TOWN OF CONCORD
SELECT BOARD
AGENDA
July 16, 2018

7 PM – Select Board Meeting Room – Town House

1. Call to Order

2. Consent Agenda:
   • 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

Supporting materials for agenda items are available online at www.concordma.gov/sbmtgdocs. Materials are uploaded on the Friday before a Select Board meeting.
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
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 plaque, 50 years with a Silver Plague, 75 years with a Gold plaque and 100 years with a Platinum plaque. In addition, for those businesses receiving a Platinum plaque, 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