

TOWN MANAGER SCREENING COMMITTEE MEETING

December 21, 2023

Chairperson Robert Peterson called the meeting to order at 6:00 p.m. in Room 9 of the Town Hall. Present were Michael A. Caira, Michael L. Champoux, Jonathan R. Eaton, Raymond N. Lepore, Paul J. Ruggiero and Bryan T. Perry. John F. Doherty, III remotely. Sean Hennigan was not present at the meeting. Chair Peterson noted that the meeting was being recorded for posting on WCTV, the Town's website and for the recording secretary.

PLEDGE OF ALLEGIANCE

Chair Peterson asked those present to rise and he led the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Mr. Jonathan Eaton to approve the minutes. Mr. Paul Ruggiero asked to make correction to the minutes. He noted that on page 2, the last sentence of the first paragraph states "...Community Paradigm Associates will work with IT Director John O'Neil will work to get the community survey out". He suggests the second "will work" should be removed. Members of the committee were in agreement. A motion was made by Raymond Lepore, seconded by Paul Ruggiero and by the affirmative roll call vote of all, it was,

VOTED: That the Committee approves the minutes of their meeting held November 21, 2023, and that all actions taken are hereby ratified and confirmed.

MEETING WITH COMMUNITY PARADIGM ASSOCIATES, LLC

Founder and managing principal Mr. Bernie Lynch and Senior Associate Ms. Julie Jacobson along with John Petrin who attended remotely, were present at the meeting.

Mr. Lynch updated the committee on the process. He mentioned that 200 responses were received on the survey launched on the town website. The survey would close on December 30, 2023. They will analyze the results and present it to the committee. Ms. Jacobson was able to meet the Select Board members and Department Heads after the previous meeting. Mr. Lynch was seeking the committee's feedback on the position statement. Members offered their comments and upon consensus, a motion was made by Michael Caira, seconded by Raymond Lepore and by the affirmative roll call votes of all, it was,

VOTED: The Committee approve the Position Statement as amended.

Mr. Lynch provided the Committee with the next steps. He mentioned that the advertisement will be placed in Massachusetts Municipal Association, the International City and County Management Association and distributed to area graduate schools. He also indicated that the resumes will be received by January 26, 2024.

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COMMUNICATIONS

There were none.

COMMITTEE TO CONSIDER NEXT MEETING DATE

The next meeting date is determined as January 31, 2024, at 7:00 PM. Chair Peterson advised it will be an Executive Session as the Committee will be reviewing candidate resumes.

There being no further business to come before the Committee, a motion was made by Mr. Raymond Lepore, seconded by Mr. Jonathan Eaton and by the affirmative roll call votes of all, it was,

VOTED: That the Town Manager Screening Committee adjourn.

The meeting was adjourned at 7.04 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Surbhi Patel', written over a horizontal line.

Surbhi Patel, Recording Secretary