

BOARD OF SELECTMEN
SEPTEMBER 25, 2013
SPECIAL MEETING

Members Present: Nelson Almeida, Gary Sagar, Michael Brady,
Robert McLintock, Davie Parker

Town Administrator: Pamela T. Nolan

Chairman Almeida opened the meeting at 6 p.m. followed by the Pledge of Allegiance and moment of silence.

He advised that, in accordance with M.G.L. Chapter 30A, Section 20, anybody taping the meeting must notify the Chair.

OLD BUSINESS

None.

COMMUNITY SPEAKS (First Session)

None.

NEW BUSINESS

Discussion on Warrant Articles for Additional Monies for the Opening of the Banna Fire Station and Senior Center

Mr. Sagar advised that he had requested this appear on the agenda in case these two buildings are opened before the end of the fiscal year.

Mrs. Nolan advised that Finance Director Bruce Alexander will write the warrant articles for the November Town Meeting.

Mr. Sagar motioned, seconded by Mr. McLintock, and it was unanimously

VOTED: To extend the closing date for warrant articles until the close of business on October 3, 2013.

With regard to Chairman Almeida's concern, Mrs. Nolan said she will prepare an article for the Memorial Day Parade.

Approve Lease for Space at 102D Pond Street for Interim North Seekonk Fire Sub-Station while Banna Fire Station is Built

Mrs. Nolan advised that Chief Jack was instrumental in obtaining this lease. It was reviewed by legal counsel.

Chief Jack was in attendance.

A motion was made by Mr. Sagar, seconded by Chairman Almeida, and it was unanimously

VOTED: To approve the lease for space at 102D Pond Street for Interim North Seekonk Fire Sub-Station and authorize the Chairman to sign.

OTHER BUSINESS

Discuss Other Topics Not Reasonably Anticipated by the Chairman 48 Hours Before the Meeting

None.

TOWN ADMINISTRATOR'S REPORT

None.

BOARD OF SELECTMEN LIAISON REPORTS AND COMMENTS

Mr. Sagar asked for an update on the 36 Maple Avenue property.

Mrs. Nolan said they are waiting for the EPA report.

Mr. Sagar noted that Ms. DeBlander and Mrs. McNeil were instrumental in getting the \$100,000 grant for the work at 36 Maple Avenue. He asked that Ms. DeBlander stay in contact on this project.

Mr. Sagar asked about the generator.

Mrs. Nolan said she got a proposal today from the electrical engineer. It will be on the October 2, 2013 agenda.

Mr. Sagar inquired about the drainage situation at the library.

Mrs. Nolan advised that she is waiting to hear from the architect.

Mr. Parker congratulated Chairman Almeida on the birth of his third daughter.

Chairman Almeida said that he got an e-mail from Peter Fuller, Library Director, to put an article on the warrant for construction work at the library and another to allow the moderator to appoint a committee to do a facilities study.

Mr. Sagar advised that MCIC had done a facilities study. He noted that any department can put an article on the warrant.

Mr. McLintock stated that the MCIC spent a lot of money on the facilities study. He questioned why the library cannot use that one.

Board members concurred to put it on the warrant.

COMMUNITY SPEAKS (Second Session)

Mr. Robert Blanchard questioned why the interviews with recruitment firms are in executive session.

Mr. Sagar said he raised that question. He felt it did not belong in executive session.

Mr. Parker said he contacted two counsels from other towns, who felt it does not qualify for executive session. He would not vote to go into executive session.

Mrs. Nolan said it should be in executive session to talk about price.

Mr. Parker said they have to decide if they want an interim or if they want to hire a firm to conduct a search and bring forward candidates and at what cost.

Mr. McLintock said there are people in town interested in the interim position.

Mr. Brady felt they have to decide on an interim as soon as possible. Executive Session is proper if they are going to mention names.

Mr. Parker cautioned if the Board acts improperly any action would be invalid.

Mr. Brady said it would not be a violation of the Open Meeting Law to hear consultants under "Community Speaks".

A motion was made by Mr. Parker, seconded by Mr. Sagar, and it was unanimously

VOTED: To move Executive Session A – Discussion on Strategy for the Hiring of an Interim Town Administrator to Open Session under "Community Speaks."

September 25, 2013

-4-

Mr. Brady said the Town needs an Interim Town Administrator. He noted that the town accountant cannot make purchases, and it is not a good idea to leave it up to individual department heads.

Mr. McLintock felt this should have been a work session. This is a matter for serious discussion.

Mr. Brady stated further that the interim should not be a candidate for the position.

Mr. Sagar said they would need a warrant article for an appropriation to hire an Interim Town Administrator.

COMMUNITY SPEAKS

Mr. Richard Kobayashi from the Edward J. Collins, Jr. Center for Public Management at UMASS Boston explained that they have a very well developed methodology. Their job is to make sure the Board of Selectmen can choose from three to five very well qualified professionals. They do reference and background checks. They work with a screening committee appointed by the Board of Selectmen. The screening committee can include selectmen, but not necessarily. The design of that committee is up to the Board.

His firm can't sell the Town or the job unless they know how it works and what the critical challenges are. They talk to Board members and department heads. They draft a profile and give it to the Board. It is really important the document represents this Board. Once they have that, they have something to sell.

When they have the applications, they review with the screening committee. They will give the screening committee about ten resumes but a list of all applicants. He will have all resumes. They arrange for interviews. They take the screening committee to the point where it would be ready to make a recommendation of two to five candidates to this Board.

They do not recommend who should be the next Town Administrator.

The fee is \$14,000 for the entire package and \$7,000 for one component.

Chairman Almeida would like to see a Town Administrator put in two terms. He felt the Board should eliminate the screening committee and let the consultant do it. Administrators might stay longer.

Mr. Kobayashi said they would take \$1,500 off the price if the Board does not use a screening committee because there would be fewer meetings.

Mr. Brady preferred the screening committee. It is better than just having the Board involved.

September 25, 2013

-5-

The screening committee might consist of a selectman, members of other boards and committees, and one or two residents. That is a matter of discussion for another day.

Mr. Kobayashi said he was the consultant when Michael Carroll was selected.

Mr. Sagar asked if he had a client's list.

Mr. Kobayashi said his firm works only for the Board. They don't have an inventory of favorite candidates. He or his colleague will be the contact with the Board.

He had a scope of services.

Mr. Sagar suggested the Board go into executive session later for discussion about hiring an interim.

Mr. Alan S. Gould, Vice President/Operations Manager of Municipal Resources, said they provide services throughout New England. He has done recruitment in Portsmouth, RI. He had a list of references. He has experience as a Town Administrator, and he has worked with Police and Fire. Either he or the president of the firm will handle all the work.

His proposal stated that they will write the advertisement and place the ad. They spend time with all Board members and the search committee, if there is one. They need to know exactly what the Board of Selectmen wants. Information is on their website. They respond to all resumes. They review all resumes and score and rank them as to how they would fit into the needs of the Town. They send out five essay questions to be answered by candidates. They give them a week to ten days to respond. They score those also. They select 12 to 15 candidates. People in the office do background checks. They do telephone interviews. They set up panels – employee, community and a panel of the consultant office. They will be there on interview day. They all get together and reach a consensus. This is facilitated by one of them.

They usually present three finalists to the Board of Selectmen.

They are able to alter the process to meet the needs of the community.

The recruitment process takes about 90 days.

Mr. Sagar asked if they have a list of candidates.

Mr. Gould said they work exclusively for the community. They may have a list of people they might call and ask if they are aware of the position.

They do not want to get involved in politics.

September 25, 2013

-6-

Mr. Sagar asked about a screening committee.

Mr. Gould said the end result is always the same with or without the screening committee.

The fee is \$15,000. It would be less without the three panels.

Mr. Parker asked if they would provide an interim if needed.

Mr. Gould said they might have an employee who could do it. He has also served as an Interim Town Administrator. It would take a couple of weeks to place an Interim Town Administrator.

Mr. McLintock asked about the longevity of Town Administrators placed by him.

Mr. Gould responded that in five years they are all still there.

They try to fit the right person to the community. A person may come in and do some unpopular things with employees.

Mr. McLintock asked if he would recommend a temporary person to see what the problems are before hiring a permanent Town Administrator.

Mr. Gould suggested getting the right person permanently.

At 7:29 p.m. Mr. Brady motioned, seconded by Mr. Sagar, to go into Executive Session for discussion on strategy for the hiring of an Interim Town Administrator, to discuss contract negotiations with the Superintendent of Public Works and to discuss contract negotiations with the Town Engineer/Assistant DPW Superintendent; to return to Open Session.

The vote: Mr. Brady – Aye; Mr. Sagar – Aye; Mr. McLintock – Aye; Chairman Almeida – Aye; Mr. Parker - No.

The meeting returned to Open Session at 8:13 p.m.

Mr. Mark E. Morse, President of MMA Consulting Group, Inc. stated that he has worked for Seekonk. In the course of a year, his firm has done a lot of town administrator or town manager positions.

There are three parts to the recruiting process. (1) Talking to the Board of Selectmen and department heads to find out what they want. That is a critical part of the process. (2) Recruiting. They do a lot of outreach work. They have an on-going bidding process. They review resumes and cross check. They call applicants and report back to the town. (3) The final step is to work with the Board of Selectmen in selecting a candidate. In the final interview process, it is important to have department heads give a tour of the town.

September 25, 2013

-7-

Often times, they work with a committee, which could include a Board member. They screen people along the way. He has a recruiter that is very good. They verify information on the resumes. They share all information they collect with the Board.

Mr. Sagar asked if he had a client list of people looking for work.

Mr. Morse said he starts fresh.

Mr. Sagar asked what he preferred – working directly with the Board or with a screening committee.

Mr. Morse said most people prefer to work with a screening committee. It can include a Board member, as long as it is not a majority.

He said he collects all the resumes and comes back to the Board with a short list

He felt the salary for Town Administrator should be from \$125,000 to \$128,000.

Mr. Sagar felt it should be comparable with the Superintendent of Schools.

Mr. Morse left.

Mr. Sagar noted the Quad Board meeting set for Thursday, September 26, 2013.

He said if the Board intends to hire a consultant, it should be an article at Town Meeting.

He would like to see an Interim in place before Town Meeting.

Mr. Parker mentioned that Mr. Alexander told him if he would serve as Interim Town Administrator for a month or two, he would want to get a stipend.

Mrs. Nolan noted he took a healthy raise when he took the position of Assistant Town Administrator.

A motion was made by Mr. Sagar, seconded by Mr. Brady, and it was unanimously

VOTED: To adjourn at 8:37 p.m.

September 10, 2013

-8-

The vote: Mr. Sagar – Aye; Mr. Brady – Aye; Mr. McLintock – Aye; Mr. Parker – Aye;
Chairman Almeida – Aye.

Respectfully submitted,

Michael Brady, Clerk

Patricia Gamer, Secretary