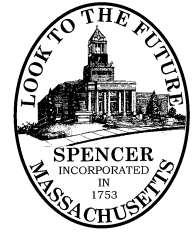


Minutes of the Meeting of the Board of Selectmen



Date: May 3, 2021
Time: 6:00 p.m.
Place: Audioconference Broadcasted Live from McCourt Social Hall
Memorial Town Hall, Spencer, MA
Remote: Chairman Hicks, Vice-Chair Woodbury, Clerk Howard and Member Pepe
Member Berthiaume and Administrator Gregory were absent.

Chairman Hicks called the meeting to order at 6:00 p.m. and announced that the meeting is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, pursuant to the current State of Emergency in the Commonwealth due to the outbreak of the COVID-19 Virus. In order to mitigate the transmission of the COVID-19 Virus, we have suspended public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location and as such all votes will be taken by roll call in accordance with Regulation 940, CMR 29.10 of the Open Meeting Law.

Interview Town Administrator Recruiting Firms

Chairman Hicks reported that the Board received proposals from two firms for the recruitment of the Town Administrator. Both firms will be dialing into the meeting to be interviewed by the Board.

6:00 PM Community Paradigm Associates, LLC (CPA)

Bernard Lynch, Sharon Flaherty and John Petrin were participating remotely to represent Community Paradigm Associates, LLC (CPA). Mr. Lynch reported that his firm was established in 2014 with the primary focus on executive recruiting of municipal managers for towns in Massachusetts.

Chairman Hicks asked who CPA will assign to take the lead if selected. Mr. Lynch said he will be the main contact, John Petrin will be in the field, and Ms. Flaherty will conduct background checks, perform research and outreach.

Mr. Lynch advised that the cost to advertise will be between \$700 to \$800, which they do through the MMA, ICMA, and other networking. Newspaper advertising is not cost effective and unlikely to bring forth the appropriate candidate

Dr. Hicks asked what happens if the final candidate withdraws and no results are produced. Mr. Lynch said they will remain and address any issues with no additional fees, except for advertising.

Mr. Woodbury asked if there were any concerns relative to the limitations for the Administrator to reside within 15 miles of Town. Mr. Lynch said it is not overly restrictive; the

challenge occurs when there is a residency requirement. CPA will bring between 3-5 candidates to the Board.

Mr. Howard asked about the timeframe for bringing before the Board. Mr. Lynch said it takes an average of fourteen weeks. Mr. Petrin pointed out that a local screening committee should be available simultaneously.

Mr. Pepe asked how information is obtained to select the best candidates for Spencer. Ms. Flaherty said she speaks individually with members of the Select Board, department heads, and the outgoing Administrator to obtain information on large projects, personality types, work styles, and any issues or concerns. Mr. Lynch noted they can also provide questionnaires for community engagement and a dedicated email address for community members.

Mr. Pepe asked about the level of research on candidates overall and with regard to social media. Ms. Flaherty said she does a deep dive into all social media sites and makes multiple of phone calls. Mr. Lynch indicated that they will generate a report of references on the three finalists.

Mr. Lynch pointed to the firm's strong background in municipal executive search, along with an extensive network, the preparation of a detailed mission statement and a willingness to customize, beyond recruitment.

The Board thanked CPA for their time.

6:45 PM Municipal Resources, Inc. (MRI)

Dr. Hicks asked MRI to provide a synopsis of their organization.

Buzz Stapczynski and Bob Mercier were participating remotely to represent representing Municipal Resources, Inc.

Mr. Mercier reported that he joined MRI in 2012 and has worked with several communities throughout New England and with the focus mainly in Massachusetts. If hired, they are ready to make Spencer a priority and will not bid on any other proposals at this time.

Mr. Stapczynski said he has forty years in public service and has held a position as a town manager.

Chairman Hicks asked who will take the lead if MRI is selected. Mr. Stapczynski said he and Mr. Mercier will be the leaders every step of the way, and the president of the firm, Alan Gould, will provide support as well. The Board and department heads will be interviewed, a community profile will be developed, and a challenge statement will be created. They have a database of over 1,500 recruits to choose from.

Dr. Hicks asked about the process if the final candidate were to withdraw. Mr. Stapczynski said they will do the search over at no charge, except for advertising.

Mr. Woodbury asked if there were concerns relative to the limitations for the Administrator to reside within 15 miles of Town. Mr. Mercier said Spencer is not as restrictive as some communities and he does not see an issue with attracting candidates.

Mr. Pepe asked about the process for marketing the community to candidates and crafting a detailed picture of the Town. Mr. Stapczynski said they will do this by having individual conversations with the Board and department heads and determine what type of candidate would be the best suited. This individual approach allows them to provide information on the profile and substance of the Town.

Mr. Pepe asked how candidates are vetted in social media. Mr. Stapczynski said the vetting process is very thorough. They also perform a deep background check and provide a detailed report of the final candidate to the Town.

Mr. Mercier noted that a link to their website will be set up to allow residents to express their opinions. The final candidates are asked to write three essays indicating their experience in a variety of areas.

Mr. Stapczynski said if MRI is chosen, Spencer will be their top priority, sole focus and will have their undivided attention.

The Board thanked MRI for their time.

Dr. Hicks said he will call tomorrow to inform them of the Board's decision.

Review & Act on Hiring Town Administrator Recruiting Firm

Mr. Pepe pointed out that both firms were very good; he would give CPA an A rating and MRI an A- , noting his impression is that CPA is a more professional firm. Mr. Woodbury and Mr. Howard agreed.

The Board agreed to include the full scope of services in the amount of \$9,880.00.

A motion to engage Community Paradigm Associates, LLC as the search firm for the next Town Administrator (Pepe/Woodbury) passed 4/0 with a roll call vote: Hicks-yes, Howard-yes, Pepe-yes, Woodbury-yes

Adjournment

A motion to adjourn at 7:34 pm (Pepe/Woodbury) passed 4/0 with a roll call vote: Hicks-yes, Howard-yes, Pepe-yes, Woodbury-yes

The meeting adjourned at 7:34 pm.

Respectfully submitted,

Brenda Savoie
Executive Assistant

Referenced documents: Proposals from Community Paradigm Associates, LLC and Municipal Resources, Inc.