

# Montague Assistant Town Administrator Hiring Committee

Monday, March 11 2024 at 4:30pm  
Meeting Held via ZOOM

## Meeting Minutes

Present: Chris Boutwell, Walter Ramsey, Wendy Bogusz, Maureen Pollock, Carolyn Olsen, Greg Garrison, Dorinda Bell-Upp

Excused: Michael Nelson

### Votes may be taken

1. Orientation:

WR encouraged everyone to get sworn-in and take Conflict of Interest Law training if members have not already done so.

2. Review of Committee Charge:

To recruit, screen, vet, and recommend a slate of exceptional candidates to the Selectboard for the Assistant Town Administrator position. The targeted hiring date is May 13 for a mid June start date

3. Committee Organization / Election of Chair:

**MOTION** by GG to nominate Dorinda Bell-Upp as Chair. Seconded by WB. CB- AYE, WB- AYE, WR- AYE, CO-AYE, GG-AYE, DB- ABSTAINING. Motion passed.

4. Review of Hiring Process/Logistics

a. Position Advertising

Committee agreed to the general proposal and to focus more on professional network and social media over newsprint outlets outside the local area. MP agreed to help with social media. Committee reviewed the position statement and agreed to the general approach. WB will help improve the accessibility of the information on the town website. Ads to start Friday March 25. Screening to start week of April 22.

b. Interview Format

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TBD at next meeting.

c. Interview and Process Schedule.

Interviews targeted for week of April 22. WR will provide suggested interview questions and rubric ahead of next meeting.

d. Other Related Topics.

None

5. Next Meeting Date and Agenda: Next Meeting Monday March 25 at 4:30 via zoom. The purpose will be to determine screening and interview protocols.

6. Items not anticipated within 48 hours of meeting: None

**MOTION** by GG to adjourn. Seconded by CO. CB- AYE, WB- AYE, WR- AYE, CO-AYE, GG-AYE, DB- AYE. Motion passed. Meeting adjourned 5:15PM