

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

Date: October 26, 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)

*Approved
11/9/16*

[Signature]

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

Meeting Minutes

Motion by Fox to approve minutes for the regular session meeting held on October 19, 2006 as written, seconded by Noyes. All in favor.

Job Posting

The committee discussed the draft of the job posting as presented by Conroy. It was agreed that the word "experienced" be removed and that the salary range would not be included. Replies will be sent to a generic email address obtained by Stelmach at either Yahoo or Gmail. Both Stelmach and Solar will have access to the email account. The posting will be given to the Board of Selectmen by Murray for approval at their next meeting.

Murray noted that the position would be posted on the MMA website, the Town of Sterling website, and the Worcester Telegram & Gazette. It will not be posted in the MMA publication the Beacon due to the lead time.

Discussion

The following items were discussed:

Input – Emails have been received from each of the 3 Selectmen and several department heads regarding traits that they would like to see in the new town administrator. Pape to distribute.

Interview Questions - Each member of the committee was handed a copy of the interview questions used for the previous TA search for review. These will be discussed at the next meeting.

Deliberation – It was noted that any deliberation via email is in violation of the open meeting law.

Next Meeting

Tentatively scheduled for November 9, 2016 at 6:00 PM.

Adjournment

Motion by Fox to adjourn, seconded by Noyes. All in favor. Meeting Adjourned at 6:55 PM