



Millbury  
Massachusetts

2023 NOV -3 AM 8:49  
MILLBURY, MASS.

## TOWN MANAGER SCREENING COMMITTEE Minutes

October 19, 2023 @ 6:30 PM

### SMALL CONFERENCE ROOM

MEMBERS: Charles Cooper, Donald Desorcy, Katie McKenna, Jessica Bristol (Zoom 6:39), Jonathan Cammuso, Jennifer O'Connell (Zoom), Anna Samara, Ron Stead, John Mullen

GUESTS: Greg Myers (Zoom), Andrea Warpula, iPad (Zoom 6:43)

---

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

### Old Business:

- Approve Minutes of 9/28/23 Meeting
  - Motioned by Jon Cammuso, seconded by Don Desorcy. Roll call was unanimously approved.
- Discussion on RFP Process
  - RFP has been submitted, it is on the Town website and the MMA (Massachusetts Municipal Association) website
    - Firms have until 11/6/23 10am to submit
  - 106 days remain in the search process

### New Business:

- Guest Discussion – Greg Myers (served on prior two screening committees)
  - Greg's opinion was that it was "worth every penny" for the search firm
    - The committees had much discussion about whether to go with a firm or not
    - Last firm was Community Paradigm Associates – Greg recommends them
      - They had good insight about what questions to ask candidates that will draw information from them (and questions not to ask that could turn a candidate away)
      - Firm was candid about candidates' backgrounds
      - Facilitates meetings well
      - Can give a heads up to Managers that may be looking (due to change in a board or circumstance) that may not otherwise apply
  - Process
    - Committee was responsible for what the community was looking for
      - However, most towns in the Blackstone Valley/Central MA of similar size have similar priorities

- Met with every department head
  - Survey on the Town website
    - Lead to questions to ask candidates
    - Impressed with how many responses were received
  - Question was asked about the firm coming back and trying to poach their placement
    - Not really a concern
    - Firm wouldn't approach a content manager
    - Firm knew about assistants and other department heads ready to move up
  - Greg is very open to giving candidates school tours if they are interested.
  - When asked what Greg would do differently, he suggested not interviewing by Zoom (they had no choice with the last committee meeting during COVID)
  - What happened during Executive Session
    - Discussed pros/cons of each candidate (able to be unfiltered)
    - Firm was present; able to moderate
  - Interviewed 7-8 candidates as Greg recalls.
  - Greg's opinion about "in-Town" candidates was that they should definitely get an interview (the 1<sup>st</sup> committee did not necessarily feel that way)
  - Greg did not recall anyone applying that did not have some municipal experience.
- 7:15 Guest Discussion – Andrea Warpula, chairman of the most recent previous screening committee.
  - Andrea gave similar advice about the difficulties of not being in-person during COVID
  - Major objectives
    - Maintain control of the process
    - Dealing with internal conflicts (this committee shouldn't have that issue)
  - The last committee had the ability to consult with Town Counsel (regarding legality of interview questions)
  - Andrea agrees that the search firm was great
  - Andrea said that Executive Session could get lively while deciding how to vote and proceed
  - Andrea also mentioned how helpful the survey was with regard to qualities desired in a candidate
- Review and discuss assessment tools
  - Firm may have their own assessment tools
- Group discussion about survey
  - Questions
  - Wondering if could have ready by Town Meeting
- Next meeting will be November 2nd
- Meeting adjourned at 8:11 pm with motion by Jon and 2<sup>nd</sup> by Anna

Respectfully Submitted:

Katie McKenna, Clerk



Millbury  
Massachusetts

RECEIVED  
TOWN CLERK  
2023 NOV -3 AM 8:48  
MILLBURY, MASS.

TOWN MANAGER SCREENING COMMITTEE

DATE OF MEETING: 10/19/23

Charles Cooper, Chair:

*Charles Cooper*

Donald Desorcy, Vice Chair:

*Donald P. Desorcy*

Katie McKenna, Clerk:

*Katharine M. McKenna*

Jennifer O'Connell:

Jessica Bristol:

Jonathan Cammuso:

Ron Stead:

*Ron Stead*

Anna Samara:

*John Miller*

*J. Miller*