

# Montague Assistant Town Administrator Hiring Committee

To: Montague Selectboard

From: Dorinda Bell-Upp, Chairperson

Date: 5/20/2024

## **RE: Committee Report and Recommended Finalists**

The assistant town administrator hiring committee convened 5 times to solicit candidates and review 20 applications. The Committee interviewed 3 applicants and are recommending two finalist candidates.

After careful candidate review, the Assistant Town Administrator Hiring Committee has chosen to advance Athena O'Keeffe and Christopher Nolan, for the Selectboards' consideration. Both candidates have strong speaking and writing skills, both have recently received or are pursuing master's degrees from Suffolk University in public administration, both have a lot of potential but are newer to forward facing positions in public administration. Given their similar skillset, the committee talked about these prospective candidates at length and ultimately determined that we would unanimously recommend Athena O'Keeffe as our top recommended candidate. Athena is a Greenfield resident who works as the Clerk of the Town Council in Amherst. In this role she has coordinated on policy development, worked with a variety of department heads, and conducted public outreach. She also has management experience in the private sector. We are confident that Athena will be a quick learner in the areas where she has a lack of direct experience. We are also confident that she will be a committed community advocate.

Respectfully,

Dorinda Bell-Upp

Members: Wendy Bogusz, Chris Boutwell, Dorinda Bell-Upp, Greg Garisson, Michael Nelson, Carolyn Olsen, Maureen Pollock, Tom Bergeron, Walter Ramsey