



Town of Wayland Massachusetts

Town Administrator Selection Committee

Chris Brown
Elizabeth Butler
Tom Dretler
David Gutschenritter (Chair)
David Hill
Randall Moore
Philip Schneider

Minutes of July 8, 2014 Committee Meeting

In Attendance were: Chris Brown, Elizabeth Butler, David Gutschenritter, David Hill, Randall Moore, and Philip Schneider. Also attending was Alan Gould of MRI.

The meeting was called to order at 9:04 am at the Town Building in the Selectmen's Meeting Room. The following Agenda topics were addressed:

- 1. Public Comment: there was no public comment**
- 2. Review and approval of prior meeting minutes:** The minutes of the meeting held in open session on 6/23/2014 were reviewed and amendments made. D. Hill moved that the minutes of the meeting held in open session on 6/23/2014 be approved as amended. P. Schneider seconded. Passed 6-0.
- 3. Future meeting schedule:** The Committee discussed the logistics of next steps and agreed to meet concurrently with the Board of Selectmen on July 15, when the BOS is scheduled to interview the candidates that the Committee will recommend at today's meeting. At that meeting, the Committee will review and approve all outstanding minutes as well.
- 4. Executive Session:** D. Gutschenritter stated that he would entertain a motion to enter into executive session pursuant to M.G.L. Ch. 30A, Sec 21 A (8) to consider or interview applicants for employment by a preliminary screening committee. Any such discussion in open session would be detrimental to the applicants being interviewed. The Committee will return to open session upon conclusion of the executive session. Joining the Committee in executive session will be Alan Gould, Don Jutton, Nancy and Steve, from MRI.

E. Butler moved and C. Brown seconded.

Brown – yes
Butler – yes
Gutschenritter – yes
Hill – yes
Moore – yes
Schneider – yes

5. Reconvene in Open Session: The Committee agreed in executive session to recommend three candidates to the Board of Selectmen (assuming each of the three candidates agrees to proceed to the next round).

6. Adjourn

At 4:50 pm D. Hill moved to adjourn the meeting. P. Schneider seconded. The Committee voted 6-0 in favor.

Respectfully submitted,

David Gutschenritter

Documents

Draft minutes of the meeting held on June 23, 2014



Town of Wayland Massachusetts

Town Administrator Search Committee

Chris Brown
Elizabeth Butler
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Minutes of July 8, 2014 Executive Session Committee Meeting

In Attendance were: Chris Brown, Elizabeth Butler, David Gutschenritter, David Hill, Randall Moore, and Philip Schneider. Also Attending: Alan Gould, Don Jutton, Merilise O'Connor, and Stephen Rollins from MRI.

Executive Session was entered into at 9:15 am following a roll call vote of the Committee.

D. Gutschenritter opened the executive session by outlining the process the Committee would follow during executive session. The Committee discussed the various lines of questioning that each of the Committee members would follow so that the questioning was not duplicative.

Next Mr. Gutschenritter discussed with the Committee and MRI how to respond to media inquiries about the process. It was agreed that once the finalists had confirmed their willingness to go to the next round and the BOS had been informed of their willingness, then the media could be notified.

Then the Committee discussed logistics and possible outcomes of today's session and agreed to defer any decisions until after the interviews.

The Committee then interviewed 5 candidates

After the interviews, the Committee reviewed each candidate, discussing the relative strengths and weaknesses of each candidate.

The Committee then reviewed the executive session minutes of June 23, 2014. D. Hill moved that the minutes of the executive session held on June 23, 2014 be approved as amended. R. Moore seconded.

Brown – yes
Butler – yes
Gutschenritter – yes
Hill – yes
Moore – yes
Schneider – yes

At 4:25 pm, representatives from MRI joined the meeting and shared their views on the candidates. After a short discussion, the Committee reached consensus on recommending three candidates to be interviewed by the BOS.

D. Hill moved that the Town Administrator Selection Committee unanimously agree to recommend to the Board of Selectmen that they interview (listed in alphabetical order) Nan Balmer, Joe Domelowicz, and Lee Staab for the position of Wayland Town Administrator. P. Schneider seconded.

Brown – yes
Butler – yes
Gutschenritter – yes
Hill – yes
Moore – yes
Schneider – yes

At 4:48 pm, E. Butler moved that the Town Administrator Search Committee adjourn from Executive Session and return to Open Session. D. Hill seconded.

Brown - Yes
Butler – Yes
Gutschenritter – Yes
Hill – Yes
Moore – Yes
Schneider – Yes

Respectfully submitted,

David Gutschenritter

Documents:

Draft minutes of executive session held on June 23, 2014