

**Town of Montague
DPW Superintendent Hiring Committee
Meeting Notice**

Town Hall Annex Meeting Room
One Avenue A Turners Falls, MA 01376

Tuesday , May 14 2024 at 10:00 AM

Meeting Minutes

Meeting Convened 10:04

Present: Walter Ramsey, Tom Bergeron, Brandy Patch, Will Stratford, Chelsey Little, Bryan Camden, Rich Kuklewicz, Ken Morin, Leigh Rae (10:12)

Organization:

Motion by KM to nominate RK to be chair. Seconded by CL. All approved.

CL volunteered to take meeting minutes.

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 July 1 for a mid July start date.

Walter: reminder that meetings and interviews will be done in confidence in executive session and to please respect the confidentiality of potential applicants who may be coming from other municipalities.

Walter: Review of documents that were sent as meeting materials.

Review of Hiring Process/Logistics

Leigh: can the info sheets make sure they include the need to work with other departments that may be a bit different than how other towns operate, as Montague is very different in its structure-Walter: yes its mentioned briefly in the info sheet on Montague Town structure

Leigh: how does the process work for getting applications and review?

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-advertised the 16th, due the June 6th organized candidates in pdf file through Wendy and sent out to members

-screen candidates to interview and set-up interview questions

-Bryan: what do we anticipate seeing for candidates? Are there any internal candidates? WR: no known internal candidates.

-Should we advertise in other types of job places like construction or engineering? Yes we need to have someone who can do a lot of admin work such as those

Walter: CDL isn't necessarily a minimum requirement for the job, but would be preferred.

Walter: looking at the info sheet, added descriptions on major front and center issues that the department is working on such as transfer station and a pavement management program, MVP grant application for stormwater systems, and projects so candidates understand the.

Leigh: master plan currently be working on, that's important to have a candidate know and understand-Walter: there is a link on the info for the master plan for review

Rich: looking to ask questions regarding info from the informational documents provided, which would be good to see who reviewed them

Brandy: how do questions get set-up? Walter: we can have several options that we have used for other department heads and we can put together some other questions that the committee would like to ask , 8-10 questions we will agree upon and then go round robin with everyone, or we can just have one person be the contact person for the interview questions. Generally want to ask the same questions for each candidate to stay consistent. Will have a grading rubrics to score each candidate, Walter will draft that rubric up.

Leigh: I like having everyone each ask questions

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Chelsey: agreed, have used that before and enjoyed that process

Walter: would we consider remote interviews? Brandy, would like in person, Rich would like in person unless there was a stellar candidate. General consensus to have in- person interviews.

Rich: will we be doing follow-up interviews? Walter-has not been involved 2 interview process, usually have a short list of candidates for the Selectboard and they could potentially do another interview if they would like.

Leigh: has the Town ever offered money to have someone come to interview or relocate fees? Walter-not typically in the past

Chelsey: would we consider outside region candidates if they wanted to relocate?

General discussion, yes but not to pay them to come out, group agreed but wanted to leave it open to a zoom interview first then potentially want them to come in person afterwards if its a good match.

Rich: explained some challenges with bargaining units and department heads who may not be in a unit and will negotiate their salary and benefits with the Town Admin and potentially a Selectboard member.

Brandy: Tom doesn't currently have a contract does he? It would be nice to know what someone falls under if not in a bargaining unit. Walter-start with a clean slate for new hire, this is likely to be contracted.

Walter: interview format-will send out information on setting up questions, will compile that list for review for members

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Next Meetings: Tuesday May 28th via in person at 11am

Hold Thursday the June 6th at 11am? -review candidate applications/schedule interviews

(Shooting for 2 interview sessions 3 hours each, try to keep each interview at 45 min each, unless we can do 4 all in one day to get them done more efficiently)

Meeting Adjourned @10:53AM