

Town of Sturbridge
Town Administrator Search Committee Minutes
November 7, 2018

RECEIVED
NOV 13 AM 11:23
TOWN CLERK
STURBRIDGE, MA

Present: M. Dowling, T. Ford, E. Gaspar, J. Waddick

Absent: B. Haggerty

Others present: B. Barry (Barbara was present for approximately 5 minutes at the commencement)

T. Ford called the meeting to order at 4:20 p.m.

Motion: To Approve the Meeting Minutes of October 18, as amended

By: E. Gaspar

Second: J. Waddick

Vote: 4-0

Motion: To Approve the Meeting Minutes of November 1, as amended

By: J. Waddick

Second: E. Gaspar

Vote: 4-0

At the meeting, the members discussed at length the draft Profile submitted by Paradigm Associates, LLC. Members agreed that they would provide a running list of things that they would like changed/added to B. Lynch and that B. Lynch would draft the appropriate language to address these changes/additions.

The changes agreed to are as follows in no particular order of importance:

1. A separate bullet under "Qualifications," to read experience in "sustainable economic development" or words to that effect. Bullet should be placed near the top. Economic Development is referenced in various other bullets, but we would like one devoted to this as well.
2. A separate bullet under "Qualifications," to read proven experience with state officials and state government, particularly in the area of funding/grants, etc.
3. A separate bullet under "Qualifications," to read proven experience in all phases of grant management, from acquisition to completion.
4. Under the heading "Committees," the Finance Committee should be explicitly referenced given its importance in our town government. It should reference that a nine member Finance Committee is appointed by the Town Moderator. Its recommendation on Warrant Articles at Town Meeting is the main motion voted upon.

5. Under the heading, "Capital Needs," delete the entire sentence regarding what was approved at the June 18 town meeting. Also, reference, "possible need to upgrade aging water pipes" rather than how written.
6. Under the heading, "Education," add a sentence that references the student population.
7. Under the heading, "Town Meeting," change to read that the Annual Town Meeting is held the first Monday of June (not April as written).
8. Under the heading, "Tourism," committee members agreed to change the hotel tax from 3% as written to whatever is accurate. There was discussion that this figure was not correct.
9. Under the heading, "Public Safety," the number of employees in police and fire need to be updated, respectively, as follows: 12 full time officers, 2 school resource officers, 11 dispatchers; and 14 full time firefighters and 10 call firefighters.
10. Under the broad heading, "The Community," at the top of page 2, delete the sentence in that paragraph that lists the 3 largest employers.
11. Under the heading, "Open Space and Recreation," add a sentence in the beginning stating that the town was one of the first communities in the Commonwealth to adopt the Community Preservation Act.
12. Add/edit any changes Barbara makes to the financial data for purposes of accuracy.
13. The compensation should read plus/minus \$145,000. Members agreed that this figure was agreed to at an earlier meeting and that it is reasonable.

M. Dowling read the above changes to members to verify that it encompassed what was agreed to during the meeting. Members agreed that M. Dowling should forward to B. Haggerty, as Chair, and that he should send along to B. Lynch. Members also agreed that once B. Barry reviewed the draft Profile addressing the finances of the town, for purposes of accuracy, it would be forwarded to B. Haggerty.

Motion: To Adjourn


By: J. Waddick

2nd: E. Gaspar

Vote: 4-0.

The Committee adjourned at approximately 5:45 p.m.

Minutes prepared by Clerk, M. Dowling.


Clerk, Mary Dowling

DATED

