



Millbury
Massachusetts

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MILLBURY, MASS.

TOWN MANAGER SCREENING COMMITTEE Minutes

September 5, 2023 @ 6:30 PM

SMALL CONFERENCE ROOM

MEMBERS: Charles Cooper, Donald Desorcy, Katie McKenna (Zoom), Jessica Bristol, Jonathan Cammuso, Jennifer O'Connell, Anna Samara, Ron Stead, 1 Vacancy

The meeting was called to order at 6:32 PM and the committee began with the Pledge of Allegiance.

Old Business:

- Approve Minutes of 8/29/23 Meeting
 - Motioned by Jessica Seconded by Jonathan Cammuso. Roll call was unanimously approved.

New Business:

- Review of Legal Procedures
 - Handed out by the Town Clerk, Jayne Davolio
- Criteria of Search Process
 - Experience with MA municipalities, having a presence in the New England area
 - Track record of placements lasting longer than one term (contract)
 - Willingness to recruit candidates currently holding a municipal position
 - Agree not to poach candidate back within set time frame (if possible)
 - Access to all resumes
 - local/internal candidates
- Discussion on RFP Process
- Discussion of involvement of department heads in the process
- Handout of confidentiality agreement by the Town Clerk, Jayne Davolio
 - Discussion of disclosure that may be filed with Town Clerk
- Homework is to review past committee meeting minutes prior to next meeting on 9/14/23 at 6:30pm

Meeting adjourned @ 7:31 PM

Respectfully Submitted:

Katie McKenna, Clerk



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MASSACHUSETTS

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TOWN MANAGER SCREENING COMMITTEE

DATE OF MEETING:

Charles Cooper, Chair:

Charles Cooper

Donald Desorcy, Vice Chair:

Donald P. Desorcy

Katie McKenna, Clerk:

Kathleen M. McKenna

Jennifer O'Connell:

Jessica Bristol:

Jonathan Cammuso:

Jonathan Cammuso

Ron Stead:

Ron Stead

Anna Samara:

Anna Samara