



OFFICE OF THE SELECTBOARD
272 Main Street Townsend Massachusetts 01469



Chaz Sexton-Diranian, *Chairman*

Joseph Z. Shank, *Vice Chairman*

Theresa A. Morse, *Clerk*

R. Eric Slagle, Town Administrator

Sabrina Moore, Administrative Assistant

Townsend Town Administrator Search Committee

Mission :

The Town Administrator Screening Committee is responsible for presenting the names of three to five individuals, who shall be considered finalists, to the Town Board of Selectmen for consideration for appointment as the Town Administrator of Townsend. The Screening Committee members shall use their best judgment and understanding of the criteria for selection of the Town Administrator that is outlined in the Town Administrator Job Description that has been accepted by the Board of Selectmen. The job description includes the summarized input and information from the Board of Selectmen, town officials, town employees, as well as the citizens of Townsend and will be utilized in conducting outreach to solicit candidates for the position. The Screening Committee shall work collaboratively with the Board of Selectmen in executing their responsibilities.

Objectives : The Screening Committee's work shall include:

1. As the first order of business at the first meeting to choose a committee Chairperson and a Committee Secretary.
2. As the second order of business at its first meeting the Secretary will obtain written affidavits from each committee member agreeing to maintain, to the extent permitted by law, the names and any information about the candidates in strict confidence until the committee votes its recommendations and thereafter to keep the names and information pertaining to candidates not chosen as finalists strictly confidential.
3. Board of Selectmen will submit to the Screening Committee its preferences for the TA background check and qualifications.
4. Meet with the Board of Selectmen to discuss questions regarding the Town Administrator job description, review process of interviews, discuss interview questions as prepared by both the selection committee and the Board of Selectmen with possible additional questions from the public, and set interview dates.
 1. Receive and review resumes as presented by the Interim Town Administrator.
 1. Conduct interviews of selected candidates utilizing established questions.
 2. Compare the experience, qualifications, and interview performance of candidates to identify three to five finalists for reference and background check by an agreed upon designee of both the Town Administrator Screening Committee and the Board of Selectmen.



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3. Meet to review the outcome of the reference and background checks and take a vote to present an unranked list of the chosen three to five candidates to the Board of Selectmen.
 1. Committee Chairperson will meet with the Board of Selectmen to present names and resumes of the Finalists.
 2. The Secretary will prepare minutes of each meeting, will act to maintain confidentiality of non-selected candidates, and will assist the Chairman in the preparation of the Committee's Final Report.
 3. The Chairman, with a majority vote of the membership, will provide a summary report on the committee's work for the Board of Selectmen with one copy filed for archival purposes with the Townsend Town Clerk no later than two weeks after committee is dissolved by the Board of Selectmen.

Membership :

The Committee will consist of five voting members who will serve from the date of appointment until search is complete, unless the term is extended by the Board of Selectmen.

Conditions :

It is anticipated that the work of the Screening Committee will be completed over the course of approximately four meetings within five weeks following the receipt of resumes from the Interim Town Administrator. The Committee shall function as a governmental body of the Town as defined in the Town's Charter and adhere to the Massachusetts Open Meeting Law and utilize the provisions of said law pertaining to Executive Session(s) in order to act in the best interests of the Town.

Timeline :

By May 21	Organizational Meeting Scheduled
May 21	Joint Meeting with BOS
May 1	Post Job Opening
TBD	TA start date



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