

From: Recorder, Veterans Agent Search Committee

7 October 2019

Subject: Meeting Minutes 7 October 2019

To: Committee Members



1. The first meeting of the Veteran's Agent Search Committee was held at 6:00pm on 7 October 2019 in the Belchertown Conservation Office in the Town Hall.

2. Members in attendance were:

Mr. Gary Brougham, Town Administrator
Mr. Ed Boscher, Chairman, Board of Selectmen
Mr. Ray Janke, Advisor

Committee Members:

Ms. Jan Jourdain Ms. Kathy Wood
Mr. Ed Okseniak Mr. Vincent Viglione
Mr. Keith Poulin

3. The meeting consisted of the following items:

- Introduction of members
- Direction to the committee from the Town Administrator
- Distribution of and review of the administrative packet which included the following:
 - Search Committee application letter
 - Commonwealth of Massachusetts Open Meeting Law Guide
 - List of 14 Applicants with names/addresses/phone numbers
 - Veteran's Agent Position Description (PD)
 - 14 Applicant packages
- Mr. Janke also provided a draft Interview Questionnaire and a document listing the many roles of the Veteran's Agent which is not necessarily included in the PD
- Establishment of meeting dates and target date for completion
 - This was necessary to ensure someone is selected prior to Mr. Janke's new retirement date of 30 November and to provide the Select-board ample time to do final interviews
- Discussion of Veteran's Agent PD
- Gathering of the committee email addresses and phone numbers in order to ensure adequate communication throughout the process

4. The next meeting will be Tuesday, 15 October, at 6:00 pm. Tasking to be completed for that meeting is to review all 14 applications and come prepared to prioritize them. Our goal is to come up with the list of those that will be interviewed by our committee on the evenings of 21 and 22 October (if needed). These meetings will take place at 4:30 pm. Mr. Brougham was made aware of all our meeting dates and will ensure they are posted. We will plan on ½ hour interviews with those that make our cut. We will then provide the Select-board with our top candidates for the final interviews by 28 October.

5. The meeting adjourned at 6:55 pm.

Kathy Wood, Recorder