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Town of Sturbridge
Town Administrator Search Committee Minutes
September 26, 2018

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

Others present: Ted Kozak, Interim Town Administrator

Ted Kozak called the meeting to order at 2:03.

T. Kozak informed the Committee that the first order of business was to elect a Chair, Vice-Chair, and Clerk.

Motion: To elect B. Haggerty as Chair

By: J. Waddick

2nd: M. Dowling

Vote: 4-0-1 (B. Haggerty abstaining).

Motion: To elect T. Ford as Vice-Chair

By: M. Dowling

2nd: J. Waddick

Vote: 4-0-1 (T. Ford abstaining)

Motion: To elect M. Dowling as Clerk

2nd: J. Waddick

Vote: 5-0

The Committee discussed at length the possibility of engaging the services of a professional search firm to aid the Committee in its charge to seek candidates for the position of Town Administrator, including both the costs and potential benefits. B. Haggerty stated that he had a conversation with L. Gaumond, who indicated to him that towns in Eastern Massachusetts are using them increasingly to recruit qualified candidates, and that the town of Weston utilized a search firm to secure his employment there. J. Waddick inquired of T. Kozak what his experience was in this regard. T. Kozak stated that historically they were not used in central Massachusetts, but that he is witnessing an increased use of such firms and that times are changing. E. Gaspar stressed that utilizing a search firm should not replace the Committee's duty to network and engage in its own due diligence to seek out qualified candidates. There was general consensus, however, that the Committee should consider it and have more information available to them before a decision is reached.

The Committee thereafter reviewed the correspondence of 4 search firms that L. Gaumond had shared with the Board of Selectmen. B. Haggerty suggested that the Committee invite 2 of the search firms to come to a future meeting to discuss their rates and scope of services. T. Ford stated that 3 of his peers, who went through recent searches, highly recommended Bernie Lynch of Community Paradigm. T. Ford stated that B. Lynch was also the firm that secured L. Gaumond's employment in Weston. In turn, E. Gaspar stated that he had nothing but positive things to say about the Edward J. Collins, Jr. Center For Public Management and that they had an excellent reputation in the field.

Motion: To invite Bernie Lynch of Community Paradigm and the Collins Center for Public Management to the next meeting in order to give a presentation on the scope of their services.

By: E. Gaspar

2nd: T. Ford

Vote: 5-0

T. Ford agreed to contact Bernie Lynch and E. Gaspar agreed to contact the Collins Center. The Committee agreed that 30 minutes per presentation would be sufficient and that the presentations should be scheduled for October 4, beginning at 3:00, if possible. T. Ford and E. Gaspar agreed to follow-up with each other on their respective tasks.

The Committee also discussed the salary range for the future town administrator and, in particular, whether or not the upper range should exceed the amount of L. Gaumond's former salary of approximately \$145,000 and/or the top of his salary grade. During the meeting, T. Ford contacted B. Barry, who indicated that the top of the grade for the town administrator is \$149,724. The Committee agreed that before any research is conducted on whether or not it would be appropriate to increase the salary range the Board of Selectmen should be consulted on whether or not they would be supportive of such a measure if the data so warrants. M. Dowling agreed to inquire at the next Board meeting.

T. Kozak stated that B. Barry has prepared a warrant article for the upcoming special town meeting to increase the salary line item for the town administrator by \$11,000 due to increased expenses, including, paying L. Gaumond for unused vacation time. T. Kozak suggested that this figure could be adjusted upwards in the event that the Committee elects to increase the salary range for the future town administrator.

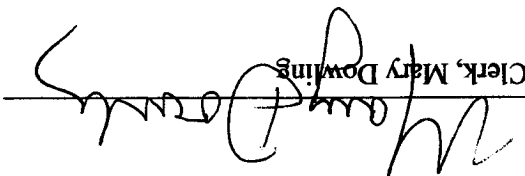
T. Kozak also suggested that the Committee request that the Board of Selectmen have a "placeholder" for a warrant article for the upcoming special town meeting to cover the cost in the event that the Committee elects to employ the services of a professional search firm. M. Dowling agreed to make this request at the next Board of Selectmen meeting.

At the suggestion of B. Haggerty, Committee members then provided a brief introduction of themselves by sharing with each other their personal connection to Sturbridge and their respective backgrounds.

The Committee agreed that the next meeting would be held on October 4th at 3:00 p.m.

Motion: To Adjourn
By: J. Waddick
2nd: E. Gaspar
Voted: 5-0

Minutes prepared by Clerk, M. Dowling.


Clerk, Mary Dowling
DATED Oct 4, 18