

**Town Manager Screening Committee
Meeting minutes**

Date: February 5, 2020
Time: 7:00 p.m.
Location: Millbury Public Library meeting room

Committee members present:

Jon Adams	Kaye Peltier
Kerry Luby	Stephanie Phillips Richter
Greg Myers	Rusty Valery
Chris Naff	Andrea Warpula
Steve Noonan	

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Other attendees:

Justine Caggiano, HR
Jeff Raymond, Millbury resident

7:00 p.m.: Call to order and review of minutes

Chair Andrea Warpula called the meeting to order and asked for a review of the minutes from the January 29, 2020 meeting. Greg Myers moved to accept the minutes as written; seconded by Kerry Luby. Vote was unanimous.

Agenda item: Review of reference documents (e.g., documents developed during previous Town Manager search)

Thanks were given to Greg Myers and Jude Cristo for gathering notes and documents from the 2016 Town Manager Screening Committee. Andrea Warpula and other committee members expressed throughout the meeting that these documents are a great reference to use going forward. (A list of the 2016 materials is included at the end of these minutes.)

Agenda item: Discussion of process and use of executive search firm

Greg Myers gave an overview of the process undertaken by the Town Manager Screening Committee in 2016. He covered the development of the request for proposals (RFP) for external search firms and stated that three firms returned proposals. The firm that was selected helped to develop an administrator profile and a job posting ad; the firm received resumes and assisted with interviews.

There were pros and cons with the experience. Jon Adams contributed information from his participation in the process as a Selectman in 2016.

Each of the committee members weighed in with thoughts on using an external firm versus using an internal process. Kerry Luby emphasized the importance of learning from the experience of the last search as we consider using a firm, and as we undertake the process. One important point was the need to ensure that a firm, if used, would be more active in recruiting candidates.

Kaye Peltier identified challenges that a firm could potentially overcome: ensuring compliance with state and federal regulations related to hiring (e.g., Equal Employment Opportunity laws, Civil Rights Act requirements, Fair Credit Reporting and background checks regulations, etc.); managing a tight timeline by assisting with coordination of the process; recruiting/headhunting candidates rather than being limited by a passive process.

Chris Naff provided anecdotal information from Charlton's recent search for a town administrator. He said that the use of an external facilitator to interview stakeholders (e.g., Town staff and Board of Selectmen members) could provide more objective information to be used in developing the administrator profile. Chris presented a compilation of several towns' costs of using an external search firm, with a range of \$12,000 to \$48,000 (averaging \$28,600). The committee recognized that the differences in pricing reflects a difference in services contracted.

Several committee members were undecided about using a firm. Stephanie Phillips Richter, Rusty Valery, and Steve Noonan expressed uncertainty at this time and asked where the money would come from (i.e., are funds available within the General Fund in FY20). As the conversation turned to financing the use of a firm, it was decided that the committee could not make a decision until it was clear that there was money available.

- Action item: Steve Noonan was tasked with contacting Finance Director Andrew Vanni to determine if money is available to use an external search firm. Steve will report back to the committee at the next meeting.

Andrea Warpula stated that initially she didn't think she wanted to use an external firm, but she agreed with points made by other committee members. Andrea stated that clarification would be helpful to understand how the committee can rely on Town Counsel throughout the process.

- Action item: Andrea Warpula was tasked with getting more information on use of counsel. Andrea will report back to the committee at the next meeting.
- Action item: Kaye Peltier volunteered to review RFP documents from 2016 and make suggested edits, if the committee votes to pursue a contract with an external search firm.

Agenda item: Discussion of development of administrator profile (qualifications), including staff interviews

The committee thought that the firm used previously produced a nice administrator profile, and it was suggested that we use it as a template to produce an updated document. The conversation continued with a request that the committee be cautious when creating job qualifications; particularly in specifying immutable requirements versus desired/preferred criteria.

- Action item: Stephanie Phillips Richter volunteered to convert the 2016 administrator profile to a Word document to make editing/commenting easier.

Agenda item: New business (any other business not reasonably anticipated by the Chair)

No new business was brought forward.

Other business

Dates were chosen for the next two meetings: Wednesday, February 12 (6:00 p.m.) and Tuesday, February 18 (6:30 p.m.). Locations to be determined.

With all business on the agenda completed and no new business brought before the committee, a motion from Chris Naff to adjourn was entertained and seconded by Steve Noonan. Vote was unanimous; meeting was adjourned at 8:18 p.m.

List of documents from February 5, 2020 meeting:

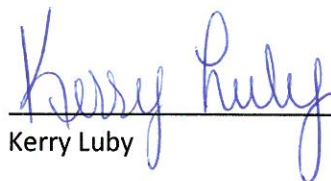
- Documents from 2016 Town Manager Screening Committee (from G. Myers)
 - Meeting minutes compilation (1 document)
 - Request for proposals: drafts and final document; selection criteria (5 documents)
 - Stakeholder feedback: draft questions and responses (5 documents)
 - Screen capture of current town administrator openings from the Collins Center website (1 document)
 - Town Manager job description (draft) (1 document)
 - Town Manager profile for prospective candidates (1 document)
 - Questions for candidate interviews (draft) (3 documents)
- Draft Town Manager job posting and sample postings from other communities (from J. Caggiano)
- Estimate of costs from other executive search firm projects (from C. Naff/J. Caggiano)

Minutes compiled and submitted by Committee Clerk
February 11, 2020

Jon Adams



Kaye Peltier



Kerry Luby



Stephanie Phillips Richter



Greg Myers




George Rusty Valery

Chris Naff



Andrea Warpula



Steve Noonan