

**TOWN OF RYE
LEGAL SELECTION COMMITTEE**

**Meeting
Wednesday, September 22, 2021
11:00 a.m.
Rye Town Hall**

Present: Bill Epperson, Town Administrator Becky Bergeron, Planning/Zoning Administrator Kim Reed, Patricia Losik and Attorney Michael Donovan (via Zoom)

I. CALL TO ORDER

Selectman Epperson called the meeting to order at 11:00 a.m. and led the Pledge of Allegiance.

II. SELECTION MATRIX DEVELOPMENT

The purpose of the committee is to review proposals received in response to the RFP for legal services for the Town of Rye, due to the retirement of the town's current counsel taking effect on November 1, 2021. The intent is for the committee to narrow down the firms to the top two or three candidates. The committee will conduct interviews with those firms and make a recommendation to the Select Board.

During this meeting, the committee worked on developing primary criteria for the selection matrix to be used in ranking the proposals received. Ranking categories considered include; experiences in land use litigation of lead attorney, experience in code enforcement actions of lead attorney, availability, responsiveness and experience in various town legal services. The committee also discussed the process they will follow in making the final recommendation.

It was agreed that Town Administrator Becky Bergeron will meld the suggestions sent by Attorney Donovan and Patricia Weathersby, along with the thoughts of the committee, to develop a draft matrix. The matrix will be emailed to the committee for further changes or additions, which will be due back to Administrator Bergeron by September 24th. The matrix will be presented to the Select Board for approval at their next meeting on September 27th. Once approval is received, the committee will independently work on their rankings and return matrices to Administrator Bergeron in order for a summary review to be developed by September 29th. The committee will be holding their next meeting on Thursday, September 30th, at 11:00 a.m. The goal for legal selection completion is October 25th.

ADJOURNMENT

**Motion by Bill Epperson to adjourn at 11:56 a.m. Seconded by Patricia Losik.
All in favor.**

Respectfully Submitted: Dyana F. Ledger