

SELECT BOARD MEETING  
Monday, April 29, 2024  
Select Board Meeting Room, 1625 Massachusetts Avenue, Lexington, MA 02420  
9:00 AM

**AGENDA**

**ITEMS FOR INDIVIDUAL CONSIDERATION**

- |                                                                                                                                                                                                                    |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. Interview Executive Recruiting Firms for Town Manager Search                                                                                                                                                    | 9:00am  |
| <ul style="list-style-type: none"><li>• 9:00am-9:40am Municipal Resources, Inc. (MRI)</li><li>• 9:45am-10:25am GovHR USA (GovHR)/MGT of America Consulting, LLC (MGT)</li><li>• 10:30am-11:10am Raftelis</li></ul> |         |
| 2. Select Executive Recruiting Firm for Town Manager Search                                                                                                                                                        | 11:15am |
| <ul style="list-style-type: none"><li>• Deliberate and Select Executive Recruiting Firm</li><li>• Authorize Chair to Negotiate and Sign Contract Agreement</li></ul>                                               |         |
| 3. Discuss Town Manager Search Screening Committee Appointment Process and Criteria                                                                                                                                | 11:50am |

**ADJOURN**

- |                            |         |
|----------------------------|---------|
| 1. Anticipated Adjournment | 12:00pm |
|----------------------------|---------|

The next regularly scheduled meeting of the Select Board will be held prior to 2024 Annual Town Meeting on Monday, April 29, 2024 at 6:30pm via hybrid participation.

*Hearing Assistance Devices Available on Request  
All agenda time and the order of items are approximate and  
subject to change.*



## **AGENDA ITEM SUMMARY**

### **LEXINGTON SELECT BOARD MEETING**

#### **AGENDA ITEM TITLE:**

Interview Executive Recruiting Firms for Town Manager Search

#### **PRESENTER:**

#### **ITEM NUMBER:**

I.1

#### **SUMMARY:**

##### **Category: Informing**

The Select Board will interview Executive Recruitment Firms to assist in the search for hiring a new Town Manager.

- 9:00am-9:40am Municipal Resources, Inc. (MRI) - Alan Gould and Buzz Stapczynski
- 9:45am-10:25am GovHR USA (GovHR)/MGT of America Consulting, LLC (MGT) - Mike Jaillet
- 10:30am-11:10am Raftelis - Catherine Tuck Parrish

#### **SUGGESTED MOTION:**

#### **FOLLOW-UP:**

#### **DATE AND APPROXIMATE TIME ON AGENDA:**

4/29/2024

9:00am

## **AGENDA ITEM SUMMARY**

### **LEXINGTON SELECT BOARD MEETING**

#### **AGENDA ITEM TITLE:**

Select Executive Recruiting Firm for Town Manager Search

#### **PRESENTER:**

Board Discussion

#### **ITEM NUMBER:**

I.2

#### **SUMMARY:**

##### **Category: Decision-Making**

The Select Board will deliberate and vote on its preferred consultant for the Town Manager recruitment.

#### **SUGGESTED MOTION:**

Move to award the contract for executive search consulting services for the Town Manager's position to \_\_\_\_\_ and authorize the Select Board Chair or their designee to negotiate the final terms of the contract and sign the contract on the Select Board's behalf.

#### **FOLLOW-UP:**

The Assistant Town Manager for Finance/Purchasing Director will assist the Select Board in finalizing the contract.

#### **DATE AND APPROXIMATE TIME ON AGENDA:**

4/29/2024

11:15am

# **AGENDA ITEM SUMMARY**

## **LEXINGTON SELECT BOARD MEETING**

### **AGENDA ITEM TITLE:**

Discuss Town Manager Search Screening Committee Appointment Process and Criteria

### **PRESENTER:**

Board Discussion

### **ITEM NUMBER:**

I.3

### **SUMMARY:**

#### **Category: Brainstorming**

There are six spots to be allocated on the Search Screening Committee - 1 for a business representative and 5 for residents, representing "a diversity of lived experience, relevant expertise and community involvement." In order to ensure that our selections reflect that diversity, and that we provide an equal opportunity for all applicants to be fairly considered, it is recommended that the Board list the top criteria/experiences which should be reflected in the committee as a whole, and against which applicants would be evaluated.

To do so, two actions are suggested:

- 1.) Agree to a list of the criteria/experiences.
- 2.) Follow up questions sent to all applicants, allowing them to elaborate on their experience/fit for the specified criteria.

This would provide an opportunity for applicants to provide their relevant information directly to the Board, and provide the Board an opportunity to understand the qualifications of all applicants equally.

Example -

- 1.) The Select Board is looking to ensure the TMSSC includes (fill in qualifications/experiences). Please tell us how you meet one or more of these.
- 2.) Please tell us what you uniquely bring to the TMSSC.

Please limit your answers to 250 words each and please respond by (date).

The Select Board will discuss qualifications/experiences/criteria desired to be represented on the TMSSC.

### **SUGGESTED MOTION:**

### **FOLLOW-UP:**

**DATE AND APPROXIMATE TIME ON AGENDA:**

4/29/2024

11:50am