



**Town of Arlington, Massachusetts**  
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## Minutes 10/13/2011

### TOWN OF ARLINGTON BOARD OF SELECTMEN

#### Meeting Minutes

Thursday, October 13, 2011

7:00 p.m.

Present: Ms. Rowe, Chair, Mr. Greeley, Vice Chair, Ms. LaCourt, and Mr. Dunn.

Also present: Mr. Sullivan, Ms. Rice, and Mrs. Sullivan.

Absent: Mrs. Mahon

#### 1. Public Input on New Town Manager Job Description

Ms. Rowe presented an overview of the process and profile statement that will be used in the search for the next Town Manager. Ms. Rowe stated that Mr. Greeley and she will be working with Mr. Sullivan, Town Manager, and Ms. Malloy, Human Resources Director, on the consultant search and initial applicant screenings. Final interviews will be held in open session in accordance with open meeting laws.

Ms. Rice explained the requirements of the newer open meeting laws and need for confidentiality for initial candidate screening.

The following public input was given:

- Mr. Maher, retired Town Counsel, resident of 990 Mass. Ave., expressed his confidence in the Selectmen as elected officials to handle the search and appointment of the next Town Manager. Mr. Maher also expressed concern and need for the initial applicants to be assured of complete confidentiality going through the screening process.
- Mr. Berkowitz, resident of 12 Pelham Terrace, wanted to add to the job description that the Town Manager needs to be a visionary leader not just of employees but also of all residents in Town with these qualifications:
  - 1) mobilize and utilize the interests and abilities of the residents of the Town
  - 2) promote resident participation in Town affairs
  - 3) stimulate and develop new opportunities for their participation and collaboration
  - 4) actively seek input and suggestions from residents
  - 5) encourage similar appropriate activities from the Town's department heads and senior employees.
- Mr. Kardon, resident of 65 Tanager St., was representing members of FY Arlington requesting two recommendations to the job description:
  - 1) specific language about state issues and working with representatives - "Candidates must have experience or show the ability to foster strong relationships with our legislative team and to be aware of state issues".
  - 2) Language connecting Town and School sides despite the legal separation - "Continue to deepen the relationship and communication between the school administration and town manager should be a priority". FY Arlington suggests some of the Town Government Reorganization Committee proposals be considered in strengthening a town-school relationship.
- Ms. Boltz, resident of 510 Medford St., and member of the Equal Opportunity Advisory Committee, requested an emphasis on continuing support for fair hiring practices in the Town. Ms. Boltz stated that currently the workforce does not reflect makeup of region.
- Mr. McKinney, resident of 32 Foster St., stressed that the Selectmen should consider a candidate "not to just balance everything (caretakers) but to lead us forward". Mr. McKinney asked that the Selectmen consider candidates who are career changers with similar job experience.
- Mr. McCrory, resident of 36 Argyle Rd., suggested the following additions to the job description:

- 1) specify rules of residency at least to this state.
  - 2) don't limit the process by specifying numbers i.e. 3 finalists etc.
  - 3) suggests if candidates aren't the right match to consider appointing current Deputy Town Manager as Acting Town Manager and continue the search.
    - Mr. Loreti, resident of 56 Adams St., requested the following changes be included:
      - 1) need to have specific responsibilities and criteria in the job description
      - 2) suggests that if only 3 years experience in municipal management is required than it should specify as Town Manager or Deputy Town Manager.
      - 3) the salary range should be included in the job description-the same range as the last search.
      - 4) suggests the schedule is ambitious and should consider appointing the Deputy Town Manager, Adam Chapdelaine, as acting Town Manager to allow more time for the search.
- Mr. Sullivan, Town Manager, stated that there will be a more in depth job description developed and that this profile statement will be included, along with public input.
- Mr. Garrity, resident of 275 Park Ave., requested the new town manager be concerned about:
    - 1) the finance problems for the town.
    - 2) the number of retired people having to leave town due to money constraints and not being able to afford living in town anymore.
    - 3) the problems the unions are creating for the Town.

The Selectmen thanked all for coming to add input to the search process.

The following comments are the Selectmen regarding the job description/profile:

- Mr. Dunn requested that in the Background on Arlington section "...regarding working class to more affluent..." be deleted due to the snobby tone. He also requested that in The Ideal Candidate section under Professional that the technology requirement be more strongly stated (he will pass comments onto Ms. Malloy).
- Ms. LaCourt also agreed that technology be more strongly required. Also requested was a requirement for good customer experience-part technology and part employee interface (she will pass comments onto Ms. Cove). Ms. LaCourt also wants to see responsibility for strong employee relationships-a manager who leads all employees in a team effort especially in negotiations/bargaining.
- Mr. Greeley corrected under The Ideal Candidate that it is the sixth "Town Manager since 1952" not the fifth. He also commented that the sub-committee (Ms. Rowe and himself) will add more to the section #5 of the process.

Mr. Greeley moved to adjourn at 8:05 p.m.

SO VOTED (4-0)

A true record: Attest:

Mary Ann Sullivan

Next scheduled meeting of BoS Monday, October 17, 2011.

10/13/11

Documents Used

DRAFT Town Manager Position Profile

Town Manager Search Process

Written Comments - Bill Berkowitz

Written Comments - Len Kardon