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APPROVED
BOARD OF SELECTMEN
DATE: 7/16/18

MINUTES
TOWN OF BELMONT
BOARD OF SELECTMEN
TOWN HALL
Monday, November 20, 2017
8:00 AM

CALL TO ORDER

A regular meeting of the Board was called to order in open session at 8:04 a.m. by Chair Jim Williams in the Selectmen's Boardroom at the Town Hall. Selectmen Mark Paolillo and Adam Dash were present.

ACTION BY CONSENT

Report and Recommendation from the Town Administrator Screening Committee

Chair Williams invited Ms. Kate Bowen, Chair of the Town Administrator Screening Committee, and Mr. Rick White of Grioux-White Consulting LLC. to the table.

Ms. Bowen began by informing the Board that the Committee is recommending two candidates for consideration of the Town Administrator's position. She gave an overview of the work completed by the Screening Committee whose membership included Robert Reardon, Rebecca Vose, Mike Widmer, Charles Clark, Kate Bowen, Roy Epstein and Jim Williams.

Chair Williams praised the work of the screening committee and in particular the leadership of Chair Kate Bowen. He thanked them for their work and efforts.

Ms. Bowen reported that the TA Screening Committee has recommended Ms. Patrice Garvin as a finalist for the Town Administrator position. Ms. Bowen provided a brief background on Ms. Garvin, Town Administrator of Shirley. Ms. Bowen reported that Mr. Kevin Sweet, Town Administrator of Maynard, is also a finalist recommended by the TA Screening Committee. She continued that both finalists are strong candidates.

Selectman Dash asked about the timeline for the next steps and if the Board was in jeopardy of losing either finalist in the interim. Ms. Bowen responded that the Screening Committee is anticipating a vote by the BOS by December 11th and that nothing has been compromised during the screening process. Mr. White added that the initial schedule was expedited. Selectman Dash agreed and offered his thanks again to the Screening Committee.

Chair Williams provided some background on the process. He stated that Grioux/White had started the search in August due to the delay in the RFP. He continued that the schedule was accelerated and Selectman Dash added that now the schedule is right on target. Ms. Bowen expressed that the public has a strong desire to provide input to the search process.

Mr. White reported that he had a total of 19 candidates, 10 of which he considered solid

candidates. Mr. White continued that Grioux-White was searching for a seasoned TA with a proven track record. The criteria that was developed for the strong candidate includes leadership, ability to work with various committees and boards, and proven community outreach.

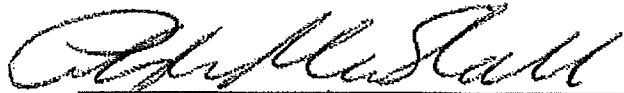
Mr. White explained that he would meet privately with each BOS member to provide a summary of the reference checks and expected this to be done before 12/2/17. He stated that HR Director Porter would ask the department heads to provide the BOS with a written perception of the candidates after their initial meeting.

Chair Williams asked HR Director what she could offer on the TA contract. She explained that former TA Kale's contract has been sent to labor counsel for review and this will be used as a baseline contract as it is fair for both the Town and candidate.

The Board briefly discussed potential starting dates and agreed that a big decision was ahead of them.

The Board voted to adjourn at 8:22A.M.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Phyllis Marshall", written over a horizontal line.

Phyllis Marshall, Interim Town Administrator

A second handwritten signature in dark ink, located below the printed name of Phyllis Marshall.