



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 – June 21, 2018

Attendance: Steven Correia; David Gutschenritter; Douglas Levine; Brian O'Herlihy; Maryanne Peabody; Carole Plumb; and Susan Pope

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

Open Meeting: C. Plumb, Chair, called the meeting to order at 6:00 PM at the Wayland Town Building. B. O'Herlihy, Clerk, agreed to keep the minutes.

Public Comment: None.

Previous Minutes: June 18, 2018 (open meeting).

Materials Discussed/Distributed: The following documents were distributed to TASC members prior to the meeting: (i) semi-finalist interview schedule prepared by CPA; (ii) semi-finalist interview questions (3rd revision) prepared by CPA; and (iii) copy of the A. Boulter email noted during public comment at the 5/30/18 meeting. Confidential resumes for the applicants being interviewed at this evening's executive session were distributed by B. Lynch.

Notes:

- 1) The TASC reviewed the minutes for the June 18, 2018 open meeting. M. Peabody moved approval of the minutes. S. Pope seconded. Motion approved 7-0.
- 2) M. Peabody questioned whether or not the TASC might want to consider reposting the Town Administrator position, without a due date for submission of cover letters and resumes, which would permit applicants who may have missed the original due date to apply for the position. While she believes the TASC has seven (7) strong candidates to interview, M. Peabody noted that a number of these candidates appear to be finalists in other communities and, therefore, at risk of dropping out of the Wayland search process. By reposting the position at this time, she felt it would ensure the broadest pool of qualified candidates for the TASC to consider.

B. Lynch pointed out under the terms of CPA's contract, he has committed to a process that has as its objective hiring a new Town Administrator by the end of August. He felt the current pool of interviewees could all do the job and expressed concern that reposting the position, at this time, could cause one or more of these candidates to pull out of the process. He also thought re-posting now would give Wayland the negative appearance of being disorganized.

In anticipation of this discussion, C. Plumb had a conversation with Lea Anderson, Chair of the Board of Selectmen ("BOS"). L. Anderson cited previous discussion at BOS meetings where the board had opted for a contract schedule where the TASC would offer finalist candidates by the end of June. The BOS would then be able to interview qualified candidates in July with the objective of hiring a new Town Administrator by the end of August. If no worthy candidate emerged, the BOS would then evaluate next steps.

A number of TASC members acknowledged M. Peabody's concerns, but expressed reservations about reposting the position at this time.

Given B. Lynch's concerns and in light of the BOS' stated time line, C. Plumb suggested the TASC table further discussion. There was no objection.

- 3) The TASC reviewed the final list of interview questions provided by CPA and assigned at least two questions to each member.
- 4) At 6:20 PM, C. Plumb moved, seconded by D. Levine, that the TASC enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(8) to consider or interview applicants for employment or appointment with respect to the Town's search for a Town Administrator by a preliminary screening committee for purposes of interviewing candidates for Town Administrator. C. Plumb declared that to have a discussion in an open session will be detrimental to the ability of the Town to obtain qualified applicants for the position. C. Plumb invited attendance by B. Lynch and Sharon Flaherty of CPA and noted that the TASC will reconvene in open session in approximately three hours to address the remaining issues on this evening's agenda. Roll call vote: YEA: C. Plumb; S. Correia; D. Gutschenritter; D. Levine; B. O'Herlihy; M. Peabody; and S. Pope. NAY: none. ABSENT: none. ABSTAIN: none. Adopted 7-0-0.

The TASC returned to open session at 9:25 PM.

- 5) There were no topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.
- 6) C. Plumb noted the tentative dates, times and locations for the TASC's meetings were as follows:

<u>Date</u>	<u>Time</u>	<u>Tentative Location</u>
June 22, 2018 (Friday)	6:00 - 9 PM	Town Building
June 27, 2018 (Wednesday)	6:00 - 9 PM	Town Building

B. O'Herlihy noted that the TASC will have to meet at least once after June 27, 2018 to approve the executive session minutes for June 27, 2018. He suggested that the TASC consider all of the executive session minutes at that meeting. There was no objection.

Adjourn: M. Peabody moved to adjourn the meeting at 9:30 P.M. D. Levine seconded. Motion approved 7-0.

Respectfully submitted,

Brian T. O’Herlihy