

**Town of Sterling  
Town Administrator Search Committee  
Meeting Minutes**

Date: October 19, 2016  
Location: Butterick Building, Room 109  
Attendees: Charles Conroy (Conroy)  
Patrick Fox (Fox)  
Donlin K. Murray (Murray)  
Henry Noyes (Noyes)  
Larry Pape (Pape)  
Todd Solar (Solar)  
Matthew Stelmach (Stelmach)

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APPROVED  
10/26/16  
*[Signature]*

The meeting was called to order at 6:00 PM with all members of the committee present.

Board Organization

Pape made a motion to appoint Murray as Chairman, seconded by Solar. All in favor.

Noyes made a motion to appoint Solar as Vice Chairman, seconded by Stelmach. All in favor.

Conroy made a motion to appoint Stelmach as Clerk, seconded by Fox. All in favor.

Job Posting

The committee discussed potential revisions to the wording of the existing job posting. Input received from the 3 Selectmen was also discussed. Conroy volunteered to make a first pass at editing the document and distribute for comments. The goal is to present the posting to the Selectmen for approval at their next meeting.

Potential locations to post the position were discussed including the MMA website, the MMA publication the Beacon, Town of Sterling Website, and the Worcester Telegram & Gazette.

Resumes

Resumes will be sent directly to the Clerk (Stelmach) via a personal email address. No resumes are to go through the Town.

### Timeline

The following potential timeline was discussed:

11/2/16 - Present the suggested job posting to the BoS for approval.

11/4/16 - Assistant to the Town Administrator to post position on the Town, MMA, and any other relevant websites.

Week of 11/7/16 - Post the position in applicable newspapers such as the T& G and Beacon.

11/23/16 - Due date for resumes.

11/30/16 - Committee meeting to review resumes as well as finalize the list of proposed questions for the candidates

12/1/16 to 12/15/16 - Set up dates and times for interviews.

12/23/16 - Present candidates to the BoS.

### Next Meeting

Tentatively scheduled for October 26, 2016 at 6:00 PM.

### Adjournment

Motion by Conroy to adjourn, seconded by Pape. All in favor. Meeting Adjourned at 7:15 PM