

**Town Manager Search Committee
Minutes – October 26, 2023**

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

Remote participation: Cindy Landanno

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

Meeting Called to Order: 8:39 a.m.

Agenda/Topics

1. The Committee unanimously voted to meet in Executive Session in accordance with MGL. C30A, Sec. 21(a) #8
2. Reviewed the interview process; identified who would ask what questions
3. Conducted 45+ minute interviews with 3 candidates
4. Recessed for lunch 12:00-1:00 p.m.
5. Reconvened at 1 p.m.; conducted 45+ minute interviews with 3 candidates
6. Each committee member shared their list of Yes candidates. Two candidates, Heather Munroe and Ryan McNutt had "yes" from all committee members; one candidate, Sean Hendricks, had three "yeses"; two candidates had one yes (including William McKinney); one candidate had none. After discussion of the candidates, the committee agreed to recommend three candidates, Heather Munroe, Ryan McNutt, and Sean Hendricks to the Board of Selectmen (BOS)
7. **Actions:** Discussion/agreement for ongoing process:
 - a. **Municipal Solutions** will complete the Phase 3 research on the three candidates and distribute these to the committee by Friday, 10/27
 - b. **Municipal Solutions** will edit the recorded interviews to include only those with the three recommended candidates, to be shared with the committee and with the BOS
 - c. Motion by Tom, seconded by Karen, unanimous agreement:
 - **Committee members** – will individually review the materials from Municipal Solutions and let Jane, Guy, and David know if they approve these
 - Once the materials are approved, **Municipal Solutions and Guy** will coordinate on sending these directly to the BOS (not through the Town Manager's office)
 - d. **Jane** will draft the rationale for each of the three candidates and share with the committee. **Committee members** who have additions, edits to recommend, will send these to Jane, who will draft the final document for October 30

- e. **Next Meetings:** The committee will meet on Monday, October 30, at 4 p.m. to prepare for the 6:30 p.m. joint meeting with the BOS. Topics will include:
- Our recommendations and rationale for the finalist candidates
 - Proposed plan, logistics, assignments for November 5/6

8. Adjourned 5:16 p.m. Motion made by Karen Kast-McBride, seconded by Tom Liao. All members voted Aye

Minutes Accepted and Approved for Release with the redaction names to maintain the confidentiality of two candidates who were not recommended or considered by the BOS: November 30, 2023