



Town of Bridgewater Rules and Procedure Committee

September 9, 2024

7:30 PM

The meeting will be held virtually via Zoom.

To attend via video, click on the link below:

<https://us06web.zoom.us/j/8269804616>

A Quorum of the Town Council may be in attendance

MEETING AGENDA

Disclosure: Pursuant to Section 20 of Chapter 20 of the Acts of 2020, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, and the March 31, 2025, extension granted by Chapter 22 of the Acts of 2022, this meeting for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. No in-person attendance is permitted. Citizens who wish to tune in to the meeting may do so via Zoom.

- A. Call to Order**
- B. Public Comment**
- C. Legislation Referred**
 - a) Order O-FY25-009: Town Manager Search Preliminary Screening Ad Hoc Committee Selection
 - b) Proposed Ordinance D-FY25-005: An Ordinance Establishing the Process for Hiring a Town Manager
- D. Adjournment of Meeting**



Bridgewater Town Council

Introduced By: Kevin Perry, Councilor
Date Introduced: 8/27/2024
First Reading: 8/27/2024
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Order O-FY25-009: Town Manager Search Preliminary Screening Ad Hoc Committee Selection

Ordered; that pursuant to Bridgewater Town Administrative Code Article III, Section 1(B)(2), a five-member Preliminary Screening Ad-hoc Committee be established. Said Preliminary Screening Ad-hoc Committee shall consist of no more than four (4) members of the Town Council and one (1) member of the School Committee that is a resident of the Town.

Once established, the Preliminary Ad Hoc Committee shall determine the method to acquire candidates (ex. Hire search firm, use MMA, etc) to include screening of Town Manager applicants and providing the Town Council with the top three applicants. Final Selection shall be performed by the Town Council.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•
•	•
•	•

Attachments: None

NOT FOR ACTION - FIRST READING



Bridgewater Town Council

Introduced By: Paul Murphy
Date Introduced: 8/27/2024
First Reading: 8/27/2024
Second Reading:
Amendments Adopted:
Third Reading:
Date Adopted:
Date Effective:

Proposed Ordinance D-FY25-005: An Ordinance Establishing the Process for Hiring a Town Manager

WHEREAS, the Town of Bridgewater desires to establish a transparent and efficient process for hiring a qualified Town Manager; and

WHEREAS, the Town Council recognizes the importance of a clear and consistent procedure to ensure the selection of a Town Manager who is capable of effectively administering the operations of the Town;

NOW, THEREFORE, be it ordained by the Town Council of the Town of Bridgewater, as follows:

Section 1. Purpose

The purpose of this ordinance is to establish a formal process for the recruitment, selection, and hiring of both an Acting (where necessary) and/or permanent Town Manager pursuant to Article IV, Section 4-6 of the Town Charter, to ensure that the most qualified individual is appointed to manage the Town's affairs.

This Section in no way applies to or amends the process set forth in Article IV, Section 4-7 of the Town Charter applicable to Temporary Absences of the Town Manager.

Section 2. Position of Town Manager

The position of Town Manager is established and governed by Article IV of the Town Charter.

Section 3. Qualifications

The town manager shall be a person of proven administrative ability, especially qualified by education and training with prior experience as a city or town manager or an assistant city or town manager or the equivalent public or private sector level experience. The town council may from time to time establish additional qualifications as deemed necessary and appropriate. The town manager shall devote full-time to the duties of the office and shall not hold any other elective or appointive office in the town, nor shall the town manager engage in other business unless such business is approved in advance by a majority vote in public session of the town council. The town manager need not be a resident of the town, but must be a United States citizen.

NOT FOR ACTION - FIRST READING

Section 4. Recruitment Process

1. Announcement of Vacancy & Ad-hoc Committee:

Upon vacancy or notice of impending vacancy, the Town Council shall:

1. First, establish a five-member Preliminary Screening Ad-hoc Committee. Said Preliminary Screening Ad-hoc Committee shall consist of no more than four members of the Town Council and shall be appointed pursuant to Article III, Section 1(B)(2) of the Town of Bridgewater's Administrative Code.
2. Once established, the Preliminary Screening Ad-hoc Committee will prepare a detailed job description and qualifications for the Town Manager position.

The position shall be advertised through appropriate channels, including local and regional publications, professional associations, and online job boards.

2. Application Submission:

Interested candidates shall submit a cover letter, resume, and any other required documentation by the deadline specified in the job announcement to the Town Council Clerk.

The Town Council may engage a professional recruitment firm to assist with the process, including the initial screening of candidates. This decision will be made by a majority vote of the Preliminary Screening Ad-hoc Committee (see below).

Section 5. Selection Process

1. Initial Screening and Selection of Finalists:

The Preliminary Screening Ad-hoc Committee, shall review all applications and select at least three, but no more than five finalists to be presented to the full Council based upon an individuals qualifications, experience, and suitability for the position to present to the entire Town Council.

Background checks and reference checks shall be conducted by the Preliminary Screening Ad-hoc Committee for all finalists.

The Preliminary Screening Ad-hoc Committee may consider and interview candidates pursuant to G.L. c. 30A, Section 21(a)(8).

2. Interview Process:

The finalists as selected by the Preliminary Screening Ad-hoc Committee will then participate in one or more interviews conducted by the Town Council in accordance with G.L. c. 30A.

3. Selection of Town Manager:

Following the interview process, the Town Council will deliberate and vote to determine if any of the finalists for the position of Town Manager will be ratified.

Section 6. Appointment and Employment Agreement

1. Appointment:

The selected finalist shall be ratified by a majority vote of the Town Council.

When the Town Council ratifies a candidate for the position of Town Manager, they then shall negotiate the terms of employment, including salary, benefits, and contract length pursuant to Massachusetts General Laws.

Regardless of ratification, employment of the ratified finalists is contingent upon the execution of an employment contract.

Should the Town Council be unable to negotiate an employment contract with the ratified finalist, it shall return to the list of other candidates interviewed during the hiring process and consider offering the position to a second choice. If no suitable alternative candidates are available, consider reopening the search for a Town Manager.

Section 7. Effective Date

Pursuant to Article II, Section 2-7(a), this measure relates to internal operational procedures of the town council and procedures relating to election, appointment, removal, discharge or other personnel action pursuant to Article VIII, Section 8-4 of the Town Charter and becomes effective immediately upon its passage.

Committee Referrals and Dispositions:

Referral(s)	Disposition(s)
•	•
•	•
•	•

Attachments: None