

**Town Manager Screening Committee  
Meeting minutes**

RECEIVED  
TOWN CLERK  
2020 FEB 21 PM 2:39  
MILLBURY, MASS.

Date: February 12, 2020

Time: 6:00 p.m.

Location: Small conference room, Millbury Municipal Office Building

**Committee members present:**

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

**Committee members absent:**

Jon Adams

**Other attendees:**

Justine Caggiano, HR

**6:00 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 February 5, 2020 meeting. Rusty Valery moved to accept the minutes as written; seconded by Greg Myers. Vote was unanimous.

Stephanie Phillips Richter provided an update on an assigned task from the previous meeting. The administrator profile that was developed for the 2016 town manager search was provided as a PDF of an image instead of a document. The file could not be converted to a text-based file.

***Agenda item: Follow-up reports on use of executive search firm, search process, advice from counsel***

Andrea Warpula reported back to the committee on research she had done regarding the use of Town Counsel. Brian Falk generally serves the Town in other capacities; if the committee has questions related to hiring, it should contact Dee Moschos or Sharon Siegel at Mirick O'Connell.

Andrea also confirmed that the applicable bylaw [2.20.020] allows the screening committee to continue its search activities if it is unable to submit a list of candidates to the Board of Selectmen within 150 days of the organization of the committee.

Steve Noonan reported back to the committee on his conversation with Finance Director Andrew Vanni regarding money available to use an executive search firm. This expense was not anticipated in the development of the FY20 budget, and no one proposed an article for the November 2019 Town Meeting to appropriate money for a town manager search. Two methods of appropriation were discussed: getting approval of an article at Town Meeting (a method which does not work well with the committee's timeline), and getting approval for an appropriation transfer through the alternative year-end transfer procedure (which would require approval from the Board of Selectmen and the Finance Committee). Steve thought that the Finance Committee would agree to use its reserve fund. It was agreed that the cost should be kept as low as possible (\$20,000 – \$25,000 was suggested, based on the cost of other towns' recent searches).

The committee discussed the need to identify tasks required in the hiring process, and then determine which tasks can be done internally by the Screening Committee and which tasks should be done by the executive search firm. The committee is comfortable with using the materials developed for the 2016 search as a good starting point (e.g., the administrator profile, the job posting).

- Action item: Andrea Warpula was tasked with contacting Executive Assistant Amy Fleming to request time on the Board of Selectmen agenda.

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

No new business was brought forward.

***Other business***

Reminder: next meeting will be held on Tuesday, February 18 (6:30 p.m.). Location to be determined.

***Adjournment***

With all business on the agenda completed and no new business brought before the committee, a motion from Steve Noonan to adjourn was entertained and seconded by Rusty Valery. Vote was unanimous; meeting was adjourned at 6:28 p.m.

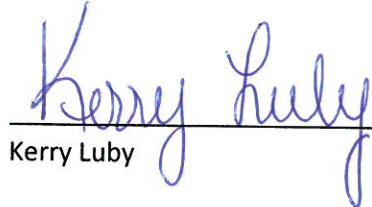
***List of documents from February 12, 2020 meeting:***

- No documents were shared at this meeting.


*Minutes compiled and submitted by Committee Clerk  
February 16, 2020*

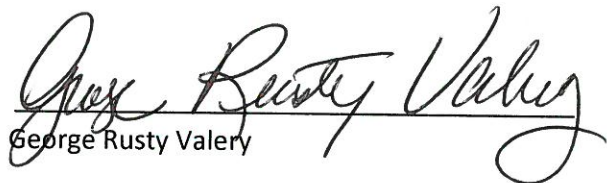
  
Jon Adams

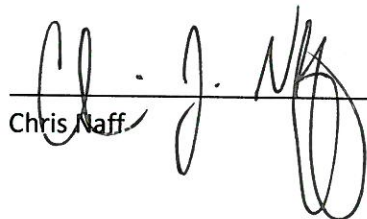
  
Kaye Peltier

  
Kerry Luby

  
Stephanie Phillips Richter

  
Greg Myers

  
George Rusty Valery

  
Chris Naff

  
Andrea Warpula

  
Steve Noonan