APPROVED 11.18.2014

TOWN OF WENHAM

Board of Selectmen
Meeting of Thursday, October 30, 2014
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, § 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on OCTOBER 30, 2014 at 7 PM in the Selectmen Chambers.

WELCOME AND OVERVIEW OF THE AGENDA
With a quorum present, Chairman Wilhelm called the meeting to order at 7 PM, noting this was an unanticipated meeting of the BOS but met the posting requirements.
Selectmen Present: Jack Wilhelm, Chair; Catherine Harrison, Vice Chair; Ken Whittaker, Clerk
Also Present: Mark Andrews, Town Administrator

Public Information
The meeting was audio recorded with permission
Agenda

ANNOUNCEMENTS
Chairman Wilhelm summarized the recent joint meeting of the Wenham Selectmen, Hamilton Selectmen, and Joint Recreation Committee, where a presentation by the Working Group was given as a status report on a possible replacement Veteran's Memorial pool. A cost not to exceed $2 million dollars was discussed and an alternate location was identified behind the library. This meeting was televised and residents were encouraged to watch the meeting and submit comments, questions, and concerns to the Board of Selectmen.
Chairman Wilhelm clarified a comment that was misquoted in the newspapers saying that an application *may* be submitted for Community Preservation Act funds, by each town to be considered by the Community Preservation Committee for recommendation to the Town Meeting to be used towards paying for the pool. The BOS has not authority over the CPA/CPC. An ad hoc committee for fund raising is being considered.

The Town is seeking a Deputy General Counsel to assist the Town Counsel through a lengthy transition process through to his retirement in preparation in serving as Town Counsel.

Mr. Andrews reported the war memorial is in place and the dedication is set for November 11, 2014 at 12 PM.

All Committees, Commissions, Boards, Department Heads, were notified that Annual Reports must be submitted by December 15, 2014 and are requested to be limited to two pages.

Recently donated Daffodil flower bulbs will be planted tomorrow. Volunteers were welcome.

Town Administrator
The Chairman announced that Mr. Andrews has an offer to serve as the Town Administrator for the Town of Pepperell and is currently in contract negotiations; he has not officially accepted the position.
Mr. Andrews spoke to this announcement saying he would give sufficient notice to the Board and offered to assist the town during the transition, (on Fridays, or weekends as needed) citing the town is currently entering into the budget season. He will also prepare an extensive transition document. Should he accept the position, Mr. Andrews anticipates his start date in Pepperell to be December 1, 2014.
The Chairman noted the town would begin the process look for a new Town Administrator and that both Town Counsel and Mr. Andrews recommended that the Town issue a Request For Proposal (RFP) seeking the services of a firm that specializes in the recruiting of a senior municipal employee for a Town Administrator for Wenham. The Town will also need to consider an interim Town Administrator.

Mr. Whittaker said he fundamentally agreed with the Chair and that he had some preliminary information regarding this process.
Mr. Wilhelm stated he has been told that it is customary that once the firm has a pool of candidates that appear to meet the criteria; the BOS would select a search committee to vet the candidates and make a recommendation to the BOS of the top candidates. The BOS makes the final decision.
Ms. Harrison agreed that the town should have professional help through this process to seek candidates that are a good fit for Wenham. She said in her research that the cost is an estimated $15,000- $18,000.
The next meeting the BOS will review, and revise if necessary, the Town Administers job description and agreed the firm the town works with should also provide a review.
Mr. Whittaker suggested the BOS begin putting together the components of who would serve on a Town Administrator search committee, suggesting the inclusion of a non-voting advisor, town department heads, and community at large.
The BOS discussed the time-frame beginning with the issuance of an RFP next week.
Mr. Andrews referenced a draft document in the BOS packet from a local town that recently went through this process as well as a timetable, noting that the RFP would be on the central register for two weeks.
Mr. Andrews stated that the Collins Center of UMass is prepared to do this type of search, adding that they are a public entity and procurement (RFP) does not need to be followed. He reported that most of the administrators/manager searches they have done, the recommended people are still in office, which speaks to their success.
If the RFP were authorized, it would be submitted by tomorrow close of business and be published in the Central Register Monday, November 3, 2014. Mr. Wilhelm supported aiming to make this deadline.
Ms. Harrison will review the RFP document in time to meet the deadline for submittal by November 3, 2014.

A reserve fund transfer will be needed to pay for the firm. A request will be submitted to the Finance Committee. Mr. Andrews will talk with the Finance Director if this can be under an expense line.

VOTE: Ms. Harrison moved, and it was seconded, the BOS authorize the Town Administrator to pursue a RFP for executive recruitment consulting services for a Town Administrator for Wenham, with a deadline of days end tomorrow (10.31.14) as presented to the BOS, in the packet with any edits to be given to the TA office by the BOS by 1030 AM. The motion carried unanimously.

Ms. Harrison suggested the BOS meet weekly over the next couple of months.

Mr. Andrews was asked to send his letter of resignation to the entire BOS.

The BOS next scheduled meeting is November 18, 2014.

The BOS unanimously adjourned.

Respectfully submitted by

Catherine Tinsley, prepared from audio recording
11.3.14