

SELECT BOARD AGENDA

Regular Meeting

6:00 p.m. December 17, 2024



Town Hall
Powers Hall
1471 Highland Avenue
Needham, MA 02492
&
Zoom

Originally Posted: December 13, 2024 at 1:25 p.m.

Revised Posted: December 17, 2024 at 1:55 p.m.

Pursuant to Chapter 2 of the Acts of 2023, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the "Zoom Cloud Meeting" app in any app store or at www.zoom.us. At the above date and time, click on "Join a Meeting" and enter the meeting or click the link below to join the webinar:

Link:

<https://needham-k12-ma-us.zoom.us/j/82601013229?pwd=OE82V1MxQnJUZHVXZjFNbWJXRfJoQT09>

Webinar ID: 826 0101 3229

Passcode: 652800

One tap mobile: [+16469313860](tel:+16469313860).,82601013229#,,, *652800#

This is a public meeting of the Needham Select Board. The meeting is open to the public both in person and via Zoom. Residents are invited to provide comment during the public comment period (as set forth below) and for any item explicitly listed as a public hearing. Public comment is not available during other agenda items.

	6:00	Public Comment Period Residents are encouraged to inform the Office of the Town Manager in advance via email (OTM@needhamma.gov), telephone (781) 455-7500 extension 204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board's policy on public participation in meetings can be found here .
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1.	6:00	Recognition of Achievement: Needham High School Girl's Cross Country Team (New Addition)
2.	6:05	Recognition of Service: State Representative Denise Garlick (Change in Scheduled Time)
3.	6:10	Town Manager Search Process Bernie Lynch, Principal, Community Paradigm Associates
4.	6:15	Public Hearing: Eversource Grant of Location – Grant Street - Peter Bowman, Eversource Energy - Joanne Callender, Eversource Energy - Jason Kaminsky, Eversource Energy - Rick Schifone, Eversource Energy
5.	6:15	Public Hearing: Eversource Grant of Location – Webster Street - Peter Bowman, Eversource Energy - Joanne Callender, Eversource Energy - Jason Kaminsky, Eversource Energy - Rick Schifone, Eversource Energy
6.	6:30	Public Hearing: Tax Classification - Board of Assessors - David Davison, Deputy Town Manager/Director of Finance - Nancy Martin, Assistant Director of Assessing - Cecilia Simchak, Assistant Director of Finance
7.	7:30	Public Hearing: Verizon Grant of Location – Tolman Street (Continued from 11/26/2024 & 12/3/2024) Alex Marrero, Verizon Representative
8.	8:10	Outdoor Dining License Amendment – CEED Corp, dba Cook Needham (Updated Fact Sheet) Diana Sepulveda, General Manager
9.	8:20	Capital Policies Review - Kate Fitzpatrick, Town Manager - David Davison, Deputy Town Manager/Finance - Katie King, Deputy Town Manager - Cecilia Simchak, Assistant Director of Finance
10.	8:30	Approve the FY2026 – FY2030 Capital Improvement Plan - Kate Fitzpatrick, Town Manager - David Davison, Deputy Town Manager/Finance - Katie King, Deputy Town Manager - Cecilia Simchak, Assistant Director of Finance
11.	8:45	Town Manager - American Rescue Plan Act Funding - Update to List of Special Municipal Employees - Town Manager Report
12.	9:00	Board Discussion - Select Board Goals FY2025 – 2026 - Ballot Question

		• Set January Meetings • Committee Reports
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APPOINTMENT CALENDAR

1.	Clary Coutu	Tree Preservation Planning Committee Term Exp: 6/30/2026
2.	Nick Tatar	Tree Preservation Planning Committee Term Exp: 6/30/2026
3.	Andrew Bobenski	Tree Preservation Planning Committee Term Exp: 6/30/2026
4.	Paul Alpert	Town Manager Screening Committee Term Exp: 6/30/2025

CONSENT AGENDA *Supporting Documents in Agenda Packet

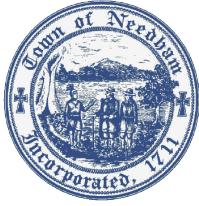
1.*	Approve Human Resources Policy #443 Promotion of Deputy Chief of Police & Chief of Police
2.	Approve the following donation to Needham Youth & Family Services: • \$213.53 from High Rock Church
3.	Approve for calendar year 2025 requests for license renewals of Restaurant – All Alcoholic Beverages License for each of the following establishments (subject to receipt of required completed paperwork): • Sol Soul Family Food LLC d/b/a Hearth Pizzeria • New Garden, Inc. d/b/a New Garden • Needham Food and Beverage, LLC d/b/a The Heights • Eat Farmhouse LLC d/b/a The Farmhouse
4.	Approve for calendar year 2025 requests for license renewals of Package Stores- All Alcoholic Beverages for the following establishments (subject to receipt of required completed paperwork): • Shivmegh LLC d/b/a Needham Center Fine Wines • MDM Wine2 LLC d/b/a Vinodivino • Gordon's Fine Wines of Needham d/b/a Gordon's Fine Wine
5.	Approve for calendar year 2025 request for license renewal of Innholder – All Alcoholic Beverages for the following establishments (subject to receipt of required completed paperwork): • Needham Lending Company LLC d/b/a Sheraton Needham
6.	Approve for calendar year 2025 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork): • Sol Soul Family Food LLC d/b/a Hearth Pizzeria • Sai Restaurant, Inc d/b/a Masala Art • Needham Lending Company LLC d/b/a Sheraton Needham • New Garden, Inc. d/b/a New Garden • Bagels Best Inc. d/b/a Bagels Best Bakery Café

	• Yeat, Inc. d/b/a Sweet Basil • H&B Pizza Inc d/b/a Sweet Tomatoes Pizza • 1095 LLC d/b/a Comella's • Select Pizza d/b/a Nicholas' Pizzeria • International House of Pizza Inc. d/b/a Needham House of Pizza • Subway of Needham LLC d/b/a Subway 55446 • Poet King Restaurant Group LLC d/b/a Hungry Coyote • Poet King Restaurant Group LLC d/b/a El Mariachi • North Hill Inc. d/b/a North Hill Café • Three Sons, Inc d/b/a Kostas Pizza and Seafood • Needham Gyro Inc d/b/a Gyro and Kebab House
7.	Approve for calendar year 2025 requests for license renewals of Outdoor Dining Licenses for the following establishments (subject to department approval): • Eat Farmhouse LLC d/b/a The Farmhouse • French Press LLC d/b/a French Press • Sol Soul Family Food LLC d/b/a Hearth Pizzeria • Sai Restaurant, Inc d/b/a Masala Art • PM Story Corporation d/b/a Little Spoon • Yeat, Inc. d/b/a Sweet Basil • Henry Hospitality Inc. d/b/a The James
8.	Approve for calendar year 2025 the following requests for Class II Used Car Dealer Licenses (subject to receipt of required completed paperwork): • Needham Service Center Inc. d/b/a Needham Service Center
9.	Approve for calendar year 2025 requests for various license renewals as detailed below for the following establishments (subject to receipt of required completed paperwork): • 365 Management Company LLC d/b/a Residence Inn by Marriott – Innkeeper's License • Needham Food and Beverage LLC d/b/a Homewood Inn & Suites – Innkeeper's License • Sol Soul Family Food LLC d/b/a Hearth Pizzeria – Seven Day Entertainment License • Needham Lending Company LLC d/b/a Sheraton Needham – Innkeeper's License • Needham Lending Company LLC d/b/a Sheraton Needham – Seven Day Entertainment License • New Garden, Inc. d/b/a New Garden – Seven Day Entertainment License • Olin College – Lodging License • 7-Eleven – Special Permit (24 hr. retail sale of food) • Sweet Basil – Special Permit (Carry-In Alcoholic Beverages)
10.	Approve the following donation to Needham Health Division: • \$25 from MaryClare Siegel for Needham's Traveling Meals program • \$1,000 from Darshana and Sandeep Thakore for Needham's Traveling Meals program • \$100 from MaryClare Siegel for Needham's Gift of Warmth program

	• \$250 from Rachel Busby for Needham's Gift of Warmth program • \$50 from Daryn Berger for Needham's Domestic Violence Action program • \$1,300 from Harold Burger and Jill Reinherz for Needham's Domestic Violence Action program
11.	Approve the following donation to Needham Park and Recreation Department: • \$20 from Claire Blum for trees
12.	Approve requests from Henry Hospitality, Inc d/b/a/ The James and New Garden, Inc d/b/a New Garden Restaurant to extend their liquor licenses on December 31, 2024, until 1:00 a.m on January 1, 2025. The Police Department has approved this request.
13.	Approve the following penalties to be levied on liquor license holders: • One-day suspension held in abeyance for one year for the failure of an alcohol compliance check on October 30, 2024 for Gordon's Fine Wines of Needham d/b/a Gordon's Fine Wine • One-day suspension to be enforced before January 31, 2025 for a violation of Town of Needham Alcohol Regulations on October 30, 2024 for Gordon's Fine Wines of Needham d/b/a Gordon's Fine Wine • One-day suspension to be enforced before January 31, 2025 for the failure of an alcohol compliance check on October 30, 2024 for Henry Hospitality Inc. d/b/a The James • One-day suspension to be enforced before January 31, 2025 for a violation of Town of Needham Alcohol Regulations on October 30, 2024 for Henry Hospitality Inc. d/b/a The James
14.*	Approve Open Session Minutes of November 26, 2024
15.	Approve the request of the Needham Housing Authority to waive all local permit fees of the Building Department (including building, plumbing and electrical) related to the construction of the Linden Street Redevelopment Project, an affordable housing development, as permitted by Major Project Site Plan Special Permit No. 2024-01 dated November 6, 2024.
16.*	In accordance with Section 20B of the Town Charter, and upon the recommendation of the Town Manager, adopt a revised classification and compensation plan (Schedule A) for FY2025. (New addition)
17.	Approve a request from Brad Fernandes, Needham Run Club, to hold the road event "New Year's Day 5K." The event is scheduled for Wednesday, January 1, 2025, at 11:00 am – 1:00 pm. The event and route have been approved by the following departments: Fire, Police, and Public Works. (New Addition)
18.	Sign the Warrant for the January 14, 2025 Special Election. (New Addition)

NOTICE OF APPROVED ONE-DAY SPECIAL ALCOHOL LICENSES

Hosting Organization	Event Title	Location	Event Date
Russell Garlick	Celebration of Service for Representative Denise Garlick	Needham Town Hall	12/09/2024

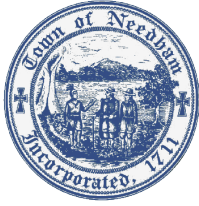


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/17/2024

Agenda Item	Recognition of Achievement: Needham High School Girls Cross Country Team (New Addition)
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will recognize the Needham High School Girls Cross Country Team for their 2024 MIAA Division 1 championship.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
None	

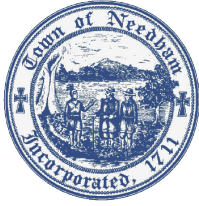


**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/17/2024

Agenda Item	Recognition of Service: State Representative Denise Garlick
Presenter(s)	

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will recognize State Representative Denise Garlick for her countless contributions to the Town of Needham while serving in elected office.	
2.	VOTE REQUIRED BY SELECT BOARD
N/A – Discussion Only	
3.	BACK UP INFORMATION ATTACHED
None	



**Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 12/17/2024

Agenda Item	Town Manager Search Process
Presenter(s)	Bernie Lynch, Principal, Community Paradigm Associates

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	Bernie Lynch, Principal at Community Paradigm Associates, will provide an outline of the search process and discuss ways that the Board members can provide feedback during the process.
2.	VOTE REQUIRED BY SELECT BOARD
	N/A – Discussion Only
3.	BACK UP INFORMATION ATTACHED
	a. Community Paradigm Associates Proposal b. Community Paradigm Associates Tentative Schedule

Proposal for Executive Search Services Town of Needham



COMMUNITY PARADIGM ASSOCIATES, LLC

TOWN OF NEEDHAM

EXECUTIVE SEARCH SERVICES

TOWN MANAGER

Proposal Information	Page
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▪ Firm Profile	5
▪ Project Team Resumes	7
C. Approach and Plan for Performing Services	11
▪ Project approach including identifying and targeting Town needs, community involvement, recruitment strategies and implementation plan.	12
▪ Proposed timeline	15
D. Recent Searches and References	16
▪ Five Year Listing of Municipal Manager Searches	17
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November 27, 2024

Office of the Town Manager
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

To whom it may concern:

We are pleased to present this proposal for Executive Recruiting Services to the Town of Needham in accordance with the Town's Request for Proposals. We also look forward to the opportunity to discuss your search for a new Town Manager and the services that Community Paradigm can provide you in that effort.

Community Paradigm Associates, LLC is a Massachusetts-based consultancy that was established in 2014 as a multi-dimensional organization focusing on governmental, nonprofit, and community concerns through a variety of services. However, our primary service is focused upon executive recruiting of municipal managers for Towns here in Massachusetts. A more detailed description of Community Paradigm is contained within a Firm Profile that is included within the proposal documents.

We believe that we can bring four specific qualifications to the task of helping Needham find its next Town Manager:

- First, we know the skills and characteristics of a municipal manager in carrying out his/her responsibilities. Members of the Community Paradigm team have performed in the role of municipal manager for decades.
- Second, through years of activity in the business of municipal management, our recent experience in providing municipal recruitments, and our active involvement in mentoring the next generation of municipal managers we have built a proprietary database of potential candidates, particularly here in Massachusetts and throughout New England. We utilize an approach of active recruitment, not simply advertising a position and waiting for responses. Active recruitment and current knowledge of candidates is crucial in the very competitive market for municipal managers that currently exists for local governments.
- Third, our approach always includes active engagement of the stakeholders of the community in the process. We believe this approach produces the best possible selections as well as crucial support during the all-important first few months in the position.
- And fourth, now in our eleventh year of operation, we have become **the most active** municipal manager recruitment firm in the Commonwealth. We believe that distinction is the result of the customized, dedicated service that we provide to our municipal clients, which can be verified by contacting any of our clients for their opinion of Community Paradigm.

During our ten years of operation, we have completed over **110** municipal manager/municipal Manager searches. We have also completed numerous department head recruitments and executive positions within local governments including Needham, as well as a number of regional, non-profit, and quasi-state agencies. We encourage the Town to review the recruitments that we have performed for all our clients as we are confident that they will respond positively and enthusiastically to the results of our work and the hands-on process that we have managed.

In accordance with the Town of Needham's Request for Quotes, we have organized materials that respond to the specifically requested information:

- Organizational Information presents material about Community Paradigm Associates which is a sole proprietorship/limited liability company. This section does include a Firm Profile that outlines the key members of the Community Paradigm team and the services that we provide.
- Team Member Resumes provides the resumes of the project team that will work on the Needham Town Manager search. The team for the Needham recruitment search project will be the following members:
 - Bernard Lynch, Principal (Project Manager)
 - Sharon Flaherty, Principal
 - John Petrin, Senior Associate
 - Jennifer Lefferts, Communications Associate
- Plan for Performing Services addresses the scope of work by which we manage a municipal manager recruitment/search by describing our community engagement process and the development of selection criteria which is summarized in a robust Position Statement, our recruitment strategies, the search approach and candidate review process. This section also includes a projected timeline.
- Recent Searches and References provides a listing of similar Town Manager recruitments conducted over the past five years along with reference information for all Community Paradigm Town Manager search clients.
- Recruitment Materials includes samples of recent recruitment materials developed and utilized in similar searches.
- Certifications & Pricing provides executed certification forms pertaining to non-collusion and tax compliance and a price proposal that presents the fee that is applicable for delivery of the services described within this proposal.

We look forward to the opportunity to work with Needham as it seeks a new Town Manager, to discuss the benefits of utilizing Community Paradigm as the Town proceeds with the hiring process, and to review ideas that could be utilized to best achieve the mutual goal of a successful search.

Please feel free to contact me with any questions or need for additional information. I can be reached at Blynch@communityparadigm.com, or at 978-621-6733. Thank you in advance for your consideration.

Sincerely,

COMMUNITY PARADIGM ASSOCIATES, LLC

Organizational Information

November 27, 2024



COMMUNITY PARADIGM ASSOCIATES, LLC

FIRM PROFILE

Community Paradigm Associates, LLC, is a multi-dimensional organization focusing on governmental, nonprofit, and community concerns. It develops transformational initiatives and innovative solutions designed to enhance the dynamics of communities. Its Principal and Associates draw upon their extensive government, academic, and private sector experience to provide the answers clients need to effectively and efficiently manage their organizations.

Founder and Managing Principal Bernard F. Lynch has devoted more than 40 years to guiding cities and towns toward brighter futures by focusing on the efficiency and responsiveness of organizational day-to-day operations as well as highly transformational initiatives that bring communities to a new level. His experience as an innovator, strategist, educator, researcher, and leader allow him to consider challenges from various viewpoints. Known for his collaborative problem-solving and innovative solutions, Mr. Lynch steered a Massachusetts city away from potential receivership to solid fiscal stability. He has managed the successful conception and completion of public libraries, police stations, community centers, school buildings, bicycle and walking trails, and recreation facilities.

Mr. Lynch served as City Manager of Lowell, Massachusetts, for eight years and as Town Manager of Chelmsford, Massachusetts, for 20 years. He served on Lieutenant Governor Karyn Polito's Task Force on Local Government Workforce Skills Gap, is a Senior Fellow at Suffolk University, and serves as an adjunct professor at both Suffolk University and University of Massachusetts Lowell. He earned a Master of Public Administration degree from University of Massachusetts Amherst and a Bachelor of Science degree in Political Science from the University of Lowell.

Principal Sharon Flaherty has assisted in managing over 100 executive recruitments in addition to leading such projects as business development marketing, compensation and classification, community engagement, and communications. Ms. Flaherty has 30 years of experience in communications, project management, public relations, and marketing. In previous positions, Ms. Flaherty has managed marketing and communications in the financial industry and held positions as a reporter, editor, and editorial page editor at daily and weekly newspapers. She has served as an adjunct professor in business at Middlesex Community College. She earned a Master of Business Administration from Rivier University, a Master of Arts in English and Writing from Southern New Hampshire University, and a Bachelor of Arts degree in Communications from Rivier University.

Senior Associate John Petrin has dedicated more

BERNARD LYNCH

Professional Experience

- **Community Paradigm Associates, LLC, 2014 - Present**
Founder and Managing Principal
- **City of Lowell, MA, 2006 - 2014**
City Manager
- **Town of Chelmsford, MA, 1986 - 2006**
Town Manager (1989 - 2006)
Executive Secretary (1986 - 1989)

Academic Experience

- **Moakley Center for Public Management, Suffolk University, 2014 - Present**
Senior Fellow and Adjunct Faculty in Graduate School of Management offering courses in Public Finance, Labor Relations, Strategic Leadership, and Community Engagement.
- **University of Lowell and University of Massachusetts-Lowell, 1980 - 2017**
Adjunct Faculty in Political Science Department offering courses in American Government, Public Administration, Urban Politics, Public Policy, State and Local Government, and Fiscal Policy.

Education

- Master of Public Administration, University of Massachusetts-Amherst
- Bachelor of Science in Political Science, University of Lowell

Professional Affiliations and Community Service

- International City Management Association, Full/Retired Member
- Massachusetts Municipal Management Association, Full/Retired Member
- Middlesex Community College Leadership Advisory Committee (2016-Present)
- Innovation Academy Charter School Board of Trustees (2014-Present)
- Middlesex 3 Coalition, Founding Member and Member of Board of Directors (2010-2014)
- Massachusetts Municipal Association-Fiscal Policy Committee (1994-Present) (Prior Chair)
- Lowell Plan Board of Directors (2006-2014)
- Lowell Development and Finance Corporation Board of Directors (2006-2014)
- Lowell Regional Transit Authority Board of Directors (2006-2014)
- UMass Lowell College of Arts and Sciences Alumni Advisory Committee (2005-2012)
- Massachusetts Local Government Advisory Committee (2007-2009)
- Massachusetts Municipal Association Task Force on State & Local Finance, Service Delivery & Administrative Reform (2004)
-

SHARON FLAHERTY

Professional Experience

- **Community Paradigm Associates, LLC, 2014 - Present**
Principal
- **Cape Cod Five, 2015 - 2016**
Marketing Communications Officer
- **Jeanne D'Arc Credit Union, 2010 - 2015**
Assistant Vice President, Marketing & Communications
- **MediaNews Group, Lowell Sun, 1995 - 2010**
Editorial Page Editor (2005 - 2010)
Metro/City Editor (2000-2005)
Education Reporter (1998-2000)
Municipal Reporter (1995-1998)
- **Community Newspaper Group, Chelmsford Independent, 1989 - 1995**
Assistant Editor (1992-1995)
Reporter (1989-1992)

Academic Experience

- **Middlesex Community College, 2011 - 2015**
Adjunct Faculty teaching variety of business courses to widely diverse population, including Communications, Introduction to Business, Marketing, and Business Ethics.

Education

- Master of Business Administration, Rivier University
- Master of Arts in English & Writing, Southern New Hampshire University
- Bachelor of Arts in Communications, Rivier University

Professional Affiliations and Community Service

- Plymouth Cultural Council (2016-2019)
- Rebuilding Together Lowell, Board of Directors (2010-2015)
- Greater Lowell Community Foundation, Nonprofit Grant Distribution Committee (2010-2015)
- Greater Lowell Community Foundation Advisory Board (2010-2020)
- Lowell Youth Development Collaborative, Board of Directors (2006-2015)
- Crime Stoppers of Lowell, Board of Directors (2010-2015)
- Girls, Inc. of Lowell, Board of Directors (2013-2015)

JOHN PETRIN

Professional Experience

- **Community Paradigm Associates, LLC, 2019 - Present**
Senior Associate
- **Town of Burlington, MA, 2012 - 2019**
Town Administrator
- **Town of Ashland, MA, 2005 - 2012**
Town Manager
- **Marlborough Public Schools, Marlborough, MA, 2001 - 2005**
Assistant Superintendent of Schools
- **Town of Harvard, MA, 1988 - 2001**
Town Administrator
- **Town of Pepperell, MA, 1985 - 1988**
Town Administrator
- **Town of Bellingham, MA, 1980 - 1985**
Tax Assessor (1982-1985); Park Commissioner (1980-1985)

Academic Experience

- **Moakley Center for Public Management, Suffolk University, 2019 - Present**
Senior Fellow, Program Coordinator, and Adjunct Faculty in Local Government Leadership and Management Certificate Program

Education

- Master of Public Administration, Northeastern University
- Bachelor of Arts in Political Science, Stonehill College

Professional Affiliations and Community Service

- Massachusetts Municipal Association, Retired Member (President, 2001; Vice President, 2000)
- Massachusetts Municipal Managers Association (President, 1995; Vice President, 1994)
- International City/County Managers Association (1991-2001, 2005-2019)
- Middlesex 3 Coalition, Board of Directors (2012-2019)
- Massachusetts Police Accreditation Commission (1997-2001, 2006-2019)
- Joint Labor Management Committee (2014-2019)
- Metropolitan Boston Emergency Medical Services Council, Board of Directors (2008-2017)
- Massachusetts Special Commission on Disability Pensions (2012-2013)
- Massachusetts Local Government Advisory Commission (1994-1996, 1999-2001)
- Massachusetts Association of School Superintendents (20

JENNIFER LEFFERTS

Professional Experience

- **Community Paradigm Associates, LLC, 2024 - Present**
Communications Associate
- **Communications Consultant, 2016 - Present**
Consultant
- **Saugus Public Schools, 2021 - 2023**
Communications Manager
- **Boston Business Journal, 2013 - 2015**
Freelance Writer
- **Boston Globe, 2005 - 2020**
Correspondent
- **MediaNews Group, Lowell Sun, Berkshire Eagle, Sentinel & Enterprise, 1999-2005**
Political Reporter & Bureau Chief, Statehouse
- **Middlesex News, MetroWest Daily News, 1996-1999**
Reporter
- **Sentinel & Enterprise, 1993-1996**
Reporter

Education

- Bachelor of Science in Print Journalism, Emerson College

Community Service

- Various local Parent-Teacher Organizations and School Councils

TOWN OF NEEDHAM
EXECUTIVE RECRUITING APPROACH

November 27, 2024



COMMUNITY PARADIGM ASSOCIATES, LLC

COMMUNITY PARADIGM ASSOCIATES, LLC

Recent Searches & References

November 27, 2024



COMMUNITY PARADIGM ASSOCIATES, LLC

Client	Reference	Address	Phone #	Email Address
Wilmington, MA Town Manager	Robert Peterson TM Search Committee Chair	121 Glen Road Wilmington, MA 01887	508-843-9791	rpeterson@wilmingtonma.gov
Winchendon, MA Town Manager	Michael Barbaro BOS Chair	109 Front St., Winchendon, MA 01475	978-833-7069	MikeB@town.winchendon.ma.us
Winchester, MA Town Manager	Mark Twogood Assistant Town Manager	71 Mt. Vernon St. Winchester, MA 01890	781-721-7130	mtwogood@winchester.us
Winthrop, MA Town Manager	James Letterie Town Council President	1 Metcalf Square Winthrop, MA 02152	781-983-6879	jletterie@town.winthrop.ma.us

COMMUNITY PARADIGM ASSOCIATES, LLC

Recruiting Materials

November 27, 2024



COMMUNITY PARADIGM ASSOCIATES, LLC

TOWN OF NEEDHAM
EXECUTIVE RECRUITING PROPOSAL
PRICING & CERTIFICATIONS

November 27, 2024



COMMUNITY PARADIGM ASSOCIATES, LLC

Respondent Information Form and Quote

Legal Name of the Business: Community Paradigm Associates, LLC

Company Name: (if different) _____

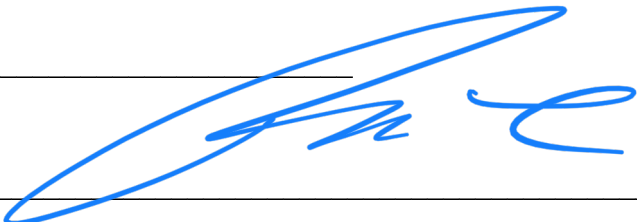
Business Address 1 Saddleback

City State Zip: Plymouth, MA 02360

Telephone: 978-621-6733 Toll Free Number: _____

State of Incorporation (Date): Massachusetts (April 16, 2014)

Total Quote Price: \$ 13,800

Signature of individual submitting the quote: _____


Individual Full Name: Bernard Lynch

Name of Business: Community Paradigm Associates, LLC

Date: November 27, 2024

Tentative
NEEDHAM SCHEDULE

- 12/17 Meet with Select Board to review process
- 12/18- 1/10 Develop Position Statement
- 1/21 Select Board Review of Position Statement, possible meeting with Screening Committee.
- 1/22 Formal Recruitment Begins
- 2/14 Deadline for Submission of Resumes
- Week of 2/17 Screening Committee Review of Resumes
- Week of 2/24 Screening Committee Interviews and selection of Finalists
- 2/25-3/17 Background Reviews
- 3/18 Referral of Finalists
- 3/25 Select Board Interview Process
- 4/1 Select Board Selection

