

SELECT BOARD
TOWN OF NATICK

MEETING MINUTES

**Meeting Conducted in person
Edward H. Dlott Meeting Room
Saturday, May 8, 2021
1:30PM**

PRESENT: In attendance: Karen Adelman-Foster, Chair, Richard P. Jennett, Jr., Vice Chair, Michael J. Hickey, Jr., Clerk, Susan G. Salamoff and Paul R. Joseph.

ALSO PRESENT: Also in attendance: Mary Aicardi, Edward J. Collins, Jr. Center for Public Management at the University of Massachusetts (Ms. Aicardi is providing consulting services to the Town of Natick in connection with its current Town Administrator search).

Chair Adelman-Foster called the meeting to order at 1:40PMpm and took a roll call of Board members present. All members present.

CITIZENS CONCERNS

Chair Adelman-Foster explained the purpose of the Citizens' Concerns agenda item and asked whether anyone in attendance wished to raise any matters under Citizens' Concerns. There were none.

DISCUSSION AND DECISION

Chair Adelman-Foster reminded Board members that the purpose of this meeting was a retreat style discussion of the process for interviewing Town Administrator candidates. Chair Adelman-Foster then invited Ms. Aicardi from the Collins Center to provide a general update.

Ms. Aicardi summarized the work the Town Administrator Screening Committee (TASC) has done over the past several months, emphasizing the TASC's hard work and diligence. At this time, Ms. Aicardi's outlook is very positive in terms of the candidate pool. While Ms. Aicardi did not name any candidates or provide identifying details, she did note that all were known to her/the Collins Center prior to their interest in the Town Administrator position in Natick, and that there "wouldn't be any surprises with any of them." The TASC intends to interview approximately ten (10) candidates over the next two weeks, and to narrow down to finalist candidates on or about May 24, 2021. Finalists would undergo a rather extensive background check. Ms. Aicardi strongly discouraged Board members from conducting independent research on candidates. Ms. Aicardi emphasized that the Screening Committee was determined not to "back into" a certain number of candidates to put forward to the Select Board; rather, it was focused on merit only.

Ms. Aicardi then provided recommendations to the Board for its own approach to "vetting" candidates once the names of finalists have been delivered/made public. Essentially, Ms. Aicardi's overarching advice was

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to ensure fairness and consistency of the approach to each candidate; for example, if a Board member conducts a one-on-one discussion with one candidate; that member should do so with all candidates, striving to provide all candidates equal time in the same or similar settings. Ms. Aicardi clarified, however, that one Board member's approach does not need to be replicated by Board colleagues - but each Board member should treat each candidate the same.

Discussion ensued among Board members about the approach to meeting with candidates - including whether to conduct one-on-one or two-on-one meetings, how to make progress and align schedules so the process proceeds efficiently, etc. As a general matter of timing, it was agreed that a new Town Administrator would likely not be identified until late June at the very earliest, and possibly later depending on the number of finalists. Further, given previous experience, realistically a new Town Administrator would likely not officially begin until August.

Discussion turned to developing questions to ask finalists. Ms. Aicardi recommended that Board members provide proposed questions to her, and she would develop a list of questions based on consideration of Board member input. Ms. Aicardi noted that the Board is free to ask one or more of the same questions used by the TASC (copies of which were handed out to Board members). Members briefly discussed topics for potential questions with Ms. Aicardi. Chair Adelman-Foster reminded Board members that a follow-up retreat would be scheduled with Ms. Aicardi for May 26, 2021 and encouraged members to submit proposed questions as far in advance of that date as possible.

In response to a question from Mr. Hickey, Ms. Aicardi clarified for Board members that they will be informed at the May 26, 2021 meeting as to how many finalists will be submitted, but names/identities of those finalists will not be provided at that time. The number of candidates will inform development and finalization of a plan for interviewing.

The Board did not take any votes on the subject matter of the Town Administrator hiring process. The Board thanked Ms. Aicardi for her support/service thus far. Ms. Aicardi left the meeting.

SELECT BOARD CONCERNS

Mr. Jennett informed other Board members about an inquiry he had just received from the organizer of the annual "Relay for Life" event which had been received after today's meeting had been posted. The event is scheduled prior to the Board's next anticipated meeting. Chair Adelman-Foster indicated that she would follow up with Town Administration and consider adding the item to an upcoming Board meeting agenda (see 5/19/21 Consent Agenda).

ADJOURNMENT

On a Motion by Mr. Hickey, seconded by Mr. Jennett, the Board, by Roll Call vote, voted 5-0-0 to adjourn this afternoon's Select Board meeting at 3:00PM. The Roll Call vote was as follows:

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Mr. Hickey	Yes
Mr. Jennett	Yes
Ms. Salamoff	Yes
Mr. Joseph	Yes
Ms. Adelman-Foster	Yes

Michael J. Hickey, Jr., Clerk

_____ Select Board Meeting Minutes Approved by the Select Board on _____.

All documents used at this Select Board meeting are available at:
<https://naticktown.novusagenda.com/agendapublic/MeetingView.aspx?MeetingID=951&MinutesMeetingID=-1&doctype=Agend>