

**Town Manager Screening Committee  
Meeting minutes**

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2020 AUG 24 PM 3:44  
MILLBURY, MASS

Date: May 28, 2020

Time: 6:30 p.m.

Location: Meeting conducted via Zoom video conferencing: because of the COVID-19 pandemic and the closure of Millbury public buildings, this meeting was conducted using remote access. This is consistent with Governor Baker's Executive Order dated March 12, 2020.

Committee members participating via Zoom video/conference call:

Jon Adams	Kaye Peltier
Kerry Luby	Stephanie Phillips Richter (joined at 7:03 p.m.)
Greg Myers	Rusty Valery
Chris Naff	Andrea Warpula
Steve Noonan	

Committee members absent:

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Guests:

Bernie Lynch, Community Paradigm Associates  
Sharon Flaherty, Community Paradigm Associates  
John Petrin, Community Paradigm Associates  
Justine Caggiano, Human Resources

**6:33 p.m.: Call to order and review of minutes**

Chair Andrea Warpula called the meeting to order and asked for a review of the minutes from the February 26, 2020 and March 12, 2020 meetings. Chris Naff moved to accept the minutes as written; seconded by Rusty Valery. Vote was unanimous (Stephanie Phillips Richter absent for vote).

Kaye Peltier moved to allow the Committee to submit minutes to the Town Clerk's office without members' signatures when approved during meetings with remote participation. Motion seconded by Chris Naff. Vote was unanimous (Stephanie Phillips Richter absent for vote).

Greg Myers graciously offered the use of DocuSign, the electronic system that he uses for documents that require signature. The Committee will follow-up for future use of the system for signing minutes.

Jon Adams provided an update: the Board of Selectmen will be discussing the Acting Town Manager appointment at its next meeting on June 9th.

**Agenda item: *Introduction of Community Paradigm Associates team***

The consultants from Community Paradigm Associates (CPA) were introduced to the Committee: Bernie Lynch, Principal; John Petrin; and Sharon Flaherty. Mr. Lynch provided an update on CPA interviews with Millbury department heads, the Town Manager Screening Committee, and the Board of Selectmen; he also discussed the development of the position profile (document detailing the job qualifications and an overview of Millbury).

**Agenda item: *Review of process; updates on status to date***

Chair Andrea Warpula asked Bernie Lynch to review the process and provide an update on activities already in motion. Mr. Lynch repeated that interviews with key stakeholders were underway and that a questionnaire was sent to the department heads to develop a picture of what the town wanted in its next town manager. CPA has already started to contact potential candidates about the opening in Millbury.

Mr. Lynch estimated that the CPA team would complete the draft position profile within a week and have it to the Screening Committee for approval the following week. The goal is to list the job posting by the second week of June, with a deadline for resume submission early in July. This will allow the Committee to meet in July to review resumes. Once resumes are reviewed, the Committee will vote on candidates for initial interviews, and interviews will be scheduled. After the Committee interviews and deliberates on candidates, the short list of candidates will be presented to the Board of Selectmen.

Jon Adams asked about the background checks that CPA does. Mr. Lynch explained that CPA would begin reviewing candidates before the Screening Committee meets to review resumes. Many candidates will already be known to CPA through other searches or through shared acquaintances. A review will be done through internet search engines and social media. Once the Committee has interviewed and deliberated on candidates, CPA will begin the deeper background check (such as criminal history). CPA uses iCORI or Creative Services, a firm in Mansfield, MA, to do criminal background screenings. CPA does an education verification on candidates, and then contacts references. Mr. Lynch spoke to the importance of maintaining confidentiality during the search: Committee members may be eager to reach out to acquaintances who may know candidates and ask about them. Mr. Lynch explained how this could introduce liability or cause candidates to withdraw because their current employer could learn that the candidate is searching for a new position.

Greg Myers departed from the meeting at 6:55 p.m.

Mr. Lynch continued with a discussion of the current market for town managers in Massachusetts. In the past four years, there has been a lot of turnover in managers across the state. Approximately half of the town managers in the state right now have been in their current positions for four years or fewer. These managers are probably not ready to move. Many of the other managers are close to retirement and are not looking to take on new positions.

Rusty Valery asked some clarifying questions about the timeline. Mr. Lynch spoke about how some candidates may have a clause in their current contract that requires them to give 60 days' notice when resigning. Other candidates may be between positions currently and could start right away.

Jon Adams asked when CPA would need the determination on salary figures from the Board of Selectmen for the position statement. Mr. Lynch said that a determination at the June 9<sup>th</sup> Board of Selectmen meeting would be fine.

Mr. Lynch listed where the advertisement would be posted: the MA Municipal Association, the International City/County Management Association, and the CPA website; CPA will also distribute the posting to the individuals in its database.

Mr. Lynch proposed a resume deadline of July 2nd, with a meeting of the Committee to review candidates on July 6<sup>th</sup>. He explained that resumes would be divided into three tiers based upon the candidates' experience and how well they meet the job qualifications.

Kaye Peltier asked if CPA required any additional information for the position statement. Chris Naff asked Justine Caggiano to pull together information related to the downtown revitalization project to provide to CPA.

Jon Adams asked that the position statement include the importance of grants procurement and management experience in the next town manager.

***Agenda item: New business (any other business not reasonably anticipated by the Chair)***

Chair Andrea Warpula proposed holding the next meeting on June 8<sup>th</sup> to review and approve the position statement.

***Adjournment***

With all business on the agenda completed and no new business brought before the committee, a motion from Chris Naff to adjourn was entertained and seconded by Kerry Luby. Vote was unanimous; meeting was adjourned at 7:19 p.m.

***List of documents from May 28, 2020 meeting:***

- Questionnaire to Millbury Department Heads

*Minutes compiled and submitted by Committee Clerk  
July 6, 2020*

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Jon Adams

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Kaye Peltier

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Kerry Luby

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Stephanie Phillips Richter

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Greg Myers

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George Rusty Valery

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Chris Naff

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Andrea Warpula

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Steve Noonan

**\*\* The Town Manager Screening Committee voted unanimously that minutes will continue to be approved by vote while we use remote participation during the COVID emergency period. Approved minutes will be submitted to the Town Clerk's office without signatures. These meeting minutes were approved by the Committee on 8/3/2020, despite a lack of signatures. \*\***