

Enfield Town Manager Search Committee

Meeting Minutes (Draft)

February 18th, 2017 9:00 am DPW Building

Members Present: Dominic Albanese (Chairman), Sam Eaton, Jean Patten, Shirley Green, Bob Cusick, Melissa Hutson, Lee Carrier

Others present: Annabelle Bamforth, Alan Gould

Dominic called the meeting to order at 9:05 a.m.

Approval of minutes:

Dominic moved to accept the minutes, and Bob seconded. The committee suggested removal of comments not specifically pertinent to the search progress. Annabelle agreed. The minutes were approved unanimously with the changes.

New Business:

Alan handed out copies of a recruitment update memo. There are currently 46 applicants from 22 states, many in New Hampshire. Alan noted that this search has seen exceptional outreach. Alan and the committee discussed the various factors that weigh into the selection process including educational background and experience.

Alan explained the process to the committee about how MRI narrows down the candidate pool through a series of phases. He shared the screening process in which MRI vets candidates for this position.

Bob asked how many applicants were current managers. Alan responded that the applicants come from a variety of situations- some are between jobs while some are currently in a management role. Alan said that MRI researches the reasons as to why a candidate has left a job or is in transition.

Alan explained the timeline for narrowing down the candidate pool. Questionnaires will be sent to the candidates with a set period of time for the candidates to respond. During scoring of the questionnaires, background checks will be performed and phone interviews by MRI would follow. Alan said he would like to coordinate dates for in-depth interviews to be held by the selection committee followed by interviews to be held by the selectboard. It was noted that there some applicants are from out of state, so interviews from the search committee and the selectboard should be streamlined.

The committee agreed that Friday, April 21st would work well for back-to-back interviews from the search committee and subsequent interviews by the selectboard, based upon recommendations from the search committee, would follow on April 24th. Alan noted that this time frame allows for applicants to familiarize with the area.

The search committee has received feedback and input from several groups including the board of selectmen, tax collector and town clerk, police department, DPW director, budget committee, heritage commission, and the library trustees. Shirley added that she had material from the conservation commission to send over. There are a few groups that have not yet submitted feedback; the committee agreed that a deadline should be set in place for submissions.

Bob offered to facilitate a tour of the schools for the candidates. He also said it would be important to reach out to Lakeview's association in light of the pending sewer line. Dominic said he would push on the planning board to weigh in; he also made a specific note to share with the committee that there has been no independent feedback so far from residents.

Sam asked how documents of the candidates would be distributed. Alan responded that cover letters, resumes, and questionnaire responses will be sent to Dominic and then sent to the selection committee.

Bob asked if Dominic would be available at the town meeting on March 18th to share a statement with the town regarding the pending timeline of meetings and reviews. Dominic said it might be better to let the selectmen notify the town.

The next search committee meeting is March 31st at 6:00 p.m. to review the candidates' materials.

Jean made a motion to close the meeting and Dominic seconded.
The meeting was adjourned at 10:55 a.m.

Minutes taken and submitted by Annabelle Bamforth.