

Town Administrator Search Committee Meeting Minutes
Public Safety Building
August 10, 2016
7:00 pm.

ATTENDEES:

Larry Barrett, Mary Calandrella, Lorraine DeSouza, Gary Guertin, Walt Meissner, Ed Vitone and Bruce Whitney

ABSENT: Dave Christianson and Randy Ramsdell due to schedule conflicts; Joe Kalagher

GUESTS: None

PRESS: None

CALL TO ORDER: The meeting was called to order by Chairman Ed Vitone at 7:00 p.m.

INTRODUCTIONS: Self introductions were made by each committee member including a statement on their interest in serving on this committee.

MINIMUM QUALIFICATIONS: Ed Vitone cited the minimum qualifications for the Town Administrator position reading from Section 5 of the Town Charter. He read: "The town administrator shall possess a college degree at the bachelor level and shall have had 3 years of full-time, paid experience in a supervisory administrative position, a portion of which, either full-time or part-time, shall have been in the public sector. A master's degree may substitute for not more than 1 year of such paid experience."

SELECTION PROCESS: The committee reviewed a notional selection process distributed via email prior to the meeting. After discussion, the committee refined the process with the following changes/additions

- Resumes to be pre-screened by Ed Vitone to identify applicants who do not meet minimum criteria
- Results of committee member's individual screening to be consolidated with results distributed to each member before next meeting
- Questions will be identical for each candidate but follow-up questions will be unique in response to candidate answers.
- A rating sheet will be used to assess each candidate immediately after each interview
- Background material about the town will not be sent to the shortlisted candidates to help the committee assess the amount of "homework" each candidate undertook.

The current version of the process is shown below.

Meeting	Date	Session	Task
1	10-Aug	Open	Committee defines Process and Screening Attributes
- - -		n/a	Ed Vitone to prescreen the applicants to identify those who do not meet minimum qualifications
- - -	1-Sep	n/a	Ed Vitone to distribute all resumes to committee members by September 1
- - -	7-Sept or earlier	n/a	Committee members individually review all Applications/Resumes against Screening Attributes, select top candidates and email to Ed Vitone by Sept 7 or earlier if possible
- - -	7-Sep		Ed Vitone to consolidate committee input and email same to committee before 2nd meeting
2	8-Sep	Executive	Committee creates tentative short list of viable candidates to interview
- - -	TBD	n/a	Committee research short listed candidates via internet
3	TBD	Executive	Review research material and select sort list candidates - Create evaluation sheet, select interview questions and questioners - Note: Pre-Selected questions identical for each candidate with follow-up questions unique in response to candidate's answers
- - -	TBD	n/a	Invite candidates for interviews (do not send background material with invitation to assess degree of candidate's research about the town)
4	TBD	Executive	Interview candidates
5	TBD	Executive	Select finalists (if any) and pass to BOS - Public announcement by BOS

Town Administrator Selection Process

SCREENING ATTRIBUTES: The committee reviewed a consolidated list of Screening Attributes that had been submitted to Ed Vitone prior to the meeting. After discussion, a few new attributes were added to the list. Each member then selected five (5) attributes that were felt to be the most important to them. The “votes” were tallied, and after considerable discussion, the committee developed five (5) key attributes that were felt to represent an ideal town administrator. These Attributes would be used to evaluate the applicants. These key attributes are listed below:

- Strong financial expertise with solid understanding of municipal finances, budget planning and preparation
- A creative and visionary leader who is able to identify and address the strategic needs of the community and the tactical steps necessary to deliver services
- Must possess a tool kit anchored with integrity and honesty, be easily approachable and have outstanding communication/listening skills.
- Must have solid and relevant experience
- Must have a passion to succeed coupled with a commitment to grow

The following near-term timetable was adopted by the committee:

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| Sept 1 | Ed Vitone to prescreen the applicants to identify those who do not meet minimum qualifications and forward to committee members |
| Sept 7 (latest) | Committee members to submit their top candidates (approximately 5) to Ed Vitone |
| Sept 7 | Ed Vitone to consolidate input from committee email summary to committee |
| Sept 8 | Committee meets for initial short listing of applicants |

After a motion and second, the meeting was adjourned at 8:13 p.m.

Respectfully submitted
Ed Vitone – August 11, 2016