



# TOWN OF WAYLAND

## Town Administrator Screening Committee

41 COCHITUATE ROAD  
WAYLAND, MASSACHUSETTS 01778

### MEMBERS

STEVEN CORREIA  
DAVID GUTSCHENRITTER  
DOUGLAS LEVINE  
BRIAN O'HERLIHY, CLERK  
MARYANNE PEABODY  
CAROLE PLUMB, CHAIR  
SUSAN POPE

### Meeting Minutes – May 30, 2018

**Attendance:** Steven Correia; David Gutschenritter; Douglas Levine; Brian O'Herlihy; Maryanne Peabody (arrived at 7:03 PM); Carole Plumb; and Susan Pope

**Others in attendance:** Bernard Lynch, Principal, and Sharon Flaherty, Senior Associate - Community Paradigm Associates, LLC ("CPA").

**Open Meeting:** B. Lynch called the meeting to order at 7:00 PM at the Wayland Town Building. B. O'Herlihy agreed to keep the minutes (following his appointment as Clerk).

**Public Comment:** None.

**Previous Minutes:** None.

**Materials Discussed/Distributed:** (1) Town Manager Recruitment Projected Time-Line and (2) Wayland Town Administrator Screening Committee Interview Questions, both prepared by CPA.

### Notes:

- 1) B. Lynch introduced himself and S. Flaherty and reviewed the agenda for the initial meeting of the Town Administrator Screening Committee ("TASC"). Members of the TASC introduced themselves.
- 2) B. O'Herlihy noted that it was unclear if the meeting was being remotely taped by WayCam. He agreed to contact WayCam to ensure that none of the executive sessions anticipated to be held at future meetings were taped or broadcast live.
- 3) No public comment.
- 4) D. Gutschenritter moved to appoint B. O'Herlihy as Clerk for the TASC. D. Levine seconded. Motion approved 7-0.
- 5) D. Gutschenritter moved to appoint C. Plumb as Chair for the TASC. M. Peabody seconded. Motion approved 7-0.

- 6) B. Lynch reviewed the Town Administrator screening process with the members, including a detailed review of the remaining activities shown on the time line document that was prepared for the Board of Selectmen (“BOS”). He noted that the position has been advertised and that resumes and cover letters from interested candidates need to be submitted to CPA no later than June 15, 2018.

C. Plumb suggested that the TASC develop a list of criteria to be used as a tool for reviewing resumes. B. Lynch agreed to develop a list from the advertised position description for review at the next meeting.

B. Lynch responded to questions regarding the BOS’s current effort to strengthen the town administrator position through potential changes to the town administrator by-law and its impact on candidates looking at this position. He noted that the title of the position wasn’t as important as the authority and responsibilities of the Town’s chief executive officer. B. Lynch felt there would be significant interest in this position.

B. Lynch was asked to consult with the Town’s Assistant Town Administrator and/or Town Counsel regarding CPA’s ability to provide the members with an opportunity to review resumes in advance of the next meeting of the TASC. Methods for keeping the identity of the candidates confidential were discussed, including redacting names, towns and other information that might allow a reviewer to determine the identity of the candidate.

- 7) B. Lynch noted that thirteen (13) resumes had been received to date.

He indicated that the market for Town Managers/Administrators was competitive with a number of local communities currently attempting to fill positions, including Weston, Lexington and Bedford. He noted that given the retirements of a number of long-term Town Managers/Administrators, the pool of candidates is growing as those with an interest in advancing their careers understand that once the open positions are filled they are unlikely to open up again for a number of years.

B. Lynch noted that CPA was handling the Weston town manager search and that 43 resumes had been received. He expects Weston to complete its process by June 30<sup>th</sup> and that a number of qualified candidates will submit resumes to both Weston and Wayland.

- 8) B. Lynch distributed and reviewed a list of typical questions that have been used by CPA in past interviews. He asked the TASC members to forward to him (but not the other TASC members) any interview questions they might like to ask the prospective candidates. A final list of questions will be discussed at the next meeting, along with agreement on who will be asking the questions during the upcoming interviews.
- 9) B. Lynch and the members discussed the TASC’s future meeting schedule, possible locations for the meetings and anticipated focus of meetings, i.e., review of candidate resumes and candidate interviews. So the candidates’ identities would remain confidential from each other between interviews he asked that an adjoining holding room be made available. Following discussion, the tentative dates, times and locations for the TASC’s meetings were set as follows:

<u>Date</u>	<u>Time</u>	<u>Tentative Location</u>
June 18, 2018 (Monday)	2:00 - 4 PM	Wayland Town Building
June 21, 2018 (Thursday)	6:00 - 9 PM	Public Safety Building

June 22, 2018 (Friday)	6:00 - 9 PM	Public Safety Building
June 27, 2018 (Wednesday)	6:00 - 9 PM	TBD

Adjourn: C. Plumb moved to adjourn the meeting at 8:32 P.M. D. Levine seconded. Motion approved 7-0.

Respectfully submitted,

Brian T. O'Herlihy