

# **Town Administrator Search Committee (TASC)**

## **Meeting Minutes for August 2, 2018 - Final**

### **Location: Town Hall, Conference Room A**

Present: Lisa Ferolito, Ken Kalinowski, Chief David Scott, Debra Spratt, Caroline Adhab, Deb Fountain  
Absent: Jason Russell

The meeting was called to order at 7:15 PM. Ms. Ferolito announced that the meeting is being broadcast live and recorded for rebroadcast.

#### 1. Action Items

##### 1.a. Organize Committee

Ms. Ferolito opened the first meeting of this committee, asking that all members introduced themselves. She requested volunteers for Chairperson and Clerk. Mr. Kalinowski volunteered to be Chair and Ms. Fountain volunteered as Clerk.

- Ms. Ferolito made a motion to nominate Mr. Kalinowski as Chair, which was seconded by Ms. Spratt. Vote in favor was unanimous.
- Ms. Spratt made a motion to nominate Ms. Fountain as Clerk, which was seconded by Ms. Ferolito. Vote in favor was unanimous.

##### 1.b. Draft Town Administrator Job Advertisement for BOS Approval

- Ms Ferolito provided the following handouts: the TA Job Description as approved by the Board of Selectmen, Section 4 of the Pepperell Town Charter, a draft advertisement for the vacant position and sample interview questions. She explained that she had discussed the draft ad with Interim Town Administrator, John Moak, and he felt it was good and that the advertisement should run in the Mass Municipal Association (MMA) site and the Town website. Newspapers were not necessary. There was mention about whether we should also advertise in the MMA publication, The Beacon, but members felt this was not needed as the website has more viewers, and it may be costly.
- The committee reviewed each paragraph of the ad, with Ms. Ferolito making minor edits during the discussion to everyone's satisfaction. Ms. Ferolito then read the entire ad aloud and made a motion to accept the ad as amended and read. The motion was seconded and passed by unanimous vote.

#### 2. Old/New Business

- a. **Managing incoming job applications.** The committee discussed how to best manage incoming job applications to ensure privacy of individual information. It was decided that incoming applications would go to a new email (TAResumes@town.Pepperell.ma.us) that will be assigned solely to Mr. Kalinowski. He will collect the applications and when he has several, he will make paper copies and notify committee members to come to the Town Hall to pick them up for review. This will allow members to complete their own independent reviews in advance.
- b. **Seeking input from stakeholders.** Ms. Ahdab suggested that we develop a survey, possibly using SurveyMonkey, to solicit input from Town employees, providing them with an opportunity to suggest possible interview questions and discuss what they would hope to see as important qualities in a new Town Administrator. There was then a discussion about whether we felt we would get meaningful or useful input. Other options were discussed, and ultimately

the committee decided that Mr. Kalinowski would speak with Martin Cadek, asking him to send an email to anyone who has a town email address, soliciting their input for suggested interview questions for potential candidates, or other comments.

- c. **Application Assessment Tools.** There was a brief discussion about using a TA Assessment Group to assess skill level of applicants. Chief Scott will research cost and availability and report back.
- d. **Interview Questions.** Committee members were asked to develop potential interview questions for discussion at the next meeting. Any input received from stakeholders (see item 2b) will also be reviewed at the next meeting.

### **Action Items:**

Mr. Kalinowski

- Prepare interview packages and notify committee members when they are ready for review.
- Check with M. Cadek to see if the TAResumes email can provide applicants with an automatic reply acknowledging receipt.
- Submit the final ad to John Moak and Tracie Looney to be posted to the MMA website.
- Discuss other possible venues for posting the ad with John Moak.
- Request that M. Cadek send email to all individuals with a town email address as per agenda item 2b.

Chief Scott - Research TA Assessment Group costs and other relevant information

Ms. Fountain - Type draft meeting minutes and distribute to all prior to next meeting

All members - Bring a list of potential interview questions for discussion at the next meeting

The next TASC meeting is tentatively scheduled for August 21, 2018 at 7:15, location to be announced. This will be an Executive Session, as the Committee will be preparing a standard list of interview questions.

There being no other business, the meeting adjourned at 8:55 PM