

## TOWN MANAGER SCREENING COMMITTEE

NOV 26 2024

MINUTES October 7, 2024

LUNENBURG TOWN  
CLERK OFFICE

Bilotta Meeting Room

Lunenburg Town Hall

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

Guest: John Petrin, Community Paradigm Assoc. LLC

The meeting convened at 6:30pm

Murphy called the meeting to Order

There were no minutes to review.

Community Paradigm provided an overview of the interviews conducted for the profile and presented to the committee the draft Position Statement (emailed last week).

A discussion ensued about the Ideal Candidates section. Beardmore questioned the order of the list. Petrin stated it is not in any prioritized order. The committee reiterated the need for the "soft skills" eg leadership, communication

Alonzo asked that the language about attracting and retaining employees clarify that it is not unique to Lunenburg,

Murphy asked that we require candidates to provide a written project and make a presentation. Petrin suggested that for the interviewees it be something they have done before, and it be limited to a few minutes. It was agreed all would like to see the candidate's presentation skills.

The position statement was approved unanimously. Petrin stated it would be placed with MMA tomorrow and mailed to a list they have of town managers, administrators and department heads in other towns,

Dates and agendas moving forward were agreed as follows:

November 18<sup>th</sup> 7pm to review all applications and to sort into 3 tiers

Dec, 11<sup>th</sup> and 12<sup>th</sup> at 6pm to interview, preferably up to 6 candidates (3 each night)

Community Paradigm will conduct the initial interview, with committee members engaging in follow-up

After a Motion, the meeting was adjourned at 7:17pm.

Respectfully submitted

Tim Murphy