

Town Counsel Search Committee Minutes

Wednesday, October 16, 2013

7:30 p.m.

Thompson Room, Flynn Building, 278 Old Sudbury Road

In attendance: Len Simon, Liam Vesely, Myron Fox, Scott Nix,
Maryanne Bilodeau, Andrea Terkelsen and Jim Kelly

Absent: Jody Kablack, John Drobinski

The meeting started at 7:30 p.m. with a quorum being present.

1. Acceptance of Minutes from October 2, 2013

Chairman Myron Fox asked members if they had any comments or changes to the draft minutes. There being no changes,

Liam Vesely moved to accept the minutes as is. The motion was seconded by Scott Nix. The committee voted 6 in favor of the motion with 1 abstention by Jim Kelly who was not present on 10/2.

2. Discuss/Vote Final Timeline for Process

The revised 2013 Town Counsel Search Timeline was distributed by Maryanne Bilodeau prior to the meeting for review. There being no further changes,

Scott Nix moved to accept the changes to the timeline. The motion was seconded by Liam Vesely. The committee voted unanimously in favor of the motion.

3. Discuss/Review RFP

Maryanne Bilodeau recommended reducing the Insurance Requirements in the RFP. Though MIIA recommends these coverage currently listed, most communities don't require them.

After some discussion of the various insurance options the group decided to leave in automobile coverage as previously stated but agreed to strike reference to umbrella/personal liability coverage. They also agreed to reduce the Lawyers' Professional Liability Coverage from \$2 million to \$1 million/occurrence.

It was also agreed to add:

-The word "minimum" in the first line of this section so it reads: "Evidence of valid *minimum* insurance coverage must be"...

-"The Town reserves the right to modify these insurance requirements." at the end of the Insurance Requirements section.

There being no further changes,

Scott Nix moved to accept the changes to the RFP and submit to the Board of Selectmen for their consideration in accordance with the current timeline. The motion was seconded by Len Simon. The committee voted unanimously in favor of the motion.

4. Discuss Advertisement

The revised advertisement summary was distributed by Maryanne Bilodeau. She updated the committee with the costs of advertisement in various print and internet media. She also identified deadlines for upcoming print issues of Lawyers Weekly. The committee agreed to place an ad in 'Lawyer's Weekly' magazine for one week only. The ad will run concurrently for one week on their website. All other online publications are expected to run until the 12/2 RFP deadline.

Minor edits were suggested to the actual advertisements.

There being no further changes,

Liam Vesely moved to accept the changes to the advertisements. The motion was seconded by Scott Nix. The committee voted unanimously in favor of the motion.

5. Discuss RFP Review Grids

Three review grids were distributed by Maryanne Bilodeau. She suggested that these grids be used by individual committee members to personally rate each RFP response and to jot their personal notes. The grid summary results may or may not be used by members during following meetings where the committee is to decide on which firms/individuals will be granted interviews.

Chairman Myron Fox led the group through each grid. Minor edits were suggested for the grids. The discussion led to some ideas on how interviews should be conducted or organized. However, the group agreed to table the particular topic until the next meeting.

There being no further changes,

Liam Vesely moved to accept the changes to the grids. The motion was seconded by Len Simon. The committee voted unanimously in favor of the motion.

6. Discuss interview questions

A draft listing of suggested interview questions was distributed by Maryanne Bilodeau. She suggested that the list be used simply as a guide to help facilitate the interview process. The group agreed. Chairman Myron Fox led the group through each question on the list. Minor edits were suggested for the list of questions. Len Simon provided the group with a short list of additional questions. It was agreed that some items would be included with minor suggested edits.

It was agreed that the Interview Questions were Confidential Documents and were not to be shared outside of the Committee members. Liam further asked that the word Confidential be added to the personal Rating Grids as well.

There being no further changes,

Liam Vesely moved to accept the latest draft of interview questions which will be circulated to the group prior to the interview process. The motion was seconded by Scott Nix. The committee voted unanimously in favor of the motion.

7. Other

Depending on the results of the Board's 10/22 meeting, this committee may need to coordinate final edits to the RFP and the timeline of 10/28/13. The goal will be to arrange for advertisement(s) by 11/4.

Len Simon asked if we could change the start time of the next meeting on 10/28 to 8:00 p.m. The general consensus was that would be fine.

There being no further business,

Len Simon moved to adjourn. The motion was seconded by Scott Nix. The committee voted unanimously in favor of the motion.

The meeting ended at 9:39 p.m.

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Next meeting by the Committee will be held on October 28, 2013 at 8:00p.m., Thompson Room, Flynn Building, 278 Old Sudbury Road