

TOWN MANAGER SEARCH COMMITTEE MEETING

Thursday, January 26, 2023 - 6:00 PM

Rice Conference Room

Minutes

Committee Members in Attendance: Committee Chairman David Adams, Clr Rivas, Evelyn Velez, and Peter Cournoyer

Committee Members Excused: Terri Colognesi

Others: Denise Clemence

6:00 PM meeting called to order.

1. Roll Call

2. Provide and discuss Town Manager materials and take any action thereof.

Clr Adams discussed paperwork he had provided the committee which included the committee's charge which was agreed to make changes at the next meeting, minutes which were very limited but will continue to look for more, RFP response example, position statement, cost and example questions.

Clr Rivas asked what the position statement was for and after discussion it was to enlighten the possible candidates. Ms. Velez asked how long the search may take and it was noted it could be quick or take up to a year.

Discussion was on a contract how that may work, Ms. Clemence and Mr. Cournoyer provided sound guidance based on their own experience but ultimately it would be between the finalist and Town Council.

Hiring of a third party or doing it alone with the committee when it came to finding candidates was brought up. Clr Adams explained he at first wanted to do it alone with the committee, but many people reached and now agrees to find a third party. Ms. Velez asked what the difference maybe, including the process and ultimately recommended a third party. Clr Rivas mentioned the same thing based on her experience, and Mr. Cournoyer stated the last time he did this the third party interviewed the committee members before starting the process. Ms. Clemence mentioned that if a third party was hired on that the committee review all paperwork by them. Further discussion was had on reaching out to the residents and department heads and it was agreed at the next meeting to bring forward how this would look like.

Motion to hire third party entity to help in the hiring process of a new Town Manager.

Motion Pete Cournoyer, Seconded by Evelyn Velez, 4-0-0.

3. Next Meeting – February 16, 2023 @ 6:30 pm

4. Adjourn

Motion Clr Rivas, Seconded by Mr. Cournoyer, 4-0-0. 6:45 pm

Respectfully submitted,
David Adams