

BOARD OF SELECTMEN

August 31, 2009
Minutes

The Board of Selectmen met on Monday, August 31, 2009 in the Town Hall Clark Room. Those present were Selectmen Timothy F. Hult, John D. Williams, William R. Tice, Jr., Douglas A. G. Stevenson, and Peter Scavongelli.

Mr. Hult said the purpose for tonight's special Selectmen's meeting was to publicly interview the three final candidates for the Town Administrator's position. Before the interviews began Mr. Hult asked everyone to pause for a moment of silence in honor of the recent passing of Senator Edward M. Kennedy.

Mr. Hult said the interviews would begin with Brian Connolly. Mr. Hult explained that each candidate would have a few minutes to speak about themselves; then the Board would proceed with questions. After that Larry Barton would collect questions from those present in the audience, and if they had not been already asked, he would proceed to ask the candidate the question.

Brian Connolly thanked the Board and the Search Committee for the opportunity to be apart of the interview process. He spoke to the Board and those present about his past experiences and how well he worked with people and the importance of customer service.

Mr. Williams asked Brian about teamwork. Brian gave a brief example of how he solved a custodial staff issue.

Mr. Scavongelli asked Brian about communications skills and how he would proceed to keep everyone up to date with incoming information. Brian said he would give weekly or bi-weekly Town Administrator reports, work with the Chairman of the Board and hold monthly staff meetings.

Mr. Stevenson asked Brian why he chose the Town of Carlisle. Brian replied that he has a passion for what he does. He looked to Carlisle for the stability, positive communication, and the volunteer Boards and the School projects. He was excited about working in Carlisle.

Mr. Hult asked Brian how he would rate the knowledge of Mass. Municipal Laws, Procurement, Personnel and preparation of the Town Meeting Warrant. Brian said the knowledge of Mass Municipal laws is very important and he ranked it between 8 and 9. He gave procurement a 6 -7 rating. He spoke about the preparation of the warrant and how making mistakes could be very problematic.

Mr. Tice asked Brian a question about management style.

Larry Barton asked a question given from the audience, which was, what was his biggest concern about this job? He said filling in after a Town Administrator who had been there for 9, almost ten years.

Timothy Goddard was the next finalist interviewed. Mr. Goddard said he was honored to be a finalist. He said he had been a Town Administrator in Littleton for almost 9 years and is now an assistant Town Manager in Framingham. He spoke about how beautiful Carlisle is and how he enjoyed managing small towns.

Mr. Williams asked Tim about Teamwork. Tim spoke about a project in Littleton that he was very proud of, which was the Nashoba Orchard. He said it took a lot of teamwork to bring town officials and resources together to make this project work.

Mr. Scavongelli spoke to Tim about communication skills.

Mr. Stevenson asked Tim what he thought was challenging and interesting in Carlisle. Tim compared Carlisle to Littleton, saying that Littleton has commercial. He said it will be a challenge to continue to provide the same level of services the community expects in these economic times.

Mr. Hult spoke to Tim about technical aspects of the job. In response to knowledge of Mass. Municipal Laws, Tim said he felt the use of Town Counsel should be guarded. In regard to procurement, Personnel and Human Resources, he said he was very familiar in these areas. Tim said he has prepared Town Meeting Warrants before, too.

Mr. Tice asked Tim to describe an incident where he had to handle a situation of inappropriate behavior. He then asked Tim to characterize his management style. Tim said his management style would best be described as 'open' and he accepts the input of others.

Larry Barton asked Tim a few questions about cost saving measures, such as inter-municipal cost savings. He spoke briefly about Framingham and Ashland and their sewer issues. In reply to Larry, he said he could foresee a challenge in Carlisle, again as aforementioned, that there are only property taxes, and the level of services provided to the Town. Tim was also asked about his reception of criticism. He said he was very even-tempered, and viewed criticism as being offered to improve one's performance.

Jeff Ritter was the third and final candidate. He spoke briefly about his family and prior employment.

Mr. Williams asked Jeff about his team building skills. Jeff gave a few examples of how he would hold staff meetings and perhaps have paper-bag lunches in order to build on trust and communication.

Mr. Scavongelli talked about communication too. In response to Mr. Scavongelli's questions on communication, and how he would keep the Staff and the Selectmen informed, Jeff said he would have staff meetings, give press releases, and provide a Town Administrator's report.

In response to Mr. Stevenson as to what inspires him to work in Carlisle, Jeff said the Town has a strong volunteer base and a quality education system.

Mr. Hult asked Jeff a few questions regarding Mass Municipal Laws, Procurement, Personnel and Human Resources and Town Meeting. Jeff said knowledge of the Mass. Municipal Laws is very important. He added that procurement is important, but straight-forward.

Mr. Tice asked a few questions about management style and inappropriate behavior situations. Jeff replied that his style was to persuade, as people tend to gravitate to the power of persuasion.

In response to Larry, Jeff said the first thing he would do as a new Town Administrator would be to hold an all-employee meeting and then hold an all Boards meeting and meet all the Department heads.

There was a brief discussion on Chapter 40B, and Jeff's experience in this area.

Jeff was asked about criticism, and his acceptance of same.

Mr. Hult thanked all of the candidates for their time and interest in this process. He said a decision would be made during the Board of Selectmen's Meeting on Thursday, September 3, 2009 at 7:00 p.m.

Respectfully submitted by Margaret M. deMare