

N.B. Town Administrator Search Committee

Meeting Minutes

Date: 6/26/23

Scheduled Time: 6:30PM

Location: BOS office, Main Street, N.B.

Attendees: Kirk Burnham, Tim Canada, Chris Caputo, Anne Jannette, Michelle Petraitis, Jason Petraitis

Not Present: N/A

Called to order: 6:30PM

Adjourned: 7:10PM

Jason Petraitis called the initial meeting of the committee to order. He explained that he would start the meeting and the first order of business would be for the group to organize the board. Once completed, the chair of the committee would run the remainder of the meeting.

Tim Canada volunteered to chair after some quiet contemplation by the group. Anne made a motion that Tim be the chair of the committee, Kirk seconded, Jason called for discussion, there being none, he called for a vote. The group voted unanimously to approve.

Anne Jannette volunteered to act as vice-chair, Michelle made a motion for the same, Chris seconded, Tim called for discussion, there being none, he called for a vote. The group voted unanimously to approve.

Michelle volunteered to act as secretary, Chris made a motion for the same, Kirk seconded, Tim called for a discussion, there being none, he called for a vote. The group voted unanimously to approve.

Tim thanked everyone and started the discussion with a reminder about open meeting laws with respect to communication in group emails. It is acknowledged by the entire group that we will act in accordance with the governing rules regarding these communications. Later the discussion also brought about the discussion of group texts. The group again agreed to follow proper procedures regarding those types of group communication as well.

The suggestion was made that Michelle collect the names and phone numbers for the text group which she did. List is below.

Kirk Burnham – (413) 575-4062

Tim Canada – (508) 221-8795

Chris Caputo – (508) 789-0723

Anne Jannette – (508) 527-1602

Michelle Petraitis – (508) 735-8317

- Jason confirmed for the group that the position being posted is for a Town Administrator, not a Town Manager. There are significant differences between the two which the group understands.
- Anne broached the subject of including a concise town bio with whatever posting we are using to recruit candidates. Some items to possibly include would be the size and structure of the town

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government currently. What departments the town has (independent school, water, sewer, etc.) which might be different than surrounding communities. Statistical data that a candidate might find useful in getting to know North Brookfield as a community. The group had some discussion and agreed unanimously that including a bio sounded like a good idea. Anne agreed to put together a preliminary draft and send it out to the group for review. The group will bring their individual ideas to the next meeting.

- A question was asked about the amount of ARPA funds being allocated to the position as well as a deadline to use those funds. Jason explained that the ARPA committee suggested allocating \$400,000 but the BOS approved starting with \$200,000. The thought is this amount would be used to cover any search expenses incurred as well as potentially the first 18 months of employment. Anne mentioned that with the inclusion of benefits such as health insurance, etc. the amount to cover just one year could consume most of those funds. Michelle asked if the BOS would be able to approve an additional \$200,000 down the road and Jason said it was possible but unknown at this time whether that would happen. Jason indicated that the timeline for using the funds was met with the appropriation of the funds by the BOS.
- Continuing discussion covered the hours needed to perform the duties of this job. It is unclear at this time whether the position needs to be full time or, if it starts as full time, can it be transitioned to 25 – 30 hours per week after the first year or so of learning. Is the ideal candidate possibly someone nearing retirement phase of their career? Jason raised the option of having town counsel assisting in the drafting of an employment contract.
- Chris inquired as to whether there is an internal employee who might be able to transition into the role. It was briefly discussed regarding one internal individual however Jason does not think that is an option at this time. It was also noted that we have a lot of very knowledgeable and expert employees who will certainly be a benefit to and benefit from having an administrator to coordinate activities, etc.
- Tim brought up the option of having a mentor-type position available for the new hire to use as an impartial sounding board and development coach. The group likes this idea and will research what options are available. It's possible the small-town administrators' group could be of help in this area.
- Michelle asked for clarification on whether our group would be responsible for vetting candidates (including checking references, etc.) or just gathering them and sending them to the BOS. Jason indicated that this board should be the preliminary checkers and forward our recommendations to the board which may, or may not, include all candidates. This depends on the number of candidates and the qualifications of those candidates.
- Tim advised that he was happy with the progress of the current meeting and felt we have some solid groundwork to address and cover prior to coming to the next meeting. The group conferred and decided that 7/10/23 at 6:30 would work for everyone. Next, he reviewed the action items with owners for our next meeting.

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- Anne will put together and disseminate a preliminary N.B. bio write up which the group, upon receipt, will make their own notes on and bring to the next meeting to discuss.
 - Anne will investigate whether N.B. is a part of the Small-Town Administrators' group.
 - Jason will ask Ashley to send the group the job descriptions she pulled together for our consideration.
 - Tim will investigate the Brookfield resource he received from Brooke (Canada – BOS) as well as any other leads she may have to offer at this time.
 - Michelle is going to investigate where the job posting should be listed and what expenses might be incurred in doing so.
 - The group should be considering and noting potential candidate attributes as well as interview questions. These factors will be discussed at the next meeting.
- Michelle made a motion to adjourn, Anne seconded, Tim called for any discussion, there being none he called for a vote. The group voted unanimously to adjourn at 7:10PM.

Minutes submitted by Secretary, Michelle Petraitis.

Minutes approved at 7/10/23 meeting. Motion made by A.J., seconded by K.B. approved unanimously.