



Town Manager Search Sub-Committee Minutes
10/30/18 9:00AM Town House
Present: Amy Foley, Stephanie Oliver, Mike Lawson, Alice Kaufman

Discussion of outcomes from Select Board meeting approval of changes in language of the Town Manager Search Committee to delete reference to a function being to select the consultant to assist in the process.

Affirmed discussion that preparation and issuance of the RFP and selection of consultant to conduct the search for the Town Manager Search would be done by the sub-committee as authorized by the Select Board.

Reviewed RFP in detail and specifically the qualifications required as minimum qualifications for the bidder. Decided to request bidder information on prior executive search experience that resulted in favorable hiring by communities.

Alice/Amy agreed to follow-up with the Finance Department on requirements for the RFP bidding process and the length of time necessary to execute a contract for the winning bidder.

Mike to revise the cover letter to be sent along with RFP to include description of our recruitment process with due dates.

Amy to clarify whether the sub-committee needs to meet in open session to review the bids or whether the bidding information is considered CBI for purposes of confidentiality.

Developed tentative schedule of RFP, Sub-committee, and Search Committee activities.

1. SB members to send out meeting invite to new Town Manager Search Committee for a first meeting on November 26 at 7:00 pm
2. RFP to be mailed/posted the week of 10/29
3. Assuming that the RFP only requires 2 weeks posting, responses from bidders will be placed in the weekend clip for immediate review by sub-committee members for 11/17/18
4. 11/19/18 at 10:00 am Sub committee meets to discuss RFP submittals and determine top 3 for interviews
5. The week of 11/26/18 to Interview bidder finalists
6. 12/3/18 Sub-committee selects search firm
7. 12/17/18 Town Manager Search Committee meeting

Adjourn: 9:50AM