such as, requirements of the Town Charter, the role of the Board, and the qualifications of a Town Manger the community would expect. Mr. Morse will email a draft of his presentation to the Board which will include information on the process and timeline. Andover TV will record all sessions.

Adjournment

At 8:45 A.M. on a motion by Paul Salafia and seconded by Mary O'Donoghue, the Board of Selectmen voted 5-0 to adjourn.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary