

Date: February 20, 2017

To: John Kluge  
Fred Cummings  
Meredith Smith  
Board of Selectman, Town of Enfield

Fr: Dominic Albanese  
Chair, Town Manager Search Committee

Re: Status update search for Enfield's next Town Manager

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I write to report to you on the progress of the Enfield Town Manager's Search Committee.

The Town Manager Search Committee and Alan Gould, President and COO of Municipal Resources, Inc. (MRI) have made significant progress in our charge to present you with a slate of two to four candidates from which you will select the next Town Manager of Enfield.

I will break this report down into three parts (1) Work done by MRI to attract a strong pool of candidates and the results thus far; (2) Work done by the Search Committee and Alan to identify the key characteristics required in the next Town Manager; and (3) The plan to bring this search to a successful close:

**1) Work done to attract candidates:**

MRI placed ads on 7 websites and in the NH Union Leader. Websites included the municipal manager's websites for New Hampshire, Maine, Massachusetts and Vermont. In addition, MRI placed an ad on the international city/town manager's website.

The window for applications to be received closed on Monday, February 20, 2017. **I am pleased to report that we have 53 applicants.** Candidates are from New Hampshire along with a variety of other states. There are a variety of professional backgrounds and education levels. Some are currently working as Town Managers and others are in private industry. Some are familiar to MRI. Alan has shared that this is a strong response and speaks highly of what Enfield has to offer.

**2) Work done to identify the characteristics of the successful candidate:**

The Committee has done extensive outreach encouraging input from as many constituencies as possible. Attached you will find a detailed outreach report for your review. In summary I can share that Alan has or will interview 19 employees and elected/appointed volunteers. Emails have been sent to the chairs of 14 volunteer committees along with 8 organizations inviting them to provide input to the process. All town employees received a flyer inviting them to submit their thoughts. An invitation has been posted on the Enfield List Serve, on the Town's web site, and a paper copy has been posted at the Post Offices, Town Hall, and Police Departments. Alan shared that this is the most extensive outreach he has seen in a search like this.

Information provided by these groups is being compiled, in confidence, sharing the general themes with the Town Manager Search Committee and forming the basis of the enclosed "Ideal Candidate Profile and Challenge Statement". This document, along with the themes will guide the Town Manager Search Committee as we reduce and forward the 3 to 4 finalists for your consideration.

**(3) The Plan to bring the search to a successful conclusion:**

MRI will review and score all 53 applicants. The candidates who score the highest (something typically between 12 and 18 applicants) will receive 5 essay questionnaire. Once returned, the essays will be scored and the top candidates will be interviewed over the phone by MRI. All scoring and phone interviews will be done by Alan Gould and Don Jutton. The top 4 to 8 candidates will be given to the Town Manager Search Committee for review and from that group we will determine which candidates (4 to 6) to bring to town for interviews.

We have not finalized our interview process, but at this time it seems likely there will be two non-public interviews for each candidate. One interview will be with a panel of former Town Managers selected by MRI and a second interview with the TMSC. We expect those interviews to happen on Friday, April 21<sup>st</sup>. If all goes to plan we will submit 2 to 4 candidates to the Board of Selectman on the evening of April 21<sup>st</sup>. At that time The Town Managers Search Committee's work will be complete. You are tentatively holding Monday, April 24<sup>th</sup> open for your own interviews. Alan will be in touch with you directly regarding how MRI can help the Board negotiate with your selected candidate.

The Committee discussed providing a report at Town Meeting but decided a simple update by the Chair of the Board of Selectman directing people who are interested to the Town's Search Web Site where this report and accompanying documents are posted.

I am happy to meet with you if you have any questions or concerns.

Respectfully submitted,

Dominic C. Albanese (Chair)

Lee Carrier

C. Robert (Bob) Cusick

Samuel Eaton

Shirley A. Green

Melissa Hutson

Jean Patten

Annabelle Bamforth (Minutes)

Alan S. Gould (President, Chief Operating Officer, Municipal Resources, Inc.)

Attachments:

- Search Outreach listing;
- Ideal Candidate Profile & Challenge Statement
- Time-line Town Managers Search Committee