

Town Administrator Review Committee
8/16/18 Meeting Minutes

Present: Carol Fitzgerald, Cliff Bombard, Rebecca Moriarty, Ellen Bump, Donald Collins, Richard Patullo

Present: Vinnie Villamaino, John Flynn, Pam Courtney, Nancy Zebert, Rita Vail, Tyler McQuillan (Wilbraham-Hampden Times)

Regrets: Norman Charest

Meeting began at 4:05 PM

Carol provided an overview of the Town Administrator Committee work to date. They reviewed 32 applications and decided to interview five candidates. Of the five, two were being brought in tonight for further consideration by the Board of Selectmen, Mary McNally and Joshua Garcia. Mary is a practicing attorney and has been the top administrator for the District Attorney's office under Mark Mastroianni as well as the executive director of the Springfield Parking Authority. Joshua Garcia is currently working for the Pioneer Valley Planning Commission and is deployed to the town of Blandford as their part time town administrator. The Committee feels that both candidates are very qualified for our role and offer the BOS two different, but capable, candidates to select from. The Committee is very pleased with the quality of the candidates that it reviewed and feels confident that the process has vetted two great choices for the town. The Committee expressed the importance of chemistry with the BOS for success with a new town administrator.

Mary McNally was described as an experienced administrator with strong HR and supervisory experience. She is mild mannered, but with a quiet confidence that would serve her well in developing the relationships she needs throughout the town. Mary has mediation experience which could also lend itself well to this particular role. Her style is to find a solution that is satisfactory to everyone. She has experience creating and implementing policies and HR practices.

Mary was interviewed at 4:15; the committee and the BOS engaged in questions and discussion.

Joshua Garcia was described as an "up and comer." He hasn't had a long career, but is committed to municipal service and this kind of role. He has some experience in the Town Administrator role in Blandford and has worked closely with town government officials as a resource, facilitator, and collaborator through his work at PVPC. His knowledge of other town processes and best practices could be beneficial to us. Josh is not strong in the HR or supervision aspects of this role, but is strong on accessing resources and leveraging connections with other communities to get the information he needs. He is a process-oriented individual.

Josh was interviewed at 5:40; the committee and the BOS engaged in questions and discussion.

After the interviews, the BOS and committee expressed initial reactions to the candidates. The committee indicated that the candidates presented consistent with their first interviews and they continued to be impressed with both candidates. The BOS was equally impressed with all indicated that there was a difficult decision ahead of them.

Some discussion of next steps in the process ensued. There was concern about the Board not being in full force for the interviews and whether Norm would be able to make an opinion about the candidates. The Board would consider whether they wanted to meet with

candidates again to get a better sense of the chemistry between them. Carol agreed to ask both candidates for references and to check those on behalf of the Board. They tentatively agreed to discuss these and any additional process that may be necessary at the next BOS meeting scheduled for 8/27/18.

After the BOS and observers left the meeting, the Committee discussed the possible disbanding of the group now that the candidates were presented to the BOS. We will likely meet again to finalize any outstanding meeting minutes, but then discontinue as the task is complete.

Carol made a motion to adjourn; Don seconded. All voted in favor.

Meeting adjourned at 6:35 PM.

Submitted by Carol Fitzgerald

Approved 8/27/18