



## TOWN OF BOXBOROUGH

### MEETING MINUTES Boxborough, MA 01719

BOARD/COMMITTEE: Boxborough TA Screening Committee

DATE: Thursday July 28, 2022

TIME: 2:00PM

PLACE: Town Hall (Grange), 29 Middle Road, Boxborough, MA

In attendance: Gary Kushner, John Fallon, Cindy Markowitz, Al Murphy, Hugh Fortmiller, Denise Dembkoski, Lee Slade

Missing: Nora Michnovez

Other: John Petrin

Meeting called to order at 2:02 PM by John Petrin

Introductions occurred led by John Petrin an outside consultant from Community Paradigm and hired by the SB.

The purpose of the screening committee was discussed, and a timeline was provided. The screening committee will review each of the resumes and choose 6 to 8 for in person interviews. A final 3 candidates will be passed to the Selectboard for final interviews. The actual names of the candidates will never be revealed who are not public finalists. The review of the resumes will be done in executive session and the minutes will be released when the purpose of the executive session has expired. Candidates will be referenced by number in the minutes instead of by name.

Lee Slade moved Gary Kushner as Clerk and John Fallon seconded

7-0, approved

Hugh Fortmiller moved John Fallon as chairman and Lee seconded

7-0, Approved

The open meeting law was only briefly discussed as most members were on the call with our legal team the day before for a review of the OML.

The municipal market was discussed, and the Town received a good number of resumes (19) to be reviewed. The salary range for the position helped to bring in good candidates.



Al Murphy referred to the list of potential questions and asked about additional questions for each of the candidates brought in for screening interviews. Any additional questions will be passed to John Petrin. Hugh Fortmiller asked about questions pertaining to sustainability per the approved sense of the meeting at the 2021 ATM. The job description is available, and John Petrin will pass to the screening committee. The position is chief operating officer and chief financial officer. There was discussion of a strong chief. There was a town survey, but most members of the screening committee have not seen the survey results.

Al> John Petrin to send job description to committee

Al> John Petrin to send survey and results

Al> John Petrin to send resumes and cover letters to committee

Al> John Petrin to post the Tuesday August 2 meeting at 9AM

The meeting schedule was discussed. We will open the meeting and then immediately move into executive session. We will exit executive session only to then close out the meeting.

Executive session was not required for this meeting.

John Fallon moved to adjourn, and Cindy Markowitz seconded 7-0, adjourned at 3:37PM

Next meetings:

August 2, 9AM at Town Hall

August 8, 12PM to 4PM, TBD

August 11, 9AM, TBD

August 11, 2:30PM, TBD

Exhibits used:

List of proposed questions