

Town Administrator Search Committee
Minutes
January 31st, 2024

Present: Thom Griffin, Ellen Weeks, Howard Phelps, Lynn DiTullio, Michael Shuipis (chair)

The meeting was called to order at 5:00pm.

Meeting minutes from January 10th were approved unanimously.

The MMA articles regarding the Town Administrator's job were discussed; all agree they were helpful, particularly regarding the differences in authority of Town Administrators vs. Town Managers.

Regarding hiring authority, it was discussed and agreed that the Selectboard could adjust the logistics depending on the position; i.e. on a case-by-case basis.

Position profile pieces from other towns were reviewed. Ellen will review the Mendon piece and adapt it for Colrain. This is a document that will support the detailed job description and provide background about Colrain to candidates.

An introduction to Colrain was developed. A salary range that could be used in the piece was discussed, along with the need to fill out a number of details regarding the town (budget, employees, etc.)

Physical ads were also discussed and the following locations were recommended by our current TA: the Recorder, the Springfield Republican, and the Brattleboro Reformer.

We have \$2,000 to spend on promotion in total (ads plus any online fees, and printing if necessary).

The meeting was adjourned at 6:25 pm.

Next Meeting: Friday February 16th, 2024

Agenda: Review profile piece and send to Selectboard (as informational)