
Board of Selectmen
Special Meeting Minutes of Friday, March 6, 2015

I. Call to Order

Chairman Kowalski called the Special Meeting of the Board of Selectmen to order at 4:36 P.M. the Board of Selectmen's Meeting Room in the Town Offices. Present from the Board of Selectmen: Alex Vispoli-Y, Brian Major-Y, Paul Salafia-Y, Mary O'Donoghue-Y, and Dan Kowalski-Y. The meeting was duly posted and recorded.

II. Opening Ceremonies

Chairman Kowalski led the meeting in a moment of silence followed by the Pledge of Allegiance.

III. Town Manager Search Process

Chairman Kowalski said the purpose of today's meeting is to continue the discussion on the search for a new town manager and to discuss the process with Mark E. Morse from the Executive Search firm of MMA chosen by the Board to lead the search.

Mr. Morse distributed a handout to the Board with three discussion items: Search Committee Alternatives, Compensation, and Advertising.

Mr. Morse provided four options for the Board to consider relating their decision on the alternatives of the composition of a search committee: 1. the full Board of Selectmen; 2. two members of the Board; 3. a search committee including one member of the Board; and 4. A search committee without a Board member. The Board discussed the four options with Mr. Morse. Mr. Morse said the composition of a search committee is very important.

Mr. Morse indicated that the advertisement should be revised to include the salary range and include a profile of the qualities the Board is searching for. The Board and Mr. Morse talked about how information would be shared and accessed, either through a dropbox through the Town email system or email account setup by MMA with all resumes going directly to MMA. Mr. Morse suggested the salary range with benefits be included in the advertisement. The Board discussed the salary and determined it should be listed in the range of \$165,000 to \$185,000.

After the profile is rewritten, the advertisement for the position will be posted in *ICMA the Beacon*, and the *Maine Newsletter*. Mr. Morse will develop a strategy for collecting information and sharing the resumes received.

Mr. Morse also suggested the process include scheduling individual meetings with each Board member and himself, and scheduling group meetings to gather information on

the qualities they are seeking in a new town manager. It was determined that focus groups should be scheduled; one during the day and one in the evening to offer opportunities for residents to attend. The Board said the key is to ensure that Mr. Morse gets sufficient input from the community.

The Board brainstormed to define the characteristics that should be included in the advertisements ranging from highlights of the community – iconic New England downtown, located 24 miles north of Boston, home of Phillips Academy, home of America, Open Town Meeting, population, physical size of the town, and an economically diverse community with a strong economic base and financial stability-AAA rating. The advertisement should also include the leadership qualities being sought such as; executive leader with financial experience, data driven decision maker, strategic planning skills, and expertise in communications, negotiations, and people skills. Mr. Mercer will coordinate the categories and develop the advertisement. Consideration of resumes selected should reflect the values developed by the Board.

The discussion turned to various scenarios using a search committee and their role in the process. The search committee would screen resumes moving forward candidates selected and Mr. Mercer would highlight others that appear to be strong candidates. The Board talked about having a Board member as a liaison to the search committee.

Next steps include scheduling weekly conference calls with Mr. Mercer beginning on Friday, March 13th. The Board requested that weekly communications/press reports providing an update on the search process also be provided by Mr. Mercer. Mr. Mercer will provide a timeline and a draft advertisement to the Board. Chairman Kowalski said all general communications are to be sent to the Board of Selectmen and they will decide what information will be shared with staff.

IV. Adjournment

At 5:55 P.M. on a motion by Paul Salafia and seconded by Alex Vispoli, the Board voted 5-0 to adjourn. Roll call: Alex Vispoli-Y, Brian Major-Y, Paul Salafia-Y, Mary O'Donoghue-Y, and Dan Kowalski-Y.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary