

Assistant Town Administrator Hiring Committee  
Montague Town Hall - Annex Conference Room  
1 Avenue A, Turners Falls, MA 01376

**Meeting Minutes**  
**Tuesday, July 19, 2022 at 3pm**

Meeting called to order at 3:02pm

Present: Tom Bergeron, Wendy Bogusz, Steve Ellis, Greg Garrison, Bill Ketchen, Kim Williams.

Absent: Chelsey Little.

**1. Review and approve meeting minutes**

- Mr. Bergeron moves to approve the minutes of July 7, 2022, seconded by Mr. Ellis. Motion passes 6-0.

**2. Hear update on advertising and response**

- Ms. Bogusz gives update on advertising venues: MMA, APA, Diversity.com uploaded to the Town's website and shared on Facebook as of July 11<sup>th</sup>. Ms. Bogusz will also advertise on Indeed.
- Mr. Ellis stated he shared the ad with the STAM Town Administrator's list.
- Considered whether to use targeted advertising function on Facebook, but ultimately decided it would not engage the audience we are looking for.

**3. Consider interview logistics (format, duration, process)**

- Reviewed and discussed list of questions presented to the Committee. Mr. Garrison would like Mr. Ellis to pair down the list to the top 12 questions for review at the next meeting.
- Mr. Garrison moves to ask Mr. Ellis and Ms. Bogusz to do the initial screening of resumes that come in. Seconded by Mr. Bergeron; motion passes 6-0.
- Ms. Bogusz will forward resumes received to date by end of day on July 28<sup>th</sup>.
- In considering the pre-screening process, it is understood that we are only to weed out obviously unqualified candidates. Committee is looking for candidates who have exceptional experience as pertains to the job description and the intent is not to screen out people who have strong qualifications and transferrable experience/skills.

**4. Develop candidate interview protocol**

- The committee will meet on August 2 at 3:00 PM at which time they will review resumes that emerge after the initial screening protocol, and decide who should be interviewed.
- First round of interviews will be scheduled for 75 minutes each on August 10<sup>th</sup> starting at 9:00 AM through 12:15 PM and then from 2:00 PM to 5:00 PM
- August 18<sup>th</sup> will be held as a meeting date if needed.

**5. Next Meeting Date and Agenda**

- Next meeting scheduled for Tuesday, August 2<sup>nd</sup> at the Montague Town Hall Annex Meeting Room. The meeting will also be posted for hybrid access. Focus to include interview questions and selection of candidates for interview.

**6. Items not anticipated within 48 hours of meeting**

N/A

**7. Adjournment**

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