

Town of Paxton Board of Selectmen

Regular Meeting Minutes

Monday, September 20, 2010

Members Present: Fred Goodrich, Chair
Bill Trotta, Vice Chair
Peter Bogren, Jr., Clerk

Charles Blanchard, Town Administrator

Attendees: Dick Kobayashi, Richard Fenton

- The Chairman called the meeting to order at 7:30 pm.
- Dick Kobayashi, explained that the Collins Center was established in 2008 to provide support for public management and provide better processes for appointment of executive officials. Usually have 2 recruitments going on all the time.
- Dick Kobayashi stated the key reason to use a consultant was to avoid the risk of choosing the best person from a meadioca pool of candidates. They will provide a quality group of candidates, leaving the BOS to concentrate on the personality.
- Dick Kobayashi stated that one way to attract a qualified pool is to get to know the client; this would follow the general direction of the BOS. They would talk with officials and establish the key challenges that are foreseen over the next 3-5 years. Each Selectman would be interviewed as well as the Finance Committee Chair; BOS could say who they felt should be interviewed.
- The results from the interviews would be presented to the BOS and a first draft of the profile would follow. Once the profile document is ready, they would then start to advertise the position.
- Dick Kobayashi, stated that the profile generally takes 3 weeks to complete after they are given the okay to go ahead.
- All the applications are reviewed by 2 consultants and a phone call is made to everyone who meets the minimum qualifications.
- The selected resumes are reviewed together and the BOS decides whom they should interview. The consultants provide a list of all applicants, and the BOS may choose to review resumes not selected by the consultants.
- Dick Kobayashi stated that a screening committee consisting of 1 BOS could be sent up,

and would allow for the names of the applicants to be kept confidential for longer, this would attract more applicants.

- (PB) asked whether the current pay range was adequate to attract a good pool.
- Dick Kobayashi responded that it was consistent with Princeton; they could do a quick check of the comparable communities.
- The cost of their services would be \$7500.00 and a maximum of \$1500 for reimbursable expenses.
- Complete process takes approximately 90days, if a screening committee is appointed, then may take longer.
- (FG) asked if the process could be soon in order to have someone in place by December 1, 2010. Dick Kobayashi responded that it was possible if they have due diligence.
- Rich Fenton asked whether Dick Kobayashi used his networking to contact candidates that he may have comes across on other recruitments. Dick Kobayashi confirmed that they would inform individuals of the Paxton opportunity if they believed the person would make a good candidate for the job.
- Dick Kobayashi left the meeting at 8:35pm.
- (FG) stated that he believed that the Collins Center was the way to go.
- (PB) had a concern with the deadline for appointment and wanted to ensure that time was taken to select the right candidate.

Motion (FG) seconded (PB) to continue the meeting to Friday, September 25, 2010 at 7pm.
Unanimous all in favor.

Respectfully submitted

Carol L. Riches