

**Memorial Town Hall, 1 Library Street, Georgetown, MA 01833**

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**BOARD OF SELECTMEN MEETING MINUTES**

**Memorial Town Hall**

**07/27/2021**

**6:00PM-Working Meeting**

**Verizon channel 42/Comcast channel 9**

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**Selectmen Present:** *Chair Douglas Dawes, Gary Fowler, Amy Smith*

**Absent :** *David Twiss and Peter Kershaw*

**Others Present:** *Michael Farrell, Town Administrator. Administrative Assistant, Maureen Shultz. Buzz Stapczynski-MRI (Municipal Resources, Inc)*

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**6:00PM Call to order**

*Pledge of Allegiance Douglas W. Dawes*

*G. Fowler motion to open meeting with a second motion by A. Smith.*

**Town Administrator / Search Committee /MRI Municipal Resources. Inc**

*Senior Consultant Buzz Stapczynski, from Municipal Consultants, Inc and the Board members discussed the following:*

- *MRI spoke in their scope of services*
- *Recruitment assistance package was discussed.*
- *Time frame of the advertisement for new Town Administrator was discussed.*
- *Advertisement locations.*
- *Bond Ratings / Clean Town Audit/ Town budget.*
- *16-week process to put together a search committee.*
- *Possible months without a Town Administrator was discussed.*
- *Look over the DOR report was suggested.*
- *It was suggested that MRI meet with Department Heads.*
- *Semifinalist will be brought down to 4 or 5.*
- *Suggested by MRI an essay question will be part of the application*

*Mr. Stapczynski inquired with Board on what they feel the Board needs and wants.*

*Mr. Stapczynski recommended a shared personnel director. D. Dawes did not agree with this and is not bending on the Human Resource position.*

*Mr. Stapczynski asked what the holes in the Town are that the Town is trying to fill with finances M Farrell spoke on the current financial team in Georgetown and stated they are the least of the Town's worries -great team.*

*Compensation for a new Town Administrator not to exceed 150K per D. Dawes*

*Mr. Stapczynski asked if the Finance Committee does the budget.*

*D. Dawes asked if the recruitment assistance package requires a screening process- Mr. Stapczynski answered no, it would be up to the Town to ask for this service.*

*D. Dawes asked if MRI could provide an interim Town Administrator and what would be the time frame on that. At least three months to get an interim per MRI.*

*M. Farrell signed the professional services proposal and agreement.*

*G. Fowler asked how other Towns go through Administrators, does not want to see an empty Town Administrator position suggested M. Farrell continue in his role as the current Town Administrator until a replacement is found.*

*G. Fowler stated a Finance Director is not in the budget .*

*G. Fowler feels that a Finance Director is not what the Town needs in a separate position.*

*D. Dawes spoke on the Town growing and is still growing, increase in traffic, role as the Town Administrator is more involved, has to adjust to new Board members, more dynamic in leadership role is what he is looking for.*

*A. Smith asked about experience and questioned how does the Board know how much is needed and asked if MRI can assist the Board with that.*

*MRI Suggested a Finance Director for both the town side and the school side.*

*A. Smith suggested to set the tone of a shared Finance Director and the School Department could change their mind on this combination down the road.*

*A. Smith asked if there were different requirements for interim / temp.*

*Mr. Stapczynski asked how much power the Town would give an interim.*

*D, Dawes spoke that he would like some salt on them for the next Town Administrator.*

*G. Fowler asked how executive session would work with interviewing candidates and asked how MRI comes up with the essay questions.*

*The Board would like to hear from Chief Cudmore on his opinion on hiring a new Town Administrator.*

*M. Farrell, Town Administrator asked about the Fire Chief Assessment Center*

*Vote by the Board:*

*G. Fowler made motion to allow the Chair, Doug Dawes to approve the advertisement for a new Town Administrator, seconded by A. Smith. All in favor.*

*Adjournment:*

*F. Fowler motion to adjourn with A. Smith moved to second the motion. The Board voted unanimously on a roll call vote to adjourn.*