

**Truro Select Board Work Session**  
**Tuesday, January 21, 2020**  
**Public Safety Facility**

**Select Board Members Present:** Janet Worthington, Chair; Susan Areson, Kristen Reed, Robert Weinstein

**Present:** Town Manager Rae Ann Palmer; Consultant Bernard Lynch; Associate Sharon Flaherty

Chair Janet Worthington called the work session to order at 1:57 p.m.

Town Manager Rae Ann Palmer introduced the representatives from the search firm, Bernard Lynch, principal of Community Paradigm Associates, LLC, and his associate Sharon Flaherty.

Bernard Lynch gave a time frame of 16 to 18 weeks for the Town Manager selection process. Resumes should be in by February. The screening committee should start meeting in March, he said. The screening process is based on resumes, interviews and the choice of finalists. Resumes are ranked for candidates in the top third, middle choices and those that are not qualified for the position. By June the Town Manager should be selected and spend two weeks overlapping with Rae Ann Palmer. By mid-June, the new Town Manager will be in place.

Mr. Lynch discussed the role of the screening committee, noting they are not the "selection" committee. The screening committee looks at candidates' skills, style and alignment with Truro priorities for the best fit. The Select Board makes the decision. The Select Board had already prepared a draft job description which Paradigm will receive.

The Town profile, which Paradigm Associates is preparing, is a helpful tool for both candidates and the screening committee, Mr. Lynch said. His associate Sharon Flaherty will prepare the position profile for Truro. She said she would be glad to incorporate suggestions from the Select Board into the profile.

Select Board members identified current topics of concerns that the next Town Manager will have to consider. Among these were: the large percentage of second homes and the small year-round population; the high value of homes; services needed in summer; resistance to regionalization; the importance of the Town Charter; the relationship to the Cape Cod National Seashore and the Department of the Interior; good relations with the Cape Cod Commission; environmental concerns and projects; businesses and employment opportunities in winter; citizens' engagement in Town government; use of the water system; the Cloverleaf Property; the Host Community Agreement for a marijuana growers cooperative; plans for a new DPW facility; and potential for the Walsh Property. The Town Manager confronts all these issues and more.

The Select Board added more concerns: encouraging Truro as a summer vacation destination without becoming a total resort community; maintaining all the big houses, built before the house size bylaws, but providing affordable alternatives; keeping teachers and police who can't afford to live in Truro; medical situations and the long ambulance trip to Hyannis; poor cell phone service; and areas with no Internet services.

Bernard Lynch collected the positive aspects Truro: its beauty and beaches; the vibrant community; the arts; famous residents; protection of land by the National Seashore; fishing and aquaculture; the farmers' market; year-round recreational activities such as pickleball; a well-trained Town staff; the full-time Fire/Rescue Department; science based decisions on environmental situations; a cooperative plan with other towns for management of the bayside coast; storm preparedness at the neighborhood level; and AlerTruro.

Ms. Palmer and the Select Board discussed desirable traits and skills for a Town Manager. Someone who is a unifier was a top qualification. A person with good financial skills should keep the Town budget in check while still providing desired services. The Town Manager should understand debt service and be able to work with the ClearGov financial system. The person should be tech savvy, but not necessarily with social media. The Town Manager will need grant skills, legal knowledge and experience in union negotiations. The Board agreed that the next Town Manager should be highly professional, keep the open-door policy that Ms. Palmer maintained, be able to engage people, and solve problems.

Mr. Lynch said Paradigm will work on the profile and attach the job description to it. He will have separate discussions with each Select Board member before it is completed. He will hold a group meeting with department heads. He asked that the finished profile and job description be posted on the Town website. Another suggestion for understanding Truro was to look at the past five years of Annual Town Reports.

The Select Board needs to decide on salary range for the Town Manager position. Mr. Lynch said he usually picks a number instead of offering a range. He suggested comparing salaries from area towns. A housing allowance is still an option to explore along with salary, but it could be discontinued. Mr. Lynch recommended offering a salary figure, plus or minus, based on qualifications.

Paradigm Associates handles background and CORI checks. They do not make the reference calls until the finalists are under consideration. Mr. Lynch said Paradigm forwards from two to four finalists. After hearing about a past experience in Truro where two of the three finalists dropped out, he recommended starting with a selection of four finalists. He noted that there are privacy issues until the finalists are chosen. What he presents to the Town is all public record. When she was one of the finalists for Town Manager, the one-on-one drive was the most useful interview process Rae Ann Palmer had ever experienced, she said. Mr. Lynch said his firm has used a similar method with a meet and greet.

The screening committee openings will be announced at the next Select Board meeting. There will be seven people on the committee: two Select Board members, the Police Chief, and four community members. Interviews for the community members will take place at the following

Select Board meeting. Once the Select Board has formed the selection committee, they will notify Mr. Lynch. He's very optimistic that Truro will have good candidates for the Town Manager position.

**Adjournment**

Susan Areson moved to adjourn. Robert Weinstein seconded, and the motion carried 4-0.

The meeting was adjourned at 4:11 p.m.

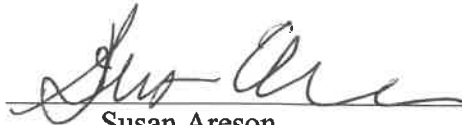
Respectfully submitted,



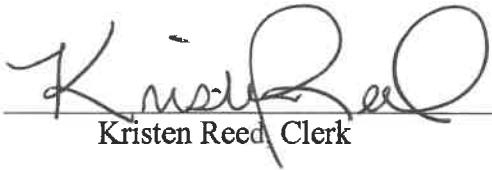
Mary Rogers, Secretary



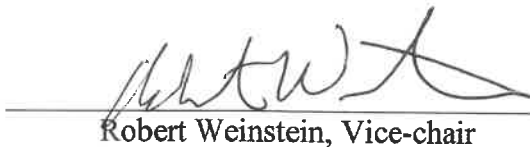
Janet Worthington, Chair



Susan Areson



Kristen Reed, Clerk



Robert Weinstein, Vice-chair

**Public Records Material of 1/21/2020**

Draft Town Manager job description

