

**Town Manager Screening Committee
Minutes**

Date: September 12, 2016

Time: 7:00 p.m.

Present: Roach, Marlborough, Khalife, Cristo, Krumsiek, Myers, O'Connor, Girard, Murray (arrived at 7:05pm)

Absent:

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Meeting called to order at 7:00 p.m.

Mary Flanders Aicardi (from Collins Center): Richard Kobayashi will go through the process, but first we would like to know more about the members on the Screening Committee

Introductions from members of Town Manager Screening Committee

Richard Kobayashi (from Collins Center): We will draft the profile and challenge statement, which describes the challenges the town will face in the next 5 years, along with the types of skills the next town manager will need to help the town through those challenges. Once that is complete, we will provide it to the Board of Selectmen as an agenda item to approve it or approve it with some minor modifications. That document (profile statement) becomes the marketing materials once that is completed and we do not begin marketing until that is completed. During the first half of the project, we get to the profile statement. The second half is using the profile candidate to recruit candidates, provide candidates to the screening committee, and help decide who to interview. Once the interviews are complete, the screening committee will propose some candidates to recommend to the Board of Selectmen. At that point, we perform reference checks. The screening committee will provide recommendations that are unranked to the Board of Selectmen. The Board is responsible for final interview and selection.

Roach: I want to go over the process of executive session. Can you explain this for us?

Richard Kobayashi: You may conduct resume review and preliminary interviews in executive session. What that means is, you can't talk about what goes on in executive session for privacy.

Roach: Second point – can you describe the process you use to vet candidates once we have chosen the top candidates to propose to the Board?

Richard Kobayashi: The candidates sign a release. We can check criminal history, educational credentials, and check credit. There are also reference checks similar to a professional Human Resources department. We use a specialized investigatory firm for the background checks.

Cristo: Does your firm use social media checks?

Richard Kobayashi: Most of the people who come are going to apply to this job have significant public experience and we use Google and other search engines to see what is public.

Mary Flanders Aicardi: We ask you to let us do the checking and not to look up candidates as you are reviewing resumes from a liability perspective. You should first objectively review the resumes.

Murray: When I was part of the search for a large municipality, one of the candidates had filed for bankruptcy. Is that something you will check?

Mary Flanders Aicardi: We will use our judgement in reviewing the credit report information because bankruptcy can happen for a business, etc. and will be reviewed on a case-by-case basis and use our professional judgement to bring that to your attention or not.

Krumsiek: Can you walk us through a timeline?

Mary Flanders Aicardi: One last thing I want to bring up is how many resumes will we get and how many will you receive. This is a great job and we anticipate we will get a lot of responses. We make sure you get to see all reviews but we will recommend some that we think match the profile the best.

Richard Kobayashi: We will make a table of each person who has applied

Marlborough: I just have one question – are the majority of the candidates other town managers or assistants to town managers?

Richard Kobayashi: Yes.

Girard: How would someone who is in the private sector know about these jobs?

Mary Flanders Aicardi: We also reach out to candidates directly and do direct contact phone calls. Other than postings, it depends on the network.

Roach: Ok, let's talk about a timeline.

Mary Flanders Aicardi: Our goal is to have the profile voted and approved by the September 27th meeting (of the Board of Selectmen). If we look at a vote on 9/27, the position will be advertised by 9/30. Then you look at a deadline of Wednesday, 10/26 for resumes to come in. We will put the

packets together, the resumes and the tables, by 10/31 or through 11/4. We will meet with you the week of 11/7 to go over those packets. Election day is Tuesday the 8th. We will then be able to decide in 1 meeting who to bring in for an interview. We always use an estimate of 8-10 to bring in for an interview. The interviews are the most difficult to schedule because we need most of you there. The interviews will be Monday, November 14th through Tuesday, November 22. Doing them in blocks is what we would like to do, like a Friday, Saturday, and Sunday. If we can get that done before Thanksgiving, you will be able to tell us who your top candidates are right away. We will use that time – Thanksgiving through the end of the first week in December – with the goal that the December 13th meeting can be used for interviews, or if a special meeting needs to be held. If they make an offer, we are looking for a January start date.

Cristo: So theoretically, this committee's work will be done by Thanksgiving?

Mary Flanders Aicardi: Correct

Roach: Let's discuss meeting times:

- Monday, October 24th at 7 PM to review interview questions. – Open Meeting
- Monday, November 7th at 7 PM to review resumes. – Executive Session
- Saturday, November 19th at 8:30 AM to 2 PM for interviews. – Executive Session
- Monday, November 21st at 4:30 PM to OPEN-ENDED for interviews. – Executive Session
- Tuesday, November 22nd at 4 PM to 6 PM for interviews, if necessary. – Executive Session
- Tuesday, December 13th at 7 PM to attend Board of Selectmen meeting.

Richard Kobayashi: Two main questions: 1) What are the real key challenges facing the town that must be addressed over the next five year? 2) What kind of Manager do you need in that position to help the town through that challenge?

Motioned by Marlborough, seconded by Krumsiek to approve June 6 Minutes. Unanimous.

Motioned by Cristo, seconded by Roach to approve August 29 Minutes. Unanimous.

Scott Despres: Two other characteristics or items to consider: Negotiating Skills and Healthcare costs. Another tough issue is where can we cut?

Motioned by Khalife, seconded by Cristo to adjourn at 8:55 p.m. Unanimous.

Antony Khalife
Scott Despres
Michael J. Lee

Marlborough
Eric Krumsiek
Janet Lee
Anthony Despres