

Town of Brookfield - Highway Department Search Committee Charter

I. Purpose

*The Highway Dept Search Committee is established by the Select Board to assist the Select Board in conducting a professional, transparent, and thorough search for qualified candidates for the position of **Highway Superintendent; Highway Operator(s); and Highway Administrative Assistant** for the Town of Brookfield. The Committee shall serve in an advisory capacity and shall make recommendations to the Select Board consistent with this Charter.*

*The Committee shall consist of **five resident members** appointed by the Select Board. The Town Administrator shall serve as an ex-officio member.*

II. Authority

The Committee shall serve in an advisory capacity and shall make recommendations to the Select Board. Final decision-making authority, including candidate selection, contract negotiation, and appointment, remains solely with the Select Board.

III. Responsibilities

Responsibilities include; assisting in reviewing and updating (if needed) the job descriptions of the Highway Superintendent; Highway Operators; and Highway Administrative Assistant; recommending advertising/recruitment strategies; reviewing all resumes received; evaluating candidates based on qualifications, experience, and alignment with the Town's needs; conducting reference checks for finalists.

IV. Interviews

The Committee shall conduct initial interviews; recommend finalists (typically three) to the Select Board for final interviews; provide a written summary of the Committee's evaluation process and rationale.

Executive sessions may be held for the purpose of reviewing applications and conducting interviews, to the extent permitted by law.

Candidate confidentiality shall be preserved to the fullest extent allowed by law during the screening process.

V. Open Meeting Law and Public Records

The Committee is a public body subject to Massachusetts Open Meeting Law and Public Records Law.

Executive sessions may be held for the purpose of reviewing applications and conducting interviews, to the extent permitted by law.

Candidate confidentiality shall be preserved to the fullest extent allowed by law during the screening process.

The Committee shall follow the Highway Department Search Committee Charter (expected to be approved by the Select Board on 8-13-26)

VI. Timeline

The Committee shall endeavor to complete its work within a timeframe established by the Select Board and shall automatically dissolve upon the Select Board's appointment of a Highway Superintendent; Highway Operators; and Highway Administrative Assistant, unless sooner dissolved by vote of the Select Board.