

1 TOWN OF ASHLAND
2 BOARD OF SELECTMEN
3 MEETING MINUTES
4 WEDNESDAY, JANUARY 13, 2021
5 10:00 A.M.
6

7 **CALL TO ORDER**

8 Town of Ashland Chairman of the Board Eli Badger called the meeting to order at 10:00
9 a.m. and requested a roll call of the Selectmen; Vice Chairman Kathleen De- Wolfe,
10 Selectman Frances Newton, Selectman Alan Cilley, Selectman Andy Fitch, and Chair-
11 man Eli Badger all acknowledged they were present via the video conference. Chairman
12 Badger read a preamble that notified attendees this meeting was occurring over video and
13 tele- conference, a provision authorized by the Governor’s Emergency Order #12 that
14 waived the physical presence of board members during the Covid-19 pandemic.

15 **NEW BUSINESS**

16 **Discussion with Alan Gould (MRI) regarding services to the Town of Ashland**

17 Mr. Gould provided a document which detailed MRI’s services which are available to
18 assist the town in seeking an interim Town Manager and search for a permanent Town
19 Manager.

20 Two levels of recruitment search are available: “Comprehensive Recruitment Package”
21 and “Recruitment Assistance Package.” MRI’s services under the Assistance Package
22 include interviewing the BOS members, drafting and placing employment ads, reviewing
23 and ranking resumes of applicants, providing essay questions for the applicants,
24 conducting preliminary interviews of the candidates, selecting semi-finalists for the BOS
25 to interview. The Comprehensive Recruitment Package includes all the above services, at
26 a more detailed level by the MRI staff, and with a 1-year guarantee.

27 The Recruitment Assistance Package is offered at an hourly rate, typically costing less
28 than \$3,500. The cost of the Comprehensive Recruitment Package is determined by the
29 services selected and may range typically from \$7,500 to \$9,500 or higher.

30 Advertisements are paid by the town. Resumes are generally accepted for 30 days.
31 Advertising sources used include ICMA, NHMA, Union Leader (online), MRI website,
32 and New England (ME, MA, RI, VT) states’ equivalent to NHMA. MRI may also do
33 direct recruiting to known individuals. The total process may be about 60 to 90 days.

34 Advertise generally identifies the top salary range that is determined by the BOS, but
35 final rate is dependent on qualifications. The higher the salary range is, the larger the pool
36 of potential candidates will be. It was also noted that the position of Town Manager also
37 includes supervision of the Electric and Water/Sewer Departments.

1 Alan Gould also explained that MRI can assist in finding a temporary, or interim, town
2 manager. An interim's rate is between \$80-\$85 per hour and he/she works about 16 to 24
3 hours per week. The town does not pay insurance, benefits, etc.

4 After Alan Gould left, the BOS members discussed the need to proceed in a timely
5 manner, both for hiring an interim town manager and conducting a search for a
6 permanent town manager. The BOS also needs to discuss criteria or qualifications for the
7 job search.

8 **MOTION:** Fran Newton
9 *To hire MRI to provide the Recruitment Assistance Package for the Town Manager*
10 *search*

11 **SECOND:** Kathleen DeWolfe

12 **VOTE:** 5 – 0

13 **MOTION PASSED**

14 **MOTION:** Fran Newton
15 *To hire MRI to provide an Interim Town Manager*

16 **SECOND:** Andy Fitch

17 **VOTE:** 5 – 0

18 **MOTION PASSED**

19 The Board members, by consensus, authorized Chair Badger to contact Alan Gould of
20 MRI.

21 **NONPUBLIC SESSION** – The Board entered nonpublic session at 10:42 a.m. under NH RSA
22 91-A:3, II (a) with a roll call vote, all in favor 5-0. The Board reconvened at 11:04 a.m.

23 **ADJOURNMENT** – The Board of Selectmen adjourned their meeting at 11:05 a.m.