

Town Administrator Search Committee
Meeting Minutes
July 29, 2021

TOWN OF GROVELAND

2021 AUG 11 AM 11:34

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

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

Minutes:

Request to revote the minutes of July 13, 2021 for a date correction. Motion made by Ruth and Greg seconded, vote to approve the amended minutes of July 13, 2021 meeting, vote unanimous.

1. Review charge of the BOS.
 - a. BOS confirmed, Open Appointment until Filled.
 - b. The committee may conduct interviews.
 - c. Rebecca has sole access to the in box, resume receipt, copying and distribution to the committee.
 - d. BOS agreed to hire the consulting firm, Community Paradigm. BOS requested to use the Salary line item instead of the Reserve Fund. Joe was advised by the accountant, that would not be possible, the consultant must be paid from the Reserve Fund. The Finance Board chose not to vote the transfer until confirmed and directed by the BOS. Joe will attend the BOS, August 2nd meeting and ask for a formal vote during public comment.
2. Future Schedule.

Joe presented a schedule for the committee to follow to complete the charge and present 3 to 5 candidates to the BOS by 9/11/2021, allowing the BOS to interview and make an offer by 10/9/2021.

Jeff made the motion and Bob seconded, vote to accept the flexible schedule as amended, vote unanimous.
3. Review Sub Committees.
 - a. Job Description
Bob made the motion and Greg seconded, vote to accept the job description as presented, vote unanimous.
 - b. Candidate Questions and Scoring
Joe opened with a request to ask candidates specific questions in addition to the list and approval of the consultant.
Jeff asked if a scenario type of question or questions should be added.
Greg stated the questions are excellent, and agreed a scenario question that included a midyear budget deficit and handling of a regional school budget should be included.
Beth asked if questions must be uniform or if they could be candidate specific. Group agreed additional questions could be a follow-up to the original list or could be resume specific for clarification.
Ruth requested that we add a question regarding technology.
Janet offered to re-type to include recommendations of Jeff, Greg, Beth and Ruth.
Greg made the motion and Ruth seconded, vote to adopt the bank of questions as amended, vote unanimous.

4. Open meeting topics.

Discussion of the next meeting topics:

Minutes approved

Open Meeting Items

Update on Consultant

Vote a rating system of the questions, yes/no/maybe

Executive session MGL

Next meeting date set for Tuesday, August 3rd at 5:30 PM, in the Town Hall Center Meeting Room.

Greg asked if Rebecca would check with Community Paradigm to see if they would be available to speak with us prior to their signed contract. Rebecca will check if the consultant will meet via zoom at the August 3rd meeting.

Minutes: Request to vote the Minutes of the July 20th meeting the earlier vote was to vote the amended minutes of July 13th.

Ruth made the motion and Greg seconded, vote to approve the meeting minutes of July 20, 2021, vote unanimous.

Adjournment:

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

Meeting adjourned at 6:30 PM

Respectfully Submitted by: Beth Cunniff

Minutes Approved: August 5, 2021

