

Town Administrator Search Committee
Meeting Minutes
July 20, 2021

TOWN OF GROVELAND
2021 JUL 30 AM 8:58
TOWN CLERK
POSTED

Members in attendance: Joe D'Amore, Chief Bob Valentine, Ruth Rivard, Janet Nolan, Beth Cunniff, Kathy Alesse, Greg Labrecque and Rebecca Oldham.

Absent Members: Chief Jeff Gillen

Call to Order: Motion made by Ruth and Bob seconded at 5:35 PM.

Minutes:

Motion made by Greg and Kathy seconded, vote to approve the minutes of July 13, 2021 meeting vote unanimous.

Opening:

Meeting will follow the 6 Agenda items as presented.

1. Review of Correspondence presented to BOS.

Joe presented the concern of liabilities and noted that as a sworn in committee, this Search Committee is considered a Special Municipal Committee protected by: Immunity MA Torte Claims Act, Qualified Immunity under Federal and State Laws and the Town Insurance. Town By-laws section 1: Allows for the creation of a search committee to recommend candidates.

Joe would like a formal charge from the BOS.

- a. Power to Interview Candidates
- b. Deadline is urgent, open till filled
- c. Engage a consultant
- d. Single member access to inbox, to access, police and distribute resumes.

Rebecca presented information on Paradigm, quote of \$6,000.00.

Ruth presented information on Collins Center, potential cost of \$350.00 per candidate for background checks.

Joe mentioned the possibility of utilizing town council. No quote or confirmation.

2. Inbox Resume Access.

Rebecca offered to be the point person, motion to appoint Rebecca as the single point person to monitor and make copies of resumes for the group.

Ruth made the motion and Bob seconded, vote to appoint unanimous.

3. Review of recommended consulting firms.

Greg requested that we address Agenda item 4 prior to 3, group agreed.

4. Search Process

What the teams task should be, present a job description based on what Groveland needs in a Town Administrator. Discussion on re-writing the job description. Recommendation of a subcommittee, motion made to create a subcommittee to rewrite the Town Administrator job description.

Janet made the motion and Ruth seconded, vote to create a subcommittee unanimous.

Sub Committee members, Beth and Ruth.

Second suggestion to create a subcommittee to write interview questions.

Bob made the motion and Kathy seconded, vote to create a sub committee to write interview questions. Joe requested the motion be withdrawn at this time. Bob agreed to withdraw.

Close date or deadline discussed on receiving resumes, having an open date allows the committee to make an offer and secure a candidate at any time or as soon as possible. Joe noted, that was the request of the BOS.

3. Review of recommended consulting firms.

Group discussed the benefits of utilizing an outside consultant. Joe asked each member for their opinion. Motion was made to request the BOS to hire Paradigm.

Ruth made the motion and Bob seconded, vote 7 in favor and Ruth abstaining as chair of the Finance Board.

Committee should move forward in the event the BOS will not approve the consultant. The motion to set up a subcommittee was recommended again to write interview questions subject to modifications by the consultant firm.

Bob made the motion and Rebecca seconded, vote unanimous to set up a subcommittee.

Sub Committee members, Bob and Janet.

5. Vote to proceed to Executive Session.

Candidate discussion general no need to proceed to executive session. Ruth mentioned the importance of preliminary review of the candidates rating with a yes, no or maybe.

In order to move the process along Joe will request an additional meeting of the BOS to keep them informed of the progress and to approve the request to hire a consulting firm.

6. Open meeting topics.

Discussion of the next meeting topics:

Minutes approved

Review vote of the BOS

Confirm the directive of this search committee

Review the subcommittee recommendations

Open meeting items

Executive session MGL

Next meeting date set for Thursday, July 29th at 5:30 PM, in the Town Hall Center Meeting Room if available.

Adjournment:

A motion to adjourn the meeting made by Bob and seconded by Ruth, vote unanimous.

Meeting adjourned at 6:45 PM

Respectfully Submitted by: Beth Cunniff

Minutes Approved: July 29, 2021