

Concord Town Manager Search Committee Minutes
Thursday, January 24, 2019

Pursuant to notice duly filed with the Town Clerk, a meeting of the Concord Town Manager Search Committee was held at 7:30 am in the Select Board Room at the Town House.

Present from the Committee were: Peggy Briggs, Jeffery Collins, Bouzha Cookman, Alice Kaufman, Michael Lawson, Pauline (Polly) Reeve, and Deena Whitfield.

Absent from the Committee were: Jim DiGiovanni and Steve Verrill

Present from outside the committee:

Amy Foley, Human Resources Director, Town of Concord

Alan Gould, President/CEO, Municipal Resources, Inc.

Robert Mercier, Senior Consultant, Municipal Resources, Inc.

Reginald (Buzz) Stapczynski, Consultant, Municipal Resource, Inc.

Mr. Lawson called the meeting to order at 7:32 am

1. Update and approval of minutes

Upon a motion duly made and seconded the Board UNANIMOUSLY voted to approve the minutes as read.

A postcard was sent to all town residents indicating that open forums would be held to get input from citizens regarding the qualities they are seeking in the next town manager as well as the challenges the new town manager will face. The forums were held on Tuesday, January 15 at 7:00 pm at the Town House Hearing Room where approximately 32 citizens were present; Wednesday, January 16 at 8:00 am at the Conference room on Church Street with approximately 10 Concord citizens attending; and on Wednesday, January 16 at 1:00 pm at the Common Room at Harvey Wheeler Community Center with approximately 50 Concord citizens attending. Several Concord citizens communicated with the search firm via the MRI confidential e-mail.

In addition, MRI interviewed the school superintendent and some school committee members, the CEO of Emerson Hospital, the chairs of all the town committees, and the senior staff. It was suggested that they also provide a forum for town employees. Although the comments from this forum will not impact either the candidate profile or the challenge statement, they will be considered by the search committee during their deliberations.

2. Review Town Profile Document

The Town Profile document was previously circulated and the following substantive comments were made:

- The statement regarding environmental initiatives needs to be stronger with emphasis on the new town manager's not just being aware of our initiatives but being proactive in "owning them".
- The location of Concord might be better stated as "just west of the intersection of Route 128 and Route 2."

- The business paragraph could be stronger emphasizing the need to strengthen, grow, and maintain the commercial district.
- There should be some mention of the significant presence of non-profit organizations in town.
- It might help to put more subheadings to highlight the main point of each item.
- One of the challenges for the new town manager will be town facilities and the need for a master plan to address the need for more space.
- There could be a stronger acknowledgment that Concord's municipal employees are predominantly non-union and that the new town manager will be working with both union and non-union employees.

Upon a motion duly made and seconded the Board UNANIMOUSLY voted to have MRI revise the documents with the Chair, Mike Lawson, and the Clerk, Deena Whitfield doing the final review before publication.

3. Review Schedule and Strategy for advertising the TM position

The ad was reviewed and it was suggested that we have stronger language regarding Concord's being an equal opportunity employer. It was the sense of the room that Amy review and add more proactive language encouraging diverse candidates to apply. Amy also suggested that the ad refer to the salary as "in the low \$200,000's depending on qualifications" so that candidates understand that it is not capped at \$200,000.

The ad follows a pretty standard template to drive candidates to the MRI webpage. The ads will be primarily electronic on the Mass Municipal Association website, the MRI website, International City Management website, the New Hampshire Municipal Association website, the Rhode Island League of Cities and Towns website, the Vermont Cities and Towns website, and the Town of Concord website. It was suggested that we might also want to have print ads in two editions of the Sunday Boston Globe which we agreed to do. The soft deadline for applications is March 4, 2019.

MRI will review applications and select those who will move forward and receive essay questions. **The search committee will meet on Tuesday, February 19 at 3:00 pm to develop/review essay questions. The place is to be determined.**

MRI will review essay responses and follow up with phone interviews and background checks. They will give us updates regarding the number of candidates and their status. We will receive the applications, resumes, and cover letters in late March/early April in time for us to be prepared for a meeting on **Thursday, April 4 at 7:30 am** to determine who will move forward in the process.

Interviews by the search committee are tentatively scheduled for either:

Thursday, April 25 starting at 8:00 am or

Friday, April 26 starting at 8:00 am

The chair will poll the committee to solidify the date.

Hopefully, the Select Board can follow shortly thereafter with final interviews.

Upon a motion duly made and seconded the Board UNANIMOUSLY voted to adjourn the meeting at 8:52 am.

Respectfully Submitted,
Deena Whitfield, Clerk