



Town of Paxton  
Board of Selectmen  
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## **TA search committee**

**Thursday, January 27, 2022**

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

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

Carol Riches, Town Administrator

The Chair called the meeting to order at 7:07pm.

- **Motion (JL) seconded (GS) to approve the meeting minutes from the January 20, 2022 meeting. Unanimous all in favor. Roll call James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Erin Ottmar – yes, Julia Pingitore – yes.**

### **The ideal candidate**

#### **Professional**

- Reviewed share doc and made updates as group agreed upon. Organized item by priority.
- Added additional information in regard to the ability to manage technology in a way that enhances operation efficiency.
- Added the willingness to engage in professional development opportunities and learn new skills.

#### **Personnel**

- **Erin Ottmar** – Questioned the need for the Town Administrator to be both engaging and responsive with relation to the community?
- **Carol Riches** - I think the Town Administrator needs to be visible to the Community.
- **James Lang** – Do we need to mention that the Town Administrator will be required to work after the normal business hours?
- **Carol Riches** - Anyone looking to do a Town Administrators job should know

that working after normal business hours is a necessity.

### **Paxton community profile**

- Committee condensed the current information into a concise format.
- Once the profile is complete it will be placed on the Town website along with a photo gallery.

### **Town finances**

- Add a pie chart to show the breakdown of the annual town budget.
- **Carol Riches** – The DLS website has a dashboard which has charts that can be added for the Town's financial situation.

### **School district**

- Outlined Paxton Center School, Wachusett Regional High School and Bay Path Vocational High School and Anna Maria College.

### **Town Administrators Challenges**

- This is the last section to cover and will be handled at the next meeting.

### **Community and Employee Survey**

- **Glenn Sullivan** - Shared ideas for the community and employee survey.
- **Motion (JL) seconded (RB) to approve the survey which will be placed on the Town website and given out to the Town employees. Unanimous all in favor. Roll call James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Erin Ottmar – yes, Julia Pingitore – yes.**
- **Julia Pingitore** - Our next meeting will be February 3, 2022. We will start off with a virtual public forum and depending on how long that goes we will continue working on the profile. How long should the survey stay active?
- **Glenn Sullivan** – Close the survey on February 9<sup>th</sup>. Then we can review the result At our meeting on February 10<sup>th</sup>.
- **Erin Ottmar** – What is our target date to get recruitment material out?
- **Julia Pingitore** - We are not going to hit February 28<sup>th</sup> for Carols last date. We do not know how the Select Board will fill that time, so we just keep working to move this forward. We get through the survey and public forum before we post the profile to the MMA site. Hopefully, we can vote at our meeting on February 10<sup>th</sup> to finalize and post the profile for two weeks. Around February 24<sup>th</sup> we can get the applicants in and conduct the interviews over the next two weeks so we can send our choices to the Select Board around March 14<sup>th</sup>.
- **Glenn Sullivan** – Are we doing public sessions for the employees?
- **Julia Pingitore** - Most employees would prefer a survey instead of a public session.
- **Glenn Sullivan** - What if an employee reaches out to me directly?
- **Julia Pingitore** – You can go ahead and take the information.

- **James Lang** – I am meeting with Rich Fenton tomorrow.
- **Julia Pingitore** – We will have Donna Parsons take notes at the public forum next week so the committee members can focus on answering the questions that are presented.
- Next meeting is scheduled for February 3, 2022, at 7pm.
  
- **Motion (EO) seconded (GS) to adjourn the meeting at 9:42pm. Unanimous all in favor. Roll call James Lang – yes, Glenn Sullivan – yes, Richards Bedard – yes, Erin Ottmar – yes, Julia Pingitore – yes.**

Respectfully submitted,

Donna Graf-Parsons  
Executive Assistant