



Millbury
Massachusetts

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MILLBURY, MASS.

TOWN MANAGER SCREENING COMMITTEE Minutes

September 28, 2023 @ 6:30 PM

SMALL CONFERENCE ROOM

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

The meeting was called to order at 6:33 PM and the committee began with the Pledge of Allegiance.

Old Business:

- Approve Minutes of 9/14/23 Meeting
 - Motioned by Jen O'Connell, seconded by Don Desorcy. Roll call was unanimously approved.
- Discussion on RFP Process
 - Nothing has happened yet to begin the process, Charles will contact the Chair of the Board of Selectmen
- Discussion of 9th member
 - Timeline
 - Process
 - Residency

New Business:

- Discussion of prior committees' Executive Session meeting minutes
 - Discussion about inviting prior committee members to meet with this committee.
 - Decided to invite the prior committee chair and vice chair
 - Inquire about executive session (minutes are lacking in substance)
 - Pitfalls, what could be done differently
 - What worked
- Review Prior Committee RFPs (request for proposals)
 - These were not received; Charles will reach out to Jayne to request. Should be able to tweak and re-use the same document.
 - Discussion and review of prior proposals from the search firms responding to the last RFP.
 - Discussion about items noted in proposals
 - Interview Process
 - How the firm acquainted candidates with staff and community

- Negative information about candidates (folks may reach out)
 - Search firm handles this, don't engage
 - Reach out to pool of candidates
 - Bring 10 candidates forward
- Discussion of Salary Range
 - Who sets it (may be Board of Selectmen since they negotiate the final salary/contract)
 - Was noted that there is room in the budget for the expected salary range

Meeting adjourned @ 7:13 PM

Respectfully Submitted:

Katie McKenna, Clerk



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TOWN MANAGER SCREENING COMMITTEE

DATE OF MEETING: 9/14/23

Charles Cooper, Chair:

Charles Cooper

Donald Desorcy, Vice Chair:

Donald P. Desorcy

Katie McKenna, Clerk:

Kathleen M. McKenna

Jennifer O'Connell:

JMO

Jessica Bristol:

Jessica Bristol

Jonathan Cammuso:

Jonathan Cammuso

Ron Stead:

Ron Stead

Anna Samara:

Anna Samara