

Executive Session Screening Committee Meeting Minutes September 13, 2017

Meeting was called to order at 5:55 PM

Roll Call: Maura Curran – Yes, Charlie Cristello – Yes. Tony Vegnani, Yes

The purpose of this session was to interview three of the six finalists for the Town Administrator Position.

All three candidates were asked the same questions rotated between the three interviewers.

The first candidate to arrive was Tony Marino, current Assistant TA from the Town of Hanover.

The second candidate was Thomas Calter , a current State Representative from Kingston, MA

The third candidate was Lincoln Heineman, current Scituate Advisory Board Member.

No votes were taken.

**Scituate Town Administrator Interview Process**

**Location:**

Scituate Library – please arrive at 5:30 no later than 5:45pm

There will be two sessions:

**Dates:**

Wednesday September 13<sup>th</sup> 6-10PM – to be held in the small Conference Rm.

Thursday September 14<sup>th</sup> 6-10PM - to be held in the Large Conference Rm.

**Format:**

Stephen Salk – HR Director of Scituate will meet and greet candidates and lead them to the room.

Each Candidate will have an hour with us. We will rotate the questions among us. There are 9 categories, so that gives each interviewer the opportunity to ask three lead questions. Follow up questions will be open to react to the answers provided by the candidates. We will reserve time following each interview to summarize our observations.

There is a rating sheet to assist us in keeping track of our impressions / ratings.

We will advise each candidate that by Monday September 18<sup>th</sup> they will hear whether or not they are advancing in the process as a finalist to come before the BOS in a public session.

Confidentiality will remain until the candidate notifies us that they accept our invitation to the final public round.

*The questions are designed for those with municipal experience please answer the best you can in relation to your current or former experience.*

**Municipal Experience:**

We have read your application what is most relevant about your experience in Municipal government that you will bring to the role in Scituate?

**Customer Service / Resident Relations**

What is your approach to Customer Service and how do you interact with the residents of your town?

- How do you utilize social media

**Staff Development / Succession Planning / Management Style**

There are 19 direct reports to the Town Administrator: How will you manage your department heads

- What type of succession planning have you implemented in your current role?

**Coastal / Emergency Management**

Scituate is a coastal community and we have had our share of damaging storms. Tell us about the most significant natural or man-made disaster that you have had to manage in your current or previous position?

**Capital Planning**

Describe your capital planning process? Would you recommend that Scituate adopt the process that you describe?

**Operational Financial Planning / Budget**

Scituate has some difficult budgets facing us in the next couple of years. Tell us your experience in making difficult budget decisions and getting department heads and elected officials to support your decisions?

**Union Bargaining**

Describe your experience with bargaining union contracts.

### **State/Federal Grants**

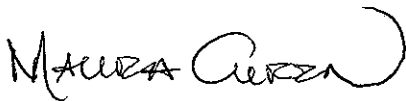
How do you interact with your current state and federal representatives to cultivate relationships that bring in revenue to your community? IE grants, low interest loans, etc.

### **Economic Development**

What strategies have you implemented to expand Economic Development in your community?

### **What questions do you have for us?**


Meeting was adjourned at 10:10 PM

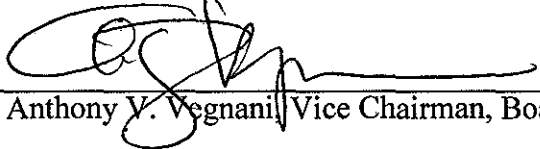
A handwritten signature in black ink, appearing to read "Maura Curran", with a large, sweeping flourish at the end.

Maura C. Curran  
Recorder

Town Administrator Screening Committee Executive Session  
Meeting Minutes for September 13, 2017

TOWN ADMINISTRATOR SCREENING COMMITTEE

  
Maura C. Curran, Chairman, Board of Selectmen

  
Anthony V. Vegnani, Vice Chairman, Board of Selectmen

Charlie Cristello, Consultant