

**BUCKLAND SELECTBOARD
NOTICE OF MEETING
Buckland Town Hall
17 State Street
Wednesday, January 9, 2019, 3:00 p.m.**

Listing of Topics

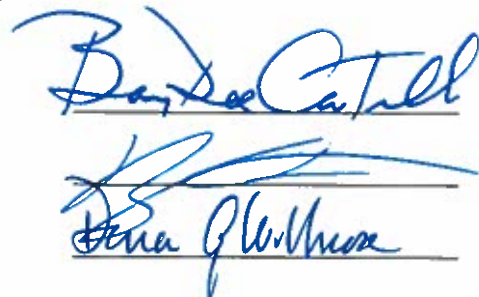
1. Open the Meeting
2. **Appointments**
3:00 p.m.: Bernard Lynch, Community Paradigm
4:00 p.m.: Mary Aicardi, Collins Center for Public Management
3. Discussion and Decision Regarding Search Firms
4. Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting
5. Public Comment
6. Adjourn the Meeting

**BUCKLAND SELECT BOARD
MEETING MINUTES
Buckland Town Hall
January 9, 2019, 3:00 p.m.**

Barry Del Castilho

Zachary J. Turner

Dena G. Willmore

The image shows two handwritten signatures in blue ink. The top signature is "Barry Del Castilho" and the bottom signature is "Dena G. Willmore". Both signatures are written over horizontal lines.

Attendees: Barry Del Castilho, Zack Turner, Dena Willmore, Bernard Lynch

Zack Turner opened the meeting at 3:00 p.m..

2. Appointments

3:00 p.m., Bernard Lynch, Community Paradigm – Barry Del Castilho indicated the Town would like to use a search firm; would like someone to meet with department heads; would like a reference check at the end of the process. He indicated he would like to be part of the process to bring down the cost to the Town. Dena Willmore indicated we need privacy until the end of the process. Mr. Lynch indicated when candidates come to them, confidentiality is ensured. Would like to be a resource to the Town. Barry Del Castilho suggested appointing a Screening Committee. Discussion about Town Administrator salary rate. Mr. Lynch indicated a good salary number would make it competitive. The process usually takes between twelve and sixteen weeks.

Mr. Lynch left the meeting at 3:37 p.m..

4. Items Not Anticipated by Chair 48 Hours in Advance of Meeting – Zack Turner moved we appoint Barry Del Castilho as our representative to the annual Mass Municipal Association meeting; Dena Willmore seconded. **VOTED** unanimously in favor.

4:00 p.m., Mary Aicardi, Collins Center for Public Management – Ms. Aicardi spoke by phone to the Select Board. Barry Del Castilho indicated the Town would like to use a search firm; would like someone to meet with department heads; would like a reference check at the end of the process. He indicated he would like to be part of the process to bring down the cost to the Town. Ms. Aicardi indicated they could amend their proposal. She said she would like to know our priorities; would meet with department heads and employees. Create a profile and look at the challenges. Often finds the best person is not looking for a job and goes after those individuals. Will advertise in MMA. Recommended a Screening Committee. Would send a packet to Screening Committee for review. Zack Turner asked about their track record with placing candidates. Ms. Aicardi said no one has left within two years; one or two elected not to renew their contracts. Suggested offering a four-day work week. Benchmarks built into a contract for salary increases. Get a profile of what we are looking for; recommended advertising the salary. The call ended at 4:35 p.m..

3. Discussion and Decision Regarding Search Firms – Discussion about pros and cons of both firms. Dena Willmore moved we negotiate our price and pursue Community Paradigm; Zack Turner seconded. **VOTED** unanimously in favor. Dena Willmore moved we authorize Barry Del Castilho to negotiate on behalf of the Town and no more than \$10,000; Zack Turner seconded. **VOTED** unanimously in favor.

Suggested a letter be sent to Screening Committee members as to what their role will be.

5. **Public Comment** – None.

At 5:03 p.m., Dena Willmore moved to adjourn; Barry Del Castilho seconded. **VOTED** unanimously in favor. Meeting adjourned at 5:03 p.m..