



Town of Paxton
Board of Selectmen
697 Pleasant Street, Paxton, MA 01612
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Town Administrator Search Committee

Thursday, February 10, 2022

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

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

 Carol Riches, Town Administrator

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

Meeting minutes

- **Motion (RB) seconded (GS) to approve the meeting minutes from the regular meeting held on January 27, 2022. Unanimous all in favor. Roll call Erin Ottmar – yes, James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Julia Pingitore – yes.**
- **Motion (GS) seconded (JL) to approve the meeting minutes from the regular meeting held on February 3, 2022. Unanimous all in favor. Roll call Erin Ottmar – yes, James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Julia Pingitore – yes.**
- **Motion (GS) seconded (JL) to approve the meeting minutes from the regular meeting held on February 5, 2022. Unanimous all in favor. Roll call Erin Ottmar – yes, James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Julia Pingitore – yes.**

Discuss survey results

Glenn Sullivan – We received twenty-seven responses in total. Committee reviewed responses. The total collaboration of the survey will be sent to Donna Parsons to keep in file. Survey has been taken offline.

Make final changes/approve community profile

Julia Pingitore - We did hit on a lot of the survey comments on the profile. Any other comments on the profile. I did link everything that I could. Updated the average family home value. We should get an exact number as to how many employees the Town Administrator is responsible for and how many report directly to them as well. Updated the colors on the chart under town finances.

Also, under town finances the Treasurer/Collector recommended that we should specify the bond rating with Moody's. Under storm water I referenced where it all comes from. Under salary and benefits Carol suggested that we do include exactly what is offered right now for a salary at \$94,000. Under how to apply we will have the applications sent to Donna Parsons.

Carol Riches - We should put somewhere to request a read receipt so that an email does not get missed.

- **Motion (GS) seconded (JL) to approve the profile as written. Unanimous all in favor. Roll call Erin Ottmar – yes, James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Julia Pingitore – yes.**

Draft/approve job posting

Julia Pingitore - I would recommend that we keep the job posting short. The example for Wenham looks really good. It has a similar take on what we are looking for. Every job posting at the end should include that we are an equal opportunity employer. The Committee took the Wenham job posting and copied and then updated to fit Paxton.

Paxton, MA, a small town (5,004 pop.) bedroom community located in north central Massachusetts is seeking a Town Administrator who is a self-starter with strong organizational, leadership, collaboration, and problem-solving skills. Paxton has an open town meeting form of government with a three-person Board of Selectmen, and the annual budget of the Town is roughly \$14 million. Applicants should be community-oriented and able to work cooperatively and collaboratively with Town boards, committees, employees, and residents. Knowledge and experience in municipal finance, an understanding of regionalized municipal operations including school districts, and a track record of success in grant writing and management are considered essential to the position. Candidates should have a graduate degree in public administration or a related field and significant experience (at least 5 years) as a manager or administrator in a municipal environment, or state/ government agency. The successful candidate will receive a competitive compensation package and a salary of up to \$94,000, commensurate with qualifications and experience, which will be negotiable for the next fiscal year. Paxton is an Equal Opportunity Employer. Additional information including a full candidate/community profile can be found at ([link to website](#)). Interested applicants should submit a resume along with a cover letter describing the qualifications and experiences that make them a good fit for this position and for the Town of Paxton to: dparsons@townofpaxton.net by 12pm on Monday, February 28th, 2022.

- **Motion (JL) seconded (GS) to approve and post the final job description as written. Unanimous all in favor. Roll call Erin Ottmar – yes, James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Julia Pingitore – yes.**

Begin review of interview question and scoring

Julia Pingitore – I like the questions from the Town of Rutland and MMA conference. I also like the scoring system used by the Town of Rutland. It is simple but effective. We need to have the same questions for all the candidates. I would recommend putting together about ten interview questions.

Erin Ottmar - How long will each interview be and are they in person?

Julia Pingitore – Usually in person and I would say an hour is sufficient for an interview.

Glenn Sullivan - When we make our list of questions is that it all we will be able to ask?

Julia Pingitore - You can ask follow questions as well.

Carol Riches - Something can be pulled out of the resume that is particular to that person in order to ask a few different questions.

Julia Pingitore - Review Rutland's example for scoring. We will all be using the same spread sheet.

Carol Riches - As Donna Parsons's receives the applications, she will label them applicant #1, #2, #3 etc. so you can refer to them in the Exec Session minutes as such. These meeting minutes will not be released until the process is complete.

James Lang - Will we weigh any of the categories differently?

Julia Pingitore - We need to come up with our own categories that we think are important and then see if we think any one category is more important than another. My suggestion is that you take a look at the categories that you want to see. I like the Rutland decision matrix and would like to do something similar and then pick out the categories that we want to see in there. We can each come up with categories for the next meeting

Review and discuss timeline and next steps

Julia Pingitore – I would like to see all the interviews happen prior to March 14th so we can then forward the final candidate to the Board of Selectmen. Donna Parsons will hold all the resumes and then forward them all at once when the posting closes on February 28th. We will meet on March 1st at 7pm to go through the resumes and pick out the applicants that we want to set up interviews with. Committee agreed to do the screening process via zoom for each candidate. Donna Parsons will contact the candidate and offer the following dates and time to be available for an interview:

March 3rd from 7pm to 9pm (2 – 45 minutes blocks with 15 minutes in between)

March 8th from 11am to 2pm (3 - 45 minutes blocks with 15 minutes in between)

March 10th from 6pm to 8pm (2 – 45 minutes blocks with 15 minutes in between)

On February 17th we will meet to put together the interview questions.

Erin Ottmar - Are we having a meeting on February 24th? I will be away that week.

Julia Pingitore - We may not need a meeting that day anyway.

- **Motion (GS) seconded (JL) to adjourn the meeting at 8:52pm. 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