

Montague Assistant Town Administrator Hiring Committee

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

Meeting Minutes

Present: Chris Boutwell (CB), Walter Ramsey (WR), Wendy Bogusz (WB), Carolyn Olsen (CO), Greg Garrison(GG), Dorinda Bell-Upp (DB), Michael Nelson (MN)

Excused: Maureen Pollock

Also Present: Tom Bergeron

Votes may be taken

1. Approval of Minutes:

MOTION by GG to approve minutes of 3/11/24. Seconded by CB. CB- AYE, WB- AYE, WR- AYE, CO-AYE, GG-AYE, DB- AYE, MN-AYE. Motion passed.

2. Update on advertising and response:

WR reported that the posting is live as of 3/15. 8 candidates have applied as of the meeting. Posted on MMA, STAM, Montague Reporter, Greenfield Recorder, MASter List, and LinkedIn. Postings on diversity.com and Facebook are on hold.

3. Hiring Process/Logistics:

75 minute in-person interviews. Round Robin style questions from the committee. Each committee member asks one or pre-approved 2 questions

4. Candidate Interview Protocol:

The committee reviewed the draft questions dated March 2024. These we based on the questions from the 2022 ATA hiring committee. Several comments were provided

- DB: Do we need two questions on grant writing? Consider merging the two questions about grant writing.
- GG: Add a question about project management or about the design/bid build process.

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- TB: Incorporate a question about ability to collaborate closely with key departments like DPW/CWF. Question 9 may be tailored to ascertain this.
- WR: tweak and move the question about Capital Improvements. Have you been involved in a multi-year capital plan? If not, how would approach the process?
- WR was directed to edit the list of questions are distribute a revised draft for the next meeting.

5. Next Meeting Date and Agenda:

Next Meeting Wednesday April 24, 24 at 4:30 via zoom. The purpose will be to conduct the initial screening of candidates in executive session. Interviews to occur the between May 1 and May 9 during the day/afternoon.

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, MN-AYE. Motion passed. Meeting adjourned 5:09PM