

## MEMORANDUM

Date: March 27, 2013

**TO:** Town Commission  
**FROM:** Dave Bullock, Town Manager  
**SUBJECT:** Discussion Regarding Town Attorney Selection

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The Town issued a Request for Proposal for Town Attorney Services (RFP #12-014). Proposals were received from five proposers on March 20, 2013. The proposals were distributed to Commissioners on March 20, 2013 following the Regular Workshop Meeting.

The Commission established a selection committee composed of the Commission, the Planning, Zoning, Building Director and the Town Manager. A form was created to help Commissioners record their evaluations based on the criteria in the RFP.

A review of the proposals will be conducted by the Commission on April 1 at the Regular Commission meeting. At that time the Commission may select one or more proposers for interviews, designate a proposer to negotiate a contract with, schedule further discussion on the topic, or take any other action it chooses as to selection of the future Town Attorney.

I look forward to participating in the discussion and selection process.



**End of Agenda Item**