



TOWN OF ARLINGTON

HUMAN RESOURCES DEPARTMENT

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CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

Memorandum

To: Select Board Chair Len Diggins
From: Director of Human Resources Caryn Malloy
Re: Town Manager Search Consultant Services
Date: April 27, 2022

I am writing to affirm our discussions regarding the selection of Bernard Lynch of Community Paradigm Associates as the consultant to support the Select Board in their search to replace outgoing Town Manager Adam Chapdelaine.

Working under the guidance of Purchasing Agent Domenic Lanzillotti Community Paradigm's submission was identified as the most cost favorable of the three quotations received by the Town. The Town must have sound and sufficient reasons to not use the firm that provides the Town with the lowest quotation. I have spoken to representatives of two other communities who have recently worked with the firm in Town Manager/Administrator searches and both were extremely positive. Mr. Lynch was complimented for being a strong communicator and collaborator; both references indicated they would recommend using Community Paradigm Associates again should they be faced with another search.

With the Select Board's permission I would like to move forward with securing Community Paradigm's services. I have attached a copy of their quotation for your review.