

**TOWN MANAGER SEARCH COMMITTEE MINUTES  
LUNENBURG PUBLIC LIBRARY  
1023 MASSACHUSETTS AVENUE.  
AUGUST 18, 2016**

Attendees: Tim Murphy, Moderator; Jamie Toale, Selectman; Mark Erickson, Finance Committee; Matt Allison, Planning Board

The meeting convened at the library at 6:00 p.m.

Murphy advised the committee that we are bound by the rules of the open meeting law and an advisory from Town Counsel was circulated.

The committee then discussed thoughts on criteria. Topics on everyone's "list" was town management experience and financial acumen, preferably in Massachusetts. In addition, presentation skills, grant writing, labor relations, economic development, human resources.

Toale expressed the view that a candidate with a broad experience in each category may be just as strong as an individual with strong experience in a town manager role or with finances. Erickson addressed the two approaches e.g. a hierarchy criteria and a generalist approach.

The committee then reviewed resumes sent via e-mail. A group was set aside as "possible", after reviewing the next batch.

Next meeting is set for September 1, 2016 at Town Hall, when Kerry Lafleur will address the group at 6:00 p.m. and key town employees will speak at 7:00 p.m. Both Kerry and the employees will share their thoughts on the qualities they see in our next town manager.

The following dates were set for meetings thereafter, all meetings to be at Town Hall.

September 15<sup>th</sup>, the committee will address how the group will conduct the interviews. Interviews will be bunched together to keep all candidates freshly in perspective.

Interviews will begin according to the following schedule:

September 28<sup>th</sup> at 7:00 p.m., 8:00 p.m., 9:00 p.m.

September 29<sup>th</sup> at 6:00 p.m., 7:00 p.m., 8:00 p.m., 9:00 p.m.

October 3<sup>rd</sup>, 6:00 p.m. to consider recommending candidates to the Board of Selectman.

Meeting adjourned at 7:30 p.m.