



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN

Personnel Sub-Committee Special Meeting

Wednesday April 5, 2017

7:00 A.M. – Simsbury Town Offices – B.O.E. Conference Room – Second Floor

Minutes

Completed by Chair Chris Kelly

1. Call to Order

The meeting was called to order at 7:00 AM by Sub-Committee Chair Chris Kelly. Present were Selectmen Sean Askham and Cheryl Cook. Also present were Director of Administrative Services Tom Cooke and Deputy Director of Administrative Services Melissa Appleby.

2. Pledge of Allegiance

3. Public Audience

There was no public audience

4. Review of Minutes

a. March 23, 2017

The minutes were not yet available.

5. Town Manager Recruitment R.F.P.

a. Update on responses

There were a total of eight responses which had been distributed to the Personnel Subcommittee prior to the meeting.

b.R.F.P. review

- The group started by identifying elements that were important to people in identifying the top 3 R.F.P.'s. These had been discussed previously but the group identified them again. The items identified were:

- 1) Consistency of proposals with the items requested in the R.F.P. (Sean Askham)
- 2) Ability to develop a high caliber candidate profile (skills and requirements) (Sean Askham)
- 3) Quality of proposal for soliciting public input from various constituencies (Cheryl Cook)
- 4) Ability to develop a diverse pool of candidates (Sean Askham)
- 5) Direct experience with town manager hires; including first time hires (Chris Kelly)
- 6) Degree of organization reflected in proposal (Chris Kelly)
- 7) Degree of creativity reflected in proposal (Chris Kelly)
- 8) Ability to generate a network of good candidates (Cheryl Cook)
- 9) Non-Compete clause: some were one year over to longer (Sean Askham)
- 10) Knowledge, and experience hiring in Connecticut/Northeast/New England

- The group then reviewed each person's selection of the top three and then vetted each of the selections. A consensus formed around the following top three (not in order of rank):

- Municipal Resources
- Mercer
- Randi Frank

- The group then vetted other possible top candidates against the above list, ending with the same list of three.

Cheryl Cook made a motion, seconded by Sean Askham to recommend to the Board of Selectmen that Municipal Resources, Mercer, and Randi Frank be scheduled for an interview with the Executive Hiring Committee (B.O.S., Director of Administrative Services, Assistant Director of Administrative Services). The motion passed unanimously.

- The group identified the following recommended structure to the interviews.

1. A 5 minute presentation on a question presented to the candidate prior to the interview
2. A set of 5 – 7 questions designed to uncover critical evaluation points that will be asked of all candidate firms (to maintain consistency and to create an ability to rank the firms).

8. Next Meeting

The next meeting is scheduled for April 19, 2017

9. Adjourn

A motion was made by Cheryl Cook and seconded by Sean Askham to adjourn the meeting at 7:45. The motion passed unanimously.