

Town of Natick
Town Administrator Screening Committee
Approved Meeting Minutes
January 11, 2021, 4:00 PM

Conducted remotely, and posted in accordance with the Open Meeting Law, as amended.

Members Present: Lindsey Galvao, Carol Gloff, Alan Grady, Steve Levinsky, Anna Nolin, Joshua Ostroff, Linda Wollschlager. Also present: Dorothy Blondiet, HR Director; Randy Brewer, Natick Pegasus; members of the public.

The Chair, Steve Levinsky, called the meeting to order at 4:04 PM.

Public Comment

none

Meeting minutes

Alan moved to approve corrected minutes for January 4, 2021, seconded by Lindsey and unanimously approved by roll call.

Request for Proposals

Carol noted that the consultant RFP is now available and proposals are due back January 26. All members will receive submitted proposals, and we will evaluate and discuss next steps on February 1.

Outreach

Steve thanked people who provided feedback. Dorothy shared a worksheet that indicated the preferences of committee members for outreach interviews with stakeholders.

There was discussion about combining various bargaining units while seeking to ensure that all participants had a voice.

Committee members reviewed the assignments and there was general assent with minor changes; Steve will share a revised list. Josh raised the question of whether notes from these meetings were a public record and if so, to advise participants accordingly. That will be determined.

With respect to timing, we will be reviewing RFP respondents and potentially interviewing finalists on 2/8, so we will aim to have the stakeholder interviews done by 2/15.

Members extensively reviewed the sample questions for stakeholders, with the overall goals to help us reflect the profile of the position/job and then inform the questions for candidates. Steve will consolidate and update the document and publish for members.

Members discussed capturing discussions in a way that is streamlined and can be readily shared and consolidated.

We will skip next week, but interview pairs can connect. Steve will get clarification from Town Counsel on whether interview notes are a public record.

Alan moved to adjourn, seconded by Carol, and voted unanimously by roll call. The meeting was adjourned at 5:13 PM.

Respectfully submitted,
Joshua Ostroff, Clerk

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