

Members Present: Wayne R. Walker, Heather M. Billings, James A. DeLisle

Others Present: Bernie Lynch, Community Paradigm Associates; Kelly McElreath and Paula Ceglowski, finalists; Doneen Durling, Gardner News

CALL TO ORDER

W. Walker called the meeting to order at 5:30 p.m. in room 205 of the Town Hall.

INTERVIEW FINALISTS FOR TOWN ADMINISTRATOR POSITION

The Board interviewed the remaining finalists for the position of Town Administrator, taking turns asking a series of questions pertinent to the function of the job of Town Administrator.

Kelly McElreath Ms. McElreath is currently the Assistant to the Town Manager (AtTM) in the Town of Upton, a position that she has held since 2017. She is also the Upton Town Clerk, a position that she has held since 2001. As AtTM, Kelly works closely with the Town Manager on all aspects of municipal operations including preparation of the Town Meeting Warrant and the annual budget, collective bargaining, procurement, economic development initiatives, and day-to-day operations. Kelly is specifically responsible for managing the facility maintenance and IT functions of the Town. In addition to these responsibilities, Kelly is also a four- year member of the Upton Board of Assessors, and previously served on the Upton Finance Committee, and was Clerk to the School Committee. For 14 years, she was a Manager of the Milford branch of Sovereign Bank. Kelly holds a BA in Economics from the University of Massachusetts-Amherst, and she did complete the MMA/Suffolk University Graduate Certificate in Local Government Leadership, which is focused upon building the next generation of municipal managers.

Paula Ceglowski Ms. Ceglowski is currently the Director of Human Resources in the City of Westfield, a position that she has held for three years. In this capacity Paula is involved in, or responsible for, all HR functions including collective bargaining, hiring of personnel, and management of personnel records, benefit administration, and disciplinary investigations. Prior to joining the Westfield School District Paula held a similar position, focusing upon and managing human resources, with the Framingham School Department. Her total time within Framingham was just over 16 years where she was given increasingly responsible assignments in the HR area. More notable to the Westminster Town Administrator position are Paula's prior positions as Executive Secretary for five years in Princeton and three years in Pepperell. In these positions, which are essentially the same as the Westminster TA position, Paula was responsible for day-to-day operations of the municipal governments, handling procurement, collective bargaining, grant writing and administration, budgeting, coordination of department activities, implementation of Selectmen policies and managing citizen issues and service requests. Paula has a BA from Georgetown University in History and Public Administration.

ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

James A. DeLisle, Clerk

(Prepared by S. Lahtinen)