

Town of Natick
Town Administrator Screening Committee
Approved Meeting Minutes
January 4, 2020, 4:00 PM

Conducted remotely, and posted in accordance with the Open Meeting Law, as amended.

Members Present: Lindsey Galvao, Glen Glater, Carol Gloff, Alan Grady, Ed Hudson, Steve Levinsky, Anna Nolin, Joshua Ostroff, Linda Wollschlager. Also present: Dorothy Blondiet, HR Director; Randy Brewer, Natick Pegasus; members of the public.

The Chair, Steve Levinsky, called the meeting to order at 4:02 PM and offered a welcome and a happy new year to all.

Public Comment

none

Meeting minutes

Josh moved to approve corrected minutes for December 21, 2020, seconded by Lindsey and unanimously approved by roll call.

Request for Proposals

Carol spoke to the Select Board vote to approve the RFP on December 30. The Procurement Officer will advise likely bidders that it will be available this coming Monday, January 11 and due back on January 26 at 11AM. The entire TASC will review RFPs. Then the committee will ask the Select Board to execute a contract with the proposed vendor.

Linda noted that 2 weeks was a short turnaround; is that enough time? In discussion, it was noted that the limited number of likely respondents were on the lookout for these opportunities and would likely respond within that time window.

Outreach

Steve reviewed the outreach from the previous search process, including a survey and public meeting, and the documents produced by the consultant, which included interviews, reports, community profile, position description, etc.

Steve posed the question about whether we wanted to do any of this outreach/take input before a consultant was on board.

Carol suggested that the TASC might want to be more involved in meeting with key stakeholders, e.g. department heads, etc. and this could help repair trust and ensure good communication. There was general agreement on this, and for there to be consistency in the framework for each interview. There should be a focus on the future, and a focus on the

positive attributes on which we want to build, and an opportunity to suggest questions for interviews with TA candidates.

Typically, two members of the committee will interview each stakeholder.

Identified stakeholders are Department heads, the Select Board, Town Moderator, legislators, Schools subcommittee chair from the FinCom, the Equity Task Force, selected committee chairs, Natick is United, Natick Center Associates, and union leadership.

The Committee pairs will do many of these, and the consultant can do others, and some may be interviewed by both.

A question was raised about what kind of information we should expect from the Select Board.

There was discussion about “ganging up” interviews to allow for multiple stakeholders to participate in a single interview. That may be productive but in some cases it may be not be, so that can be evaluated.

Dorothy and Steve will pull together a list of who will be interviewed, and share that with the committee for the next meeting. Each member should provide 5 questions for the input interviews and send them to Steve. Anna discussed the framing of questions in a way that elicits competencies and qualifications that are most relevant and meaningful.

As to timing, the consensus of the committee is to start this process sooner, i.e. not wait for a consultant to come on board.

The previous search committee’s work product will be shared with the committee.

Members should send proposed questions to Steve only (i.e. not the full committee); Steve and Dorothy will assess the list of people; then members will be asked to identify people they do/do not want to interview.

There was further discussion on the timing of responses to the consulting RFP and the criteria by which they will be ranked and selected, and for a public schedule that would be posted on the committee’s web page.

A question came up about sharing files; Josh will do a test share of a Google drive for members.

Anna moved to adjourn, seconded by Alan and unanimously voted by roll call at 5:04PM.

Respectfully submitted,
Joshua Ostroff, Clerk

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