
Select Board Meeting Minutes 4/5/17 evening

Select Board Minutes of the meeting of 4/5/17

Meeting Opened at: 4pm

Select Board Members Present: Kenn Basler, Chairperson, Steve Weisz and Carol Edelman

Also in attendance: Roy Carwile, Rob Hoogs, Chris Blair, Jon Sylbert, Ray Tryon

The Board met with appointees that were on the Town Administrator Resume Review Committee to discuss the following with regards to the Town Administrator's resignation:

- How to proceed in finding a new, more suitable candidate for the position.
- Jon expressed that the committee had high hopes with their recommendation based on the candidate's position in another town similar in size and structure to Monterey. He suggested that if the position were a full time position we would've received a different pool of applicants. The Board stood firm that the position is part time.
- The Board inquired if the committee had checked the references and how thoroughly; the committee did not perform any independent reference checking.
- Important qualities/responsibilities the next candidate should handle: ability to manage HR issues, manage ongoing projects and disseminate information regarding those projects, administrative follow through, procurement, amongst other items in the job description. It was suggested that the person have a minimum of 5 years previous experience.
- It was suggested to revise the help wanted advertisement to reflect exactly what we are looking for. It was also suggested to "trawl" qualified applicants that may already be working in town hall and/or reach out to former/retired town administrator's and suggest they apply for the position. Hiring a headhunter was another suggestion. A letter seeking assistance will be sent out to existing and retired administrators. It also needs to be stressed that the position is for a Town Administrator not a Town Manager.
- It was also suggested that in the next go round the existing department heads be included in the hiring/interview process and with regards to any adjustments that may need to be made to the job description.
- To streamline the process it was suggested that the Board eliminate any non-starter resumes received that don't meet the requirements before sending them to the resume review committee. The committee will also schedule a regular weekly meeting.
- All 5 participants are interested in being a part of the process again. It was suggested that at least one female should be part of the committee.
- A letter will be drafted for all to review over the weekend that will be sent to the Berkshire Managers Group. Changes will be made to the ad for everyone to comment on as well with the goal of having everything be posted next week.

A motion was made and unanimously approved to adjourn the meeting at: 5:15pm

Submitted by:

Melissa Noe, Administrative Assistant

Approved by:

Monterey Select Board

cc: Website (www.montereyma.gov)

Select Board Members

Minutes Book

Town Clerk