Minutes from the Town Administrator Screening Committee meeting

Thursday Feb 20, 2020

Attendees:

Ross Perry

Debbie Woods

Karen Meyer

Alyson Toole

Nicki McGachey

Called to order 7:00pm

Housekeeping/organizational questions and information was discussed:

* Setting up an email address for the TASC (Town Administrator Screening Committee)
* Guidelines for minutes

Appointed officers for the committee

* Chairman
	+ Motion made by Debbie to appoint Ross Perry
	+ Seconded by Allison
	+ Unanimous
* Vice Chair
	+ Motion made by Debbi to appoint Karen Meyer
	+ Seconded by Ross
	+ Unanimous
* Secretary
	+ Motion made by Ross to appoint Debbie
	+ Seconded by Allison
	+ Unanimous

Discussed process and rough timeline

* 2/28/2020 is the end date for applications
* Jim Salvie will provide Ross the timeline discussed during the BoS meeting
* Hire date is targeted for 7/28/2020
* Start date targeted for 9/1/2020
* TASC needs to provide BoS 3 to 5 recommendations
* BoS office is collecting all the resumes and will hold them until the TASC is ready to review them.
* All resume review and candidate discussions will be held in Executive session to provide anonymity to all the applicants.
* We discussed requesting Bill Wrigley made a first pass of the resumes for the purpose of understanding the number of viable candidates only.

Discussion regarding obtaining Employee and Town resident input to what qualities they would like to see in the next TA (Town Administrator)

* From the audience, Kathy Sferra offered sharing the survey being drafted to obtain input from employees. Kathy will send the draft to Nicki for incorporation into the survey to be sent out by the TASC.

Timeline/activities discussed for obtaining input:

* Survey to go out the week of 2/24
* March 4th 9:00 – 9:30 am public forum to be held at the Town Building
* March 5th 7:00-7:30pm public forum to be held at the Town Building

For the next TASC meeting each member to develop their own criteria

Next meetings:

* March 5th at 7:30pm
* March 19 at 7:00pm

8:15pm Motion to adjourn meeting made by Ross, Seconded by Debbie, unanimous

Approved 3/5/2020