



Minutes of the Meeting of the Board of Selectmen

Date: July 19, 2021
Time: 6:00 p.m.
Place: McCourt Social Hall
Present: Chairman Woodbury, Vice-Chair Howard, Clerk Griggs, Members
Hicks and Interim Administrator Ross
Remote: Member Pepe

Call the Meeting to Order

Chairman Woodbury called the meeting to order at 6:00 p.m.

Announcement Any members that are participating remotely in accordance with Regulation 940, CMR 29.10 of the Open Meeting Law

Chairman Woodbury announced that Mr. Pepe is participating remotely in accordance with Regulation 940, CMR 29.10 of the Open Meeting Law, and as such all votes will be by roll call.

Community Paradigm Associates, LLC - Update on Town Administrator Recruitment

John Petrin, representative from Community Paradigm Associates (CPA) reported that the listing for the new Town Administrator closed on July 2nd with a total of seventeen applicants responded. He is ready to move forward to the next step in the process.

Review & Act on Town Administrator Search Committee Draft Charge

Chairman Woodbury reported that the draft Charge for a Town Administrator Search Committee (TASC) is being brought before the Board to act on tonight.

Dr. Hicks noted the process will have to move quickly to prevent the applicants from accepting other positions.

Mr. Grigg asked if CPA will work with the Town Administrator Search Committee. Mr. Petrin indicated they will work with the TASC and expects to have one meeting to select the top candidates and a second meeting to conduct the interviews. The hope is to complete the process within two meetings.

Mr. Woodbury reported that the proposed makeup of the TASC includes five individuals, including Police Chief David Darrin as a Department Head member, noting his strong background and prior service as Acting Town Administrator. Other members include the Board of Selectmen Chair or Designee, Finance Committee Chair or Designee, Council on Aging Member, and a Citizen-at-Large,

Mr. Grigg would like to see a nine-member Committee. Mr. Woodbury stated that five-members will provide greater efficiency. Dr. Hicks agreed and pointed out scheduling

difficulties often occur when nine people are involved, especially during the summer. Mr. Grigg said his preference is to include employees in lower-level positions in the process.

Mr. Woodbury said employees should not select their future boss and acknowledged that some folks will be disappointed in the makeup of the committee.

Mr. Howard mentioned he has been involved in a significant amount of hiring and agrees it is best to keep the TASC at five members, possibly even three, for greater efficiency.

Mr. Pepe prefers the makeup of the Committee be five or seven members and include citizens from other Boards and Committees who interface with the Administrator and can assist in determining the best candidates.

Mr. Grigg asked if the Board would consider the addition of one department head and one citizen, noting that U & F Superintendent Bill Cundiff has the skill set to bring value to the process. Chairman Woodbury said he is not in favor of the addition.

A motion to select a member of the Board of Selectmen, Finance Committee, Council on Aging, Chief of Police, or other department head, and a citizen-at-large for the Town Administrator Screening Committee (Hicks/Howard) passed 4/1 with a roll call vote Grigg-no, Hicks-yes, Howard-yes, Pepe-yes, Woodbury-yes

Adjournment

A motion to adjourn at 6:22 pm (Hicks/Howard) passed 5/0 with a roll call vote: Grigg-yes, Hicks-yes, Howard-yes, Pepe-yes, Woodbury-yes

The meeting adjourned at 6:22 pm.

Respectfully submitted,

Brenda Savoie
Executive Assistant

Referenced documents: TASC Charge