



Millbury
Massachusetts

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MILLBURY, MASS.

TOWN MANAGER SCREENING COMMITTEE Minutes

November 2, 2023 @ 6:30 PM

SMALL CONFERENCE ROOM

MEMBERS: Charles Cooper (Zoom), Donald Desorcy, Katie McKenna, Jessica Bristol (absent), Jonathan Cammuso (Zoom), Jennifer O'Connell (Zoom), Anna Samara (Zoom), Ron Stead, John Mullen

The meeting was called to order at 6:32 PM and the committee began with the Pledge of Allegiance.

Old Business:

- Approve Minutes of 10/19/23 Meeting
 - Motioned by Jen O'Connell, seconded by Ron Stead. Roll call was unanimously approved.
- RFP Status Update
 - Received a dozen or so questions (looking for information)
 - Received 3 full submissions so far, expecting more in a few days
 - Deadline is Monday 11/6/23
 - Finance Director is looking for 3-5 people to go through the applications
 - 92 days remain in the process

New Business:

- Survey Discussion
 - Unable to obtain a copy of the previous committee's survey
 - Decided to go with 5-7 questions
 - Decided to use Microsoft Forms
 - These surveys will be available on computer in the library and senior center and in paper form at the Town Hall
 - After much discussion, the final questions are as follows:
 1. What do you believe are the most pressing issues and challenges facing our town that the new Town Manager should address?
 - Housing
 - Economic Development
 - Infrastructure (Roads, etc)
 - Town Finances (Taxes)
 - Other

2. Are there any other qualities or characteristics you believe are essential for the new Town Manager to have?
 - Business background
 - Municipal experience
 - Finance experience
 - Recreation experience
 - Legal & contract and bargaining familiarity
 - Other
3. What leadership qualities and communication skills do you think are important for the Town Manager to have in order to work effectively with the community and town employees?
 - Someone who listens
 - Can take criticism
 - Open door policy
 - Meets regularly with the community
 - Other
4. Is it important for the next town manager to live in town or a neighboring town?
 - Yes
 - No
5. Are there any particular new initiatives or projects you would like to see the new Town Manager prioritize during their tenure?
 - Carnival/festivals/parades
 - Fundraising partnerships/empowerment Splash pad/pool/skate park/etc
 - Maintain and expand senior services
 - Create youth services
 - Evaluate town hall services
 - Improvements and expansion in technology
 - Other
6. In a few short words, please share your opinion on what you believe should be the top priorities for our town manager or anything you think we may have overlooked.

- Interview Questions
 - Answers to survey questions could be flipped into interview questions
 - Search firm will help develop, so holding off discussion for now
- Next meeting will be November 16th
- Meeting adjourned at 8:07 pm with motion by Ron and 2nd by Jen

Respectfully Submitted:

Katie McKenna, Clerk



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Massachusetts

TOWN MANAGER SCREENING COMMITTEE

DATE OF MEETING: 11/2/23

Charles Cooper, Chair:

Charles Cooper

Donald Desorcy, Vice Chair:

Donald P. Desorcy

Katie McKenna, Clerk:

Kathleen M. McKenna

Jennifer O'Connell:

Jennifer O'Connell

Jessica Bristol:

Jessica Bristol

Jonathan Cammuso:

Ron Stead

Ron Stead:

Anna Samara:

Anna Samara

John Mullen: