

**Board of Selectmen Special Meeting
Minutes of July 10, 2015**

I. Call to Order

Chair Mary O'Donoghue called the Special Meeting of the Board of Selectmen to order at 7:20 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, Dan Kowalski, Robert Landry-Y, and Mary O'Donoghue-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

The Board discussed the process for moving forward after today's initial meeting with the two finalists for Town Manager; this being their opportunity to introduce themselves offering their credentials without questions from the Board.

Over the next two weeks, each candidate will meet individually with members of the Board of Selectmen after which the Board will reconvene and share their thoughts. The Board would then schedule a structured community meeting to be held at Memorial Hall Library to give residents the opportunity to meet the candidates and to submit written questions for the candidates beforehand. The Board will again reconvene after the public meeting and decide if they want to move forward with one-on-one meetings with Department Heads and other town stakeholders.

The candidates:

Andrew Flanagan: Currently Mr. Flanagan holds the position of Deputy Town Manager in Arlington, Massachusetts. He began his career in public service in 2006 in his hometown of Winthrop and was given the opportunity to implement a change of government from a charter to town manager form of government allowing him to interact with every aspect of the town, employees, and their positions which was an important aspect in understanding and accomplishing the vision. Next, he held the position of Coordinator for the Metropolitan Area Planning Council working for two years with people from different types of organizations and forms of governments across the State. He was involved with all departments learning best practices, integrating technology, and discovering what makes a municipality work well. Following that position, he became the Director of Policy and Administration for the Town of Newburyport working directly for the Mayor. In addition to leading the daily operation of the office, he was instrumental in improving the budget process, establishing a Human Resources Department, initiating a job classification system,

overseeing health insurance, adoption of financial policies, and creating a five year capital plan.

As Deputy Town Manager in Arlington working with student interns from MIT, they developed a data vision utilization tool (Open Checkbook – Vision Dashboard) providing public access to the budget, allowing them the ability to view vendors, payments, expenses, etc. MIIA recognized their work by presenting them with the Innovation Award. Mr. Flanagan is a proponent of technology, innovation, collaboration, and creativity as well as engaging staff with senior management to accomplish tasks; he looks forward to the opportunity to serve as Andover’s next Town Manager.

Kendra Amaral: Currently, Ms. Amaral is the Assistant Town Manager and Human Resource Director of Wilmington, Massachusetts. She began her career as the Director of Planning and Research for the Boston Children’s Museum given the task to implement and oversee a \$50M renovation project. Through this position, she worked with permitting departments, planning departments, neighbors, and community members. Following the completion of this project she went on to hold the position of Chief of Staff for the Mayor of Amesbury using data and technology for data-based decision making. She was in charge of negotiating the Department Heads contract and in charge of the Health and Human Services Division where she worked to regionalize services with Newburyport and established a shared health inspector and animal control position with Salisbury.

The City Manager of Lowell contacted her to work for them as the Deputy Director of the Planning and Development Department where she reorganized the Building, Health, and Land Use Departments into a functional group providing consistency in the handling of complaints and requests using data-based decision making.

Currently, she holds the position of Assistant Town Manager and Human Resources Director for the Town of Wilmington. Wilmington is a stable community with a great financial base and a good education system but needed assistance in bringing the services into the 21st Century. Her achievements include establishing an IT Department and budget, revamping the budget process through the use of technology and analysis tools, improving the Human Resources Department bringing documentation and contracts into compliance and developing recruitment strategies. She also oversees the daily operations of the Town Manager’s office, assisting with the town budget and capital improvement plan.

Chair Mary O'Donoghue thanked both candidates and provided them with the next steps in the process which includes scheduling 1:1 meetings with the Board of Selectmen followed by a public community meeting towards the end of July beginning of August.

The candidates were asked to forward their presentations given to the Screening Committee along with their five questions/answers and any other documents they would like to share with the Board of Selectmen to Wendy Adams in the Town Manager's Office.

IV. Adjournment:

At 8:4 A.M. on a motion by Selectman Salafia and seconded by Selectman Kowalski, the Board voted to adjourn the Special Meeting of July 10, 2015. Roll call: Alex Vispoli-Y, Paul Salafia-Y, Dan Kowalski, Robert Landry-Y, and Mary O'Donoghue-Y.

Respectfully submitted,
Dee DeLorenzo
Recording Secretary