

**TOWN OF CONCORD
SELECT BOARD
AGENDA
July 16, 2018**

7 PM – Select Board Meeting Room – Town House	
1.	Call to Order
2.	Consent Agenda: <ul style="list-style-type: none"> • Town Accountant Warrants • Minutes • Tour Guide License
3.	Executive Session Minutes – June 18, 2018 #1 & #2
4.	Town Manager’s Report
5.	Chair’s Report
6.	Dog Order Violation Update: 15 Chase Road
7.	Natural Resources Commission Update
8.	Discuss Possible Permanent Municipal Building Committee – Phil Swain
9.	Discuss Process for Town Manager Search Committee
10.	Town Manager Evaluation Update
11.	Discuss Business Recognition Program
12.	Public Comments
13.	Committee Liaison Reports
14.	Miscellaneous/Correspondence
15.	Committee Nominations:
16.	Committee Appointments: Peter Hewitt of 261 Central Street to the West Concord Junction Cultural District Advisory Committee for a term to expire May 31, 2021; Douglas Bacon of 410 Lowell Road to the Concord Housing Development Corporation for a term to expire May 31, 2021; Amy Kaiser of 294 Commonwealth Avenue to the West Concord Advisory Committee for a term to expire May 31, 2021; Nina Nickles First of 48 Eaton Street to the White Pond Advisory Committee for a term to expire May 31, 2021
17.	Adjourn to Executive Session for the Purpose of Discussing Contract Negotiations

PENDING

Monday	July 30	7PM	Select Board Meeting	Harvey Wheeler Community Center
Monday	August 13	7 PM	Select Board Meeting	Town House
Monday	August 27	7 PM	Select Board Meeting	Town House
Monday	September 3	All Day	Labor Day	Town Offices Closed

Supporting materials for agenda items are available online at www.concordma.gov/sbmtgdocs. Materials are uploaded on the Friday before a Select Board meeting.

TOWN OF CONCORD

TOURIST GUIDE LICENSE OFFICE OF THE SELECT BOARD CONCORD, MASSACHUSETTS

Extract from the Bylaws of the Town of Concord, enacted at the Town Meeting held April 3, 1905, and approved by the Attorney General:

Article IX. No person shall in any of the public places or ways in said town solicit tourists to ride in carriages or other vehicles, to take meals, to employ guides, or to buy articles without first obtaining a license to do so from the Selectmen, which license shall be issued for definite time and shall be revocable by the Selectmen within that time.

Under the provisions of the above bylaw,

Ronni Olitsky

Is hereby granted a license up to May 31, 2019.

Chair, Select Board



TOWN OF CONCORD
Town Manager Search Committee
Committee Charge

A. Purpose

The purpose of the Town Manager Search Committee is to conduct a recruitment for the position of Town Manager and to recommend a group of finalists for the Select Board to consider in selecting Concord's next Town Manager.

B. Membership

The Committee shall be comprised of seven members appointed by the Select Board. The term of office shall be through May 31, 2019 unless extended by vote of the Select Board. Membership shall be as follows:

Two members of the Select Board;

Five citizens at-large with diverse experience and backgrounds, including service on a town committee or other indication of active involvement in town affairs.

D. Duties and Responsibilities

1. To elect a committee chair and clerk. The committee clerk will be responsible to ensure that meetings are properly posted and that an accurate record of the committee's work is maintained.
2. To interview professional executive search firms with experience in recruiting municipal managers in Massachusetts, and to recommend to the Select Board and Town Manager a selected firm. To develop in consultation with the Town's Human Resources Department, a scope of services for the selected firm.
3. To develop and finalize a timeline or schedule of milestone events relative to the search for a new Town Manager, subject to the approval of the Select Board.
4. To become familiar with the Town Charter as it relates to the Town Manager's role in Town Government. To review the Town Manager's job description and recommend any revision, if necessary, to the Select Board. To work with the recruitment consultant to develop marketing materials or other community information describing the work environment for potential candidate. To develop selection criteria for evaluation candidates.
5. To schedule listening and discussion sessions to solicit input from town staff, committees, residents and other stakeholders to help inform the Select Board about the qualities, strengths and characteristics required for a successful Town Manager.
6. To review the application materials submitted by applicants who are recommended by the search consultant for interviews and to evaluate the materials and information based on the established selection criteria. To work with the consultant to develop interview questions for the committee interview process. To interviews of the recommended candidates in executive session.
7. To review background information and references as appropriate.
8. To recommend to the Select Board between 3 and 5 prospective candidates who best match the selection criteria for further consideration by the Select Board, unless a lesser number of candidates is agreed to by the Board. The committee shall present its recommendations to the Select Board in a written report that will include a summary description of the recruitment process.
9. Provide whatever additional information the Select Boar may request. This committee charge may be amended at the Select Board's determination.
10. Staff support for the committee will be provided by the Human Resources Department. If additional resources are required, the committee chair will consult with the Select Board chair, who will discuss with the Town Manager how best to address the committee's needs.

E. Other Considerations

The Town Manager Search Committee is responsible for conducting its activities in a manner which is in compliance with all relevant State and local laws and regulations including, but not limited to, the Open Meeting Law, Public Records Law and Conflict of Interest Law. The Committee shall consult with the Town Manager concerning the allocation of town staff or financial resources toward this effort.

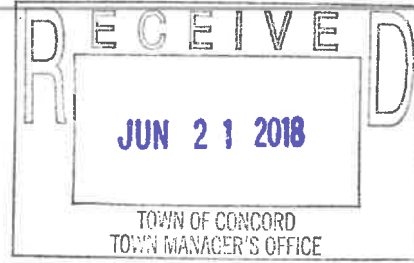
Town Manager Search Process
Draft Calendar of Events

July 30	Approve Committee Charge for Town Manager Search Committee And issue call for volunteers
September 1	Seat Search Committee, elect officers, set up calendar of committee Meetings
Sept 10	
October 15	Committee Planning Interview Search Consultants Finalize Job Description Prepare "Ideal Candidate" description Prepare "Community Profile" for candidates
Oct 30	Select Search Consult and Determine Scope of Work
Nov 1 - Dec 15	Public Input Process Meet with Staff, Committees, citizens
Jan 15	Issue Job Announcement
Feb 20	Deadline for Applications
March 15	Writing Assignment and First Round Interviews Complete
April 10	Second Round Interviews and Assessment Center Completed
April 20	Recommend Three Finalists to Select Board
May 15	Make Offer to Preferred Candidate
July 1	New Town Manager Start Date

Andrew Mara

Subject: RE: Business Recognition

From: Michael Lawson
Sent: Thursday, June 21, 2018 7:53 AM
To: Thomas McKean
Subject: Business Recognition



Hi Tom

I would like to propose the following: That every year on some date (perhaps Concord's founding day) the Select Board will recognize businesses in Concord who have completed years of service to the citizens. The awards will recognize 25 years with a Bronze plague, 50 years with a Silver Plague, 75 years with a Gold plague and 100 years with a Platinum plague. In addition, for those businesses receiving a Platinum plague, the SB will also issue a Proclamation declaring the date that the business was founded as their day in Concord.

I don't really mean Bronze, Silver, Gold and Platinum plagues, but rather some color designation on the plague. Let me know what you think. I'm happy to propose this at our next SB meeting and to do the work to get this organized.

Mike

Michael Lawson