



Town of Paxton
Board of Selectmen
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Town Administrator Search Committee

Thursday, February 24, 2022

**Meeting Location: John Bauer Senior Center 17 West Street, Paxton, MA 01612
Via ZOOM Meeting ID 892 6915 1949**

Members Present: Julia N. Pingitore, Chair
 Glenn Sullivan, Vice Chair
 James Lang, Clerk
 Richard Bedard, Member

The Chair called the meeting to order at 7:04pm.

Meeting minutes

- **Motion (GS) seconded (JL) to approve the meeting minutes from the regular meeting held on February 10, 2022. Unanimous all in favor. Roll call James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Julia Pingitore – yes.**

Review of interview questions and scoring

1. **Introduction** – Please tell us about yourself. Why did you apply for this position? Tell us something we would not be able to glean from your resume.
2. **Management** – Describe your approach to communication with and managing staff. How would you approach the change in leadership? What have you done in the past to strengthen a team while maintain accountability?
3. **Leadership** - Please tell us about your leadership style. If you need to obtain buy-in for a new initiative, how have you done so in the past? If you have not, how would you?
4. **Finance** - Tell us about your experience with municipal finance, including securing funding such as grants. What do you foresee as your biggest financial challenge in Paxton as a Town Administrator?
5. **Technology** – What role should technology play in town government? Can/should we build upon the technology changes which have arisen out of the pandemic. How would you use technology to improve communication with residents? Tell us about a time that you have leveraged technology successfully.

6 Difficult situation - Can you give us an example of a work related problem that you encountered that had never faced before? How did you educate yourself, involve other and eventually handle the issue?

7 Negotiation / collective bargaining - How would you describe your negotiation style? What are your strengths, weaknesses? How would you apply these skills to collective bargaining?

8 . Forward thinking - Tell us about a time that you moved your department or team forward/what impact did you have on the process/is there anything you would do differently?

9 This role - How would you describe your approach to the role of a Town Administrator? How would you measure your own success? What indicators would you look for in the first year? What about in 5 years, 10 years?

10 Project management - How would you approach a large project which needs to be complete? Do you have any specific experience to draw upon? What if it lacked funding?

11 Situational - Consider the following situation. Your elected board at a public meeting appears anxious and ready to vote on an important policy decision that you firmly believe would be detrimental to the Town. The issue had not been discussed previously. What would you do and how would you do it?

12 Free space - Is there anything else you would like to add, any question for us?

Scoring

Julia Pingitore – I took Rutland’s scoring matrix and set up one for Paxton. These are the headings and areas that I thought we would cover.

Paxton Town Administrator scoring rubric

0 = below average /does not meet

1 = average / meets

2 = above average / exceeds

3 = exceptional

Resume / qualifications

Cover letter

Education

Experience

Financial management

Leadership

Personnel management

Interview question

Question #1

Question #2

Question #3

Question #4

Question #5

Question #6

Question #7

Question #8

Question #9

Question #10

Question #11

Question #12

Overall presentation

Total score

Possible follow-up

Julia Pingitore – I will take what we have put together and finalize a list of questions and the scoring sheet.

James Lang – Can we go past 45 minutes or do we need to stick with that time frame for everyone.

Julia Pingitore – We need to stick with that because we have scheduled the interviews back-to-back. We can preface the interview by letting them know we have a lot of questions to get through in a 45 minute time frame. We should assign one person to keep us on task as far as the time allotted. Perhaps Carol could do that. For the process of conducting the interview I would like to see a round robin style format with the questions.

Review timeline

Julia Pingitore – We are still in line with our original timeline. Interviews will be held on March 3rd from 7pm to 9pm. March 8th from 11am to 2pm and March 10th from 6pm to 8pm. Send potential candidate to move forward to the Select Board by March 14th.

- **Motion (GS) seconded (JL) to adjourn the meeting at 7:52pm. Unanimous all in favor. Roll call James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Julia Pingitore – yes.**

Respectfully submitted,

Donna Graf-Parsons
Executive Assistant