

Town Administrator Screening Committee Draft Minutes

September 25, 2019

Town Hall Conference Room, 6pm

Members: Katrina Frere -Chair, Che Elwell, Sarah Guido, Boyd Jackson Jim MacDougall-Clerk, Roberta Sapienza, Beth Willis.

Advisors - Community Paradigm Associates (CPA) staff: Bernie Lynch, John Petrin, Sharon Flaherty

Attendees: Katrina Frere, Che Elwell, Boyd Jackson, Jim MacDougall, Beth Willis, Sarah Guido, Roberta Sapienza, John Petrin, Bernie Lynch

Regular Meeting Minutes

Katrina called the meeting to order at 6:02 PM, September 25, 2019 in the Town Hall Conference Room.

Al Wallace was unable to serve on the committee and Roberta Sapienza will serve in his place. Minutes from the August 12th meeting were reviewed. Che Elwell made a motion to approve, Boyd Jackson seconded. They passed unanimously. Sarah Guido and Roberta Sapienza abstained as they were not present at that meeting.

Bernie Lynch shared some ideas of draft interview questions to the committee. Committee members are to look at them and get back to Bernie and John directly if they have suggestions before the interview day.

Katrina Frere entertained a motion to *“enter into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(8) to review resumes and consider or interview applicants for employment or appointment by a preliminary screening committee for selection of finalists to be presented to the Select Board for possible appointment as Town Administrator. To have the discussion in an open session will be detrimental to the ability of the Town to attract qualified applicants for the position. Not to return to open session.”*

Boyd Jackson moved the motion, Beth Willis seconded the motion and members roll called to go into executive session.

Katrina Frere, Boyd Jackson, Che Elwell, Jim MacDougall, Sarah Guido, Beth Willis, Roberta Sapienza

Town Administrator Screening Committee

Executive Session Minutes

September 25, 2019

Town Hall Conference Room

Committee members were led by Bernie Lynch and John Petrin through a discussion of applicant resumes. Resumes were grouped by Community Paradigm into three tiers, qualified, not qualified and interesting. All resumes were reviewed and the committee selected to move forward with offering interviews to 7 of the 21 applicants.

Interviews will be scheduled during the day on Thursday, October 3rd. Committee members should plan to arrive at 8am and conversations will start at 8:30am. Each candidate will have about an hour long interview.

The goal is for the committee to narrow down the field again and pass along finalists to the Board of Selectmen. Confidentiality was stressed again. Only the names of the finalists will be made public.

Roberta Sapienza made a motion to adjourn, Beth Willis seconded the motion.

Role call out of executive session. Katrina Frere, Boyd Jackson, Che Elwell, Jim MacDougall, Sarah Guido, Beth Willis, Roberta Sapienza

Adjourned 7:46PM