

**BOARD OF SELECTMEN
TOWN MANAGER, FIRST ROUND INTERVIEWS
MINUTES OCTOBER 2, 2008
APPROVED**

Present: Joshua A. Degen, Chairman; Stuart Schulman, Vice Chairman; Anna Eliot, Clerk; Peter Cunningham; George Dillon, Jr.

Also Present: Patrice Garvin, Administrative Assistant

Mr. Degen called meeting of the Board to Order at 7:00 p.m. and reviewed the agenda for the public.

OWEN QUINN: (4:07 pm – 4:50pm)

1. Share with us why your are interested in the Town Manager position with the Town of Groton? (FD) Mr. Quinn stated that he has been in public administration for thirty years and has done everything he can do in CT. Mr. Quinn stated he was familiar with MA regulations and liked the Town.
2. What do you know about the Town of Groton? (PC) Mr. Quinn stated that it was similar to CT model of government and that he would reach out to the community to have good relationships.
3. What do you see as a primary issue facing the Town of Groton and what specifically is your vision for the Town's future? (AE) Mr. Quinn stated that vision was difficult but in the past he has looked at towns demographics and developed and looked to see where the town wanted to go. Mr. Quinn stated that he has matched skills with workers and would meet with the Board and stakeholders.
4. We see from your resume that you have not been working in municipal government since February 2006? What have you been doing since 2006? (SS) Mr. Quinn stated that he has been looking for employment and it can take some time.
5. Referring to your resume, you were the Town Manager in the Town of Winchester/City of Winsted for two years, prior to that you were the Chief Executive Official of the City of Torrington for four years. Please detail for us which position gave you the greatest sense of reward and why? Which position was most challenging and why? (JD) Mr. Quinn updated that Board on his professional career and stated that his greatest accomplishment was re-energizing an area. Mr. Quinn commented on the very political atmosphere in CT town he worked in and that sometimes he was unable to get passed the climate.
6. Why did you leave the City of Winsted after working with them for two years? Why did you leave the City of Torrington? (FD) Mr. Quinn stated that it was an elected position.
7. Your résumé indicates that you administered a \$6.3 million bond project for a municipal capitol improvement. Please detail for us where the \$6.3 million came from? What your part was in identifying those fund and implementing the capitol improvement project. (PC) Mr. Quinn gave his experience on balancing a budget.
8. What are the important considerations for you in accepting this position? (AE) Mr. Quinn stated that most important thing for him was to be challenged professionally and was looking to be a part of the community. Mr. Quinn saw the goals to be fiscal responsibility, position Economic Development and the quality of life.
9. What are your salary requirements for this position? (SS) Mr. Quinn gave his salary requirements.

10. Why should the Board of Selectmen choose you for this position? (JD) Mr. Quinn stated that he had the experience behind him.
11. Where do you see yourself in five years? Ten years? (FD) Mr. Quinn stated that hoped to improve the community and that he had the skills to do it.

FOLLOW-UP

1. (FD) Do you believe there is anything your past that would prohibit you from carrying out your duties as the Town Manager? Mr. Quinn stated, no.
2. (PC) Given the current economic times how do envision handling the difficult decisions? Mr. Quinn stated that the best relationship had to be made between the Town manager and Board of Selectmen.
3. (JD) How would you make a decision if members of the Board do not agree, how would you advocate your position? Mr. Quinn stated that he would meet individually with the Board to try to see all points of view.

Mr. Quinn closed by stating that and looks forward to hearing from the Town.

ROBERT WHALEN: (4:55pm-5:35pm)

1. Share with us why you are interested in the Town Manager position with the Town of Groton? (FD) Mr. Whalen stated that after having volunteered in Town government he wanted to put together a resume and work within government. Mr. Whalen stated that he has travelled around Town and liked what he saw.
2. What do you know about the Town of Groton? (PC) Mr. Whalen stated that it was like his town small and has learned a lot about Groton.
3. What do you see as a primary issue facing the Town of Groton and what specifically is your vision for the Town's future? (AE) Mr. Whalen stated that there are short-term and long-term impacts budget scenarios. Mr. Whalen stated that diversifying the tax base may be something for the Town to look at.
4. We see from your resume that you have been volunteering with the Town of Lynnfield since 1998. Why did you decide to pursue community service? And why are you interested in a paid position in municipal government? Do you feel that a paid position in municipal government will be different than volunteering? Why? (SS) Mr. Whalen gave his volunteer history in Town government. Mr. Whalen stated that he saw the difference between being a paid volunteer and a paid employee and was ready for the responsibility.
5. Referring to your resume, what community service position has been your greatest challenge and why? What position offered you the greatest sense of reward and why? (JD) Mr. Whalen stated that being on his towns Board of Selectmen gave him the authority to set policy. MR. Whalen stated that it was challenging and he was forced to make difficult decisions. Mr. Whalen described his most rewarding experience being selectmen, which was on-time and on-budget.
6. Your work experience is primarily private sector. Based on your experience what are the differences between municipal government and the private sector? Are there similarities between the two industries? (FD) Mr. Whalen stated that the public sector moved slower and that even through commands items still would need to go through Town meeting.
7. What are the important considerations for you in accepting this position? (PC) Mr. Whalen expressed concern with getting everyone on the same page.

8. What are your salary requirements for this position? (AE) Mr. Whalen stated that he has been unemployed for over ten years and would expect the salary range to be 120-130 thousand, but it was negotiable.
9. Why should the Board of Selectmen choose you for this position? (SS) Mr. Whalen stated that he had a good skill set and good experience.
10. Where do you see yourself in five years? Ten years? (JD) Mr. Whalen stated that he would continue to seek a position in government.

FOLLOW-UP:

1. (FD) Do you believe there is anything your past that would prohibit you from carrying out your duties as the Town Manager? Mr. Whalen stated, no.
2. (PC) Given the current economic times how do envision handling the difficult decisions? Mr. Whalen stated that adjustments needed to be made in the budget and cuts would have to be made.
3. (AE) Do you take an approachable and what would you do with a low performer? Mr. Whalen stated that He had an open door policy and would look at people performance and try to change low performers.
4. (SS) What have you been doing since you stopped working? Mr. Whalen stated what he had been doing.

Mr. Whalen asked what the Board saw as the big issues for the Towns. The Board discussed the economic challenges ahead. Mr. Whalen thanked the Board for their time.

MARK HADDAD: (5:45pm-6:25pm)

1. Share with us why you are interested in the Town Manager position with the Town of Groton? (FD) Mr. Haddad stated that he was the first Town Manager in Cohasset and he understood the areas of concern.
2. What do you know about the Town of Groton? (PC) Mr. Haddad stated that he has researched Groton and sees a transition and that an Economic Development Committee made sense.
3. What do you see as a primary issue facing the Town of Groton and what specifically is your vision for the future? (AE) Mr. Haddad stated that addressing economic tax growth was a good way to address revenue shortages without an impact to town services.
4. We see from your resume that you have not been working in municipal government since October 2007. What have you been doing since 2007? (SS) Mr. Haddad stated that he was currently consulting.
5. Referring to your resume you were Chief Administrative Officer in the Town of Stratford, CT for one year, prior to that you were the Town Administrator of the Town of Jamestown for one year and Town Manager in Cohasset for seven years. Please detail for us which position gave you the greatest sense of reward and why? Which position was most challenging and why? (JD) Mr. Haddad gave his employment history. Mr. Haddad briefly described his accomplishments in each Town. Mr. Haddad stated some of the problems he encountered in Cohasset.
6. Why did you leave the Town of Stratford and Jamestown after one year of employment? (FD) Mr. Haddad stated that he regretted his leaving Jamestown but felt he was moving to a better professional opportunity. Mr. Haddad added that Stratford was a very political town that was very divisive and leaving was better in the long run.

7. Your resume indicates that you were the Town of Cohasset's first Town Manager. Tell the Board what that transition was like for you. What were the challenges that faced you? Give us some example of how you overcame some of those challenges. (PC) Mr. Haddad stated that the Board was opposed to the change in government but Mr. Haddad worked with all of the team players to reassure people in Town.
8. What are the important considerations for you in accepting this position? (AE) Mr. Haddad stated that he wanted the Board to be confident that the right person was hired.
9. What are your salary requirements for this position? (AE) Mr. Haddad stated that he was happy with the range in job description.
10. Why should the Board of Selectmen choose you for this position? (JD) Mr. Haddad stated that he brought twenty-two years of experience and could put together a budget.

FOLLOW-UP:

1. (FD) Do you believe there is anything your past that would prohibit you from carrying out your duties as the Town Manager? Mr. Haddad stated that he has made mistakes in the past but has learned from them.
2. (PC) Given the current economic times how do envision handling the difficult decisions? Mr. Haddad stated that he would look at past history and would look into consolidations.
3. (AE) How approachable are you? Mr. Haddad stated that he had an open door policy.
4. (SS) How would you work with the School Department? Mr. Haddad stated that he would work with the schools and the Board.

Mr. Haddad thanked the Board and looked forward to meeting them again.

TIM MCINERNEY: (6:25pm – 7:05pm)

1. Share with us why you are interested in the Town Manager position with the Town of Groton? (FD) Mr. McInerney stated that he was raised in Lowell and wanted to be in the public sector.
2. What do you know about the Town of Groton? (PC) Mr. McInerney stated that a Charter was recently passes and that is a challenge to face.
3. What do you see as primary issue facing the Town of Groton and what specifically is your vision for the Town's future? (AE) Mr. McInerney stated that the implementation of the Charter is what he saw as the most important task of the new Town Manager. Mr. McInerney added that he would assess the strengths and weaknesses of the Town.
4. We see from your resume that you have not been working since February 2006. What have you been doing since 2006? Why do you want to get back into municipal government? (SS) Mr. McInerney gave a brief history of what he has been doing professionally.
5. Referring to your resume, we see that you have held four Town Administrator positions since 2001, Why so short term? What position gave you the greatest sense of reward and why? Which position was most challenging and why? (JD) Mr. McInerney described his professional background and some of his accomplishments in the Towns he had worked in. Mr. McInerney added that two of his previous positions were interim positions and that is why he left. Mr. McInerney stated that he would move if he got the Town Manager position.

6. Your resume indicates that while you were Town Administrator in the Town of Seekonk you contained \$400,000 in health insurance costs. Please detail for us how you accomplished this, listing out steps you followed to implement this change. Mr. McInerney explained how he had saved the Town money on Health insurance costs.
7. What are the important considerations for you in accepting this position? (PC) Mr. McInerney stated that having the right people work for you day to day was important and that with a new Town Manger it would be a difficult decision. Ms. Eliot asked about the Economic Committee and its role in the Town. Mr. McInerney stated that having a single tax rate was hard and put a burden on the residents. Mr. McInerney suggested tax credits for the businesses that are brought into town.
8. What are your salary requirements for this position? (SS) Mr. McInerney stated that he was willing to negotiate.
9. Why should the Board of Selectmen choose you for this position? (JD) Mr. McInerney stated that he had a good personality and was open minded and could adapt well in the community.

FOLLOW-UP:

1. (FD) Do you believe there is anything your past that would prohibit you from carrying out your duties as the Town Manager? Mr. McInerney stated, no.
2. (PC) Given the current economic times how do envision handling the difficult decisions? Mr. McInerney stated that he would be honest with people and make them realize that is would be painful moving forward but he would find ways to have people see the big picture.
3. (AE) How approachable are you? Mr. McInerney stated that he had an open door policy and was open to better ways of doing things.
4. (SS) Where do you see yourself in five, ten years? Mr. McInerney stated that he would be in Groton for the next seven years.

Mr. McInerney asked how the Board saw the new transition to Town Manager. The Board responded that it was a learning curve for everyone. That it would be a challenge and that it would take time to adjust.

ADJOURN

Mr. Cunningham moved to adjourn at 7:10 p.m... Ms. Eliot seconded. Meeting adjourned.

**BOARD OF SELECTMEN
TOWN MANAGER, FIRST ROUND INTERVIEWS
MINUTES OCTOBER 3, 2008
Un-APPROVED**

Present: Stuart Schulman, Acting- Chairman; Anna Eliot, Clerk; George Dillon, Jr.

Also Present: Patrice Garvin, Administrative Assistant

Absent: Joshua Degen; Peter Cunningham

JOHN MURRAY: (3:00pm – 3:45pm)

1. Share with us why you are interested in the Town Manager position with the Town of Groton? (FD)
Mr. Murray stated that he had knowledge of the community from working in an adjacent community.
2. What do you know about the Town of Groton? (AE) Mr. Murray stated that he had reviewed the new charter and has worked in Acton for twenty years and there are similarities with Groton and Acton. Mr. Murray talked about how he would fit into the community. Mr. Murray described in the past how he tried to pass overrides.
3. What do you see as a primary issue facing the Town of Groton and what specifically is your vision for the Town's future. (SS) Mr. Murray described the potential problems with state aid, the upcoming budget issues facing the Town.
4. We see from your resume that you have been working as Assistant Town Manager in the Town of Acton since 1988. What has been your greatest challenge and why? What has been your greatest sense of achievement and why? (FD) Mr. Murray stated that it was a challenge to build a team and that trust needed to be built in the community. The biggest challenge would be to build that trust. Mr. Murray commented on how he transformed the Assessors office in Acton and improved the communication. Mr. Dillon asked what town's reserves should be. Mr. Murray stated his philosophy on the stabilization fund and free cash.
5. What are the important considerations for you in accepting this position? (AE) Mr. Murray stated that the position had to be right for him and his family. Mr. Murray talked about building a team. Mr. Murray talked about what residents in the community may want from the Town and how to provide those things.
6. What are your salary requirements for this position? (AE) MR. Murray stated 140K-145K. Mr. Dillon mentioned that the salary request was on the high side and asked why Mr. Murray may have not have gotten the position in Acton. Mr. Murray stated that the Town manager hired was seen as more qualified. Mr. Murray added that he was the co-manager of Acton and had an excellent relationship with the old Town Manager. Ms. Eliot asked about how Mr. Murray saw the role of the Economic Development. Mr. Murray stated that he had worked in the private sector and that he brought that experience to the table. Mr. Schulman asked what the role was of the Board. Mr. Murray stated that the Board was the voice of the people and that they drive the policy of the Town. The Town Managers role is to influence decisions and to guide the Board. Ms. Eliot asked how available Mr. Murray would be to employees. Mr. Murray stated that he had an open door policy.
7. Why should the Board of Selectmen choose you for this position? (SS)Mr. Murray stated that he had experience, education, and training in the private and public sector.

FOLLOW-Up:

1. (FD) Do you believe there is anything your past that would prohibit you from carrying out your duties as the Town Manager? Mr. Murray stated, no.
2. (SS) Where do you see yourself in five, ten years? Mr. Murray stated that he saw himself as the Town manager of Groton.

Mr. Murray asked the Board what they saw as the biggest challenge to the Town. The Board stated that supporting the department heads and employees adapt to the new form of government and of course next years budget.

ADJOURN

Ms. Eliot moved to adjourn at 3:45 p.m. Mr. Dillon seconded. Meeting adjourned.

Approved: _____
Anna Eliot, Clerk

_____ *respectfully submitted,*
Patrice Garvin
Administrative Assistant

Date Approved: 11-10-08