

## TOWN MANAGER SCREENING COMMITTEE MEETING

September 14, 2023

Chairperson Robert Peterson called the meeting to order at 7:03 p.m. in Room 9 of the Town Hall. Present were members Michael A. Caira, Michael L. Champoux, John F. Doherty, III, Jonathan R. Eaton, Raymond N. Lepore, and Paul J. Ruggiero. Mr. Bryan T. Perry and Mr. Sean Hennigan were not present at the meeting. He noted that the meeting was being recorded for posting on WCTV and 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. Eaton, seconded by Mr. Doherty and by the affirmative vote of all, it was

VOTED: That the Committee approve the minutes of their meeting held August 29, 2023 and that all actions taken are hereby ratified and confirmed.

### ORGANIZATION OF THE COMMITTEE

Mr. Peterson initiated the discussion for appointment of Vice Chairman of the committee. Mr. Champoux nominated Mr. Doherty for the role.

A motion was made by Mr. Champoux, seconded by Mr. Eaton and by the affirmative vote of all, it was

VOTED: That Mr. John F. Doherty serve as the Vice-Chairman for the Town Manager Screening Committee Meeting

### DISCUSSION REGARDING SCOPE OF WORK FOR RFP/RFQ RE. PROCUREMENT OF CONSULTANT SERVICES TO WORK WITH TOWN MANAGER SCREENING COMMITTEE

Chair Robert Peterson opened the discussion regarding scope of work for RFP/RFQ with regards to procurement of a consulting firm. He provided members with a copy of documents related to the hiring process of the Town Manager in Town of Westford. Mr. Doherty asked whether they would meet in executive session when the applications come in. Mr. Peterson said he will check with the Town Counsel about the same. Mr. Eaton expressed concerns regarding the cost of the hiring process to which Mr. Doherty said that the Finance Committee has reserve funds. As this is an unanticipated expense, funds could be used. The committee discussed the timelines and the dates to be mentioned in the draft document.

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TOWN CLERK  
2023 NOV -3 PM 3:57  
TOWN OF WILMINGTON, MA

Mr. Peterson will make amendments to the draft document as per the discussions held and will send the copy to the Select Board and Town Counsel.

Mr. Peterson also mentioned the request to call a special meeting to accommodate the things and expedite the process.

Mr. John Doherty motions, seconded by Mr. Jonathan Eaton and favored by all it was,

Voted that the Chair puts forth to the Select Board and Town Counsel the document indicating the scope of work and the relative dates and if they can turn it into our RFP.

## COMMUNICATIONS

Mr. Peterson reviewed the correspondence for questions, comments or otherwise.

- a. Email from Beverly Dalton dated September 1, 2023 re. to Salary Survey and Draft Posting(s) for Town Manager Position.
- b. Letter from George Allen to Town Manager Screening Committee Dated September 7, 2023
- c. Letter from Robert G. Peterson, Jr. to the Select Board dated September 8, 2023
- d. Email from Buzz Stapczynski to Beverly Dalton, Jeffrey Hull and Gary DePalma dated August 23, 2023
- Mr. Peterson wants to ensure that Mr. Hull /Ms. Dalton replies to their email stating that the committee will be bringing in the Consultant Services.
- e. Letter from Dan Murphy to the Town Manager Screening Committee dated August 29, 2023

Chair Peterson asked if there were any questions or comments and there were none.

Mr. Peterson stated that the responsibilities of this committee depend on the Request for Proposal and Request for Qualification and the decision regarding the appointment of a consultant.

### **COMMITTEE TO CONSIDER NEXT MEETING DATE**

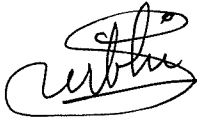
Depending on the discussions held at the Select Board meeting on September 25, 2023, the next Screening Committee Meeting will be held at Town Hall on Thursday, September 28, 2023, at 7:00 p.m. Topics will depend on RFP and RFQ

There being no further business to come before the Committee, a motion was made by Mr. Jonathan Eaton, seconded by Mr. John Doherty and by the affirmative vote of all, it was,

VOTED: That the Town Manager Screening Committee adjourn.

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

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

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Surbhi Patel, Recording Secretary