

IN BOARD OF SELECTMEN
THURSDAY, APRIL 20, 1995

Present: Chairman Lawrence L. Blacker and Maryann K. Clark.

The statutory requirements as to notice having been met, the meeting was convened at 8:30 a.m. by Chairman Blacker in the Sudbury Town Hall.

Executive Secretary Pro Tem

It was on motion unanimously

VOTED: To appoint Janet Silva, Administrative Assistant to the Board of Selectmen, as Executive Secretary Pro Tem for purposes of this meeting only.

Meeting with Department Heads

Present: Jody Kablack, Daniel Loughlin, William Talentino, Kathleen Middleton, Mary Ellen Dunn, Robert Noyes, William Place, Michael Dunne, Peter Lembo, Robert Leupold and Ruth Griesel.

Chairman Blacker convened a meeting with department heads for the purpose of discussing the upcoming interviews for the position of Town Manager and asked if the attendees had a particular agenda for the meeting.

Daniel Loughlin, Assessor/Appraiser, raised the issue of a side letter the Sudbury Supervisory Association is requesting at this time. He handed copies of a draft side letter to the Board which he briefly explained. It was agreed the matter would be scheduled on a future Selectmen's agenda. Selectman Clark stressed that all actions of the new Town Manager would be closely overseen by the Selectmen.

Jody Kablack, Town Planner, on behalf of the department heads, asked what role the Selectmen would like them to play in the interview process. She added that, if their participation is desired, the group had a few suggestions for discussion.

Chairman Blacker responded in the affirmative and there ensued a discussion of interview timetables and ideas for participation by department heads, the business community and the general public. Discussion and general tentative consensus is summarized as follows:

1) To date, applicant interview/visit schedules are set as follows:

- a) T. Sullivan - This applicant has been scheduled to be in Sudbury on April 25-26; however, after discussing that Selectman Drobinski would not be available for the Board's regular April 24th meeting wherein it was planned all three Selectmen would solidify interview plans, it was agreed that Selectman Blacker would call Mr. Sullivan to try to reschedule to the week of May 1st, and thus the Board could reschedule its meeting of April 24 to April 25. The formal Selectmen's meeting/interview would take place at 7:30 p.m. on the day he arrives and, preferably this and all interview sessions would be held at the Senior Center. [Following this meeting, Selectman Blacker rescheduled Mr. Sullivan's visit to May 2-3.]

b) M. Embury - Applicant to arrive April 27 and depart April 28. Formal interview set for April 27 at 7:30 p.m.

c) M. Mallinoff - Applicant is tentatively set for arrival Saturday, May 6, and departure May 7. Time of Selectmen's interview/meeting to be determined with Selectman Drobinski following finalization of travel arrangements.

2) Tentative plans for the day of arrival to try out for the first applicant are as follows:

Approximately 10 a.m. - Selectmen meet candidate at Town Hall & drive around the Town.

Approximately 11 a.m. - Tour business area, involving, if possible, the Chamber of Commerce/business community members. (J. Silva to contact R. Stephan.)

Noon - Lunch with Selectmen.

Approximately 1:30 p.m. - Tour Town facilities with department heads acting as hosts in each facility - to include Library, Town Hall/Parsonage/Flynn Bldg., Police Station, Fire Station (applicants have seen), Fairbank Community Center, and Landfill. It is expected to take a maximum of four hours.

3) At the inquiry of department heads, Selectmen Clark and Blacker agreed they would like to receive written feedback from them on their impressions of the candidates. Additionally, Ms. Kablack mentioned that some of the department heads would be able to provide feedback from their counterparts in the respective towns, and it was agreed a memo to the Board furnishing this information would be appropriate.

4) Concerning the interview format, it was agreed the Board would receive written questions (and answers where helpful) from the department heads for review at the Selectmen's next meeting to incorporate as much as possible into the interview process. Also discussed was providing time for questions from the public, and the Board responded favorably to a suggestion from Mary Ellen Dunn, Town Treasurer and Collector, that written questions could be solicited beforehand from the audience and drawn at random during any remaining time available.

5) J. Silva was requested to provide as much public notice as possible concerning the interview meetings in order for the public to attend.

6) J. Silva will make reservations at the Coach House Inn for the three applicants.

At the close of discussion, Ms. Kablack expressed the feelings of the department heads and her own personal feelings that the current Executive Secretary would have been the best candidate for the position of Town Manager and dismay at his exclusion as a candidate.

Dudley Road

Police Chief Peter Lembo stated that the Board's pending decision concerning the "no left turn" from Nobscot Road onto Dudley Road had bearing on a case scheduled in court for Wednesday, April 26, at 9 a.m. Selectmen Clark and Blacker briefly reviewed the subject and concluded that this subject also should be scheduled when Selectman Drobinski could be present and this was another reason to reschedule the Board's regular meeting to April 25, 1995.

There being no further business to come before the Board, the meeting was adjourned at 10:00 a.m.

Attest: Janet Silva
Janet Silva
Executive Secretary Pro Tem