

TOWN OF ADAMS, MASSACHUSETTS
ADAMS TOWN HALL BUILDING, 1st FLOOR, ADAMS, MA 01220

BOARD OF SELECTMEN WORKSHOP MINUTES 02/21/2018

CALL TO ORDER: The meeting was called to order by Chairman Duval at 6:00 p.m. Members Blanchard, Hoyt and Nowak were present as well Interim Town Administrator Cesan, Town Counsel St. John III and the Town Administrator Screening Committee, comprised of Theresa Daignault, P.J. Goyette, Leah Thompson, and George Haddad. Jeff Grandchamp was not in attendance.

SCREENING COMMITTEE CHARGE: On March 7, 2018 the members of the Town Administrator Screening Committee (TASC) will be designated as Special Municipal Employees. The TASC met briefly to go over their responsibilities, the posting and job description for the Town Administrator. Backgrounds of the Search Committee members were given to the Board of Selectmen. The TASC was advised they would bring three to five people forward for consideration of the Board of Selectmen, and visit the communities they work in, talk to employees of the candidates and visit the place of employment to get a feel for the person. If the candidate is significantly out of the area phone calls are acceptable. CORI checks will be done after the selection of the finalists and forms are signed. TASC Members requested the Board consider a six month probation period and having a procedure outlined to remove a person that did not meet the satisfaction of the requirements. It was noted that raises are dependent upon a good review. A formal review process for the Town Administrator was discussed. The Board sets priorities for the year which shift due to other responsibilities and it was noted this could be worded in the contract. Concern was expressed that candidates may be limited if wording indicated they could be let go if they did not receive a positive review. TASC Members briefly discussed the Town having a public relations challenge. The most recent evaluation and grading system was explained but has not been consistently used.

TOWN ADMINISTRATOR JOB DESCRIPTION AND DESIRED CHARACTERISTICS: Board Members were asked to give their desired characteristics and job qualities of the Town Administrator to the TASC Members. Members expressed confidence in the TASC Members' ability to select well. They advised qualities and characteristics that were desired are honesty, integrity, being open, up front and getting along with everyone. Embracing change was noted as being important and attracting business with new ideas and technology. Being a good listener and listening to both employees and the community was expressed as necessary. Strong leadership skills with positive energy to gain respect with the employees and having experience with supervision, personnel issues and keeping up morale were listed as vital. Demonstrated understanding of fiscal responsibility to keep the tax rate affordable, collaboration with examples and demonstrated initiatives, and an emphasis on economic development with business recruitment and retention were recognized as necessary. An understanding about this particular community and region would be helpful. The demographics and topography of the Town was outlined, and the use of grants was noted as having been critical in the past. Having knowledge of Massachusetts General Laws as a resource and willingness to consider the consolidation of resources were expressed by TASC Members as important. Challenges with consolidation and their long term benefits were discussed. The tax rate and the fact that communities cannot be compared because they are individually unique were touched on. Discussion took place regarding the completion of the projects on the Greylock Glen being the key to creating a vibrant downtown. It was noted the Town Administrator would need to be willing to join statewide organizations and work closely with legislative advocates to give Adams a voice in Boston. The candidate would need to look at building business opportunities and creating jobs for people in the community. The housing stock was briefly discussed as needing to be improved to provide moderate income housing and the potential opportunity at the Adams Memorial School was outlined. Interim Town Administrator Cesan was acknowledged and thanked for all of her hard work on the Greylock Glen and other projects over the years.

ADJOURNMENT: Motion made by Chairman Duval to adjourn the meeting, second by Member Nowak, Vote: Unanimous. Meeting adjourned at 6:48 p.m.

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Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary

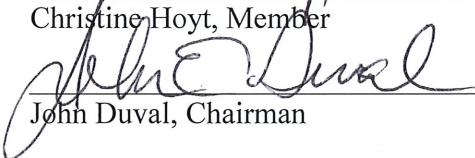


Joseph Nowak, Member

Richard Blanchard, Vice Chairman



Christine Hoyt, Member



John Duval, Chairman