

Meeting Minutes
Town Administrator Screening Committee
Monday, January 8, 2018, 5:30 PM
Morse Institute Library Study Room 1A

This meeting was posted in accordance with the provisions of M.G.L. Chapter 30A, § 23A-23C

Members present: Steve Levinsky, Chair; Josh Ostroff, Clerk; Tim Dooling; Mike Rourke; Dan Sullivan; Paula Panchuck, Terri Evans; Kristine Van Amsterdam.

Also present: Richard Tranfaglia, HR Director.

Steve Levinsky called the meeting to order at 5:30.

Terri moved approval of 11/28 minutes, seconded by KVA and voted unanimously.

Steve described the recruitment process and shared a suggested timeline that would have the committee vote on finalists on February 5, with intervening meetings to assess candidates to interview, and conduct the interviews. We will receive a packet on January 19 reflecting the consultant's recommendations.

Members discussed the interview questions for the candidates, focused on the content and the need for consistency across candidates. Topic areas included best practices, communications, vision, leadership, community engagement, competencies, innovation, finance and financial planning, labor relations and negotiations, service delivery and others. The focus will be more on practice than theory so members have a solid sense of what candidates have done. Members agreed that we had a good range of topics from which Steve could formulate questions. There was further discussion on a wrap-up question.

Members discussed the goals that the BOS has set forth, and how those might be incorporated into the interviews.

We may want to consider individually ranking the candidates prior to interviews as a starting point.

Kristine moved to consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants. Seconded by Dan and unanimously voted by roll call.

The committee entered into executive session. Upon the adjournment of the executive session, Terri voted to adjourn the public session, seconded by Mike and unanimously voted at 6:33 PM.

Joshua Ostroff, Clerk