

**Wellfleet Board of Selectmen
Minutes of the Special Meeting of August 7, 2012
Town Hall, 7:00 p.m.**

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

Chair Berta Bruinooge called the meeting to order at 7:01 p.m.

BUSINESS

Meeting with the Town Administrator Executive Recruiter and Screening Committee to discuss goals: Houk asked Mark Morse from MMA Consulting Group Inc. to give an overview of his revised proposal for recruiting the next Town Administrator for Wellfleet¹, which divides up responsibilities between MMA and the Administration Office.

MMA will:

- Develop a qualifications list, review Town Charter requirements and write the advertisement to be approved at a future Board of Selectmen meeting
- Review all resumes and verify education and background information of potential candidates
- Write an interview script for the TA Screening Committee and sit through the interview process with the Screening Committee
- Conduct second interviews with potential candidates
- Reach out to potential high quality candidates in the field and ascertain interest in the Wellfleet TA position

Administration Office will:

- Collect and securely store resumes sent to Town Hall attn: Amy Voll for confidentiality purposes
- Log all resumes into a spreadsheet
- Scan resumes into PDF files to be sent to MMA for review
- Provide TA Screening Committee the resumes of strong candidates and provide resumes to individual Selectmen and TA Screening Committee candidates to review at Town Hall as requested

Morse noted that all resumes are private and identities of candidates are not to be made public until a list of finalists is reviewed publicly by the Selectmen. From the audience, TA Screening Committee member Denny O'Connell asked if the Open Meeting Law applied to this committee. Morse said yes, the committee should follow Open Meeting procedures and post all TA Screening Committee Meetings. Bruinooge asked when the advertisement would be placed. Morse said he would have a copy of the advertisement ready for approval at the next Board of Selectmen meeting on August 14, 2012. The ad would be placed in the Beacon, ICMA, and other local papers according to Charter rules and would run through September 17, 2012. MMA and the Screening Committee will then review resumes over a two to three week period before sending finalist to the Selectmen for review. Pilcher reiterated his concern that Wellfleet would lose good candidates if the process was dragged out. Morse said that he was a proponent of personal contact during the process to keep the best candidates apprised of the progress. Bruinooge closed the dialogue amongst the Selectmen and asked for public comment. There were no comments made by the public regarding this discussion.

Draft Town Administrator Charge: John Morrissey distributed a draft Town Administrator Charge² for review and asked that a final charge be approved at the August 14, 2012 Board of Selectmen meeting after a discussion. Morse and the TA Screening Committee then left to meet in the second floor conference room at Town Hall.

Shark Safety Update: Beach Administrator Suzanne Grout Thomas suggested to the Selectmen that the Town immediately put up caution signs alerting swimmers to shark sitings at area beaches. Grout distributed several signage options for the Selectmen to review and requested permission to have the Department of Public Works create and erect the approved sign on Town beaches. Grout also shared a report on the shark attack at Truro and the

witness statement. Grout also told the Selectmen Aquatic biologist John Chisholm from the Division of Marine Fisheries would hold an informational session about the topic at the National Seashore on Monday, August 13, 2012.

Motion 13-0296: Houk moved to adopt and post the same caution sign used by the National Seashore to warn of potential shark sitings at Wellfleet Town beaches. Morrissey seconded the motion and it passed 5-0.

Murphy asked if the adoption of the language used in the caution sign would exempt the Town of Wellfleet from any liability should a swimmer be bitten by a shark at a Town beach. Sieloff said that he would contact the Town's insurance company and would share with Grout and the Selectmen any additional language required for the sign to eliminate liability issues if necessary.

Advertisement for the Fire Chief position: Sieloff shared a draft advertisement for the Fire Chief position³ with the Selectmen. Murphy suggested listing the salary for the position as 'open' per Massachusetts state guidelines. There was a consensus among the Selectmen to move forward with placing the advertisement with the suggested changes to the draft.

CORRESPONDENCE REPORT

Dennis Murphy had prepared the Correspondence Report. A copy was made available for review.

ADJOURNMENT

Motion 13-0297: Pilcher moved to adjourn the meeting at 7:37 p.m. Houk seconded the motion and it passed 5-0.

Respectfully submitted,
Amy Voll, Executive Assistant

¹ MMA Consulting Group memo: Modifications to the Proposal to Provide Executive Recruitment Services for the Position of Town Administrator 7/30/12

² Draft Town Administrator Charge from John Morrissey

³ Draft advertisement for the Wellfleet Fire Chief position