

Minutes of the Board of Selectmen's Meeting of December 9, 2013
Town Hall – Meeting Room #1 6:30pm

Present: Selectmen John Franey, Helen Marrone, Richard Ward; Office Assistant Diane Scully
Absent: Selectmen Michael O'Donnell and Sarah Hewins as they are unable to participate in the hiring process for the Town Administrator.

Franey led the audience in the Pledge of Allegiance and explained that as this was a special meeting, there would be no announcements. The purpose of the meeting was to develop interview questions for the Town Administrator finalist candidates.

Franey told the Board that in the first round of interviews, the Town Administrator Screening Committee asked 8 questions of the candidates. He felt the Board should aim for 8 or 9 questions for the four finalists and plan to ask the same questions of each candidate.

Franey and Ward visited Rehoboth today, the town that formerly employed candidate David Marciello. Their plan is to visit each candidate's town. Police Chief Duphily and EMS Director Tom Walsh also went, though everyone traveled separately and met separately with employees and board members. Ward and Franey said there were amazing similarities between the towns: population, town size, budget, farm land. The police command structure is similar, but Rehoboth has 21 officers and Carver has 15.

Marrone asked if they were able to share information they'd gathered on Marciello. Franey felt it was unfair at this time to bring that forward, as they'd only been to one candidate's town so far. Marrone wanted to be sure she had time before the meeting on December 17th to review the information they'd compiled. It was decided that they would prepare independent reports to be included in the agenda package for the December 17th meeting.

Marrone suggested the three of them read their top two interview questions from those they'd each prepared. It was decided to have the candidates make an opening statement followed by two or three questions from each Board member, followed by a closing statement. Franey felt there would also be follow-up questions. The audience would not be allowed to participate in the interviews.

The questions the Board subsequently developed for the December 10th finalist candidates' interviews are included as an attachment to these minutes.

Marrone made a motion to adjourn at 7:07 p.m.; seconded by Ward. Vote unanimous.

Attachment: INTERVIEW QUESTIONS FOR TOWN ADMINISTRATOR FINALISTS

INTERVIEW QUESTIONS FOR TOWN ADMINISTRATOR FINALISTS

Candidate's Opening Comments:

Please tell us about yourself, your reasons for seeking the position of Carver Town Administrator, and how your experience and training qualifies you to help Carver meet the challenges described in the Profile.

Board of Selectmen Questions to the Candidates:

1. Helen Marrone Question: Being as specific as possible, what do you see as the three most significant issues facing Carver in the next year or two, and how do you propose to address these issues?

2. Jack Franey Question: Carver is rich in natural resources and is well known for its strong agricultural base. How would you create a balance between preserving the agricultural history and the need for economic development?

3. Dick Ward Question: In this period of economic downturn and declining local aid and revenues, what steps should the Town of Carver take to provide consistent levels of service?

4. Helen Marrone Question: In Carver, some of the Department Heads report directly to the Board of Selectmen through the Town Administrator, some report to elected Boards and some are elected directly by citizens. How do you manage, motivate and ensure that Department Heads are fully accountable for the services they deliver in this kind of complex structure? Similarly, how would you manage relationships with elected Boards and appointed committees?

5. Jack Franey question: Can you give us an example of how you will remain detached from the political process within the town and remain neutral in working toward the best interest of the citizens even when the citizens themselves are divided?

6. Dick Ward question: Carver is blessed with many interested and capable citizens who are interested in serving on town committees. What is your experience working with citizen committees and what do you feel is the Town Administrator's proper role with citizen committees appointed the by the Board to address specific issues?

7. Helen Marrone question: We continue to witness prolonged slow economic growth, Carver's unfunded liability continues to grow and we are in great need for a new school, police and fire station and other infrastructure improvements. Have you had to design, direct or oversee reduction of expenses or consolidations of departments due to circumstances such as the examples I just mentioned? If so, describe your specific role, the process you utilized, the degree of success and what, if anything would you do differently if you had to do it again?

Candidate's Closing Comments:

Before we end tonight's discussion, have we covered everything you consider relevant? Is there anything important about yourself that you would like to add or is there anything about the position that you'd like explained?