

SPY


Charlton Board of Selectmen
Special Meeting – Selectmen’s Meeting Room
September 10, 2019 – 6:00pm

submitted by: MJD
Date: 10/7/19
received by: KL
Date: 10-7-19

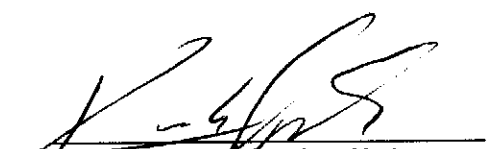
Present: Chairman – David M. Singer, Vice-Chairman – Karen A. Spiewak, Clerk – William Borowski and Member – Deborah B. Noble. Absent: Member – John P. McGrath and Town Administrator – Robin L. Craver.


Also present: Human Resource Director – Jessica Lewerenz and Richard White from Groux-White Consulting, LLC

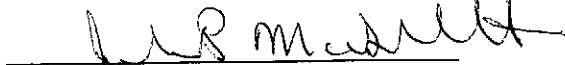
1. Open Meeting. Chairman Singer called the meeting to order at 6:05pm.
2. Discuss and Review pre-published documents by TA Consultant for TA Search. The Board reviewed what they received which is the job description, the ad, feedback from employees and community leaders. Ms. Noble said the feedback was consistent from the employees and community leaders. The board reviewed the ad. Ms. Spiewak provided a recommendation. She would like to make it a little more exciting. In reviewing the ad, it was decided to remove the sentence with the 4/5ths vote. The population should be corrected. Salary was discussed. The board removed the line with the salary of the departing Town Administrator. Salary range discussed was \$80,000 - \$140,000. **Motion by Mr. Borowski to use Ms. Spiewak’s recommendations as a baseline as well as recommendations the board provided, seconded by Ms. Noble, motion carries unanimously.** The Human Resource Director will advertise. Chairman Singer would like to use Mass Live and the Charlton Villager. Mr. White would like to review the profile. Change advice to unbiased guidance in first paragraph. Remove last paragraph on second page. Mr. Borowski questioned the 2nd paragraph. Discussion was to change the word direction to coordination. The population should also be corrected. Ms. Noble suggested on the 1st page, 2nd paragraph at the top, change it to working with residents to create an atmosphere of inclusivity to facilitate transparency of local government. Mr. Borowski mentioned that we have two town meetings each year. One in the spring and one in the fall. **Motion by Mr. Borowski to approve with changes discussed, seconded by Ms. Noble, motion carries unanimously.**
3. Other Business – unknown at time of posting.
4. Adjourn

Accepted by: 
David M. Singer, Chairman


William Borowski, Clerk


Karen A. Spiewak, Vice-Chairperson


Deborah B. Noble, Member


John P. McGrath, Member (absent)