



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
LOUIS M. JURIST
CHERRY C. KARLSON
DOUGLAS A. LEVINE

Board of Selectmen

Meeting Minutes

July 2, 2018

6:30 p.m.

Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road, Wayland

Attendance: Lea T. Anderson, Mary M. Antes, Douglas A. Levine, Louis M. Jurist, Cherry C. Karlson (remote)

Also Present: Bernie Lynch, Community Paradigm Associates; Sharon Flaherty, Community Paradigm Associates

A1. Call to Order by Chair L. Anderson called the meeting of the Board of Selectmen to order at 6:30 p.m. in the Board of Selectmen's Meeting Room in the Wayland Town Building when a quorum was present, noted that the meeting will likely be broadcast and videotaped for later broadcast by WayCAM, and reviewed the agenda for the public.

A2. Announcement and Public Comment L. Anderson announced that Vice Chair C. Karlson will be participating remotely due to distance. There was no public comment.

A3. Town Administrator search: Meet with Bernie Lynch, Community Paradigm, to prepare for Town Administrator candidate interviews, including review and assignment of interview questions Bernie Lynch and Sharon Flaherty of Community Paradigm Associates came before the Board to discuss the process for interviewing the Town Administrator candidates. B. Lynch briefly reviewed the Community and Position's profile and described the interview questions that he has provided to the Board. A discussion ensued regarding the quantity and potential length of the questions and answers. B. Lynch said in his experience the questions and interview should take about an hour. C. Karlson and D. Levine stated candidates should be asked if they have a comfort level with Town Administrator and/or Town Manager role changes and how they might handle change during such a transition. The Board members suggested several edits to and regrouping of some of the proposed questions. They also assigned questions to each Board member. Some of the topics include management style, finance, goal setting, housing, and economic development. The order of the questions, negotiating, the voting and offer process, and the schedule of interviews were also discussed.

A4. Payroll Warrant: Vote the question of approving and signing the weekly payroll warrant
No action was taken as the warrant was not available.

A5. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any:
None.

A6. Adjourn D. Levine moved, seconded by L. Jurist, to adjourn the meeting at 7:16 p.m. A roll call vote was taken. YEA: L. Jurist, L. Anderson, M. Antes, D. Levine, C. Karlson. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 5-0.

Items Distributed for Information and Use by the Board of Selectmen at the Meeting of July 2, 2018.
None.

Items Included as Part of Agenda Packet for Discussion During the July 2, 2018 Board of Selectmen's Meeting

1. Draft Town Administrator finalist interview questions, provided by Community Paradigm Associates
2. Wayland, MA, Town Administrator, Community and Position Profile