

**Town Manager Screening Committee  
Organizational Meeting**

RECEIVED  
TOWN CLERK  
2020 FEB 10 PM 1:01  
MILLBURY, MASS.

Date: January 29, 2020

Time: 7:00 PM

Location: Small Conference Room – Town Hall

Present were all committee members: Andrea M. Warpula, Gregory B. Myers, Karen (Kaye) Peltier, Jon A. Adams, Kerry A. Luby, Christopher J. Naff, Stephen J. Noonan, Stephanie Phillips Richter, George Rusty Valery. Town Clerk-Jayne Marie Davolio, HR Justine Caggiano and attendee Michael Brousseau.

The organizational meeting of the Town Manager Screening Committee began promptly at 7:00 PM, January 29, 2020. The location was the small conference room of the Town Hall and all members were present. I, Jayne Marie Davolio, Town Clerk, conducted the beginning of the meeting by first swearing-in all members. All members then signed their signature cards and passed them forward to myself. I then had each member, if they did not bring their ethics paperwork with them, sign and pass forward the acknowledgment notice for the conflict of interest law. Then all members read over and signed a confidentiality agreement regarding the screening committee and I collected and witnessed all agreements.

At this point in the meeting I went over the mission statement and time frame for the committee. Stating that "Not more than 150 days following the date on which the committee meets to organize, the committee shall submit to the board of selectmen the names of not less than three nor more than five persons whom it believes to be best suited to perform the duties of the office of town manager."

All paperwork being completed and all members understanding the mission statement and time frame, we then proceeded to the voting of a chairperson, vice chairperson and secretary. Andrea Warpula asked if I, the Town Clerk, had the outline of what the chairperson would be responsible for. I told her that I did not have an outline of the responsibilities of the chairperson besides what is normally done of conducting the meetings, but that I would direct her to Brian Falk, our legal counsel, or whomever the chairperson be, if they should need something.

Discussion took place over the chairperson and Andrea Warpula nominated herself and there was no second at this time. Jon Adams nominated Greg Myers as chairperson and it was seconded by Kaye Peltier. A roll call was initiated by myself, Town Clerk, and the result was voted down 5 to 4. Greg Myers voted yea to accept the nomination, Kerry Luby voted nay, George Rusty Valery voted nay, Christopher Naff voted yea, Stephanie Phillips Richter voted nay, Stephen Noonan voted nay, Andrea Warpula voted nay, Kaye Peltier voted yea, and Jon Adams voted yea.

Kerry Luby commented for discussion that if both Andrea and Greg are interested maybe one could be chair and one vice chair. Greg Myers said he would be happy with that and Andrea Warpula said the same. George Rusty Valery then nominated Andrea for chairperson and it was second by Stephanie Phillips Richter with a roll call vote taken. This motion passed. Jon Adams voted nay, Greg Myers voted yea, Kerry Luby voted yea, George Rusty Valery voted yea, Christopher Naff voted yea, Stephanie Phillips Richter voted yea, Stephen Noonan voted yea, Andrea Warpula voted yea, and Kaye Peltier voted yea.

Kerry Luby then nominated Greg Myers as vice chairperson and it was seconded by Jon Adams with a roll call vote taken. This motion passed. Jon Adams voted yea, Greg Myers voted yea, Kerry Luby voted yea, George Rusty Valery voted yea, Christopher Naff voted yea, Stephanie Phillips Richter voted yea, Stephen Noonan voted yea, Andrea Warpula voted yea, and Kaye Peltier voted yea.

Last discussion of secretary was put forth to the committee and Jon Adams nominated Kaye Peltier and asked if she would take the position. Kaye state that yes, she would take this position and this was second by Greg Myers. A roll call vote taken and this passed. Jon Adams voted yea, Greg Myers voted yea, Kerry Luby voted yea, George Rusty Valery voted yea, Christopher Naff voted yea, Stephanie Phillips Richter voted yea, Stephen Noonan voted yea, Andrea Warpula voted yea, and Kaye Peltier voted yea.

With this concluding the voting I, the Town Clerk, gave Kaye Peltier the agenda that I had put forth for the evening, the home rule charter and municipal code book, the organizational sheet for the committee and meeting notices to schedule further meetings. I then turned the meeting over to the chairperson, Andrea Warpula.

*Organizational meeting minutes compiled and submitted by Town Clerk Jayne Marie Davolio  
January 30, 2020*

Continuation of the Town Manager Screening Committee, after completion of organization

*Agenda item: Set a schedule for meeting dates*

After completion of the organization of the committee, a discussion commenced to set dates for future meetings. The next meeting of the Town Manager Screening Committee will take place on Wednesday, February 5 at 7:00 p.m. The committee Chair, Andrea Warpula, asked the Clerk, Kaye Peltier, to find meeting space and submit the meeting notice and agenda to the Town Clerk's office in compliance with the Open Meeting Law requirements.

*New Business*

The committee discussed agenda items to be covered at the February 5<sup>th</sup> meeting. Topics will include a review of documents from the last Town Meeting Screening Committee (2016); a discussion of the use of an executive search firm; and a discussion of interviewing town employees as part of the process of developing an administrator profile.

Greg Myers, a member of the 2016 and current Town Manager Screening Committees, shared the job posting ad developed by the 2016 committee. He also offered to collect and distribute other documents from the previous committee to be used for reference.

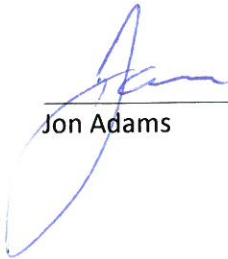
Justine Caggiano, HR Assistant, shared a draft job posting. She also agreed to pull sample job postings for other town manager positions from the internet.

List of documents from January 29, 2020 meeting:

- Town Meeting Screening Committee meeting agenda (from Town Clerk)
- Excerpts from the Town Charter/Millbury Bylaws regarding selection of the Town Manager (from Town Clerk)
- Resources from the Attorney General's Open Meeting Law Website (from Town Clerk)

- Town Manager job posting, 2016 (from G. Myers)
- Draft job posting (from J. Caggiano)

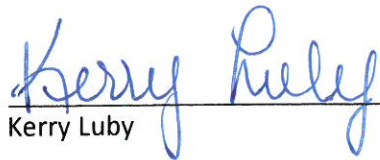
*Additional meeting minutes compiled and submitted by Committee Clerk Kaye Peltier  
February 4, 2020*



Jon Adams



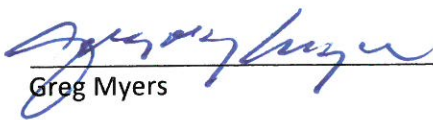
Kaye Peltier



Kerry Luby



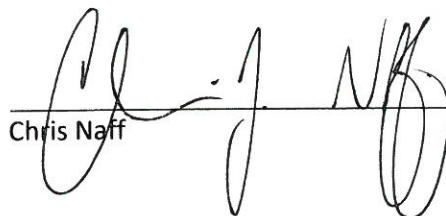
Stephanie Phillips Richter



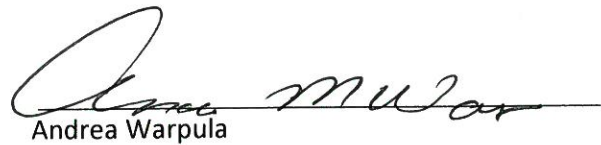
Greg Myers



George Rusty Valery



Chris Naff



Andrea Warpula



Steve Noonan