

**Board of Selectmen – Work Session
Minutes of July 30, 2013
Harmony Hall**

Present – Cathy Richardson, Chairperson, Joseph DiRocco, Jr., Vice Chairman, Robert O. Cox, Clerk, John J. Zimini, Tony Archinski, Glen Edwards, Assistant Manager/Planner, Town Attorney James Hall and Shannon Rowe Beaulieu, Recording Secretary

Ms. Richardson opened the meeting at 6:08 p.m.

Ms. Richardson stated that the purpose of this work session was for the Board to discuss the process for the Town Manger candidate's interviews.

Ms. Richardson reviewed the email dated July 17, 2013 from Richard Kobayashi, Collins Center, regarding Town Manager interview guidance.

Ms. Richardson discussed with the Board when to offer interviews, having the candidates come to Dracut for a tour and the Board going to the candidate's sites of employment.

The Board discussed going to the candidates Town's before or right after their interviews.

Mr. Cox stated that he would like to hear what the candidates Department Heads have to say about them.

Mr. Zimini stated that this is the most important decision this Board will make and he would like to invite all of the candidates to Dracut for the public to come in a casual atmosphere and ask the candidates questions.

Ms. Richardson discussed having the Department Heads meeting the candidates but she is not sure that the candidates would want to meet each other.

Mr. Zimini stated that he would like to make time for the public to be involved in the process and this could be done before the interviews.

The Board discussed possibly having the interviews on a Saturday in August or September or doing the interviews now. The Board discussed having the interviews over two nights, having one interview at 6:00 p.m. and one at 7:30 p.m. The Board discussed having a coffee hour before the interviews. The Board discussed giving the candidate they have chosen, time to transition until Dracut.

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The Board discussed many dates and times for interviews and the following schedules were set based upon the applicant's availability:

August 6th, 2013

Coffee Hour 5:00 p.m. to 6:00 p.m.
Interview #1 6:00 p.m. to 7:30 p.m.
Interview #2 7:30 p.m. to 9:00 p.m.

August 13th, 2013

Coffee Hour 4:30 p.m. to 5:30 p.m.
Interview #3 5:30 p.m. to 7:00 p.m.
Interview #4 7:00 p.m. to 8:00 p.m.
Selectmen's Meeting 8:00 p.m.

The Board discussed one person asking the candidates all of the questions. Mr. Archinski discussed a person asking questions regarding the Sub-Committee that they serve on. The Board discussed each of them asking the same question with limiting the amount of time per answer. Mr. Cox stated that he would like to review the interview questions before the questions to ask are decided. The Board discussed follow-up questions and just being mindful of the time.

Ms. Richardson asked that the Committee send her their questions by next Monday.

The Board discussed refreshments for the coffee hour and if a candidate would like a tour of the Town having two people available on the day of the interview.

Mr. Zimini discussed the need to set up an Executive Session regarding Mr. Piendak's leaving package. Ms. Richardson stated that would be on the agenda for the next Selectmen's meeting.

Motion made by Mr. Zimini to adjourn the meeting. Motion seconded by Mr. DiRocco. Motion passed unanimously.

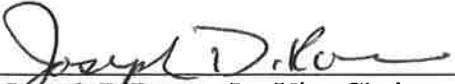
The meeting adjourned at 6:49 p.m.

BOARD OF SELECTMEN



Cathy Richardson, Chairperson

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Joseph DiRocco, Jr., Vice Chairman


Robert O. Cox, Clerk


John J. Zimini


Tony Archinski