

**Town of Becket  
Town Administrator Search Committee/Board of Selectmen Meeting  
Thursday, July 5, 2018  
3:00 P.M.  
Becket Town Hall, 557 Main Street**

Attendees

Board of Selectmen: William Elovirta, Chair; Nicole Ledoux, Clerk  
(Absent: Michael Lavery, Vice-Chair)

TA Screening Committee: Beverly Gilbert - Clerk, Bob Gross, Dan Parnell, Katherine Warden  
– Chair, & Jeff Wilkinson (Absent: Al Blake - Co-Chair -Vice Chair)

Staff: Margaret McClellan, Town Accountant, Christine Bleau, Treasurer,  
William Girard Building Inspector,

Community Paradigm  
Associates, LLC: Sharon Flaherty (Senior Associate) & Bernard Lynch (Founder &  
Principal)

**1. Call meeting to order**

Bill called the meeting to order at 3:03 p.m. and indicated that the BOS was recording the meeting.

**2. Board of Selectmen and Town Administrator Screening Committee to meet with Bernard Lynch, Community Paradigm Associates, LLC to discuss the Town Administrator Recruitment Bill outlined the responsibilities of the Search Committee as listed above. He discussed the following handouts with the TA Search Committee:**

Bill indicated that from 2 p.m. till 3 p.m. today, Bernie Lynch and Sharon Flaherty met with Department heads to inquire as to what qualities and attributes they seek in the future Town Administrator.

Bernie indicated that the next step is that his firm will use the perspective of the town employees, Board of Selectmen and Town Administrator Screening Committee to develop a profile to market Becket's Town Administrator's position. Many of the department heads, during the 2 p.m. meeting, indicated that they hope the new TA will not be a micro-manager and will allow department heads to conduct their jobs with a level of independence so they may achieve their objectives on their own. Bernie indicated that along with being well versed in municipal procurement and budgetary procedures, open to regional cooperation, the new TA should be a good fit with small towns.

Margaret McClellan and Christine Bleau who were not available to attend the department heads meeting provided their ideas. Margaret indicated that on the plus side, she has found the employees of the Town of Becket to be a well-trained group that works cooperatively with each other. She thought the prior TA (Ed Gibson) was very knowledgeable, helpful and taught her a great deal. She observed that Ed honored Mass. General Laws, was supportive, had an open door policy, and was a good communicator. Chris Bleau agreed with Margaret's remarks. They added that they hope the new TA will not be a "disruptor" and they hope the new TA will have longevity (at least 5 to 10 years).

Bernie indicated that he will open the recruitment to assistants (to town administrators), department heads and out of state (Vermont, New York, New Hampshire, possibly other states).

Bernie asked about the town's bond rating. The town currently is not bonded and therefore has no rating.

At 3:15 p.m. Bill Girard entered the meeting. Bill indicated that he appreciates the "hands-off" management style of Interim Town Administrator (Bob Markel) who allows you to do your work and who acts on matters as needed.

Bernie inquired as to what issues those present regarded as significant to the Becket community. Discussion ensued about Broadband, the Route 20 Spring, Town Buildings reaching capacity, Lack of Public Water Supply/sewage treatment plants (except for several camps), State feasibility study re: Mass90 Turnpike access in the Becket region, and the School Budget (Based on a confusing state education formula, Becket will be hit with the lion's burden for the new high school).

Discussion ensued about sharing an administrator with another town or community. Dan indicated that he personally supports this idea. Bill indicated that until the town's charter is amended, that will not be an option. Bernie indicated some towns share a town administrator and have several assistants (junior TAs). The advantage of doing this is that the junior TAs may be mentored and grow into TAs. There is a need to cultivate new TAs due to that many TAs within the Commonwealth have retired or are about to do so.

Bernie anticipates that he anticipates timeframe of hiring a town administrator to be 12 to 16 weeks.

The salary of the TA was discussed. Bill and Dan explained that the Selectmen are not in a position to offer more than \$72,000 annually at this time because that is the salary approved at the Annual Town meeting. Bernie will study and advise on this. The TA's salary must be approved at a Town Meeting.

Discussion ensued about why Becket would appear attractive to applicants: Becket is located in a desirable region (rural/low traffic setting, great natural beauty and recreation, and many cultural events/places), the town is financially stable, and the town has experienced/knowledgeable employees.

Scheduling future meetings was discussed. Beverly will send Bernie and Sharon a copy of the ad used for the TA recruitment and e-mail addresses of members of the TA Search Committee. During the summer, Bernie and Sharon will be in touch through doodle.com to schedule a meeting (anticipated sometime in August) with the TASC. It was suggested that to keep up the momentum, if a majority was present it would be sensible to consider scheduling the meeting rather than require 100% attendance which may not be realistic during this season.

**3. Board of Selectmen and Town Administrator Screening Committee to adjourn the meeting**

Nicole moved to adjourn the meeting. Bill seconded. At 4:08 p.m., the meeting concluded.



William Elovirta, *Chairperson*  
Board of Selectmen



Date approved