

Workshop Meeting Minutes Town of Adams Board of Selectmen

Board of Selectmen Workshop Meeting

August 13, 2014

On the Above date the Board of Selectmen held a meeting at Town Hall at 7:00 p.m. Chairman Arthur Harrington presided, and present were members Joseph Nowak, Richard Blanchard, and Jeffrey Snoonian. Member John Duval was absent.

Meeting called to order at 7:03 p.m. by Chairman Harrington.

Official Business

Town Administrator Criteria and Attributes Discussion

The Town Administrator Search Committee asked the Select Board for a list of their criteria and attributes of a Town Administrator for a base to work from in the candidate search.

Donna Cesan put together a proposed list of categories of criteria and qualities of a Town Administrator for the Board to review, to include the following:

Business & Management Criteria

- *Strong leadership*
- *Strong background and in-depth understanding of municipal government*
- *Analytical*
- *Intelligence*
- *Ability to set clear goals.*
- *Intuitive understanding*
- *Ability to collaborate*

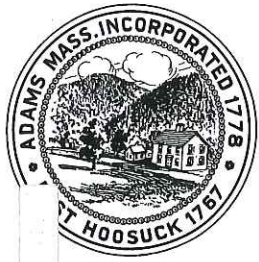
Budgeting and Financial Management Criteria

- *Strong understanding and experience in municipal finance*
- *Must know how to develop a budget*
- *Demonstrated ability to develop additional revenue sources*
- *Fiscally responsible*

Communication Criteria

- *Outstanding written communications and public speaking skills*
- *Respectful to other people and other points of view*
- *Diplomatic in dealing with others*
- *Willingness to reach out and welcome the expertise and knowledge of others*

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Relationship Qualities

- *Customer service*
- *Conflict resolution*
- *Team Player*
- *Value others*

Personal Qualities

- *Self-Motivator*
- *Integrity*
- *Ethical, High Moral Character*
- *Dependable and Reliable*
- *Hard-Working and Dedicated*
- *Optimism*
- *Confidence*
- *Calmness*
- *Flexibility*

Member Blanchard asked to add "***Forthcoming***, whether solicited or unsolicited, should or will keep the Board of Selectmen informed on all pertinent information regarding the Town."

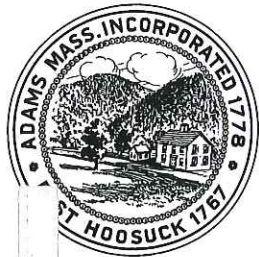
Donna Cesan suggested this addition be put under the *Communications* category.

Consensus was reached to keep the list and to add "*Forthcoming*" under the *Communications* category.

Member Snoonian mentioned that the Town has a great Search Committee, and he is anxious to have the committee disconnect from the Select Board to move forward.

Chairman Harrington advised the Committee is well underway, and that 5 applicants had already been received for the position. The Committee is on schedule.

Member Nowak agreed with Member Snoonian, and said it is more cumbersome when more is added to the mix. Other jobs can be more centralized with the skill set but this position has to be a jack of all trades and perhaps not a master of any of them. He said he feels comfortable and that the Search Committee is comprised of able people and he is happy to be available to them on the Select Board if his help is needed. He will not go to the meetings because he has confidence in the Search Committee Members. If Chairman Harrington and Member Blanchard are attending the meetings he feels confident that if needed any comments at the meeting will be handled. Member Nowak also added that the Search Committees that have been put together in the past have worked well and have given the Town great candidates.



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Member Blanchard said he attended all but one of the TASC meetings, and is very impressed with the committee members. He said he felt they knew what they were doing, are doing an excellent job and it is moving forward.

Member Snoonian expressed confidence that when the Committee presents the three candidates they will be the best people for the job.

Select Board Members will be receiving a copy of the TASC meeting minutes to keep apprised of how it is going.

Town Administrator Job Description

The Personnel Sub-Committee will plan to overhaul the current Town Administrator Job Description. Donna Cesan is putting together and wordsmithing the Job Description which will be presented to the Select Board once completed, at the next Regular Select Board Meeting on September 3, 2014.

***Motion to Adjourn by Member Snoonian
Second by Member Blanchard
Unanimous vote
Motion passed***

Meeting Adjourned at 7:13 p.m.

Respectfully Submitted by Deborah Dunlap
Recording Secretary

