

Town Administrator Search Committee

******UPDATE**** - The Board of Selectmen has extended the deadline for submission of emails expressing interest until Monday, September 23, 2019, 5:00pm.**

The Board of Selectmen has voted to create a Search Committee to help in recruitment of a new Town Administrator. The Search Committee will consist of nine members, will be staffed by the Town's executive recruitment consultant Groux-White Consulting, LLC and will have a specific charge approved by the Selectmen. It is our hope that the membership of the Search Committee will be diverse and representative of the Town and will represent a healthy cross section of many of the Town's most active and respected citizens. The charge of the committee is as follows:

To assist the Board of Selectmen and consultant in reviewing applications for the Town Administrator position.

Specific Charges

1. Become familiar with the role, responsibility and authority of the position of Town Administrator as described in the Town's By-laws and job description.
2. With the assistance of the consultant consider, in confidence, applications and resumes submitted for the position; compare the experience and qualifications of applicants against the qualifications listed in the Town By-laws, job description and as defined by the Board of Selectmen.
3. Treat all applications and resumes with strict confidence and not divulge the identity or resume information on any applicant during and following the screening process.
4. Advise the Board of Selectmen on candidates deemed most suitable for consideration beyond the initial interviews by the screening committee.
5. Be aware that the committee is not authorized to conduct reference and background checks on candidates.
6. Appreciate that the Board of Selectmen is ultimately responsible for selecting and appointing the Town Administrator.
7. Recognize that the consultant has been engaged by the Board of Selectmen and is expected to make direct recommendations regarding candidates that may differ from the committee if deemed appropriate.

The Board has set Wednesday, September 18, 2019 as the deadline for submission of an email expressing interest in being considered for appointment to the Screening Committee. Emails should be sent to mary.devlin@townofcharlton.net. Your email expressing interest should provide all contact information including an email address and a brief statement about your experience as a town volunteer and interest in serving.

Appointments by the Board of Selectmen

Anyone interested in any of the following openings should fill out a talent bank form and send it to the Board of Selectmen's office for consideration.

Activities Council:

The mission is to develop diversified year-round activity programs for all ages.

Two (2) alternate members needed

Boston Post Cane Committee:

The Selectmen activated the Boston Post Cane Ad-Hoc Committee, a five-member board, on April 8, 2008, and charged them with the responsibility of creating the criteria needed so that the cane can be presented fairly to the eldest citizen of the Town of Charlton with a recommendation to the Board of Selectmen. One (1) member needed

Cultural Council:

The goal of the Cultural Council is the Cultural and Artistic Enrichment of our Community. Two (2) members needed

Energy and Environment Committee: (established at the BOS 7/30/19 meeting) The purpose of this committee would be to review:

- Energy Conservation in Buildings
- Electricity Aggregation
- Advisory Committee to make recommendations to Town Administrator and Board of Selectmen □
Track legislation □ Natural Gas

Six (6) members needed

Historical Commission:

The Commissions work to preserve the historic heritage of Charlton and bring the public a greater awareness of the unique history of Charlton.

Three (3) members needed

Historic District Commission:

This five-member commission was created by Annual Town Meeting vote in 1977. Our purpose is to "promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history of the Town of Charlton, or their architecture and through the maintenance and improvement of settings for such buildings and places along with the encouragement of designs compatible therewith". Three (3) members needed

Personnel Board:

The Personnel Board shall consist of five registered voters of the Town who hold no other elected or appointed Town office nor are employed by the Town. The terms of office of the originally appointed members shall be for one, two or three years and so arranged that the terms of approximately one-third of the members will expire each year and their successors shall be appointed for terms of three years each. After a hearing, any member of the Personnel Board may be removed for cause by the Appointing Authority. One (1) member needed

Sex Offender Bylaw Committee: (established at the BOS 5/21/19 meeting)

The committee is charged with exploring and researching the laws for a viable bylaw to bring forward to town meeting.

Two (2) citizens needed

Zoning Board of Appeals: □ To hear/decide applications for expansion of nonconforming uses in accordance with provisions of Section 3.4.3.5, application for Special Permits in accordance with Section 7.2, and Special Permits for development of flood plain zones as specified in the Charlton Zoning Bylaw, Section 6.4.

□ To hear/decide on petitions for variances in accordance with Massachusetts General Law Chapter 40A

Two (2) alternates needed