

TOWN OF STERLING  
BOARD OF SELECTMEN  
October 12, 2016

MEETING:	<p>Chairman Kilcoyne called the meeting to order at 6:03 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane – present.</p> <p>At 6:04 Selectman Lane made a motion to convene in Executive session pursuant to MGL Chapter 30A, Section 21 (a) (2) to discuss contract negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel – Interim Town Administrator Anne Cervantes. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried. The Chairman stated that the public session would reconvene after the Executive Session. The Board proceeded to Executive Session.</p> <p>The Board Proceeded to Executive Session.</p> <p>At 6:51 The Board reconvened in Public session.</p>
Town Administrator Search Committee	<p>The following members of the Town Administrator Search Committee attended the meeting: Charles Conroy, Matthew Stelmach, Todd Solar, Larry Pape, and Donlin Murray. The Committee was officially welcomed and the members were thanked again for volunteering and the Board asked if the Committee had any questions regarding their mission. The following was discussed and decided upon:</p> <ul style="list-style-type: none"><li>• The Committee will use the prior job posting as a template</li><li>• The Committee will research salary ranges, for the position, using other towns and MMA information. They will also ask the former chairman of the Personnel Board, Amrith Kumar, for his data.</li><li>• If the salary is increased and there is not enough funding available within the current TA wages account, the salary will have to be budgeted and approved at the ATM and Chairman Kilcoyne offered that the Town may, at that time, make up the difference.</li><li>• The fee for posting will be submitted through the TA budget</li><li>• A chairman for the Committee has not been elected yet</li><li>• The committee feels that having Selectmen present at the initial interviews is not advantageous.</li><li>• The consensus of the Select Board is that they would like the Town Administrator Search Committee to ultimately recommend 2 -3 top candidates for consideration.</li><li>• The Board would like candidates by Christmas. Since the posting must be up for at least 10 work days, Mr. Murray stated that the Christmas goal may be unreasonable considering the upcoming holidays. However, he assured the Board that the Committee will deliver candidates ASAP, thereafter.</li><li>• Mr. Philpot suggested that with an increased salary for a new Administrator, the Board may consider granting greater authority, along with responsibility, to warrant the increase. The Board acknowledged that they may ultimately need to make changes to the job description. However, those changes would have to be made in the Town's By-laws. The Board currently delegates authority on issues that it deems necessary.</li><li>• Mr. Pape requests that the Board provide the Committee with a list of areas of focus or strengths that the Select Board deems most advantageous in a new Town Administrator. He requests that the Board prioritize that list so that the Committee will focus on those qualities in the candidates.</li><li>• Mr. Pape also requests a list of goals for the new Town Administrator. Chairman Kilcoyne stated that it would be helpful if the new Administrator had experience in Personnel Compensation as it is currently an issue that needs to be addressed. The consensus of the Board is that they want someone who is forward thinking for the leadership role.</li></ul>

	<ul style="list-style-type: none"><li>• Department Heads and employees are invited to contact Mr. Pape with opinions and input as to what qualities are most beneficial in an effective Town Administrator. They may also submit questions that might be incorporated into the interview process.</li><li>• The job posting will appear in the Beacon, the newspaper and the Town Website.</li></ul>
TA Transition	<p>The Board has welcomed Anne Cervantes as the Interim Administrator.</p> <p>Their objectives/goals for her are as follows:</p> <ul style="list-style-type: none"><li>• Monitor the day to day activities.</li><li>• Keep Board apprised of operations, problems and events.</li><li>• Keep pending agenda items on current agenda.</li><li>• Have Department Heads and Committee/Board representatives occasionally attend meetings in order to touch let the Board and the public know what their department is doing and if they require assistance.</li><li>• Have initial Department Head meeting to garner support and assist in the transition.</li><li>• Work on School Lease, water supply, Police contract and other current issues.</li></ul>
IT Transition	<p>The Transition from Spaulding Hill to Guardian is complete. Spaulding Hill removed their proprietary software from the system and relinquished the passwords to Guardian on Friday. The Interim Administrator has established a list of contacts for each municipal building, per Guardian's request. All service requests will be funneled through one contact in each building. Guardian is in the process of installing anti-virus on all computers.</p> <p>Recommendations are expected by next week. Money articles to address recommended issues will need to be submitted as articles for the Annual Town Meeting.</p> <p>Guardian would like to have a task force go over the recommendations that they will be providing. The IT Committee will gather a group of people for this endeavor.</p> <p>Ticket requests for service are being sent to the Chairman and the Town Administrator. The staff has been reminded to check for all obvious problems, such as making sure that adapters are securely plugged in and that the system has been rebooted, prior to calling Guardian for assistance. The Board may be interested in having the staff educated on how to avoid viruses and anticipate that Guardian may make recommendations toward preventive measures.</p>
<u>Adjourn</u>	<p>Selectman Lane moved to adjourn at 7:40. Selectwoman Cranson 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p>