

Montague Assistant Town Administrator Hiring Committee

Wednesday, April 24 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), Tom Bergeron (TB), Maureen Pollock (MP)

Votes may be taken

1. Approval of Minutes:

MOTION by CO to approve minutes of 3/25/24. Seconded by CB. CB- AYE, WB- AYE, WR- AYE, CO-AYE, GG-AYE, DB- AYE, MN-AYE, MP-AYE, TB-AYE. Motion passed.

2. Enter executive Session to consider applicants by a preliminary screening committee

DB declared that an open meeting will have a detrimental effect in obtaining qualified applicants.

MOTION by CO to enter executive session under MGL Chapter 30A, Section 21(a) number 8, To consider or interview applicants for employment by a preliminary screening committee. Seconded by CB. CB- AYE, WB- AYE, WR- AYE, CO-AYE, GG-AYE, DB- AYE, MN-AYE, MP-AYE, TB-AYE. Motion passed.

Open Session reconvened 5:15 PM

3. Finalize screening procedures and interview schedule

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WB to schedule interviews in executive session on Thursday 5/2 with a backup date on Monday 5/6 in the afternoon.

WR to send out interview score sheet with questions assigned to each member. Each candidate to ask one or two questions. Minor amendments/ rearranging of the interview questions was discussed. A question was added asking about the applicants personal interests and hobbies.

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

MOTION by GG to adjourn. Seconded by Seconded by CB. CB- AYE, WB- AYE, WR- AYE, CO-AYE, GG-AYE, DB- AYE, MN-AYE, MP-AYE, TB-AYE. Motion passed. Meeting adjourned 5:25PM