
Board of Selectmen Special Meeting
Minutes of May 28, 2015

I. Call to Order

Chair Mary O'Donoghue called the Special Meeting of the Board of Selectmen to order at 7:30 A.M. in the second floor conference 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.

II. Opening Ceremonies

Chair Mary O'Donoghue led the meeting in a moment of silence followed by the Pledge of Allegiance.

III. Town Manager Search

A. Interim Town Manager

The Board discussed the prospect of having an interim town manager in place for a possible three month time frame; although they will strive to fulfill the position sooner with the expectation to have a new town manager in place as soon as possible. The interview process of the finalists (possible 4) could take at least a month with an offer made in mid-August. Should the candidate need to give a thirty-day notice, the start date would be the first of October. The three options to consider for an interim manager:

- ask the current Town Manager to stay on
- appoint someone from within
- hire from the outside

The Town Manager has indicated he plans to retire the end of June but would be available to assist when needed. The Board sees the interim as someone who is well-respected by the Department Heads and employees and one who would be responsive to the needs of the community. After discussion, the Board deemed that Town Clerk Larry Murphy would be the best person at this time to fulfill the interim role. Mr. Murphy has filled in for the Town Manager in the past and would be the Board's consensus candidate.

Paul Salafia moved for the Board to select the Town Clerk, Larry Murphy, as the interim candidate. The motion was seconded by Alex Vispoli and unanimously approved.

Mary O'Donoghue will reach out to Larry Murphy to propose the interim Town Manager opportunity to him and she will also speak to Buzz to start transitioning Larry into the interim position as soon as possible.

B. Transition Plan

The Town Manager will be asking the Department Heads to construct an overview of their departments for the new Town Manager. The Board discussed creating a uniform orchestrated briefing document for all Department Heads to complete that would provide a five year history of their departments, goals, current projects, concerns, and a vision for the next five years. The Board will also reach out to Mark Morse for suggestions.

C. Town Manager's Contract

The Board will schedule an Executive Session to discuss certain elements of the new Town Manager's contract and will reach out to Mark Morse for assistance on the mechanics and structure of the contract.

IV. Other Business

The Selectmen will send their priority goals to the Chair to begin planning agendas for the summer meetings that would include their role in the CIP process, information on revenues, expenditures, their intention to have the proposed tax policy out in the fall, and OPEB and free cash policy.

Alex Vispoli and Dan Kowalski updated the Board on the status of the North Reading Water Contract. A full report will be scheduled as an agenda item for a future meeting.

Paul Salafia reported that they will have a first reading of the Tax Pilot Program at the June 15th Board of Selectmen's Meeting.

V. Adjournment

At 8:35 A.M. on a motion by Alex Vispoli and seconded by Paul Salafia, the Board voted 5-0 to adjourn the Special Meeting of May 28, 2015. Roll call: Alex Vispoli-Y, Paul Salafia-Y, Dan Kowalski-Y, R. Landry-Y, and Mary O'Donoghue-Y.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary