

TOWN MANAGER SCREENING COMMITTEE MEETING

November 2, 2023

Chairperson Robert Peterson called the meeting to order at 7:00 p.m. in Room 9 of the Town Hall. Present were members John F. Doherty, III, Michael A. Caira, Michael L. Champoux, Jonathan R. Eaton, Raymond N. Lepore, Sean Hennigan and Paul J. Ruggiero. Mr. Bryan T. Perry was not present at the meeting. Chair Peterson 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. Doherty duly seconded and by the affirmative vote of all, it was,

VOTED: That the Committee approve the minutes of their meeting held September 14, 2023, and that all actions taken are hereby ratified and confirmed.

REVIEW AND EVALUATION OF THE BIDS HAVING BEEN SUBMITTED IN THE RESPONSE TO THE REQUEST FOR PROPOSALS FOR THE SEARCH FIRM TO ASSIST WITH TOWN MANAGER RECRUITMENT

Chair Peterson initiated the discussion for the evaluation of technical aspects of the proposal and to get individual ratings on each criteria mentioned on the Technical Evaluation Form. Each member provided their ratings to the Chair. Chair Peterson noted all the votes. Open discussion was held to prepare for the interview with the search firm, Community Paradigm Associates, LLC. Members prepared the questions to ask the consultant.

INTERVIEW OF COMMUNITY PARADIGM ASSOCIATES, LLC

Mr. John Petrin and Ms. Julie Jacobson were present on behalf of Community Paradigm Associates, LLC. Mr. Petrin and Ms. Jacobson provided the committee with information on their background and experience. The interview consisted of questions and answers, and it was the general consensus that the interview went well, and many of the aspects were covered by all the members of the committee.

COMMUNICATIONS

There were none.

**COMMITTEE TO CONSIDER COMMUNICATIONS TO SELECT BOARD
AND/OR TOWN MANAGER RELATIVE TO THE SEARCH FIRM TO ASSIST
WITH TOWN MANAGER RECRUITMENT**

A motion was made by Mr. John Doherty, seconded by Mr. Raymond Lepore and by the affirmative vote of all, it was,

VOTED: That the Committee recommend to the Temporary Town Manager and Select Board to proceed with Community Paradigm Associates, LLC., and that the Temporary Town Manager review the technical proposal as well as price proposal and follow up with the references.

COMMITTEE TO CONSIDER NEXT MEETING DATE

The next meeting date is not determined as of now.

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

VOTED: That the Town Manager Screening Committee adjourn.

The meeting was adjourned at 8:54 p.m.

Respectfully submitted,

Surbhi Patel, Recording Secretary