

Board of Water Commissioners
Meeting Minutes
Acton Water District
693 Massachusetts Avenue, Acton, MA
Monday, November 13, 2023 @ 9:45AM

AGENDA

Comments from the public

NEW BUSINESS:

- **Finalize questions for District Counsel Interviews**
- **Conduct District Counsel Interviews**
- **Review interviews and discuss next steps in District Counsel selection process**

Present at Today's Meeting:

Commissioners: Erika Amir Lin (Chair), Barry Rosen, and Stephen Stuntz

District Manager: Matthew Mostoller

District Treasurer: Christine McCarthy

Stephen Madaus, Esq. & Spencer Holland, Esq.- Mirick & O'Connell

Christopher Petrini, Arthur Goldberg & Heather White- Petrini & Associates

Members of the Public: none

Ms. Amir-Lin opened the meeting at 9:45AM.

Comments from the public

No comments from the public.

New Business

- **Finalize questions for District Counsel Interviews**

The Board of Commissioners reviewed the questions for the District Counsel candidates and agreed on the approach to be taken for the interviews. Interview questions attached.

- **Conduct District Counsel Interviews**

Representatives from Mirick & O'Connell were invited into the conference room. The Board of Commissioners and the staff who were present introduced themselves and asked Stephen Madaus, Esq. and Spencer Holland, Esq. from the firm Mirick & O'Connell to introduce themselves and provide information about the firm. Following the introductions, the Board asked a series of questions from the interview question sheet to obtain a complete picture of the legal services Mirick & O'Connell could offer the District.

Following the interview with Mirick & O'Connell, the Board took a brief break.

Representatives from Petrini & Associates were then invited into the conference room. The Board of Commissioners and the staff who were present introduced themselves and asked Christopher Petrini, Arthur Goldberg, and Heather White to introduce themselves and provide information about the firm. Following the introductions, the Board asked a series of questions from the interview question sheet to obtain a complete picture of the legal services Petrini & Associates could offer the District.

- **Review interviews and discuss next steps in District Counsel selection process**

The Board and the staff who were present at the meeting discussed the interviews and agreed that both firms could adequately represent the District and meet our legal needs. There was consensus that we will not need to bring in additional firms for interviews.

The Board was not ready to select a firm at this time, however, this will be an item on the agenda for the November 20th Board of Commissioners meeting. Ms. Amir Lin requested that everyone take the time to think about the interviews over the remainder of the week. She would like any feedback to be provided to Matt who can then present the information to the Board on November 20th.

Mr. Rosen motioned to adjourn the meeting, Mr. Stuntz seconded the motion, and it was unanimously approved by a roll call vote: Mr. Rosen, Mr. Stuntz, Ms. Amir Lin.

The meeting adjourned at 12:36PM.

District Counsel Interview Questions

November 13, 2023

- How long have you practiced law?
 - Always in private practice? With this firm or others?
- Any other relevant experience (like work for DEP or other administrative agency)
- Do you have working relationships with state or federal agencies that the District may interact with?
- Briefly, describe your prior municipal experience.
- What municipal entities do you have experience with? (Who are your other municipal clients.)
- Please provide an example of a regulatory issue that you have helped a client navigate including the resources utilized to achieve a desirable outcome.
- What potential conflicts with existing clients might you have and how would you propose to address them?
- What other areas of law do you practice other than municipal law?
- Describe your experience(s) in that/those areas?
- Do you have any litigation experience?
- Do you have any other special legal skills that you would bring to the position?
- Do you have any experience with Massachusetts water districts or water utilities?
 - If so, please describe that experience. If not, please describe what made you apply for this position as district counsel.
- Your letter of interest indicates your firm has Municipal finance experience as well as experience with Annual meetings. Please describe your experience in these areas.
- Do you have experience collaborating with Bond Counsel?
- What do you think the most challenging issues are as a municipal lawyer?
- What do you enjoy most about practicing municipal law?
- How much of the work for the district do you anticipate doing by yourself?
- If you consult with another attorney in your office, will the District be double billed for that consultation?
- Please describe your approach to working with municipal clients.
- How do you stay up to date on what is happening with that client and what type of response time can we expect when issues arise?