

**MINUTES  
TOWN OF BELMONT  
BOARD OF SELECTMEN  
BELMONT LIBRARY – HISTORICAL ROOM  
Saturday, December 10, 2011  
9:30 AM**

**CALL TO ORDER**

A special meeting of the Board was called to order in open session at 9:40 am by Chair Jones in the Historical Room. Selectmen Firenze and Paolillo were present. Interim Town Administrator, Richard J. Kelliher was also present.

**QUESTIONS FROM TOWN RESIDENTS**

There were none.

**WORKING SESSION**

The Interim Town Administrator thanked the Members of the Board for their willingness to meet beyond the regular meeting schedule in order to initiate planning for the permanent Town Administrator search. He stated that in order to meet the timeframe for Town Administrator recruitment and selection, as previously announced by the Board, start up of this time sensitive process needs to get under way as soon as possible.

The Interim Town Administrator introduced Stephen McGoldrick, Assistant Director of the Collins Center for Public Management of the McCormack Graduate School at UMass Boston.

He indicated that Mr. McGoldrick is an expert on the subject of Massachusetts local government charters and is willing to volunteer his time to the Board as a resource for this morning's discussion.

The Board then proceeded to review with Mr. McGoldrick some of the governance structural issues that might have an eventual bearing upon the search and appointment process for the permanent Town Administrator. From that review the Board then considered the following discussion points:

- TA job description
- TA compensation
- Need for consultant assistance
- Need for community/position "Profile"
- Purpose and composition of search/screening committee
  - Involvement of community
  - Involvement of department heads

- Final selection process

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As next steps, the Interim Town Administrator recommended that the Board review in televised session at its next meeting on Monday, December 19, 2011 the points (and corresponding timetable) that were discussed above. And then, subsequently, at its first meeting in January, 2012 accounce – and to the extent necessary – act on any specific steps required to formally get the process underway.

The Board moved to adjourn the meeting at 11:41 a.m.

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Richard J. Kelliher, Interim Town  
Administrator