

## **Town Administrator Review Committee**

### **6/26/18 Meeting Minutes**

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

Regrets: Norman Charest

Meeting began at 6:00 PM.

Carol welcomed everyone to the first committee meeting and provided an overview of the votes from the recent Annual Town Meeting and subsequent request from the Board of Selectmen to engage in a process to recruit and screen candidates for Town Administrator.

The committee reviewed the Town Administrator job description (dated 6/18/18) and discussed the role and qualifications. The job description is likely to be a bit fluid as the Board understands their comfort level in delegating certain responsibilities and also based on the competencies of the candidates. When discussing qualifications, the committee agreed that years of experience in a relevant role may be considered in lieu of an advanced degree and that the HR knowledge and experience was particularly important at this time.

The draft advertisement was reviewed. Two minor suggestions were noted. The committee felt a separate email address for responses to the ad would be useful, rather than have applications go directly to the Board of Selectmen email. Carol will speak to John Flynn about assigning [personnelcommittee@hampden.org](mailto:personnelcommittee@hampden.org) for this purpose.

Recruitment sites and sources were reviewed. The posting will go to the Beacon publication, [www.mma.org](http://www.mma.org) (Mass Municipal Association), Indeed and other online sources, as well as local colleges and universities with MBA and MPA programs. Dick, Cliff and Becky will also share with their professional networks/list serves. Carol will send the final version out to the committee and begin posting.

The committee discussed an overview of a timeline for the recruitment and screening process and agreed that this would be a rolling process. Our goal is to hire the best candidate for the role and that we'd consider candidates up until an offer was made. It would be ideal for the committee to present up to two candidates to the Board of Selectmen for a final interview, but we would let the pool of candidates drive the number we see to interview and the number that we present. Carol will redact names from the initial review of applications and we'll use a rubric to help identify the most qualified candidates for next steps.

A public forum is scheduled for Saturday, June 30 at 9:30 AM in the town hall auditorium. This will be an opportunity to provide an overview of the role and our committee's process to the public and allow for questions from citizens. All committee members are welcome to participate.

Our next meeting is scheduled for Monday, June 16, 2018 at 6:00 PM. The agenda is to begin the review of applicants.

Meeting adjourned at 6:55 PM.

Submitted by Carol Fitzgerald  
Approved on 7/16/18