

SUDBURY SELECT BOARD

TUESDAY, AUGUST 2, 2022

(Meeting can be viewed at www.sudburytv.org)

Present: Chair Charles Russo, Vice-Chair Janie Dretler, Select Board Member Daniel Carty, Select Board Member Jennifer Roberts, Select Board Member Lisa Kouchakdjian, Interim Town Manager Maryanne Bilodeau

The statutory requirements as to notice having been complied with, the meeting was convened at 7:00 p.m. via Zoom telecommunication mode.

Chair Russo announced the recording of the meeting and other procedural aspects included in the meeting.

Call to Order/Roll Call

Select Board Roll Call: Carty-present, Dretler-present, Kouchakdjian-present, Roberts-present, Russo-present

Opening remarks by Chair

- Fairbank Groundbreaking event took place on Monday; Interim Town Manager Bilodeau, Vice-Chair Dretler and Elaine Jones of the Permanent Building Committee (PBC) presented at the event
- Congratulations to the Town for establishing two bylaws approved by the office of the Attorney General; Articles 25 and Article 31 from the May Town Meeting to allow remote voting and refinement of the Sudbury Stormwater Bylaw
- State officials have determined that the Sudbury portion of the Commonwealth is currently in a Level 3 Critical Drought category; recommend all residents follow the watering guidelines for the district
- PBC meeting on Wednesday will be discussing submitted bids for Fire Station 2
- Goodnow Library is participating in the Minuteman Network Library Crawl tomorrow from 10:00 AM to 5:00 PM. The mission is to visit as many libraries as possible, including photos being taken at each of the libraries; prices and passports will be offered
- Public Safety Day on Wednesday, August 17 from 5:00 PM to 8:00 PM at Curtis Middle School
- Celtics legend Bill Russell will be remembered his skill and leadership contributions on and off the basketball court
- In 2019 the Board of Selectmen started its Town Manager Search discussion on June 27th and choose a search firm on September 17 (some twelve weeks later); this Board started such

discussion on June 14 and a Town Manager Search firm will be determined tomorrow, August 3rd. Thanks to the Select Board Members and Staff who achieved that milestone.

Reports from Town Manager

- Recognized Elaine Jones, PBC Member, who provided a great narrative history of the Fairbank Community Center, and the late Mike Melnick (former PBC member) and the late John Beeler (former COA member) who worked tirelessly in the planning of the new Fairbank Community Center
- Potential of temperatures reaching 100 degrees on Thursday, the air-conditioned Goodnow Library will be open Wednesday and Thursday from 9:00 AM to 9:00 PM, and will be open Friday from 9:00 AM to 5:00 PM

Reports from Select Board

Vice-Chair Dretler:

- Acknowledged that Elaine Jones did a phenomenal job providing the history of the Fairbank Community Center, and noted that Mike Melnick and John Beeler would be proud of project accomplishments
- Fun to watch the kids of Sudbury present at the Fairbank Ground Breaking with shovels and construction
- Mentioned roadwork taking place throughout Town and recommended all check the Town website for related updates
- Additional information regarding the Sudbury Housing Trust Mortgage Assistance Program on the Town website
- Park & Recreation Department doing a great job with summer camp programs

Board Member Carty:

- At the School Committee Meeting last night, there was discussion regarding additional Chapter 70 monies being put into the General Fund and we should expect a Town Meeting article to allocate it back to the schools
- New Facilities Director Sandra Duran is acclimating well, and Town projects are advancing

Board Member Roberts:

- Fairbank Community Center Groundbreaking Ceremony was very special, and all speakers were great, especially Elaine Jones, Interim Town Manager Bilodeau and Vice-Chair Dretler. Recognized great contributions from Mike Melnick and John Beeler and hoped their efforts would always be remembered
- DEI Commission seeking input for the “Lived Experience” project before August 31, 2022, which focuses on anonymous stories regarding bias and prejudice in Sudbury

Board Member Kouchakdjian:

- Attended the Fairbank Groundbreaking event and agreed all presentations were great, including comments and efforts made by Vice-Chair Dretler, and efforts contributed by Select Board Member Roberts in the planning of the Fairbank Community Center
- Reminded all to watch the Fairbank Groundbreaking Ceremony on SudburyTV

Citizen's Comments

There were no Citizen's Comments

Interview Town Manager Search Firm - Community Paradigm Associates

Present: Bernard Lynch, Sharon Flaherty and John Petrin – Community Paradigm Associates (CPA)

Chair Russo reviewed the five Town Manager Search Firm Interview Questions to be presented to the two Town Manager Search Firms by Members of the Select Board.

Vice-Chair Dretler asked: "Please tell us about recent successful searches you have completed in Massachusetts, include emphasis on searches for Town Manager form of government and for communities of 15,000 or more." Mr. Lynch responded that CPA had completed some 79 placements since working with the Board two years ago. He mentioned the participating communities of Watertown, Reading, Winthrop, Carlisle, Bourne, Plymouth, and Brookline (to be finalized next week).

Vice-Chair Dretler asked: "What is an example of a search that was not going well, how did you turn the search around, and what did you learn from that process?" Mr. Lynch explained the alternate actions taken by CPA when a candidate withdrew at the last minute in Plymouth.

Board Member Carty asked: "What process do you use when searching for a new Town Manager for a community, and how does that set you apart from other search firms?" Mr. Lynch commented that he and Mr. Petrin have been in the business for some 40 years, and are very active in the Massachusetts Municipal Association and the municipal management program at Suffolk University. Mr. Lynch confirmed that CPA conducts 60% to 65% of town manager searches in MA. Mr. Petrin added that CPA distributes emails/correspondence to every Town Manager and Assistant Town Manager in the state.

Board Member Carty asked: "What does the current Town Manager pool looked like?" Mr. Lynch indicated the current Town Manager candidate pool is good, and this part of the state has an increased pool. He noted that there were 20 qualified applicants for the Town Manager position in Carlisle.

Board Member Roberts asked: "How do you learn about the community in order to find the best candidate and how do we share information about our community with perspective applicants?" Mr. Lynch responded that an extensive position profile is drafted with review of current projects in Sudbury, including Fairbank Community Center, the housing development at the Melone site, Camp Sewataro and the Bruce Freeman Rail Trail project. He added that CPA representatives attend Sudbury Town

Forums, including the recent Sudbury Sustainability Forum, and share these events with prospective candidates.

Board Member Kouchakdjian asked: “How do we alert candidates to the issues that are important to the Town and how do we share that information in order to find candidates who are interested in working on those issues?” Mr. Lynch answered that one important area involved in alerting candidates would be the position statement, in combination of CPA spending a month with the Select Board, and immediately putting out feelers to better define what Sudbury wants.

Chair Russo asked: “How do we attract the right personality for the Town?” Mr. Lynch said his firm gets a sense of what personalities might fit the profile for the Town. He noted that setting up an evaluation during the last part of the search, including some one-on-one and then see how the candidates interact and respond to issues put before them.

Vice-Chair Dretler asked about reducing bias in hiring. Mr. Lynch responded one technique involves a blind process, with redacting all names and locations. He said at this time most communities are seeking a diversity in candidates.

Chair Russo asked how to attract diverse candidates with various skill sets. Mr. Lynch mentioned candidates outside the municipal arena, but thought that exposure to municipal government would be beneficial. He exemplified the Town Manager placed in Reading who was previously an engineer and DPW Commissioner.

Consent Calendar

To approve the award by Interim Town Manager, Maryanne Bilodeau, of a contract with Regional Resource Group, Inc. for property assessment services for a period of three years commencing in FY 2023. The award is made from eligible proposals received in accordance with the requirements set forth in an RFP issued by the Town of Sudbury on June 6, 2022.

Chair Russo read in the words of the motion. Vice-Chair Dretler moved in the words of the Chair. Board Member Kouchakdjian seconded the motion.

It was on motion 5-0; Roberts-aye, Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To approve the award by Interim Town Manager, Maryanne Bilodeau, of a contract with Regional Resource Group, Inc. for property assessment services for a period of three years commencing in FY 2023. The award is made from eligible proposals received in accordance with the requirements set forth in an RFP issued by the Town of Sudbury on June 6, 2022.

Discussion and vote on whether to approve the Memorandum of Agreement (MOA) between the Town of Sudbury and the Sudbury Civilian Dispatchers Teamsters Local 25, and to ratify the vote taken in Executive Session between the Town of Sudbury and the Civilian Dispatchers Teamsters Local 25; and further to authorize the Interim Town Manager to sign the said MOA.

Interim Town Manager provided a summary of the “Memorandum of Agreement between The Town of Sudbury and Teamsters Local Union No. 25 On Behalf of Town of Sudbury Civilian Dispatchers,” dated July 15, 2022.

Chair Russo read in the words of the motion. Vice-Chair Dretler moved in the words of the Chair. Board Member Roberts seconded the motion.

It was on motion 5-0; Roberts-aye, Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To approve the Memorandum of Agreement (MOA) between the Town of Sudbury and the Sudbury Civilian Dispatchers Teamsters Local 25, and to ratify the vote taken in Executive Session between the Town of Sudbury and the Civilian Dispatchers Teamsters Local 25; and further to authorize the Interim Town Manager to sign the said MOA.

Recess

Vice-Chair Dretler motioned to recess and resume the meeting at 7:54 PM. Board Member Roberts seconded the motion.

It was on motion 5-0; Roberts-aye, Carty-aye, Dretler-aye, Kouchakdjian-aye, Russo-aye

VOTED: To recess and resume the meeting at 7:54 PM.

The meeting resumed at 7:54 PM

Interview Town Manager Search Firm - Municipal Resources Inc.

Present: Buzz Stapczynski, Alan Gould, Bob Mercier

Vice-Chair Dretler asked: “Please tell us about recent successful searches you have completed in Massachusetts, include emphasis on searches for Town Manager form of government and for communities of 15,000 or more.” Mr. Stapczynski responded that MRI had completed many New England placements, including the Town Manager search for Bloomfield, CT (similar to Sudbury in demographics and size). Mr. Gould state MRI had worked with Concord, Lexington and Sudbury.

Vice-Chair Dretler asked: “What is an example of a search that was not going well, how did you turn the search around and what did you learn from that process?” Mr. Gould responded that MRI was still working on a challenging search in Somerset, MA where many changes are taking place in that town and President Biden was there to consider energy/wind incentives. He added that that the community could not work out an agreement with the candidate who ending up renewing their current contract.

Board Member Carty asked: “What process do you use when searching for a new Town Manager for a community, and how does that set you apart from other search firms?” Mr. Gould responded extensive interviews and listening sessions with community members, department heads/other Town officials, and conducting listening sessions with residents. He added that in depth essay questions would be included, as agreed upon by the Select Board. He stressed a very extensive background investigation would initially take place before going further with the process.

Board Member Carty inquired about a possible candidate pool for Sudbury. Mr. Mercier responded the task is challenging for many communities, but Sudbury is considered a very good community, and “good people” will want to work in Sudbury. Mr. Stapczynski confirmed that former Sudbury Town Manager Melissa Rodrigues was placed by MRI.

Board Member Roberts asked: “How do you learn about the community in order to find the best candidate and how do we share information about our community with perspective applicants?” Mr. Gould responded MRI had researched priority projects and Town Department considerations since 2016 when placing Ms. Rodrigues. Mr. Stapczynski stressed that the Town’s Triple AAA rating and fiscal stability went a long way in attracting qualified candidates.

Mr. Gould noted a Sudbury website would be created for Town Manager candidates.

Board Member Kouchakdjian asked: “How do we alert candidates to the issues that are important to the Town and how do we share that information in order to find candidates who are interested in working on those issues?” Mr. Gould mentioned the challenges and important considerations in Sudbury. He explained that candidate essay questions would revolve around challenges/issues in the community. Mr. Gould stated MRI strongly encourages the serious candidates to review the Sudbury Town meetings and Select Board meetings to appreciate and understand how conflicting issues are handled and how a candidate might answer such considerations.

Mr. Gould mentioned the challenges and community considerations. Essay questions revolve around challenges/issues in the community. Mr. Mercier stated the serious candidates would be encouraged to review Sudbury Town meetings, Select Board meetings and to encourage the candidate to address issues with conflicting opinions.

Chair Russo asked: “How do we attract the right personality for the Town and how do we evaluate to find the right fit?” Mr. Gould responded that past performance is a good indicator of present character/personality. He stated that aspects of a candidate would be presented to the Board, adding that Mr. Mercier and Mr. Stapczynski had been with MRI for a long time and maintain a wide network.

Vice-Chair Dretler asked about reduction of bias when presenting candidates. Mr. Gould confirmed that related advertising and searching is inclusive, and MRI avoids potential bias implications.

Chair Russo inquired about attracting candidates with diverse backgrounds. Mr. Gould provided examples of three candidates who are Town Managers with related skill sets which are most effective and nonconventional. Mr. Stapczynski confirmed that many candidates are seriously considering transferring to New England. He added that the team is currently in the final Town Manager placement process in the Towns of Norfolk and Sherborn.

Interim Town Manager Bilodeau detailed that the Board would announce the firm selected to direct the Town Manager search, and that firm would join the Select Board meeting on August 9 to consider related timelines and join the Select Board meeting on August 30 to continue a more robust conversation.

Discuss Search Firm Composite Interview ratings

Interim Town Manager Bilodeau confirmed that MRI rated 75 and CPA rated 77. She detailed that the Town Manager Search Firm choice would be determined at tomorrow’s Select Board Meeting.

Public Comments (cont.)

None

Upcoming agenda items

August 9, 2022

- General Bylaw for proposed antennas - Town Meeting Warrant in January
- Questions for Public Hearing on the 30th and preparation time considerations; comments directed to Town Counsel and Verizon for final review no later than Aug. 12 and information to be given to the Board as soon as possible
- COD appointments
- Select Board Policies
- Vocational Education Update – Lisa
- BFRT Contracts
- Bike Track Presentation

Adjourn

Vice-Chair Dretler motioned to adjourn the meeting. Board Member Lisa seconded the motion.

It was on motion 5-0; Carty-aye, Kouchakdjian-aye, Dretler-aye, Roberts-aye, Russo-aye

VOTED: To adjourn the meeting

There being no further business, the meeting was adjourned at 9:00 PM.