

**Town Administrator Search Committee  
Minutes of the June 23, 2014 Meeting**

In Attendance: David Gutschenritter (Chair), Chris Brown, Elizabeth Butler, David Hill, Philip Schneider, Alan Gould of MRI.

The Meeting was called to order at 7:08pm in the Selectmen's Conference Room of Town Building.

There was no public comment, nor response to public comment.

Review of the March 10<sup>th</sup> meeting minutes was deferred.

Schneider made a motion to accept the March 15<sup>th</sup> minutes as amended – Seconded by Hill. Vote: 4-0-1 (Brown).

Hill made a motion to accept the March 26<sup>th</sup> minutes as amended – Seconded by Schneider. Vote: 4-0-1 (Brown).

There was a motion by Hill – Seconded by Butler, to enter into Executive Session, including Alan Gould of MRI. Chair Gutschenritter stated that the reason to enter Executive Session was per M.G.L. Ch. 30A, Sec. 21 (a) (8): to consider or interview applicants for employment by a preliminary screening committee and to review and approve minutes from previous executive sessions. The Chair also stated that we would return to Open Session at approximately 8:50pm for the purpose of discussing any topics not reasonably anticipated by the Chair 48 hours in advance of the meeting and to adjourn.

Vote:

Gutschenritter – YES

Brown – YES

Butler – YES

Hill – YES

Schneider – YES

The committee entered into Executive Session at 7:20pm.

The committee came back into Open Session at 9:58pm.

There were no topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.

Future meeting scheduled for July 8<sup>th</sup>.

There was a motion to adjourn by Hill – Seconded by Schneider. Vote 5-0. Meeting adjourned at 10:00pm

Respectfully submitted,  
Chris Brown

**Town Administrator Search Committee  
Minutes of the June 23, 2014 Meeting  
EXECUTIVE SESSION**

In Attendance: David Gutschenritter (Chair), Chris Brown, Elizabeth Butler, David Hill, Philip Schneider, Alan Gould of MRI.

The Meeting entered Executive Session at 7:20pm in the Selectmen's Conference Room of Town Building.

The committee discussed lessons learned from previous search. Gould indicated that the process took too long last time. Candidates pop in and out of availability and the longer the search window, the more chance that another town will hire a good candidate that is under consideration. This time we posted the position for three weeks instead of a month. Recommendation this time was to have the Board of Selectmen (BoS) interview the candidates on the same day as the Town Administrator Search Committee (TASC).

There were 37 applicants this time and MRI is presenting ten candidates to the TASC. Gould indicated that past municipal experience has proven to be invaluable; however, the BoS has asked this go-around to look at non-traditional candidates as well. Different methods of advertising were used such as LinkedIn and monster.com.

Gutschenritter suggested that an additional candidate be considered as candidate #11. The committee opted to only consider the ten candidates brought forward by MRI.

The committee considered the ten candidates, first with their own opinions, then with input by Gould.

Hill made a motion – Seconded by Schneider to interview six candidates on July 8<sup>th</sup>.

Roll Call Vote (approved 5-0):

Gutschenritter – YES

Brown – YES

Butler – YES

Hill – YES

Schneider – YES

Gutschenritter went to the BoS. The soonest they can all meet is July 15<sup>th</sup>. Final candidate interviews were scheduled for then. The BoS also recommended that some group, perhaps the League of Women Voters, schedule a tour of the town for the finalists. Gould strongly recommended against this idea. He stated that he had never had a community do this before. Gutschenritter was tasked with setting up a call with the Interim TA to convey MRI's recommendation against a tour of the town.

A motion to accept the minutes of the March 15<sup>th</sup> Executive Session as amended was made by Hill – Seconded by Schneider.

Roll Call Vote (approved 4-0-1):

Gutschenritter – YES

Brown – Abstain

Butler – YES

Hill – YES

Schneider – YES

A motion to come out of executive session was made by Hill – Seconded by Schneider.

Roll Call Vote (approved 5-0):

Gutschenritter – YES

Brown – YES

Butler – YES

Hill – YES

Schneider – YES

The committee came out of executive session at 9:58pm.

Respectfully submitted,

Chris Brown