

Town of Becket
TA Search Committee/Board of Selectmen Meeting
Tuesday, February 13, 2018
6:00 P.M.
Becket Town Hall, 557 Main Street

AGENDA

1. Call meeting to order and welcome by Board of Selectmen Chairperson
2. Discuss responsibilities of Search Committee:
 - Elect a committee Chair, Vice-Chair and Clerk.
 - Meetings must be posted in accordance with open meeting laws.
 - Meeting minutes must be recorded, accepted, and then submitted to the Town Clerk's Office, posted on the town's website, and filed in the Selectmen's Office.
 - Members must attend meetings.
 - Review TA applications. Conduct interviews with six to ten applicants and perhaps conduct another interview round on choice candidates
 - Choose 3 or 4 applicants to present to the Board of Selectmen for final interviews and selection.
3. Time-line (tentative):
 - After March 15th meet to review applications.
 - Beginning of April set up interviews.
 - May 2nd submit finalists to Board of Selectmen.
 - May 16th Board of Selectmen to interview finalists and possibly vote to appoint new TA pending outcome of contract negotiation.
 - June 6th or 20th announce new TA.
4. Summary: The Town of Becket seeks to hire a TA that will closely meet all the qualifications as specified in the advertisement and job description. The TA will possess excellent human relations/supervisory/leadership skills, have an open-door policy, and foster a welcoming and productive working atmosphere. The ideal candidate will reside in Becket or in one of our neighboring towns to attend night meetings, respond to emergencies, and partake in the Becket community. Our vision includes an individual who desires a long-term commitment to perform as Becket's Town Administrator.
5. Public input
6. Adjourn meeting