

**TOWN OF LAKEVILLE**  
**Board of Selectmen**  
**Meeting Minutes**  
**November 23, 2020 – 6:30 PM**  
**REMOTE LOCATION**

On November 23, 2020, the Board of Selectmen held a meeting at 6:30 PM remotely from various locations. The meeting was called to order at 6:30 PM by Chairman LaCamera. Selectmen present were: Chairman LaCamera, Selectman Fabian and Selectman Day. Also present was Tracie Craig-McGee, Executive Assistant. LakeCAM was recording the meeting for broadcast.

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §20, relating to the 2020 novel Coronavirus outbreak emergency, the November 23, 2020 public meeting of the **Board of Selectmen** shall be physically closed to the public to avoid group congregation. **However, to view this meeting in progress, please go to [facebook.com/lakecam](https://www.facebook.com/lakecam) (you do not need a Facebook account to view the meeting). This meeting will be recorded and available to be viewed at a later date at <http://www.lakecam.tv/>**

Chairman LaCamera then read an introduction regarding the need for a remote meeting and how a remote meeting will be conducted.

**Selectmen Announcements**

There were no announcements.

**Meet with Mead, Talerman & Costa regarding Town Administrator Search**

*Jason Talerman, Esquire, from Mead, Talerman & Costa was present for the discussion.* Chairman LaCamera said we are considering firms to assist us in the search for a Town Administrator. Attorney Talerman said they are municipal attorneys. They represent 22 communities full time and another 12 on a part time basis. He has worked with Town Administrators over the past 20 years. When Towns that they represent are looking for a new Town Administrator or Manager, they offer their services. They work with the Search Committee and Selectmen. He knows of most people that have been Town Administrators in the eastern part of the State. Some of their communities have asked them to solicit the resumes, group and help rate them. Word has gotten out that we do that. We don't go out and seek candidates. We help you design the ad, placement of the ads, evaluate your needs and help evaluate resumes that you receive. It is a bit different than other search firms. Attorney Talerman said they most recently helped Yarmouth, but in the last ten (10) years, he has helped a dozen communities. As he used to represent Lakeville when he was with Kopelman & Paige, he is familiar with the community.

Selectman Day asked if Attorney Talerman had an idea of the timeline for this matter? Attorney Talerman said there is a decent pool of people out there, so that is helpful. We need to come up with an ad. It will take a few weeks for applications; perhaps a month for the Search Committee to do their work and then have three (3) finalists for the Board. It is least a 2-month process. You could be more aggressive and accelerate the process or take more time. Interviews take time and then evaluations of the people interviewed. Selectman Day asked how many hours would your firm need. Attorney Talerman said it depends on how active he is, such as interviews. Preliminary evaluations are not complicated; a few hours for evaluations of the candidates. It could be 10-20 hours of services.

Selectman Fabian said she would like to get this going soon. We have the job description approved. She would like the process to be a bit quicker than two (2) months. Attorney Talerman said it can be done. If you have a smaller search committee, you could move quicker. Ms. Dunphy asked how many searches do they do a year. Attorney Talerman said in any year, they do about four (4) or five (5). We always give advice; depends on the Town if we take a more active role. We now have other Towns asking us to do this since Yarmouth. Selectman Day asked if the Board could we reach out to Yarmouth to chat with them. Attorney Talerman said to contact Mark Forest, who is the Chairman of the Board of Selectmen. The retiring Town Administrator would also speak to you. He said other people the Board can speak to are Gloria Mitchell in Kingston and Joel Goldsmith in Chatham. Selectman Fabian asked if they would help formulate the interview questions. Attorney Talerman said he has done that before. Chairman LaCamera asked for Attorney Talerman to provide a list of clients to Ms. Dunphy.

### **Meet with Municipal Resources, Inc. regarding Town Administrator Search**

*Buzz Stapczynski, Alan Gould and Robert Mercier from Municipal Resources, Inc. were present for the discussion.* Mr. Gould said he has been with Municipal Resources, Inc. (MRI) for 12 years. MRI has been doing this for 30 years. They work in Mass, RI and New Hampshire predominantly. He has supplied the Town with a list of their clients. Mr. Stapczynski and Mr. Mercier work predominately in Massachusetts. Selectman Day asked about the pool of candidates out there now. Mr. Stapczynski said he completed a search in Hadley this year. They started in February prior to Covid and had very few candidates. They ended up going out to almost the end of May and had 40 candidates. They interviewed 10 candidates by phone; the Selection Committee interviewed 6 candidates; and 3 were taken to the Selectmen. Mr. Mercier said in a search for Lewiston, NH at the start of Covid, candidates talked about not leaving their communities. They decided to extend their deadline and ended up with good candidates. Selectman Fabian said sometimes it seems like the same candidates are being brought to interviews. How do you look for new talent? Mr. Gould said he can't think of a case where he has used the same candidates. They don't poach candidates and won't bring someone in that isn't committed to the process. Mr. Stapczynski said they tailor the search for the fit for what you are looking for. Not everyone might be the right fit for you. Mr. Gould said they screen the candidates and sometimes they are non-traditional candidates. Mr. Mercier said they ask candidates to provide us with essays and ask them to research Lakeville. We are looking for people committed to Lakeville. People that are not committed will drop out. Selectman Fabian asked what is their ideal number of candidates that should be interviewed. Mr. Gould said they like 4 to 5 people as semi-finalists and 3 people for finalists.

Chairman LaCamera said the Board is going to insist that they have municipal experience, especially within Massachusetts. We have a job description and have modified the community profile. He would like at least 1-3 years of experience, either as an Assistant Town Administrator, Town Administrator or Town Manager. Ms. Dunphy asked if the Town would be assigned a primary recruiter? Mr. Gould said it would be Mr. Stapczynski or Mr. Mercier. Chairman LaCamera asked about where they would advertise the position. Mr. Gould said they always run one of the packages with the Globe, which runs on line and do 1 print ad. He mentioned several other free sites that are out of State that the ad could be placed. They have not had good luck with Indeed or LinkedIn. Selectman Day said if we have to extend the dates, is there an increase in the fee. Mr. Gould said that is the fee regardless of the length of time. We will do it again for free if the candidate leaves the position within a year. Selectman Fabian asked if they provide a list of questions for interviews? Mr. Gould said they have 4 pages of sample questions; we always prep the group with questions. We also tell you what you can't ask. If you ask a question that is inappropriate, they will intervene and tell

the candidate not to answer the questions. Mr. Stapczynski said they will talk to you and find out what the hot spots are and develop a question about it. Mr. Mercier said they watched a previous meeting and it was interesting that you wanted experience to focus on budget, employee and ADA issues. Are you changing much in the job description? Chairman LaCamera said the Board removed the ADA issue and clarified other items. We do have the final job description. It is a big issue for us to make sure the person that we hire has the right experience.

Discussion occurred regarding checking the references on both companies. Selectman Day said they are very different approaches. MRI does give the warranty, and their fee is their fee compared to an hourly rate of \$200 per hour. Selectman Fabian said the last time the interviews were an hour each. Chairman LaCamera said not to worry about the cost, but make the right decision. Selectman Fabian said she is surprised and not surprised that, according to MRI, they don't get very good response to LinkedIn and Indeed. Selectman Day asked Ms. Dunphy's opinion. Ms. Dunphy said MRI is really involved from start to finish, whereas the other firm jumps in from time to time. She will call their references tomorrow. Selectman Fabian said she will send over some questions for the references. Selectman Day said MRI gave examples of recent searches and challenges. Chairman LaCamera said MRI's time frame is too long; he would like to get it down to a 2-month time frame so that January 1<sup>st</sup> we are ready to start the interview process. Selectman Day said we may be able to save time on interviews as they are on line. Selectman Fabian said we have already spoken to our Department Heads and have the community profile. Selectman Day said as we are part of the Search Committee, we will already have exposure to the semi-finalists. This item will be placed on the December 2<sup>nd</sup> agenda.

### **New Business**

Chairman LaCamera said the Board is joining the Planning Board and other Boards/Committees on December 3<sup>rd</sup> to get an overview of the Lakeville Hospital project. At the next meeting, the Board needs to discuss Somethins' Brewin contract, which expires February 28, 2021. Selectman Fabian asked to put the 61A discussion on December 2<sup>nd</sup>. Chairman LaCamera said we also need to finalize the Loon Pond Lodge Agreement for the bartending and for event management.

### **Old Business**

There was no old business discussed.

### **Adjourn**

Upon a motion made by Selectman Fabian and seconded by Selectman Day, it was:

VOTED: To adjourn the Board of Selectmen's Meeting at 7:43 PM.

Polled vote: Selectman Fabian – aye; Selectman Day – aye and Chairman LaCamera – aye.

### **List of documents provided at the Board of Selectmen Meeting of November 23, 2020**

Letters of Interest from Mead, Talerman & Costa and Municipal Resources, Inc.