

**Town Manager Search Committee
Minutes – September 28, 2023**

Members Present: Guy Corbosiero, Doug Delay, Karen Kast-McBride, Cindy Landanno, Jane LaPointe, Thom Schotanus

Absent: Tom Liao

Others: David Evertsen of Municipal Solutions via Zoom

Meeting Called to Order: 2:00 p.m.

Agenda/Topics

1. Approved Minutes

- Unanimously voted to approve Minutes from August 21, 2023

2. Business

- Updates from David Evertsen
 - Content of the report we received
 - Content of the next report, Report #2
 - Committee preparation for interviews; Committee determined to set interview questions in Executive Session to ensure that these are not available to candidates in advance of the interviews
- Coordination with Board of Selectmen
 - Guy and David will set up a conference call with BOS Chair to confirm the interview process, schedule, and handoff from this Committee to the BOS

3. Executive Session

- The Committee unanimously voted to meet in Executive Session in accordance with MGL. C30A, Sec. 21(a) #2, #8. Motion made by Karen Kast-McBride, seconded by Doug Delay
- David described the outreach conducted by Municipal Solutions and also the server issues they encountered with Microsoft & Google blocking emails.
 - The question was raised on the relatively small pool of applicants and is the pool as good as it can be given the technology glitch
 - While there is a preference for a larger pool with more candidates to work with, especially if some take other positions, It was agreed that we should proceed with the candidates that we have
- Each Committee member shared their list of Yes – Maybe – and No candidates
 - From this list, eight candidates were selected for the next phase of work, Report #2, by Municipal Solutions.
 - This report will include disclosure forms, internet/social media background, writing samples, and responses to telephone interviews conducted by Municipal Solutions.

- From this report, the Committee will select candidates for remote/virtual interviews
- There was a detailed discussion of next steps and schedules
 - October 5 - Report #2 on the candidates will be provided to the Committee
 - October 11, 2 p.m. – the Committee will meet to review this report and select the candidates for interviews. At this meeting, the Committee will also draft its questions for those interviews
 - The Committee stated its preference to come up with the questions for the virtual interviews once we select the candidates for these interviews.
 - These are typically 30 minute interviews with a 10-15 minute period in between candidates as a break and/or to debrief
 - October 25 and/or 26 the Committee will conduct interviews via Zoom
 - Not all Committee members will be able to attend in person
 - The question was raised that if the onsite panel sessions and BOS interviews have to happen after Town Meeting, could the interviews be scheduled for the week of October 30
 - A schedule has been tentatively set for recommendations to the BOS (October 30), the panel interviews and BOS interviews (November 6), and the final decisions; these specifics will be confirmed with the BOS
 - One concern/question to be addressed by the BOS is to ensure there is no conflict with Town Meeting preparation in scheduling November 5th and 6th
 - The Committee will need to recruit and prepare panelists, confirm the questions and process for getting the feedback to the Board of Selectmen who will interview the candidates later that day
 - The Committee suggested that a member(s) of this Committee sit in on each panel (technical and administrative) to take notes and provide an update/report to the BOS prior to their final decision on candidates
- 4:30 Motion to close Executive Session by Thom Schotanus, seconded by Jane LaPointe. All voted Aye.
- 4. Returned to regular session
 - Adjourned 4:31 p.m. Motion made by Karen Kast-McBride, seconded by Cindy Landanno. All members voted Aye

Minutes Accepted and Approved for Release: November 30, 2023