

MEETING WAS NOT POSTED – ACTION
WAS TAKEN AT 10/20/15 MEETING TO
CONFIRM APPOINTMENT OF CHAIR

TOWN ADMINISTRATOR SEARCH COMMITTEE

October 7, 2015 Meeting

Fairhaven Town Hall – Auditorium

MINUTES

I. Meeting convened at 7:05pm

Members Present:

Robert Baldwin
David Darmofal
Kevin McLaughlin
Henry Pietrzykowski
Mark Sylvia

Consultant Present:

Richard Kobayashi

Members Absent:

Kathy Lopes
Phil Washko

II. Each member of the committee introduced themselves.

III. Richard Kobayashi explained the process the Committee will be following:

- a. Review the list of candidates/resumes that were pre-screened by the Collins Center
- b. Determine which of these candidates will be interviewed by the committee
- c. Select a list of finalists to be presented to the Board of Selectmen
- d. Collins Center will conduct extensive background checks
- e. Final list will be presented to the Board of Selectmen

Mr. Kobayashi suggested that the Committee should consider presenting 3-5 finalist candidates to the Board of Selectmen. He indicated that the packet he will be providing to Committee members will consist of those candidates that met the initial screen. There were approximately 24 applicants. The Collins Center identified 12 applicants that met the minimum requirements – those applicants resumes were included in the Committee packets. Along with the 12 pre-screened applicants, Mr. Kobayashi included a list of all of the applicants. If the Committee chooses, they can consider applicants that did not make it through the pre-screen.

Mr. Kobayashi also explained that the Collins Center will provide a guidance memo for the interviews with suggested questions. He further explained that it is important to ask the same questions to each candidate but that it is also the case that there may be unique follow up questions to candidates based on their responses to questions or based on the experience and background of the candidates.

- IV. Mr. Kobayashi informed the Committee that they should set the next meeting. The consensus was to set it for October 12, 2015 at 6pm.
- V. Organization of the Committee – Mr. Kobayashi indicated that the Committee needs to elect a chair and a clerk.

Mr. Pietrzykowski made a motion to elect Mr. Sylvia as the Committee Chair. The motion was seconded by Mr. Darmofal. The Committee voted 5-0 to elect Mr. Sylvia as Chairman.

Mr. Sylvia assumed the role of Chair and asked for nominations for Clerk. There were no nominations so it was decided that the Committee will take up the election of a Clerk at the next meeting.

- VI. Mr. Osuch entered the meeting and notified the Committee that the Board of Selectmen would like to meet with the Committee this evening.

ADJOURNMENT – A motion was made by Mr. Baldwin, Seconded by Mr. Darmofal to adjourn the meeting. The Committee voted 5-0 to adjourn the meeting.