

Ashland Town Manager Search Committee Meeting Minutes  
September 10, 2012

Committee Members present: Dan Conroy, Bob Rivers, John Blake, Judy Leavey, Barbara Durand (ex-officio member), Adam Shuster, John Nealon and Graham Ruggie

Board of Selectmen present: Steve Mitchell, Bob Hebden, Yolanda Graves, Paul Monaco

Town Consultant: Alan Gould, Municipal Resources Inc.

The meeting was called to order at 7:00 PM

### **Introductions**

Individuals introduced themselves to the group and their role in the process.

### **Selectmen input**

The Selectmen provided general input on the qualities that they would like to see in candidates. These qualities include:

- Financial background
- Ability to manage a range of personalities and skill sets
- Well-spoken and able to communicate effectively in written form
- Successful history of Economic Development and securing state funds
- Strong knowledge of Municipal Laws and Human Resources
- Professional demeanor and approachable
- Able to delegate, develop and manage Department Heads

The Selectmen left the meeting for the committee to proceed with the meeting.

### **Committee Roles**

A motion was made by G. Ruggie, seconded by B. Rivers to nominate Adam Shuster as Chair. Voted 6-0-0

A motion was made by A. Shuster, seconded by G. Ruggie to nominate John Nealon as Vice Chair. Voted 6-0-0

A motion was made by A. Shuster, seconded by B. Rivers to nominate Graham Ruggie as Clerk. Voted 6-0-0

### **Process**

General Guidelines for the process were reviewed by A. Gould. The Committee may form the process with recommendations from the consultant.

- The overall process may be completed in approximately 60 days.
- 53 candidates have made application for the position as of the meeting.
- The consultant is in the process of vetting the candidates.
- A reduced number of qualified candidates will be invited to respond to

essay questions. The consultant (MRI) provided proposed questions that were reviewed and selected by the search committee.

- The essays will be reviewed by the consultant to further qualify the candidates. The essays and complete submission by the candidates will be made available to the committee along with the findings of the consultant.
- Approximately 6 candidates will be selected for a closed session interview day.
- The search committee will select 2-3 candidates for presentation to the BoS.

A motion was made by J. Nealon, seconded by G. Ruggie to defer to MRI on consideration of late applicants based on their discretion. Voted 6-0-0

### **Communication**

Discussion took place on communication with the public and staff. Outreach will take place with various groups to hear qualities that are desired in the Town Manager candidates.

A. Shuster to send email to Selectmen on composition of the committee and request to present update to the BoS at their next meeting.

A. Shuster to contact Town Counsel to request their attendance at the next committee meeting.

The next meeting will be September 19<sup>th</sup>.

A motion was made by J. Nealon, seconded by G. Ruggie  
Meeting adjourned at 9:30PM

Respectfully submitted,

Graham L. Ruggie  
Clerk