



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

**Tel: (508) 349-7004 Fax: (508) 349-5505**

## POLICY MEMORANDUM #63

Date: January 14, 2020; rev 9/13/2022

*\* This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

Subject: **POLICY ON SELECT BOARD'S POWERS OF APPOINTMENT**

### **I. Introduction**

This policy is created by the Select Board in accordance with Chapter 4, Section 2 of the Truro Charter and establishes the process by which the Select Board may exercise their powers of appointment in accordance with Chapter 4, Section 4-3-1 of the Truro Charter, the General Laws of Massachusetts, and the Truro Personnel Bylaws,

### **II. Procedures**

Effective as of the date this Policy is adopted by the Truro Select Board, the Board shall adhere to the following procedures when appointing the Town Manager, Police Chief or Fire Chief for permanent positions within the Town of Truro:

#### **A. Recruitment of Candidates**

1. When a position becomes vacant or will be vacant shortly, or a new position is created, the Select Board shall review the existing job description for the position, with input from the Town Manager, and determine whether it needs to be modified or updated.
2. The Town Manager shall solicit the services of a search consultant on behalf of the Select Board in accordance with MGL c 30B procurement requirements. The Select Board shall interview and select the firm in accordance with MGL c 30B procurement requirements.
3. Working with the selected firm, the Select Board, with staff assistance from the Town Manager, shall prepare a position profile.
4. The Search Consultant shall advertise in appropriate professional publications and newspapers and conduct the recruitment.

5. The Search Consultant shall review all application materials submitted in response to the Position Profile and shall determine the candidates who qualify for further consideration based on merit and fitness.

## **B. Appointment of Employees**

1. The Select Board will appoint a Search Committee comprised of seven to nine individuals including two members of the Select Board, the Town Manager and/or a Town employee, and 4-6 community members.
2. Working with the Search Consultant, the Search Committee shall review the qualified applicants and determine how many applicants to interview. The Search Committee shall interview the selected candidates and provide the Select Board with a short list of three to five candidates for their consideration.
3. The Select Board shall receive all recruitment materials and search committee comments on the selected candidates.
4. Each Select Board member shall interview each candidate individually while escorting the candidate to Town Buildings, beaches or points of interest.
5. After completion of the individual interviews, or prior to the interviews, the Select Board shall hold a public reception for the candidates to meet Town staff and community members.
6. The Select Board may elect to host a community meet and greet for the candidates on the evening prior to the Select Board interview to allow community members an opportunity to ask questions to and learn about the candidates.
7. Each candidate will then be interviewed separately at a duly posted and recorded meeting of the Select Board. Each candidate will be asked the same initial questions. To ensure that no advantage is provided to any candidate, the candidates will only be present in the meeting room for their individual interview.
8. The Select Board will reconvene the next day to deliberate on which candidate will be selected. The Board may meet in Executive Session to determine the terms of an initial offer in preparation for contract negotiations.
9. Employment offers will be conditional in nature and will require satisfactory physical exams, drug/ alcohol screens, background record checks and reference verification.
10. The Town Manager will prepare an offer letter on behalf of the Select Board and work with the Select Board and Town Counsel to prepare a contract of employment.

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*Kristen Reed*

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Kristen Reed, Chair

*Robert Weinstein*

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Robert Weinstein, Vice-Chair

*John X. Dundas*

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John Dundas, Clerk

*Susan Areson*

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Susan Areson

*Stephanie Rein*

Truro Select Board