

RECEIVED & FILED

TOWN MANAGER SCREENING COMMITTEE

MINUTES August 19, 2024

Lunenburg Town Hall

Bilotta Meeting room

OCT 08 2024

LUNENBURG TOWN
CLERK OFFICE

Attendees Tim Murphy, Moderator/Chair; Tom Alonzo Selectboard; Chris Menard Finance; Peter Beardmore School Comm; Matt Brenner Planning Board

The meeting convened at 6:30 pm

Chiefs Gammel and Sullivan attended in person, to share their thoughts on qualities for our next Town Manager.

Communication, including active listening, was a central theme from both. A management style that included collaboration, visibility, leadership, delegating to department heads, and employee recognition. Both chiefs conveyed that employees feel overworked, stressed, and that employee moral is low

There was a robust discussion by committee members and the chiefs on performance reviews, with the pros and cons debated.

There were no other department heads attending in person, or remotely. Murphy read into the record emails from Dr. Burham from the school, Sue Doherty from the Adult activity Center, and Bill Bernard from DPW. Those emails are attached hereto.

The committee then reviewed the Solicitation proposal prepared by Julie Belliveau (Asst. Town Manager) for hiring a recruitment firm. In section 2.0 "minimum qualifications" the committee added that a successful candidate have conducted at least one successful search in the North Central region of Massachusetts.

It was then agreed to postpone the next sched mtg of Sept 5, 2024 to Sept. 11, to allow for the solicitation process to be completed. The proposal must allow two weeks for respondents to reply.

A motion to adjourn was voted and approved at 7:45

Respectfully submitted


Tim Murphy, Chair

Town of Lunenburg

Department of Public Works

**William Bernard,
Director**



***520 Chase Road
Lunenburg, MA 01462
Tel.: (978) 582-4160
Fax: (978) 582-4152***

August 19, 2024

Tim Murphy
Chair
Town Manager Screen Committee

Re: Input on Traits/Strengths of an Ideal Candidate

Dear Mr. Murphy,

Thank you for soliciting my input on the traits/strengths of an ideal candidate for Town Manager. In my 32+ year professional career the best managers I have worked under had the ability to know what is happening in each department and not just what projects or tasks are being completed at the time, but also be aware of how staff were performing.

The best managers know the major details of projects and tasks, such as deadlines, anticipated completion dates, scope of work, the role of all personnel, consultants, contractors, impact of the project on citizens, budgets, potential cost over runs, etc. They know what the role of each staff member is and if they are doing their job well. The best managers know who the unhappy people are. They work to put staff in position to succeed by listening to their concerns and finding ways to address them.

The best managers regularly solicit input from staff and take the advice of Department Heads seriously. They are not micromanagers. They make decisions that are best for the overall organization and explain the decision to those who disagree or are disappointed by the decision.

It is my opinion that most of the staff is overworked, underpaid, and underappreciated. Most of the staff want the Town Manager to know what they are doing for the Town. A Town Manager should have a way of connecting with the staff and empathizing with the concerns. This knowledge should be used to make decisions that positively affect staff. These decisions may not always be the most financially beneficial to the Town, but the Town cannot properly function with a disgruntled staff. The next Town Manager will need to have the skill to retain employees and recruit new employees. They will need the skills to work with the HR Director, the Personnel Committee, the Department Heads, and the staff on all matters related to the Salary Administration Plan and labor unions.

Undesirable traits of the next Town Manager include the following. Managers who must prove they are the boss by constantly asserting their authority when it is not necessary to do so, giving trivial assignments in an almost demeaning way. Managers who take credit for all successes and assign blame for all failures or have a holier-than-thou attitude should be avoided.

If you have any questions regarding this matter, please contact me at (978) 582-4160 or via email at wbernard@lunenburgma.gov.

Sincerely,

A handwritten signature in cursive script that reads "William Bernard". The signature is fluid and includes a long, sweeping horizontal stroke at the end.

William Bernard, Director
Lunenburg DPW

August 12, 2024

To: Town Manager Screening Committee

From: Susan Doherty, Director
Lunenburg Council on Aging
Lunenburg Adult Activity Center

Thank you for inviting me to this meeting. Unfortunately, I am unable to attend, but I would like to share my thoughts on the qualities I believe are essential for our next Town Manager.

Losing Heather Lemieux has undoubtedly been a significant challenge for our town. In these turbulent times, this change adds another layer of complexity to our situation. It is essential that we support our new Town Manager with respect and allow she or he to perform their duties effectively, with the full backing of the Selectboard.

To ensure our new Town Manager is successful, the following qualities are crucial:

1. **Strong Leadership:** The ability to inspire and guide the team, making informed decisions and setting a positive example for others.
2. **Ethics, Integrity, and Fairness:** Upholding high moral standards and treating all individuals with fairness and honesty, fostering trust within the community and the workforce.
3. **Effective Communication:** Clear and open communication with both employees and the public, ensuring transparency and understanding in all interactions.
4. **Conflict Resolution Skills:** The capability to address and resolve conflicts constructively,

Subject Fw: [External] Dept Head Letter
To: [Timothy Murphy <tmurphyesq@aol.com>]
From Tmurphyesq <tmurphyesq@aol.com>
Date: Fri, Aug 16, 2024 at 3:10 PM

[Sent from AOL on Android](#)

----- Forwarded Message -----

From: "Anne Aubrey" <aaubrey@lunenburgma.gov>
To: "Tim Murphy" <tmurphy@lunenburgma.gov>, "Tmurphyesq" <tmurphyesq@aol.com>
Sent: Fri, Aug 16, 2024 at 12:25 PM
Subject: Fw: [External] Dept Head Letter

Annie M. Aubrey
Executive Assistant to the Town Manager
17 Main Street
Lunenburg, MA 01462
978-582-4144
www.lunenburgma.gov

Please be advised that the Massachusetts Secretary of State and the Massachusetts Attorney General consider e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10

From: Kate Burnham <kburnham@lunenburgschools.net>
Sent: Thursday, August 15, 2024 8:01 PM
To: Anne Aubrey <aaubrey@lunenburgma.gov>
Subject: Re: [External] Dept Head Letter

Hi Annie,

Thank you for the opportunity to provide input. A list of qualities and strengths listed below.

Kate

Qualities

- Integrity
- Humility
- Empathy
- Compassion
- Confident
- Honest
- Reflective
- Optimist
- Respectful
- Patient
- Determined
- Organized
- Collaborative

Strengths

Communication (including listening)
Creative problem-solver
Solution-oriented
Commitment to transparency
Servant leadership
Uses personal power rather than positional power
Capable of multitasking in a fast-paced environment
Can see big picture and the detail
Delegate when appropriate
System/vision to cross train staff

Kate Burnham, Ed.D.
Superintendent
Lunenburg Public Schools
1025 Massachusetts Ave.
Lunenburg, MA 01462
kburnham@lunenburgschools.net
978-582-4100

On Mon, Aug 5, 2024 at 12:48 PM Anne Aubrey <aaubrey@lunenburgma.gov> wrote:

Hi All,

I placed letter in your town hall mailboxes and then realized the date in the body of the letter was incorrect, please disregard and see attached. The Screening Committee will hold their next meeting on August 19th at 6:30PM in Town Hall.

Thank you

Annie M. Aubrey

Executive Assistant to the Town Manager
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