

**Town Manager Search Committee  
Minutes – October 30, 2023**

- 4 p.m. Search Committee meeting
- 6:30 p.m. Joint Meeting with Board of Selectmen

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

**Others:** David Evertsen of Municipal Solutions & Candidates via remote participation

**Meeting Called to Order:** 4:06 p.m.

**Agenda/Topics**

1. The Committee unanimously voted to meet in Executive Session in accordance with MGL. C30A, Sec. 21(a) #8
2. Developed the agenda for our 6:30 p.m. meeting with the Board of Selectmen (BOS) where we will make our recommendations on finalists
  - Given that the BOS has received the full information packets and interview recordings for each finalist, we agreed to keep our comments at a high level versus lots of detail and be responsive to questions
  - Agenda topics include:
    - David Evertsen: overview/background of the recruiting, vetting, selection process
    - Doug Delay: overview of our recommendations
    - Karen Kast-McBride: discussion of questions BOS may have this evening or after they review the candidate documents
3. Reviewed the template for the November 5 and 6 candidate town visits; drafted options to review with the BOS at our joint 6:30 p.m. meeting. David Eversten updated/completed the template to be shared with the BOS. Agree that final decisions are up to the BOS. Recommendations/actions include:
  - For November 5
    - **Action:** Karen Kast-McBride will draft the invitation and coordinate with Deb Dennis to get this out to boards and committees and posted on Town website, Facebook, etc.
    - **Action:** David Evertsen will coordinate with Deb Dennis on food and beverages
    - **Action:** David Eversten will follow up with the candidates on their need for a place to stay overnight
  - November 6 Panels
    - **Action:** Doug Delay: Technical panel questions be those proposed by Municipal Solutions, with the addition of Financial questions.
    - **Action:** Karen Kast-McBride: on 10/31 will review and condense the Administrative panel questions from Municipal Solutions and send to the

Committee with a request that members get their responses to her by Wednesday 11/1

- **Action:** Cindy Landanno and Guy Corbosiero: will take candidates on the "Drive & Drop-in" Tour
4. Motion by Jane LaPointe, seconded by Doug Delay to adjourn from executive session. Unanimous vote. Adjourned at 6:14 p.m.

### **Joint Meeting with Board of Selectmen**

1. 6:40 p.m. meeting called to order. The Committee unanimously voted to meet in Executive Session in accordance with MGL. C30A, Sec. 21(a) #8. Motion by Cindy Landanno, seconded by Doug Delay
2. 6:44 p.m. recess. 6:52 p.m. called back to order
3. David Evertsen provided an overview of the recruitment and selection process and the detailed information collected in order to find the most qualified, best fit candidates for Winchendon
5. Doug Delay reviewed the Committee's October 26<sup>th</sup> zoom interview process with six semi-finalist candidates that focused on a series of questions relevant to employment in the Town. He identified the three candidates who, in their interviews and other documentation, set themselves apart as finalists with the qualifications and capabilities to lead this community
6. Karen Kast-McBride ask the BOS what details they would like, if any, from the Committee. And if they have questions as they review the candidate packets and interview recordings, how might these be answered. Options discussed include:
  - If they determine on 10/31 that there is a need for a meeting, it can be scheduled for Thursday, November 2 for 4 or 5 p.m. – or -
  - They will look to post a November 6 meeting on Thursday, November 2
  - David Evertsen is a resource they can contact
  - November 6 the BOS has the opportunity to question the candidates directly
7. Jane LaPointe reviewed the overall rationale for each candidate. Doug Delay encouraged the BOS to watch the interviews, citing the difference this made in the committee's assessment of one of the finalists. Cindy Landanno noted that all finalists have an interest in Winchendon and in helping to move the town forward. She cited the potential they bring as well as the very comprehensive information that we have on each candidate. Karen Kast-McBride noted that these three finalists rose to the top of the pack of candidates in their packets and interviews. David Eversten commented on the significant volume of competition in the Northeast for municipal positions and the need to move quickly.
8. The discussions shifted to the details and logistics of November 5 and 6

- The three finalists will be called and have 24 hours to notify their employers, etc. before they candidacy is made public. After this time (6 p.m. on 10/31) the information will be released to the public, the Courier, the panelists
  - This information will include the candidate names, resumes, cover letters
  - The packets for the panelists will also include the Recruiting Profile
  - **Action:** David Evertsen will put this information together and sent it to Guy Corbosiero who will distribute it to the panelists
- Sunday, Nov. 5 – time was changed - 4 to 6 p.m. **Action:** Deb Dennis & Karen Kast McBride – public invitations will be out on Wednesday. Town notice on social media. Same invitation/graphic will be used on all media. Emails to Town boards/committees
- Monday, Nov. 6 Panels
  - BOS members want the input from the panels by 2 to 3 p.m.
    - **Action:** Panel facilitators/notetakers will send these reports to Deb Dennis who will email them to the BOS members. These reports will include the overall impression/take aways of the panels on each candidate – i.e., what makes this person a good candidate for Winchendon; questions, red flags, etc.
    - There will be no need for further Committee follow up
  - These panels will be open to the public to attend, but not participate
- Monday, November 6 – afternoon open time
  - Question of where/how the candidates will spend their afternoon before the interviews with the BOS start. Places in town: library, other?
  - **Action:** David Eversten will check with the candidates on their preferences
- Monday, November 6 – BOS interviews

9. Adjourned 8:38 p.m.

Minutes Accepted and Approved for Release: November 30, 2023