

TOWN OF WENHAM
Board of Selectmen
Meeting of March 28, 2019
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on Thursday March 28, 2019 at 1 pm in the Selectmen Chambers.

The Town of Wenham has a three-member Board of Selectmen elected for three-year terms with one seat up for election each year. Jack Wilhelm (2019) Catherine Harrison (2020); John Clemenzi (2021)

The Board of Selectmen serve as the chief executive body of the Town. The board's duties include in part appointing the Town Administrator and other board/committee members, developing goals and policies, preparing the town report, the annual budget, and presenting the warrant for Town Meeting.

The Board typically meets the first and third Tuesday of each month at 6:30 pm in Town Hall. The BOS meetings are posted on the Town calendar. All meetings are open to the public and may be viewed on local cable channels, HWCAM.org or You Tube HWCAM.

Call to Order - With a quorum present, Ms. Harrison called the meeting to order at 1:10 pm after waiting for HWCAM and Selectmen Clemenzi. The meeting proceeded without being videoed but was audio recorded for Mr. Clemenzi to review.

Selectmen present: Catherine Harrison, Chair; Jack Wilhelm, Clerk

Not Present: John Clemenzi, Vice Chair

Also present: Peter Lombardi, Town Administrator (joined the meeting at 2:35 pm); Catherine Tinsley, Recording Secretary

New Business

- Interviews with the Potential Selection of Counseling Firms for Town Administrator Recruitment
 - Collins Center for Public Management
 - Community Paradigm Associates
 - Municipal Resources, Inc.

The BOS met for the purpose of interviewing Counseling Firms to work with the Town to recruit a new Town Administrator. All three firms submitted a proposal and were scheduled for (up to) a 30-minute interview with the Board of Selectmen.

- Collins Center for Public Management – University of Massachusetts Boston

Present: Mary Aicardi, Senior Associates; Colleague John McCormack was not available for this meeting.

The interview began at 1:13 pm

Ms. Aicardi noted of interest that years ago, the Collins Center worked on the search that placed Wenham's newly chosen interim Town Administrator John Petrin in the Town Manager position for Burlington.

Ms. Aicardi first reviewed her resume and responsibilities with the Collins Center and the proposed process to conduct a Town Administrator search. The Collins Center has experience in 270 Massachusetts communities.

Ms. Aicardi went on to review the presentation as submitted regarding the recruitment process.

- The Collins Center sends a profile of the Town to the applicants; a sample flyer was provided
- Advertise specifically (IMA MMA) and work closely with the Town
- Has a large pool of contacts
- Recommends 5 to 7 screening committee members; no selectmen
- Works with the screening committee as lenses of the BOS but does not make a recommendation
- Candidates that fit the profile are identified
- The screening committee will receive a binder of all resume, a matrix of all candidates, draft questions

Ms. Aicardi spoke in detail the process Collins Center uses to assist the screening committee in deciding which candidates to interview and provides flexibility to oversee the meeting schedule of the interviews but the Collins Center does not negotiate contracts.

Ms. Aicardi said that on average they receive 20 to 30 responses for a Town Administrator job posting.

The interview concluded and Ms. Aicardi left the meeting at 1:42 pm.

- Community Paradigm Associate (CPA)

Present: Bernie Lynch, Founder / Principal & Sharon Flaherty, Senior Associates

The interview began at 1:44 pm.

Mr. Lynch gave an overview of his background and experience in public work. He told the Board that Community Paradigm is the most active recruiter in the state and that they are geared toward communities being satisfied with the service and end results. Although the recruiting process is similar for each firm, he has great knowledge of municipal government. CPA most recently assisted the Towns of Hamilton and Ipswich with the Town Manager search.

Mr. Lynch spoke about CPA's approach to recruiting and working with the town:

- Provides robust profiles of the Town with hyperlinks to important and interesting information to help candidates do their own homework if they would be the right fit for Wenham.
- Talks to the staff and community; stressing community participation is very important.
- Works with the screening committee to narrow down to 7 to 9 candidates for initial screening
- The screening committee is given access to all resumes
- CPA recommends the screening Committee presents three candidates to the BOS
- Background & reference checks are provided
- There is a "menu" of options provided on an as needed bases

Ms. Harrison clarified that John Petrin was hired as the interim Town Administrator for Wenham and that his contract states specifically that he is contracted with the Town and that he would not work for outside entities during town hall hours.

Mr. Lynch responded that as the sole proprietor, he was the only employee and everyone else is contracted including John Petrin. He agreed to the separation adding that if there was a benefit to John Petrin assisting with the process it could be worked out in detail in the future.

The interview concluded and Mr. Lynch and Ms. Flaherty left the meeting at 2:03 pm.

- Municipal Resources, Inc.

Allen Gould & Robert Mercier

The interview began at 2:05 pm

It was noted that the Town has used MRI for various services including the recruitment of the last Town Administrator in 2014. Mr. Gould spoke on the attributes of MRI and how they distinguish themselves from other firms highlighting that because MRI has worked with Wenham in the past, MRI knows Wenham very well and has done well for the Town. MRI has an extensive reach with a large data base and many contacts.

Mr. Gould noted that although the fee for the Town Administrator search was the same as in 2015, the cost for advertising was not applied for this 2019 Town Administrator search, which reduces the actual bid.

Mr. Gould considered himself the point person for Wenham, in part do to his geographic location being the closest to Wenham, but regardless he would work closely with Wenham at the start and end of the process.

Mr. Gould reviewed the following:

- MRI has been in business longer then other local firms and integrates successful practices during the process
- MRI can be interactive or minimally participate
- Would negotiate the final cost based on scope of work
- If awarded, MRI would meet to talk about pros and cons of conducting a search and the preferred process from the BOS
- Has a team approach for continuity and all participants are employees of MRI
- Recommended the screening committee be 5 (minimum) to 9 (maximum) with the ideal number being 7
- Would provide the screening committee with a copy of all the resumes if requested but spoke against that saying it was best to have MRI weed out those with no relevance and those not candidates that were not sincere and for the remaining resumes to go to the screening committee followed by a meeting with MRI, essay questions and phone interviews.

Mr. Gould stressed that the most important part of the process was a thorough back ground check and, if the candidate did not work out at this stage, MRI would not charge Town to renew the process except for advertising fees.

The interview concluded and Mr. Gould and Mr. Mercier left the meeting at 2:25 pm.

APPROVED 06.18.19

Mr. Lombardi joined the meeting at 2:35 pm.

The Selectmen highlighted portions of the interviews and reviewed their notes. It was agreed that any of the firms could do the job but that MRI had a process that worked for Wenham and knowledge and experience that worked well last time.

The BOS will sign the contract with MRI at their next meeting Tuesday April 2.

Ms. Harrison moved to approve a contract for the search of a new Town Administrator with MRI, pending contract negotiations. The motion carried unanimously.

Old Business

Finalize Town Administrator Screening Committee Composition and Solicit Letters of Interest
This agenda item was held.

Adjournment - *The BOS unanimously adjourned at 245 pm.*

Respectfully Submitted By
Catherine Tinsley
3.30.19