

Town Administrator Search Committee  
Executive Session  
Meeting Minutes  
August 12, 2021

Members in attendance via Zoom: Chief Jeff Gillen, Chief Bob Valentine, Ruth Rivard, Janet Nolan, Beth Cunniff, Kathy Alesse, Greg Labrecque and Rebecca Oldham.

Guest: Bernard Lynch

Absent Members: Joe D' Amore

Executive Session Meeting Via Zoom Start Time: 5:38 PM

Bernie Lynch took over the meeting to start the discussion of candidates.

No additional candidates applied, many towns currently searching and the salary offer is low.

Bernie asked each committee member to identify 5 or so candidates.

He listed the names on a spread sheet. Tallied the votes per candidate and the group decided on a list of 4 candidates to interview.

Greg made a motion to begin the interview process at 3:15 at the Bagnall School on August 19, 2021 with the four candidates listed and Kathy seconded the motion. Roll call vote unanimous.

Revisited the amended list of interview questions.

Ruth asked about the next step, who writes the questions or how is the questioning handled at the final interviews with the Board of Selectmen.

Ruth also requested to add a writing sample from each candidate to be presented to the BOS. Bernie agreed, possibly using the question information from questions 2 or 3 from the amended list.

On e the committee completes the interviews, we recommend candidates to Paradigm. Paradigm checks the references and puts together a packet on each candidate including the writing sample for the BOS.

Kathy asked for the committee level interviews who asks the interview questions, Bernie explained that he introduces the questions and topics to get more of a dialog and the committee will ask the follow-up questions for clarification and details.

Bernie clarified the address of the interview location: Bagnall School 253 School Street, Groveland, MA. Interviews will begin at 3:15 and should be completed by 8:00. He will build in breaks.

Motion to Adjourn Executive Session at 6:13 PM

Janet made the motion to adjourn and Ruth seconded, roll call vote unanimous.

Respectfully submitted by: Beth Cunniff

Minutes Approved: Notes Only Not Approved