

CONCORD SELECT BOARD
MINUTES
APRIL 27, 2019

APPROVED: JUNE 17, 2019

Pursuant to notice duly filed with the Town Clerk, a meeting of the Concord Select Board was held at 8:30 a.m. in the Public Hearing Room at the Town House. Present were Michael Lawson, Linda Escobedo, Jane Hotchkiss, Terri Ackerman, and Susan Bates.

CALL TO ORDER

Mr. Lawson called the meeting to order at 8:30 a.m. and announced that it was being broadcast on Minuteman Media Network. Mr. Lawson reviewed the process that went into the search for Concord's next Town Manager. The Select Board created a Town Manager Search Committee with the purpose to conduct 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. The consulting firm of Municipal Resources, Inc. (MRI) was hired to assist the committee with this process. When a final decision is made by the Board, MRI will conduct a background review and assist two Board members with the negotiating and drafting of an employment agreement with the finalist. Mr. Lawson reviewed how the Board would conduct the interviews for the final three candidates. Mr. Lawson noted that each candidate would be given the same amount of time to answer a standard set of interview questions.

INTERVIEW AND DELIBERATE ON CANDIDATES FOR TOWN MANAGER POSITION

Candidate # 1 – Kerry Lafleur

Kerry Lafleur appeared before the Board and reviewed her education and professional experience. Ms. Lafleur is currently the Finance Director for the Town of Concord. Board members interviewed Ms. Lafleur for the position of Town Manager.

Candidate # 2 – John Coderre

John Coderre appeared before the Board and reviewed his education and professional experience. Mr. Coderre is currently the Town Administrator for the Town of Northborough. Board members interviewed Mr. Coderre for the position of Town Manager.

Candidate # 3 – Stephen Crane

Stephen Crane appeared before the Board and reviewed his education and professional experience. Mr. Crane is currently the Town Manager for the Town of Longmeadow. Board members interviewed Mr. Crane for the position of Town Manager.

DELIBERATIONS

The Board reconvened to discuss the finalists. Mr. Lawson recommended that the Board take a straw poll to see which candidate was favored by Board members. Ms. Ackerman currently favored Ms. Lafleur. Ms. Escobedo currently favored Mr. Coderre. Mr. Lawson, Ms. Hotchkiss, and Ms. Bates currently favored Mr. Crane. Board members noted that all three finalists were well-suited for the position. Board members reviewed and discussed the strengths and weaknesses of each candidate.

Bob Mercier and Buzz Stapczynski, of MRI, were present to assist the Board with various questions regarding background checks of potential candidates.

After a lengthy discussion of each candidate Mr. Lawson asked for Board members to indicate their final decision on which candidate was their first choice. All Board members indicated that Stephen Crane was their first choice.

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Upon a Motion duly made and seconded, the Board

VOTED: In a roll call vote, to authorize Municipal Resources, Inc. to make a conditional offer of employment to Stephen Crane for the position of Concord Town Manager. This offer is conditioned upon the satisfactory background review and investigation conducted by Municipal Resources, Inc. and the successful negotiation of the terms of appointment by the Select Board.

The Clerk called the roll.

Mr. Lawson	Aye
Ms. Escobedo	Aye
Ms. Hotchkiss	Aye
Ms. Ackerman	Aye
Ms. Bates	Aye

The Chair declared the vote passed 5-0.

Upon a Motion duly made and seconded, the Board

VOTED: To authorize Linda Escobedo and Michael Lawson to negotiate the contract with Stephen Crane for the position of Town Manager.

ADJOURN

At 2:45 p.m. upon a motion duly made and seconded the Board UNANIMOUSLY

VOTED: to adjourn the meeting for the day.

Mr. Lawson noted that the meeting tentatively scheduled for April 30 will be canceled as a result of the Board reaching a decision today.

Respectfully submitted,

Linda Escobedo, Clerk

MEETING DOCUMENTS

Link to Minuteman Media Network coverage:

<https://concordma.gov/2259/Government>

Link to Town Manager Search Committee webpage:

<https://concordma.gov/2286/Town-Manager-Search-Committee>

Proposed Questions for the Select Board

1. Please tell us about your understanding of this job and why you should be the next Town Manager of Concord? _____
2. Please share with us what you know about our community. From your perspective, what are its strengths, weaknesses, and unique characteristics? How do your skills and experiences apply? _____
3. What are the three most important qualities you seek when hiring a Town employee? How do you ensure that the applicant has them? What is your collective bargaining experience? _____
4. Concord has just completed its long-range plan, "Envision Concord." Can you share with us your impression on the plan, its goals and the task of implementation? _____
5. In preparing for this interview, I am sure you anticipated the types of questions and areas of interest we would pursue. What is one of the questions you really hoped we would not ask you? Why? Now that the question is on the table, would you like to try to answer it? What is the one question you really hoped we would ask? Would you like to try to answer it? _____