

SPECIAL MEETING
TOWN OF WAYNESVILLE
BOARD OF ALDERMEN
TOWN HALL – 9 SOUTH MAIN STREET
NOVEMBER 16, 2011
MONDAY, 6:00 P.M.

The Board of Aldermen held a special meeting at 6:00 p.m. on Wednesday, November 16, 2011, at the Town Hall. Board Members present were Mayor Gavin Brown, Aldermen Gary Caldwell, Wells Greeley, Libba Feichter and LeRoy Roberson. Also present were Town Manager Lee Galloway, Assistant Town Manager Alison Melnikova and Town Attorney Woodrow Griffin.

Mayor Brown called the meeting to order at 6:00 p.m. and noted that the purpose of the meeting was to meet with representatives of the consulting firm of Developmental Associates to discuss the recruitment process of the next Town Manager for Waynesville. Current Manager Galloway has given verbal notice of his plans to retire effective July 1, 2012. Mayor Brown called upon Dr. Stephen Straus and Dr. Heather Lee, officers in the firm, to discuss the process that they have negotiated with Mr. Galloway in working on this recruitment.

Dr. Straus reviewed the proposed schedule from the development of the advertisement for the opening to the presentation of the top finalists at the end of January, 2012. He explained the process that his firm uses in operating assessment centers to evaluate the top 8 to 10 applicants, and these would be run in mid to late February. There would likely be 2 or 3 candidates who would emerge as the finalists and they would be invited back to meet with the full Board in early March. With such a schedule, the Board might select the candidate and negotiate a salary and working agreement around the middle of March and that candidate could be on board by the end of April.

The Mayor and Board expressed support for this schedule and agreed to hold a special meeting on Monday, January 30 to narrow the 20 or so top candidates down to about 10. The Board also agreed to the assessment centers being scheduled for Thursday and Friday, February 23 and 24 and to hold a Closed Session at 3:00 p.m. on Friday, February 24 to hear the results of the assessment centers.

Dr. Straus then asked the Board to individually respond to the following three questions:

1. What are the biggest challenges facing the Town?
2. What are the most important responsibilities of the Town Manager?
3. What should be the competencies of the Town Manager?

Each Board member provided responses to those three questions, and there was agreement on several of the issues – growth management, spreading the commercial success of the downtown area into Frog Level, Hazelwood and other parts of Town and economic development emphasis beyond tourism and retail. There was a feeling that the manager needed skills in financial management as well as skills in human resources, particularly with so many key personnel on the verge of retirement in the near future. It was agreed that the next manager should be familiar with and interest in technological advances and the application of technology to the municipal workplace.

As far as the role of the manager, it was felt that getting along with employees and having their respect was key. Regular meetings with department heads and supervisors are important, but there was a clear opposition to a manager who wanted to micromanage the organization and its personnel. The manager should be engaged in the community, have excellent communication skills and a sense of humor. As far as skill go, a manager is desired who has high integrity, is a good communicator, has a sense of humor and who is anxious to learn about Waynesville first before making broad changes in the organization or operation.

The Board discussed the likely hiring range for the manager and a minimum figure of \$90,000 was mentioned; however, the Board suggested that the actual job announcement and advertised salary range be reviewed by the Mayor and Town Manager before going public. As far as experience, it was agreed that the individual considered should have in the range of 8 years' experience as a manager or assistant manager or key department head in local government.

Dr. Straus and Dr. Lee indicated that they would prepare the job announcement and have it back to the Mayor and Manager to review by December 1. The comments from the Board this evening as well as the input from the various focus groups that will take place on November 17 will be used in developing the job announcement.

With no further business, on a motion by Alderman Caldwell, seconded by Alderman Greeley and passed unanimously, the meeting adjourned at 7:40 p.m.

A. Lee Galloway
Town Manager

Gavin A. Brown
Mayor