

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

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

Tuesday , May 28 2024 at 11:00 AM

Meeting Minutes

Meeting Convened: 11:02AM (Walter opened meeting in Rich's absence)

Present: Walter Ramsey, Tom Bergeron, Brandy Patch, Will Stratford, Chelsey Little, Bryan Camden, Rich Kuklewicz @11:13, Ken Morin

Review and approve meeting minutes: "review of committee charge" for edit was only change requested (by Brandy) Minutes unanimously approved with that edit.

Hear update on advertising and response:

WR: Have not received any applications officially yet, understand that there are some potential candidates poking around and interested from other similar positions in other towns.

WR:First look deadline Tuesday the 4th, next meeting will be the following Thursday the 6th, goal for that meeting is to review which candidates we would like to interview.

BC: do we have a plan B if we don't get applicants that meet the standards? Might we have to look at other things like if someone has 4 years experience instead of 3 years for example?

WR: I agree, we might have to consider things like that, and maybe ask people who may have been interested why they didn't end up applying in case the bar was set too high potentially.

Consider interview logistics:

WR: Plan for Interviews around week of June 10th or 17th. Will review questions template that was sent out.

Discussion by group: KM-everything was well covered, I don't have any new questions. Depending on the person wondering what kind of dealings they've had with DEP.

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LR: sent in suggestions in email: suggested a different way to frame the 1st question: what qualities they believe make a good DPW candidate and what are their strengths and weaknesses.

WR: let's weave in strengths and weaknesses.

LR: #5 ask for specific examples for them to provide and how they have collaborated with

TB: what about their experience with unions, Walter-in the management section is where that should come up

LR: Be more broad on how to apply technology instead of not just DPW related
#9- strike out first sentence and just ask for an example for a lesson that they've learned

KM:#7 project management section also asks for lessons learned

RK: most of the questions might get answered depending on how much someone shares during discussions. Do we assign people to certain questions or just have a moderator who asks them all?
General discussion: would like to have everyone ask questions around the room.

WR: think about what questions you'd like to be assigned.

Develop candidate interview protocol:

BC: what are we thinking for time for interviews? K-45 minutes seems reasonable, RK-agree, then we will have time to break for a few minutes in between interviews.

WR: Under open meeting law we can have preliminary screening under executive session, then after we have narrowed it down to 2 candidates for the Selectboard then anything afterwards would be open to the public.

Topics not anticipated: N/A

Next meeting: June 6th @1100AM (executive session meeting)

Interview times tentative Schedule: Week of June 10th and or 17th, Potentially Wed 12th or June 18th Meeting Adjourned: @1132AM