

**Board of Selectmen Special Meeting**  
**Minutes of July 2, 2015**

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**I. Call to Order**

Chair Mary O'Donoghue called the Special Meeting of the Board of Selectmen to order at 7:00 P.M. in the second floor conference room in the Town Offices. Present from the Board of Selectmen: Alex Vispoli-Y, Paul Salafia-Y, Robert Landry-Y, and Mary O'Donoghue-Y. Dan Kowalski was remotely tele-conferenced in. The meeting was duly posted and recorded.

Chair Sheila Doherty called the Search Committee to order. Present from the Search Committee: Don Robb-Y, Nancy Jetton-Y, Tim Vaile-Y, and Heather Lauten -Y who skyped in from out of state.

**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**

Sheila Doherty reported the Search Committee held a number of meetings in the endeavor to find a new town manager. It was a good process and a great committee. There were 36 respondents to the advertisement all of which were reviewed with the consultant, Mark Morse. The vast majority of candidates were from the New England area with a few from other parts of the country. Out of the 36, ten respondents qualified for an interview of which three opted out of the process for various reasons; one of which is the ICMA's Tenant of Ethics clause that states if you take a position you have to fulfill a two year term. Seven candidates were interviewed and three moved to the next level with one opting out on their own accord.

The final two candidates were requested to complete five questions in writing prepared by the Search Committee and to prepare an oral presentation on how they would develop a strategic planning process for the Town of Andover. The value of that task revealed how the candidates communicated publicly and the purpose of the written questions was to see how they organize their thoughts and written communication.

The Committee selected two candidates they unanimously support and feel would represent Andover well and both are currently assistant town managers: Kendra Amaral of Wilmington, Mass and Andrew Flanagan of Arlington, Mass.

The Committee reported they did not find any of the candidates who are currently town managers to be a good fit for Andover. Out of the pool of 36, the Search Committee felt that Kendra Amaral and Andrew Flanagan would be the best fit for Andover and referred to them as 'rising stars'.

The Search Committee members would be amenable to continuing on in their role if the Board of Selectmen is not satisfied with their recommendations and want to reopen the search. The candidate's resumes and responses to questions were distributed to the Board.

Chair Mary O'Donoghue said after the candidates publicly give their presentation, individual meetings will be scheduled with the Board of Selectmen and Department Heads so they can get to know each other. Interim Town Manager Larry Murphy will speak to the Department Heads about their schedules and the Board will ask Mark Morse to contact the candidates to find out their schedules so the meetings can be coordinated.

Sheila Doherty stated that the two candidates were not vetted by the Search Committee.

The Board of Selectmen thanked the Search Committee for their efforts and confirmed that the Search Committee's term is good through December 2015.

**IV. Adjournment:**

At 7:30 P.M. on a motion by Selectman Vispoli and seconded by Selectman Landry, the Board voted to adjourn the Special Meeting of July 2, 2015. Roll call: Alex Vispoli-Y, Paul Salafia-Y, Dan Kowalski, Robert Landry-Y, and Mary O'Donoghue-Y.

The Search Committee on a motion duly made and seconded voted to approve the Search Committee Minutes as submitted. Roll call: Don Robb-Y, Nancy Jetton-Y, Tim Vaile-Y, Heather Lauten-Y, and Sheila Doherty-Y.

At 7:31 P.M. on a motion by Don Robb and seconded by Tim Vaile, the Search Committee unanimously voted to adjourn. Roll call: Don Robb-Y, Nancy Jetton-Y, Tim Vaile-Y, Heather Lauten-Y, and Sheila Doherty-Y.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary

Documents: Resumes of Candidates  
List of questions for candidates