

Town of Sturbridge

Town Administrator Search Committee Minutes

October 18, 2018

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

Others present: B. Lynch, S. Flaherty, Community Paradigm Associates, LLC

B. Haggerty called the meeting to order at 10:01 a.m.

Motion: To Approve the Meeting Minutes of October 10, as amended

By: J. Waddick

Second: E. Gaspar

Vote: 5-0

B. Lynch began the meeting by providing the members with an overview of the process that it would follow in seeking applicants for the town administrator position. He began by stating that the goal of the current meeting was to find out what the town wants in a Town Administrator acknowledging that needs can change over time. Such qualities are essential to drafting an effective "Profile," which will be used as a marketing tool to attract the right candidates.

G. Gaspar inquired whether the salary range posted can be adjusted downwards at the lower end of the salary range. (In an earlier meeting the Search Committee had arrived at a range of \$140,000 to \$160,000). He suggested \$130,000. B. Lynch responded that his practice is to identify a salary in the job posting and then utilize a +/- (plus and minus sign) to indicate that the salary could be adjusted upwards or downwards depending upon qualifications, experience, and other relevant factors. The Committee agreed to utilize this technique. After discussion with B. Lynch, and S. Flaherty, the Search Committee agreed with a salary of \$145,000 for the job posting, which was approximately what the former town administrator had been paid. During discussion, T. Ford inquired whether a candidate would know that the range could be adjusted as high as \$160,000. B. Lynch answered in the affirmative. B. Lynch also indicated that prospective applicants would ask such questions to him directly once the posting was advertised. J. Waddick also added that a 10% adjustment either way from the \$145,000 posting would be a reasonable assumption.

During the meeting, the parties agreed to various dates that would be adhered to in the process. They are as follows:

1. November 1 – Citizens' Forum. Search Committee agreed that the Forum would be posted as a meeting of the Search Committee and that B. Lynch would run the meeting. Meeting to be held at Veteran's Memorial Hall, Town Hall, at 7:00 p.m. T. Ford reserved the room during the meeting. B. Haggerty to post it with Town Clerk.
2. November 5 – Community Paradigm to submit proposed Profile to Search Committee

3. November 7, 2018 -- Meeting of Search Committee to go over the proposed Profile and to make changes and edits, if necessary. Meeting to be held at the Town Hall, Conference Room, at 4:00 p.m. B. Haggerty to post it with Town Clerk.
4. Community Paradigm to post position on either November 8 or 9 on appropriate sites.
5. Resumes of prospective applicants due on either December 9 or 10. (B. Lynch to decide which of two dates -- he prefers 4 weeks for the posting.) B. Lynch indicated that they will place the resumes in "3 batches:" Qualified, Not Qualified, and Interesting. Search Committee members agreed that the Committee does not need to review the applicants that Community Paradigm deems not qualified, but that such resumes would be available in the event that any member wishes to review the file.
6. December 11 -- Search Committee Executive Session Meeting to go over resumes with Community Paradigm. Meeting to be held at 9:00 a.m. in the Town Hall, Conference Room.
7. December 17 and December 18. -- Interviews with Finalists. Search Committee agreed that interviewing candidates over 2 days rather than 1 day would be more manageable and effective. T. Ford indicated that, based on his experience, attempting to hold them all in one day was not as effective or in the best interest of the candidates as interviewers tend to become less thorough as the day progresses. All agreed. Interviews to take approximately 1 hour; number of interviews set at approximately 7 to 8 applicants.
8. December 17 -- Search Committee Executive Session Meeting beginning at 8:30 a.m. and interviews beginning at 9 a.m. Meeting to be held at the Public Safety Complex in the Emergency Operations Center. Members agreed that the location would be spacious and private. B. Haggerty to post meeting with Town Clerk.
9. December 18 -- Search Committee Executive Session Meeting beginning at 11:45 a.m. and interviews beginning at 12:00 p.m. Same venue. B. Haggerty to post meeting with Town Clerk.

After the time table was established, Search Committee members returned to a discussion of the ideal candidate. Prior to the meeting, B. Haggerty submitted a memo to B. Lynch outlining the qualities and attributes that the Search Committee valued. The memo outlined the attributes discussed at the previous Search Committee meeting. B. Lynch indicated that it would be very useful to them in drafting the Profile.

B. Lynch then inquired whether or not the Search Committee would consider applicants who lived a distance from Sturbridge, but were interested in applying. He indicated that he was aware of two possible applicants who lived a distance from Sturbridge. He indicated that he was aware of town administrators who rented during the week in the town where they worked, but maintained their houses a distance away where they returned each weekend. Search Committee members indicated that they may consider such an arrangement, but advised that the BOS should be consulted on such questions. M. Dowling stated that

she would be concerned with an applicant living too far away if he/she tried to commute every day. She indicated that she may consider such an arrangement if the applicant agreed to rent nearby for the work week. B. Lynch also discussed the names of two other current town administrators that he believed may be interested in the position. Discussion followed.

B. Lynch indicated that he would require applicants to submit both a cover letter and resume. He inquired whether or not the Search Committee would want to review writing samples as well. B. Lynch stated that he could design essay questions that would be helpful in assessing their written communication skills. He also indicated that he could request that they submit samples of their work, for example a presentation that was made to a board of selectmen or other town committee. B. Haggerty indicated that he preferred some type of writing sample. There was general consensus.

B. Lynch had meetings set up for the afternoon with various BOS members to discuss what they were seeking in a town administrator.

Motion: To Adjourn

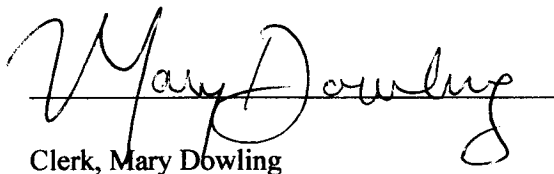
By: T. Ford

2nd: E. Gaspar

Vote: 5-0.

The Committee adjourned at approximately 11:45 p.m.

Minutes prepared by Clerk, M. Dowling.

 DATED Mar 8 '18
Clerk, Mary Dowling