

Workshop Meeting Minutes

Town of Adams Board of Selectmen

Board of Selectmen Workshop Meeting

May 28, 2014

On the Above date the Board of Selectmen held a meeting at Town Hall at 6:30 p.m. Chairman Harrington presided, and present were members **Arthur Harrington, Joseph Nowak, Richard Blanchard, John Duval, and Jeffrey Snoonian.**

Meeting called to order at 6:30 p.m. by Chairman Harrington.

Workshop Discussion

Subcommittee Liaison Assignments Draft copy presented to the Board Members.

A pared down list of subcommittees for the Board of Selectmen to liaison to was reviewed to maximize effectiveness, with the hope to have final copy for next Board of Selectmen's Meeting. On the list both Strategic Planning and North Adams Regional Hospital are new items, and on three committees Board of Selectmen are voting members or alternate members.

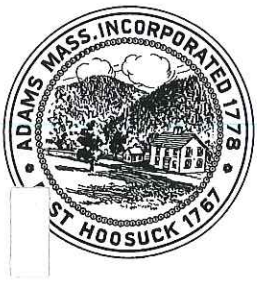
DPW Director

The DPW Director search is narrowed down to three candidates. Interviews are to be scheduled, 1 hour per candidate, Friday June 4th and Saturday, June 5th around candidate availability. Chairman Harrington will share with board the interview questions that the Search Committee used. The second posting brought additional applicants.

Town Administrator Departure and Replacement

Discussed was creating a transition plan in the event that Town Administrator Butler leaves before a replacement for him is hired. The Town Administrator will stay 2 to 3 months. The plan is to advertise as soon as possible. Possibilities for a temporary Town Administrator could be former Town Administrators, or an internal person that would need to be mentored. There is no money in the budget to pay someone to come in from outside to fill in temporarily. A department head, or someone on staff that both the Town Administrator and the Board of Selectmen are comfortable with would be the best choice to fill in temporarily for the transition plan. The eligible person will need to be a full-time employee, and during the time they are in this role there may be a stipend for the additional responsibilities. The advantage of having someone already in the system is that they understand how the Town runs, are familiar with the Munis System. An outside person has larger learning curve.

The Board of Selectmen decided to have the Town Administrator reach out to Department Heads and Employees to find an interim person as a mentee in case of a long term absence, by the next Select Board meeting. The parameters were that the person should be a salaried Department Head, and this candidate could not be a member of the Select Board. If there are additional hours and meetings included in the Interim Town Administrator's schedule due to taking on this position, an additional monetary compensation would be in order. In the event



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an Interim Town Administrator cannot be found internally, an external search would begin. The timeframe to have transition plan ready and search committee put together is one month.

Should an external search need to take place for an Interim Town Administrator, the plan includes looking at other towns with recent Town Administrator changes to find someone who knows the generalities of the job. The next step would be to have the Board of Selectmen make a private inquiry to people regarding candidacy for the position, and the Board of Selectmen would need to go to the Finance Committee to get money to pay the person to do the job until a new person was hired.

Search Committee

Search committee discussion included how to determine who will serve on the Town Administrator Search Committee, and how many members there should be on the committee. It was decided to advertise for qualified people, through public media and not to purchase an advertisement. Those wishing to be candidates would need to submit a letter of interest in writing outlining why they wish to serve, beginning June 4th and with a deadline two weeks later for the selection to be held at the second workshop meeting. At that point the Board of Selectmen will narrow down the list of applicants to 7 committee members, who will be announced at the following Board of Selectmen meeting. The Board will use a point scoring system to narrow down the top 7 committee members in ranking and top points are selected for the committee, and will then develop a Search Committee Job Description.

Motion to Adjourn by Member Nowak

Second by Member Blanchard

Unanimous vote

Motion passed.

Meeting Adjourned at 8:25 p.m.

Respectfully Submitted

By Deborah Dunlap for Melissa Schaffrick

Recording Secretary



