



Millbury
Massachusetts

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MILLBURY, MASS.

TOWN MANAGER SCREENING COMMITTEE Minutes

November 16, 2023 @ 6:30 PM

SMALL CONFERENCE ROOM

MEMBERS: Charles Cooper, Donald Desorcy, Katie McKenna, Jonathan Cammuso, Jennifer O'Connell, Anna Samara (Zoom), Ron Stead, John Mullen

Guests: Bernie Lynch, Sharon Flaherty and Julie Jacobson, all of Community Paradigm Associates

The meeting was called to order at 6:30 PM and the committee began with the Pledge of Allegiance.

Old Business:

- Approve Minutes of 11/2/23 Meeting
 - Motioned by Jon Cammuso, seconded by Don Desorcy. All in favor.
- RFP Status Update
 - 78 Days Remaining in the process
 - 8 responses to the RFP
 - Reviewed and chose two, finalist was determined by price
 - Board of Selectmen voted on 11/14/23 to contract with Community Paradigm Associates
 - Members of Community Paradigm Associates joined the meeting and introduced themselves to the Committee
 - Bernie Lynch
 - Town Manager of Chelmsford for 20 years
 - Was City Manager in Lowell for 8 years
 - 2014 left Lowell and began Community Paradigm
 - 2015 kicked off recruitment
 - Completed 100 searches in the last 8 years in MA
 - Sharon Flaherty
 - Has a communications background
 - 27 years covering municipalities as a journalist/editor
 - Julie Jacobson
 - Has 37 years' experience with government, 34 municipal
 - Served as Assistant City Manager in Worcester
 - Was Town Manger in Auburn for 12 years, the first Town Manager under the Charter
 - Committee introduced themselves to the members of Community Paradigm
 - Next Steps

- Community Paradigm will be checking with Selectmen, department heads and residents
- Update the brochure for the Town Manager position
 - Present to Board of Selectmen and Screening Committee
- Questionnaire to department heads
- Discussion on the timeline
 - Supposed to present 3 -4 candidates to the Board of Selectmen by January 26th
 - Posting should be up for 4 weeks
 - Hope to identify candidates in the 2nd week of January
 - Interview candidates the week of the 15th
- Charles will find out any option for extension of the January 26th deadline

New Business:

- Survey Results
 - Survey was posted on the Town website on November 14, 2023 and was mentioned that night at Town Meeting
 - 6 people have completed so far (results shared with the Committee)
 - There was some discussion about trying to restrict access to the survey if posted on social media, but that didn't seem to be necessary
 - Bernie mentioned that the typical survey tends to get about 90-100 respondents
 - Julie mentioned places she recommended to advertise the survey
 - Newsletter
 - Website
 - Cable TV
 - School's parent list
 - Hard copies at Town Clerk window

All Business Not Reasonably Anticipated to be Discussed

- Jessica Bristol resigned today
- Discussion about residency preference for the incoming Town Manager
 - Reviewed letter from legal counsel
 - Not in our Charter
 - Can be a factor (one of several/many), but not primary factor
 - Discussion about this with Community Paradigm
 - Many communities moving away from residency requirement
 - Can ask a candidate about their ability to engage with the community rather than about emergencies (which don't really occur for a Town Manager)

Meeting adjourned at 8:07 – motion by Ron Stead, seconded by Jon Cammuso

Respectfully Submitted:

Katie McKenna, Clerk



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TOWN MANAGER SCREENING COMMITTEE

DATE OF MEETING: 11/16/23

Charles Cooper, Chair:

Charles Cooper

Donald Desorcy, Vice Chair:

Donald Desorcy

Katie McKenna, Clerk:

Kathleen M. McKenna

Jennifer O'Connell:

Jonathan Cammuso:

Jonathan Cammuso

Ron Stead:

Ron Stead

Anna Samara:

John Mullen:

John Mullen