Town of Wayland
Massachusetts

Town Administrator Search Committee
Elizabeth Butler
Tom Dretler
David Gutschenritter (Chair)
David Hill
Mike Lowery
Randall Moore
Philip Schneider

Minutes of February 19, 2014 Committee Meeting

In Attendance were: Elizabeth Butler, Tom Dretler (participated remotely by telephone due to geographic distance), David Gutschenritter, David Hill, Mike Lowery, Randall Moore, Philip Schneider
Also Attending: Alan Gould from MRI.

The meeting was called to order at 7:00 pm 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. **Administrative Actions**

The results of the Town Administrator hiring survey were made available to the Search Committee (SC). The results of the survey will be posted on the Town's website.

Election of a Chair

David Hill moved that David Gutschenritter be elected Chair of the Town Administrator Search Committee. Beth Butler seconded.
Roll Call vote (required because one member of the Committee was participating remotely):
Beth Butler – Yes
Tom Dretler – Yes
David Gutschenritter – Abstained
David Hill – Yes
Mike Lowery – Yes
Randall Moore – Yes
Philip Schneider – Yes
Motion carried 6-0-1.

Designation of a Minute Taker

David Gutschenritter volunteered to take the minutes

3. MRI Review of Background, Goals, Procedures, and Expectations

Alan Gould of Municipal Resources Inc. (MRI) opened the meeting with a review of the process that had taken place so far. MRI, working with the Board of Selectmen (BOS), the Personnel Board and Town Administration, reached a general agreement on the qualifications that the Town of Wayland was looking for in its next Town Administrator (TA). Among the qualifications identified were relevant experience, level and focus of education, tenure at previous positions, and other relevant factors. Alan went on to list the steps of the process that would occur: 1) post/advertise the position, collect responses, ask interested candidates to submit a resume and answers to a series of questions, review the submissions for relevance, conduct screening interviews telephonically and prepare a list of candidates for the SC to review. The SC would then narrow the list of candidates down to a set of finalists for in-person interviews with the SC. After the in-person interviews, the SC would recommend a slate of candidates for the BOS to interview, with the ultimate outcome being the selection of a new TA.

45 initial responses were received, 21 followed up with the requisite submissions, 4 were not sufficient to continue and 1 withdrew, leaving 16 candidates with which MRI would conduct telephone interviews. After the telephone interviews, MRI presented a list of 12 candidates for the SC to review.

A question was asked as to how many of the candidates were male versus female. 3 were identified as female.

A question asked about background checks. Alan responded that at this point in the process, only public information was searched. A more in-depth background check would be done on the final candidate prior to the extension of the job offer.

A question was asked as what the SC's deliverable(s) is/are. Alan responded that ideally, the SC would recommend three candidates to be interviewed by the BOS. The interviews with the SC would be done in Executive Session; the interviews with the BOS would be done in a public meeting.

The issue of timing was then discussed. The BOS would like to have the new TA hired by Annual Town Meeting, if possible.   The SC discussed the pros and cons of the existing BOS hiring the new TA compared to the new BOS doing the hiring. It was agreed that, if possible, the SC would present a slate of candidates to the BOS prior to Annual Town Meeting.

The SC next discussed when the SC would next meet to interview the candidates chosen tonight to be invited to come to Wayland for the in-person interviews. After discussion, Mike Lowery moved that the SC meet on March 15th to conduct the in-person interviews. Randall Moore seconded.
    Roll Call vote (required because one member of the Committee was participating remotely):
    Beth Butler – Yes
    Tom Dretler – Yes
    David Gutschenritter – Yes
    David Hill – Yes
    Mike Lowery – Yes
    Randall Moore – Yes
    Philip Schneider – Yes
    Motion carried 7-0.

Dave Gutschenritter will update the BOS on the SC timing.

At 7:45 pm, Mike Lowery moved that the Town Administrator Search Committee 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 and that Alan Gould, representing MRI, would join the SC in Executive Session. David Hill seconded.

    Roll Call vote (required to enter into Executive Session):
Beth Butler – Yes
Tom Dretler – Yes
David Gutschenritter – Yes
David Hill – Yes
Mike Lowery – Yes
Randall Moore – Yes
Philip Schneider – Yes
Motion carried 7-0.

At 9:35 pm, the Town Administrator Search Committee returned to open session.

Tom Dretler left the meeting.

4. Items not Reasonably Anticipated by the Chair 48 hours in Advance of the Meeting, if any.

The SC agreed that the primary communication between MRI and the SC would be between Alan Gould and the Chair.

It was agreed that the Chair would update the BOS on tonight's meeting, specifically to get the BOS's response to the SC's decision to meet on March 15th to interview candidates.

5. Adjourn

At 9:40 pm, David Hill moved to adjourn the meeting. Mike Lowery seconded, the motion carried 6-0.

Respectfully submitted,

David Gutschenritter