

HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

May 2, 2018

Members Present: Shawn Farrell, Scott Maddern, Jeffrey Hubbard, William Olson, and Allison Jenkins (participating via conference call).

Members Absent: None

Acting Town Manager: Chief Russell Stevens

Vice-Chair Shawn Farrell (elected Chair later in the meeting) called the Board of Selectmen (BOS) meeting to order at 7:34 p.m. The meeting was held at the Council on Aging (COA).

ANNOUNCEMENTS

- **Board and Committee Openings:** The Open Space Committee, Town Hall Building Committee, Board of Health, and Historic District Commission/Historical Commission each have one open position; there is one position open for a Planning Board Associate.

Mr. Farrell suggested if they do not get any applicants for the Town Hall Building Committee they reach out to the applicants who had previously applied to see if they are still interested.

PUBLIC COMMENT:

No members of the public attended.

CONSENT AGENDA

- **Approve Tour de Cure on May 20.**
- **Approve Melody Miles Road Race on May 26.**
- **Approve Coast to the Cure on Sept. 8.**

Decision:

Jeff Hubbard made a motion to approve the Consent Agenda. William Olson seconded the motion. The BOS voted unanimously (5-0) to approve the consent agenda.

Mr. Farrell announced Allison Jenkins is participating remotely via conference call. [Ms. Jenkins broke three bones in her leg and dislocated her ankle.]

AGENDA

Community Paradigm, LLC—Bernie Lynch's presentation to the BOS on the recruitment process for hiring a Town Manager

Community Paradigm Principal Mr. Lynch thanked the BOS for choosing his firm. [Senior Associate Sharon Flaherty also attended the meeting.] He said there's been a generational change with aging managers leaving the profession and it's a tough market. The point of his presentation was to walk them through the recruitment and hiring process. This meeting was the kickoff. He said it was crucial to actively recruit (call) qualified personnel and meet with individual Selectmen, department heads, staff, community, etc., to solicit input and learn what the issues are and what skillsets are needed so they can get a proper fit. His firm will write and provide the job description to the candidates after they gather all the pertinent information from the Town.

Mr. Lynch discussed the Projected Timeline: May 2—Aug. 13. He said it's a balancing act between taking the time to get the right person and filling the role as quickly as possible. He cited where his firm places ads (it is a national search). He has an extensive network having been in the business nearly 40 years. He will glean resumes as they come in, batch them, and send them to the search committee. He assumes they will get about 25-35 resumes. He recommends the screening committee interview 6-9 candidates from what the firm brings forward and narrow that down to three candidates to come before the BOS. Chief Stevens asked if the firm performed a financial background check in addition to regular background check and reference check. Mr. Lynch said they typically don't do a financial check, but have a company they work with who could do that if desired. In response to a question about whether the Town can do its own reference checks, he said that isn't typically done, but they can discuss it. He said he doesn't leave until a contract is signed. He discussed some methods his firm uses to assess candidates.

Ms. Jenkins said she liked Mr. Lynch's approach to develop a profile and find the best fit for the current needs of the town.

Chief Stevens asked about meetings he should set up. They will include a roundtable meeting with department heads, meetings with Selectmen, and a community forum. Also, he asked about criteria for the screening committee. Mr. Lynch said best practice is a manageable size of 3-11. He prefers 5-7. He likes a balance of people coming from different perspectives—for example, someone who knows town government, such as a former Selectmen, someone from the business community, someone from finance. If open space is an issue, someone from the Conservation Committee. He said the search committee would attend approximately 5-6 meetings, not a terribly big time commitment.

Mr. Farrell went over next steps for the BOS: Chief Stevens will provide the Special Act and job description to Mr. Lynch so his group can start forming the ad. At the same time, the Town will start forming the search committee.

Ms. Jenkins said she did not think former Town Manager Michael Lombardo had a job description. Mr. Lynch said that wasn't too unusual and he can use the Special Act for working on a position profile with them.

Mr. Olson commented on the two-way nature of the hiring process. He asked Mr. Lynch if he would assist them with selling the Town to the candidates, as well. Mr. Lynch said yes, that was also part of it. The Selectmen presented many good things about living in Hamilton. Mr. Lynch said candidates also like challenges they can tackle. He advised the BOS to talk in a group and come up with highlights and challenges of the role. Mr. Farrell said they can do that at their next meeting, May 7. Mr. Lynch said after that he will follow up with them individually. Mr. Farrell mentioned a later step will be to discuss compensation for the position in Executive Session.

Chief Stevens led a discussion about how the group might do some community outreach themselves—for example, notices on Facebook, local cable TV, outside signs—to be transparent about the process and instill ownership. Mr. Lynch said he will give them his email address where people can be free to send him their comments directly if they wish. BOS members said they hoped to reach community members they don't usually hear from.

Mr. Lynch suggested, when they get to the finalists, they plan some type of meet and greet with the candidates and public. Mr. Farrell said he'd like the department heads involved as much as possible and wondered if some of them should be on the steering committee. Mr. Lynch said he's been seeing more of that and it seems to work well. He estimated the process will take 16 weeks. He's never had a failed search, where the company had to go back out for candidates.

The BOS looked at dates for the community forum and narrowed it down to May 16 or 17. Chief Stevens will check availability of the room. They'd like to actively recruit the steering committee by May 21. Ms. Jenkins suggested posting a notice at Town Hall, Council on Aging, Rec Center, and Library, perhaps a notice on the front doors of those buildings to attract people who aren't online. They will also advertise in The Chronicle. Mr. Lynch will provide a press release.

Discussions for Interim Town Manger

Chief Stevens said he's been working with Mr. Lynch and making calls. Ira Singer, who was Middleton's Town Administrator for more than 30 years is in Florida now, but he is willing to come back to New England and work until August. He would want 40 hours per week. The Chief said part of the discussion the BOS needs to have is whether they want a full- or part-time employee for Interim Town Manager.

Chief Stevens said he informally interviewed Jim Engle, who was the Interim Town Manager in Ipswich (from February through last week), covering for Robin Crosbie when she retired. Mr. Engle said he can do roughly 20-25 hours per week, which would include night meetings. [He would also be expected to serve on the Hamilton Affordable Housing Trust, which they would need to discuss with him.] Mr. Engle can work up to August and perhaps a bit more.

The range the Town is offering is \$75-\$100 per hour. Mr. Lynch is waiting to hear back from a couple of other potential candidates, as well.

Mr. Hubbard asked Chief Stevens if he thought the position ought to be part- or full-time. The Chief replied there are a lot of moving parts, but said the Town could get away with having someone part-time. Mr. Farrell asked whether they wanted the ship to just stay on course or to move it forward. Mr. Lynch suggested the Interim Town Manager might offer a report/ideas upon departing from the role. Mr. Farrell suggested the BOS and Chief Stevens list their priorities of what projects have to happen now and what can wait.

Ms. Jenkins said she knows Mr. Singer and was in favor of having him full-time. She thought it would be doing the Town an injustice having someone only part-time. Chief Stevens said he could see it either way. Mr. Hubbard noted it's a short period of time, from the start date in mid-May to August.

Chief Stevens suggested interviewing both candidates May 7. Mr. Singer's interview would be by phone. He said he would put a list together of all the current projects, including many being handled by DPW Director Tim Olson and Director of Planning & Inspections Patrick Reffett. Mr. Farrell will send the Chief a link to the projects they have on Trello.

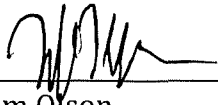
ADJOURNMENT

Mr. Maddern made a motion to adjourn the meeting at 8:53 p.m. Mr. Hubbard seconded the motion. The motion to adjourn was unanimously approved (5-0).

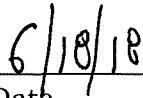
Prepared by:

<u>Mary Alice Cookson</u>	<u>6/18/18</u>
Mary Alice Cookson	Date
Minutes Secretary	

Attest:



William Olson
Board of Selectmen Clerk



Date