

TOWN OF Shirley
Town Administrator Search Committee

Meeting Minutes
July 23, 2013 5:30 PM
Conference Room 2
Town Hall
7 Keady Way – Shirley, Massachusetts

Attendance:

Search Committee Members - Stewart Cady, Jonathan Greeno William Badenhoff, John Gallagher and Linda Vine

Board of Selectmen - Dave Swain, Kendra Dumont, Bob Prescott

Staff – Amy McDougall – Town Clerk

The meeting was called to order at 7:00 PM by Chairman Dumont, followed by member introductions.

Linda Vine was asked to chair the first meeting of the Search Committee with a formal chair selection at the next meeting.

The Committee was provided with a packet of resumes, a copy of the Town Administrator Position Description, position posting, salary range data, handout of expectations for the Search committee, and a copy of the Massachusetts Recruitment Guidelines Handbook 2008.

The Search Committee asked for feedback on what qualifications they would like to have in the next Town Administrator. The following attributes were given, this list represents a summary of the responses:

- Success in other similar sized communities
- Demonstrated skill in employee relations
- Strong budget / financial background
- Good communication skills
- Ability to bring together the staff
- Leadership abilities / qualities
- Understanding of process
- Consensus builder – understanding and skills to bring stakeholders together in the budget development process
- Collaborative, team player

The Search Committee discussed expectations regarding timeframe for hiring, salary, and the interview process.

Meeting Outcomes:

1. The Search Committee agreed to meet each Wednesday at 5:30 pm beginning on 7/31/2013.
2. Linda Vine will post the agenda for the 7/31/2013 meeting.
3. The members will review the applications and come prepared at the upcoming meeting to rank based on the qualifications in the position description. Resumes will be placed into a yes, maybe, and no pile for discussion purposes.
4. The Board of Selectmen will discuss the interview process options and respond to the Search Committee.
5. The Search Committee will be provided with an Organizational Chart.

Meeting was adjourned at 8:00 PM