

**Wellfleet Board of Selectmen
Minutes of the Meeting of June 18, 2012
Council On Aging Building, 7:00 p.m.**

Present: Chair Berta Bruinooge, Paul Pilcher, Dennis Murphy, Jerry Houk, and John Morrissey; Town Administrator Paul Sieloff.

Chair Berta Bruinooge called the meeting to order at 7:02 p.m.

Town Administrator Resignation: Bruinooge stated Town Administrator Paul Sieloff's intention to resign after Labor Day.

Mr. Sieloff suggested a September or October date depending on the search process.

Executive Search Process: Sieloff asked the Board to consider using executive search company Groux and Associates. Thomas Groux conducted the search that hired Sieloff. Groux also served as Wellfleet's Interim Town Administrator and is interested in making a presentation to the Board about his services.

Houk would rather Wellfleet use a different executive search company, one that can "take a fresh look." He noted that the Town Charter allows for the Assistant Town Administrator to serve as Interim Town Administrator for three months, with the possibility of an additional three months, if necessary. Bruinooge noted that King is very capable, but also very new and has not undergone a personnel evaluation yet. She suggests the Town Administrator search could start before the Fire Chief search. Murphy does not think conducting two job searches at once (Town Administrator and Fire Chief) is a good thing for the Town. He sees King as organized and well-versed. Pilcher expressed concern about King doing both jobs. Pilcher feels the search process (for Fire Chief) approved by the Board at the last meeting is a very good model. Morrissey is sorry to see the Town Administrator go and is concerned about delaying the search process. He agrees with Houk on using a different executive search company.

Costs: Murphy offered some numbers from the Town Accountant, that should the Town Administrator stay on, it would cost the Town \$514 a day (departure in July \$9,350; in August \$18,701; in September \$27,000+; in October \$36,882).

Bruinooge estimated the executive search costs to be \$8,000-10,000. Sieloff noted that if executive search services are over \$5,000 different procurement rules would be required. If under \$5,000 the executive search position would not have to be advertised.

MOTION 12-0238: Pilcher moved to approve advising the Town Administrator to put out a Request for Proposals to assist with the Town Administrator search and to bring the Proposals to the Board of Selectmen. Morrissey seconded the motion and it passed 3-2 (Houk, Murphy).

MOTION 12-0239: Morrissey moved to approve the formation of a five-member Citizens Search Committee to assist with the Town Administrator search process. Pilcher seconded the motion and it passed 5-0.

Letter of Resignation: Murphy said he would like to see a Letter of Resignation from the Town Administrator. Bruinooge opened the discussion to the audience.

Mary Ellen Manning: "We definitely need a letter." Ms. Manning questioned the need to hire a professional recruiter since a job description exists.

Dawn Rickman: "Wellfleet is required by law to have a dated letter of resignation; and a job description exists."

Hugh Guilderson: "Already have job description, but in a year when the Town Clerk/Treasurer and Town Administrator are leaving, ask what you want beyond the job description."

Ben Zehnder: "It's your decision to make. It's not so much resumes, but how they fit in with the culture of the town."

Jeff Stewart: "Get letter, get date or ask Town Administrator to write 'I am offering my resignation as of [date]'. "Town should ask Assistant Town Administrator if is he's interested in the position."

Bruinooge emphasized that she'd like to see the Citizens Search Committee work with the professional recruiter throughout the entire process.

Pilcher noted that if the Board of Selectmen conducts the search on its own, neither the Board nor the applicants would have the confidentiality present with a professional recruiter.

MOTION 12-0240: Murphy moved to approve asking the Town Administrator for a Letter of Resignation with a date on it. Morrissey seconded the motion and it passed 5-0.

Sieloff offered to deliver a Letter of Resignation by the next meeting.

Houk asked the Chair to add an agenda item to the next Board meeting re the Town Administrator giving a raise to a temporary employee and increasing the employee's hours so that the employee can receive benefits.

ADJOURNMENT

MOTION 12-0241: Pilcher moved to adjourn the meeting. Murphy seconded the motion and it passed 5-0. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Lydia Vivante