

Town Administrator Search Committee Minutes March 8, 2012

Town Administrator Search Committee
Minutes of March 8, 2012

Members Present: John Badger, Becky Benvenuti, Kevin Cyr, Kelly Foster, Brett Johnson, Mike LaBranche, Phil Nazarro, Todd Selig, and Amy Thompson

Members Absent: Forrest Ransdell

Mike called the meeting to order at 5:30 p.m.

Approval of Minutes: Mike stated that he does not wish to be referred to as chairman, since he is not acting as chairman of the Committee. Upon motion duly made and seconded, the February 22, 2012 meeting minutes were approved as amended (Kelly abstained due to absence).

Discussion on Applications Received to Date: On behalf of Forrest, Mike requested rubric scores be completed for all 44 applications received to date and forwarded to Forrest via email by Sunday evening. There was considerable discussion and comparison about the individual member's scoring methods. In order to move the process along expeditiously, the Committee agreed to meet next week immediately following the compilation of scores and review and discuss those candidates receiving top scores. Further research of the candidates, interviews, etc. will follow, noting the application deadline of March 30 is fast approaching.

Discussion of Next Steps: Given the high number of applications received, it was the consensus of the Committee that the expense of advertising in the Boston Globe outweighed any potential benefit and should be foregone.

Mike reported the Council discussed the potential salary range for the Administrator position and provided a starting target range. He also noted the Council will be developing an incentive plan to provide bonus pay for performance.

Other Business:

Todd reported that he has received a total of five calls from potential candidates. He noted it will be very helpful to provide the starting salary target range and expects that, as a result, additional applications are anticipated.

Next Meeting – The next meeting was scheduled for 5:30 p.m., THURSDAY, March 15, 2012. (Note: the meeting time has subsequently changed to begin at 6:00 p.m., rather than 5:30 p.m.)

Upon motion duly made and seconded, the meeting adjourned at 6:35 p.m.

Respectfully submitted by: Becky Benvenuti