

Assistant Town Administrator Hiring Committee Meeting Notice
Montague Town Hall - Annex Conference Room
1 Avenue A, Turners Falls, MA 01376
Online Access: <https://us02web.zoom.us/j/86579873620> or Call In: 646-558-8656

Meeting Minutes

Thursday, July 7, 2022 at 3pm

Meeting called to order at 3:05pm

Present: Tom Bergeron, Steve Ellis, Greg Garrison, Bill Ketchen, Chelsey Little, Kim Williams.

Absent: Wendy Bogusz.

1. Welcome and Swearing in of Members

Town Clerk Deb Bourbeau appeared and conducted formal swearing in of members present who were not previously sworn in (everyone except Mr. Ellis). Member self-introductions followed.

2. Review of Committee Charge

Mr. Ellis facilitates the meeting pending appointment of a committee chair.

Mr. Ellis outlined the goal of this committee, which is to organize a process for the identification and evaluation of candidates for the Assistant Town Administrator position, which has specific focus on matters pertaining to community and economic development, and public facilities and infrastructure. This committee will ultimately seek to identify one or more candidates whom they would recommend for hire by the Montague Selectboard.

3. Committee Organization / Election of Chair

The committee acknowledged the need to appoint a chair to run the meeting and considered candidates within the group based on their experience doing such. Mrs. Little moves to appoint Mr. Garrison as chair, Mr. Bergeron seconds. Motion passes 6-0.

Mr. Garrison assumes responsibilities of the chair.

4. Review of Hiring Process/Logistics

Discussed job description and considered questions related to the role as it relates to different departments. Mr. Ellis explained rationale for the position and description as adopted by the Selectboard.

Considered the job advertisement as draft by Mr. Ellis. Opted to reference described credentials as preferred rather than required in order to gain encourage qualified candidates whose credential may not align entirely with those referenced in the job description. Set deadline for submission of applications at July 29.

Discussed advertising venues. Decision by consensus to focus on relevant professional associations (MMA, APA, STAM), Town website and social media, Indeed, and a job search resource that directly engages diverse candidates, such as Diversity.Com. Advertising will begin July 11.

Interview schedule will be built on a timeline that seeks to make the hire by October 3rd. Resume due date of July 29 is intended to allow for interviews, possibly two rounds, to be conducted in

August and early September. First round interviews likely to be 60 minutes in length and to be supported by a structure interview protocol and scoring rubric – example provided.

Mr. Ellis noted the need to provide complete confidentiality for all candidates, whose resumes and first round interviews will be conducted in executive session. We want to be sure we properly safeguard candidates to the extent that Open Meeting Law allows.

5. Next Meeting Date and Agenda

Next meeting scheduled for Tuesday July 19th at the Montague Town Hall Annex Meeting Room. The meeting will also be posted for hybrid access. Focus to include advertisement update, interview logistics and protocol.

Request to send interview question ideas to Mr. Ellis by July 14th. All questions will be shared for discussion at the July 19 meeting.

6. Items not anticipated within 48 hours of meeting

N/A

7. Adjournment

Mrs. Little moves to adjourn, Mr. Bergeron seconds. Motion passes 6-0.