

BOARD OF SELECTMEN
WORKSHOP MINUTES
WEDNESDAY APRIL 9, 2014
7:00 p.m. Meeting Room

Process of Hiring a Town Manager

MEMBERS PRESENT: Steve Palmer (Chair), Clark Whittier Mark Girard, Darla Hamlin,
Paul Napolitano

I. The workshop was called to order at 7:00 p.m. by Chairman Palmer

II. Discussion on the Process of Hiring a Town Manager

Steve Palmer gave an overview of the process they would like to have the Board of Selectmen consider for interviewing the town manager.

Selection Process

Mr. Palmer outlined some of the recommendations and process provided by MMA. Dave Barrett would be a good MMA staff person to help with this process.

Mr. Palmer asked if the interview panel should include a citizen member.

Paul Napolitano believes that hiring the resources of the MMA is a good investment. They review and narrow the resumes down.

It can be done in a couple of ways: A citizen only board to select or a Board of Selectmen only. Mr. Napolitano believes that a combination of the 2 hasn't always been efficient.

The Board agreed with the MMA process.

Steve Plamer asked what the Selectmen would like for a process in narrowing down the resumes to determine the next step of interviews.

Suggestion 1. Citizens panel review the resumes and narrow down and conduct first interviews.

Suggestion 2. Board of Selectmen and others on a committee narrow down the resumes and select 5 to interview.

Suggestion 3. The resumes are narrowed down by a panel and a single interview by the Selectmen only is conducted.

Mark Girard asked if MMA can winnow down the resumes. He believes that they should go through a technical review early on. He stated that he would be fine with a non-Board member panel to help with the scoring process, then, offer the scores to the Board for further review.

Steve Palmer stated that citizen involvement should be sought to determine what they believe the criteria/qualities are important in a town manager. Clark Whittier stated that a survey was done in the past which was narrowed down further by the Board of Selectmen.

Darla Hamlin believes that the timeframe to do this is short.

Mark Girard asked the group to be mindful that a varied group of people on a panel will also bring a varied subjective opinion on skills/qualities. He supports including the public, as well as, the town employees. He suggested: What are the top 3 qualities in a town manager. Ms. Hamlin stated that the qualities/skills should be demonstrable. Clark Whittier suggested the interview committee should be the BOS, 1 citizen, 1 staff and conduct the full process.

Paul Napolitano stated that he disagreed with Mr. Whittier's suggestion on conducting the full process given the confidentiality involved in the process. Mr. Palmer stated that (in the past) citizens participated in various steps in the process but were not involved in the final interview/selection process.

The Board agreed to the MMA process, and will have them narrow the resumes down. (The number to be determined)

Paul Napolitano suggested input from citizens on the town manager criteria. He stated that once input is gathered, they are sent to the MMA to use to narrow down the resumes to 5. The 3 department heads can meet with them and offer their recommendation to the Selectmen who will conduct the final interview. Mark Girard stated that the advantage to Mr. Napolitano's suggestion is that it also gives the candidates an understanding of the community and the staff's perspective. Mr. Girard suggested that the department heads get a synopsis of the candidates when they meet then rather than the full resume to respect confidentiality.

Steve Palmer suggested MMA narrow the number of applications to 25 using a defined criterion provided, then the Selectmen could use a rating system to narrow down to 5, then have the candidate meet with department heads, and then have a formal interview with the Selectmen. The group agreed to this in principle.

Recruitment Activities:

Mark Girard stated that he would prefer recruitment within the New England area.

Rating Document to be set-up by MMA.

Resume Review- discussed above.

Resume Review with Selectmen-To be discussed with Dave Barrett of the MMA.

The group supported Steve Palmer contacting the MMA to create a contract. This will be on the next Selectmen agenda to be voted on.

Mr. Palmer stated that each Selectmen should determine the criteria they would like and to get that to him as a first step. Paul Napolitano suggested that information for public input be posted on the town's website. Mark Girard suggested that the employees have a similar opportunity to engage in the process. Mr. Palmer stated that he will work on getting this set-up and gather preliminary timelines from the MMA. Mr. Girard believes that meeting with them will help the group establish the timeline.

April 14th –Steve Palmer will call MMA.

April 15th - A Board of Selectmen vote to establish a contract.

Week of the 21st meet with MMA (or sooner if possible.)

Mark Girard asked if the funds are in next year's budget.

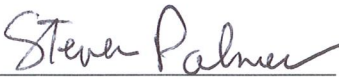
Earle Edwards asked if the town has to post this job given that there is an interim town manager at present. Steve Palmer stated that Board made the decision to post it.

Audrey Lones stated that she would like to be sure that the stakeholders be involved. She would encourage the group to consider that the selection panel includes all stakeholders but she understands the short timeline. She suggested that Alex Lear be notified to help spread the word about gathering input and announce at Town Meeting. Darla Hamlin suggested a drop box in town office as well.


The workshop ended at 8:00pm.


APPROVED


CONSENT AGENDA ITEM: April 15, 2014


Steven Palmer


Clark Whittier


Mark Girard


Darla Hamlin


Paul Napolitano