

Town Administrator Search Committee (TASC)
Meeting Minutes for August 21, 2018 - FINAL
Location: Town Hall, Conference Room A

Present: Ken Kalinowski, Chief David Scott, Debra Spratt, Jason Russell, Deborah Fountain

Absent: Lisa Ferolito

Arrived 6:08PM- Caroline Adhab

The meeting was called to order at 5:33 PM. K. Kalinowski announced that the meeting was not being recorded or broadcast due to Executive Session.

1. Acceptance of Meeting Minutes from August 2, 2018
D. Spratt made a motion to accept the draft meetings as written; Chief Scott seconded the motion. Jason Russell did not vote, as he was absent from the August 2nd meeting. The remaining members voted unanimously to accept the draft meeting minutes.
2. Executive Session
K. Kalinowski read below MGL excerpt to explain why the Committee would be in Executive Session.

MGL Chapter 30A, Sec 21(a)(8) To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening.

There was a motion made and seconded to go into Executive Session, with roll call vote as follows:

Ken Kalinowski	Yea
Chief David Scott	Yea
Debra Spratt	Yea
Jason Russell	Yea
Deb Fountain	Yea

The Committee then adjourned into Executive Session.

Applicant Resumes: The Committee reviewed and discussed candidate resumes received to date, narrowing the field of applicants for interviews to two, possibly three at this point. Elimination decisions were based on lack of experience in one or more important areas, not meeting required qualifications, or previous knowledge of work performance. Candidate selections are subject to change depending on any new applications received. The general consensus is that we need to select a candidate that will be coming in with a good level of experience in management and finance. Possible interview dates were discussed, and it was determined that September 11th will be first interviews, beginning at 6 PM, location to be determined.

Interview Questions: Most members brought a list of possible interview questions to the meeting. We decided that we would consolidate the list and organize by job elements, eliminate duplicates and then review and finalize the list. We feel it's important not to use any negative phrasing of questions and that same issues can be addressed using a general approach. We discussed the possibility of doing a second

set of interviews using more in-depth and scenario-based set of questions that focus on behavior, skill and decision-making skills.

TA Assessment: Chief Scott reported back that he had contacted an individual who performs TA Assessments, and the estimated cost for 5 or less candidates is \$6900.00. No further action was discussed on this issue.

Action Items:

- All Action items from the previous meeting are completed. Results are incorporated into these meeting minute discussions.
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- D. Fountain – Consolidate and organize all interview questions into a single document
- All Members – do second review of all resumes and interview questions when distributed
- K. Kalinowski
 - Continue to monitor receipt of new applications and distribute to members
 - Coordinate logistics for Sept 11th, 6 PM interviews
 - Coordinate next meeting

3. Adjournment

There being no further business, a motion was made to adjourn, seconded, and a roll call vote was taken as show below.

Ken Kalinowski	Yea
Chief David Scott	Yea
Debra Spratt	Yea
Jason Russell	Yea
Caroline Adhab	Yea
Deb Fountain	Yea

The meeting adjourned at 7:15 PM.

The next TASC meeting is tentatively scheduled for September 6, 2018 at 7:15 PM, location to be announced. This will be an Executive Session, as the Committee will continue with preparing a standard list of interview questions and reviewing resumes.