

Executive Session Meeting Minutes September 14, 2017

Approved
Released on: 1-9-18

Meeting was called to order at 5:53 PM

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

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

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

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 13th 6-10PM – to be held in the small Conference Rm.

Thursday September 14th 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 18th 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?

The first candidate to arrive was Michael Gallagher the current TA from the town of North Attleboro

The second candidate was Kevin Sweet the current TA from the town of Maynard.

The third candidate was James Boudreau, the current TA from the town of Lynnfield.

The last candidate left and the screening committee convened to review notes and discussed who to move forward to the Board of Selectmen for final interviews.

The Screening Committee unanimously agreed to move forth, Anthony Marino, Kevin Sweet, and James Boudreau.

Ms. Curran said that she would notify Stephen Salk to convey results to the candidates to schedule final interviews to be conducted in public session.

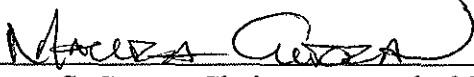
Meeting was Adjourned at 10:20 PM

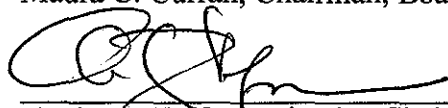
A handwritten signature in black ink, appearing to read "Maura Curran", with a large, stylized loop at the end.

Maura C. Curran
Recorder

Town Administrator Screening Committee Executive Session
Meeting Minutes for September 14, 2017

TOWN ADMINISTRATOR SCREENING COMMITTEE


Maura C. Curran, Chairman, Board of Selectmen


Anthony V. Veghni, Vice Chairman, Board of Selectmen

Charlie Cristello, Consultant