WILLIAMSTOWN BOARD OF SELECTMEN
AGENDA

Friday, June 12, 2015
8:30 a.m.

TOWN OF WILLIAMSTOWN - TOWN CLERK
Amended
JUN 10 2015
11:20 pm
RECEIVED

Meeting of the Board of Selectmen to interview finalist candidates for Town Manager

8:30-9	Selectmen's Preparation for Interviews
9 - 11	Interview Mr. Jason Hoch
11 – 12	Possible Board discussion, followed by an adjournment to 12 p.m.
12-2	Interview Mr. Angus Jennings
3:00	Board discussion of candidates and possible vote to select a candidate

NOTE: All times after 8:30 a.m. are approximate.

WILLIAMSTOWN BOARD OF SELECTMEN

Minutes June 12, 2015

Present: Jane Patton (Chair), Andrew Hogeland (Vice-Chair), Hugh Daley, Anne O'Connor, Ronald Turbin; Also: Tom Sheldon (Secretary), Jason Hoch (candidate), Angus Jennings (candidate), Lee Szymborski (consultant from Gov/HR);

The meeting was called to order at 8:45 a.m. The Selectmen discussed with Lee Szymborski the order of questions and the interview and decision-making processes.

The first interviewee was Jason Hoch, Town Administrator in Litchfield, NH. The Selectmen posed a series of questions to Mr. Hoch (see attachment) beginning with a presentation by Mr. Hoch on economic development, solicited in advance. During the questioning the Selectmen had available an Interview Evaluation Form (attached) to focus their impressions of the candidate. In some instances Selectmen asked follow-up questions to get more clarity on the candidate's thinking or to pose alternative scenarios in addition to the one provided by the candidate. Finally the candidate was given the opportunity to direct questions to the Selectmen.

The second interviewee was Angus Jennings, Principal of A. G. Jennings, LLC in Concord, MA. The Selectmen employed the same process and questions as in the first interview.

After the second interview the Selectmen met with the consultant who discussed immediate next steps: provision of references-related information to the Selectmen; provision of other feedback about the candidates; and discussion by the Selectmen of their impressions and conclusions. Following a break, the Selectmen reconvened at 3:04 p.m.

Lee Szymborski summarized the search process that began in early Spring starting with the framework of the search. He then summarized the department managers' feedback which was consistently positive for both candidates with an edge to Mr. Hoch in terms of learning curve, experience and leadership. The survey results from the Meet and Greet event were similarly positive with a numerical rating edge to Mr. Hoch.

The Board then conducted a straw poll and unanimously voted for Jason Hoch. Mr. Turbin expressed appreciation to the Search Committee for sending two strong but quite different candidates. Several Selectmen indicated that if Mr. Hoch does not accept the position, they would welcome Mr. Jennings as town manager.

The Selectmen expressed thanks to the Gov/HR consultants and to the Search Committee.

Mr. Daley moved and Mr. Hogeland seconded a motion authorizing the Chair to work with Lee (and Gov/HR) to develop an employment contract with Jason Hoch to serve as Williamstown Town Manager. The motion passed unanimously.

Mr. Turbin moved and Mr. Daley seconded a motion to adjourn. The motion passed unanimously at approximately 3:35 p.m.

Respectfully submitted,

Tom Sheldon
Secretary