

Town Counsel Search Committee Minutes
Thursday, September 19, 2013
6:30 p.m.
Silva Room, Flynn Building, 278 Sudbury Road

In attendance: John Drobinski, Len Simon, Liam Vesely, Myron Fox, Jim Kelly, Scott Nix, Maryanne Bilodeau

Absent: Jody Kablack, Andrea Terkelsen

The meeting started at 6:30 p.m. with a quorum being present.

Committee Members introduced themselves.

After some discussion of the Goal of Committee, Myron Fox moved that we use the following language:

"To have a group of Selectmen, other elected officials, and Town staff develop a statement of the specific needs of the Town for Town Counsel services; draft materials for advertising for Town Counsel services; review applications received; conduct initial ranking of applications received; and recommend to the full Board of Selectmen which finalists should be interviewed by the Board/Town Manager."

Scott Nix seconded the motion.

The committee voted unanimously in favor of the motion.

Scott Nix moved that we choose Myron Fox as Chairman; Len Simon as Vice-Chairman and Jody Kablack as Clerk.

Liam Vesely seconded the motion.

The committee voted unanimously in favor of the motion.

The Committee felt the Draft Timeline was too tight.

Liam Vesely moved to recommend the projected start date for Town Counsel be changed to March 1st, 2014

Scott Nix seconded the motion.

The committee voted unanimously in favor of the motion.

After further discussion, working backwards from the recommended appointment date to the date the committee would need to get the finalists' names to the Board of Selectmen, the committee felt with the holidays a March 1st appointment date might still be too aggressive.

Liam Vesely moved to change the recommended projected start date for Town Counsel to March 17, 2014 with the list of finalists to the Selectmen's Office by January 31, 2014.

Scott Nix seconded the Motion.

The committee voted unanimously in favor of the motion.

The Committee chose to discuss the preferred expertise at the next meeting which is scheduled to be October 2nd, at 7:30 p.m.

The preferred meeting night of the committee is Wednesday evenings: 7:30 p.m.

The committee felt it should meet every two weeks.

Two of the topics for next meeting will be Areas of Expertise and the RFP.

Maryanne will update these and send the Draft RFP out to Committee Members.

Some staff members of the committee would prefer that when we recommend the finalists that we recommend applicants who submit proposals whereby an attorney will be available to staff (preferably on-site) two days per week. The timeframe with which return calls will be made will also be important.

At 7:55 p.m. Scott Nix moved to adjourn.

Liam Vesely seconded the motion.

The committee voted unanimously in favor of the motion and the meeting adjourned.