

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

Date: November 9, 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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TOWN CLERK

*Approved  
11/30/16*  


The meeting was called to order at 6:04 PM with all members of the committee present.

Meeting Minutes

Motion by Pape to approve minutes for the regular session meeting held on October 26, 2016 as written, seconded by Noyes. All in favor.

Job Posting

Murray noted that the date for responses would be moved out to 11/30/16 at the request of the Board of Selectmen. The posting for the T&G will be for 6 days at a total cost of \$1,700. MMA will run the posting on their website for 30 days. The position has already been posted on the town website.

Discussion

The following items were discussed:

Interview Questions - The committee discussed the list of interview questions and the input received from department heads and the Board of Selectmen. A total of 15 questions were agreed upon. Conroy to revise and distribute.

Interview Mechanics – The committee discussed the potential interview process including issues such as follow-up questions, second interviews, and reference checks.

Next Meeting

Tentatively scheduled for November 16, 2016 at 6:00 PM.

Adjournment

Motion by Pape to adjourn, seconded by Noyes. All in favor. Meeting Adjourned at 7:26 PM