

TOWN OF WILLIAMSTOWN

MAR 12 2015

TOWN CLERK

Board of Selectmen Agenda
March 18, 2015 9:00 am

1. Chairman's Opening Statement
2. Discussion of Town Manager Search Process with Consultants (Joellen Earl CEO, Lee Szymborski, Senior VP)
3. Approve Salary Range for Job Announcement (Town Manager)
4. Vote to Adjourn

9:20
am
mcl

MINUTES
WILLIAMSTOWN BOARD OF SELECTMEN
March 18, 2015
9:00 AM

Present: Ron Turbin, Chairman, Hugh Daley, Jane Patton, Tom Sheldon,

Absent: Andrew Hogeland

Others Present: Debra Turnbull,

CHAIRMAN'S OPENING STATEMENT- None

1. SELECTMEN'S MINUTES-

2. PUBLIC HEARING

3. LICENSES AND PERMITS-

4. ITEMS FOR SELECTMEN'S CONSIDERATION:

- a. Discussion of Town Manager Search Process- Joellen Earl, CEO and Lee Szymborski, Senior VP from GovHR met with the Board to review the timeline for completing the new town manager search. GovHR plans to complete the brochure outlining the position and organizational structure by March 23. Resumes will be due April 20 and begin their skype interviews, reference checks and background screenings. The Search Committee should hold their first meeting the week of May 11th. Interviews should start the week of May 18 or May 25. The town may want to consider conducting the first and second round of interviews in the same timeframe to reduce travel expenditures. It is projected that the successful candidate would begin employment in July. The Selectmen suggested that the Search Committee be divided according to their expertise and ask interview questions relative to their experience and strengths. The Board may exercise some discretion in the residency requirement allowing the chosen candidate to have some flexibility in their timeline for transitioning their residency into town.
- b. Approve Salary Range for Job Announcement- Mr. Daley made a motion to approve a town manager's salary of \$105,000-\$125,000. Ms. Patton seconded the motion. The motion passed 4-0-0. This includes salary and deferred compensation, if any. Various other benefits such as insurance, car or mileage, and professional development support must also be negotiated.

5. TOWN MANAGER'S REPORT-

6. PETITIONER'S REQUEST-

7. **OTHER** –

8. **ADJOURN.** Mr. Sheldon moved to adjourn the meeting at 9:42am. The motion was seconded by Ms. Patton. The motion passed 4-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Thomas Sheldon', with a long horizontal flourish extending to the right.

Thomas Sheldon
Secretary Pro Tempore