HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

April 7, 2018

Members Present: Chair Bill Wilson, Shawn Farrell, Scott Maddern, Allison Jenkins, and

Jeffrey Hubbard

Town Staff Present: Chief Russell Stevens, Director of Public Safety

Town Manager Michael Lombardo was not present. Three members of the public attended the meeting.

Discussion and Appointment of Interim Town Manager

Mr. Wilson opened the meeting (just prior to the Annual Town Meeting, at approximately 8:35) and asked for a motion to appoint an Interim [Acting] Town Manager.

Scott Maddern made a motion to appoint Chief Russell Stevens as Interim Town Manager. Shawn Farrell seconded the motion. The BOS voted unanimously (5-0) to appoint Chief Stevens as Interim Town Manager.

Discuss Town Manager Recruitment Process

Mr. Wilson asked how they can utilize all the resources they have to move forward.

Ms. Jenkins, who was charged by the BOS on March 29 with overseeing recruitment, presented her research to date. She has reached out to some towns and is looking at recruitment firms that municipalities use. She cited Municipal Resources, Inc., and Community Paradigm Associates, LLC, as two stand-outs according to the feedback she's received. She mentioned a few other companies, although she noted the feedback on them wasn't as good. She is not deciding on the firms; rather she's compiling a scope of services to send out to those on a list to see what they come back with. She welcomed BOS input.

Mr. Maddern suggested reaching out to Wenham Town Administrator Peter Lombardi, as well as consulting with Mr. Lombardo, who is willing to help, as well as the Chief. He advocates talking to people the Town knows.

Ms. Jenkins said they can review her scope of services list at the next meeting and send it out. Acting Town Manager Stevens said he would place it on the agenda for April 17.

BOS members discussed that finding the right manager will take time and it is unreasonable to ask Chief Stevens to fill in indefinitely, so they will most likely need to recruit another Interim Town Manager while also seeking the full-time Town Manager.

Ms. Jenkins did not have an estimate on recruiting fees. Chief Stevens said he has used Community Paradigm and can get a rough estimate. It's "a la carte" depending on what the Town wants.

Members discussed ways to make the pay-out to Mr. Lombardo. Chief Stevens will discuss it with Finance Director Marissa Batista on Monday. They can move the money from salaries and wages (there is two months' worth of Mr. Lombardo's salary already budgeted for—not enough to cover the six months' severance). They will ask the Finance Advisory Committee (FinCom) if they can reimburse that from FinCom's reserve fund.

They discussed whether they will need to meet prior to Mr. Wilson going out of Town on Wednesday and to his no longer serving on the BOS. They will post a meeting for Wednesday at 6:30 p.m. if necessary. To move the money, Ms. Jenkins said the Chief would have to fill out a form and then the BOS can submit it.

Ms. Jenkins thanked Mr. Wilson for chairing the BOS and said she learned a lot from him; other members thanked him, as well.

ADJOURNMENT

Mr. Maddern made a motion to adjourn the meeting at 8:50 a.m. Ms. Jenkins seconded the motion. The BOS voted unanimously (5-0) to adjourn the meeting.

Prepared by:			
Mary Alice Cookson Minutes Secretary	/	Date	
Attest:			
	/		
Allison Jenkins	,,	Date	
Board of Selectmen Clerk			