

Selectboard present: Jack Spanbauer, Chair; Dan Gray; Jed Proujansky

Also present: Bob Markel, Interim Town Administrator; Sandra L. Wood, Town Secretary; Tyler Bourbeau, BNCTV

Others present: John Sanguinet;

The meeting was called to order at 7:00 pm

- **Review and Approval of Warrants**

- On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to approve the** Payroll warrant of \$17,966.50
- On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to approve the** Vendor warrant of \$122,623.37

- **New Business**

- Interview for Town Administrator position
 - John Sanguinet
 - Interested in relocating back to area he grew up
- **Questions from the Selectboard/responses from Sanguinet**
 - Have you overseen different departments in your past positions? What was your method
 - Regular department meetings
 - Regular department head meetings
 - Get feedback and ask for department updates at staff meetings
 - General staff meetings held as needed for the well-being of the staff.
 - Have you worked to develop a long range capital improvements plan? How did you do it?
 - Developed but was not able to complete plans in a few towns.
 - Worked with the Finance Committee and incorporated their feed back
 - Have all the towns you have worked with been up against their levy limit?
 - All towns acted as if they had levy limits. Special town meetings held
 - How have you dealt with difficult people: Selectmen, employees or taxpayers?
 - Approaching them and communicating
 - Meeting with staff
 - Correct the situation if possible.
 - What is the most difficult situation that you dealt with in your previous positions?
 - Terminating employment of a police officer due to conducting personal business; selling real estate and posting town cell phone number on advertisement.
 - Can you give an example of a project that you helped initiate, find funding for and get implemented?
 - Truro Community Center. From engineering to bidding. Procured grants for funding along with town funds.
 - Various grants for historical projects
 - Block Grants
 - How have you dealt with competing budget requests from different departments during periods of limited financial resources?
 - Met with departments competing for equipment to find a solution and brought the Finance Committee in to help.
 - Can you give an example of a difficult personnel issue you encountered and how it was resolved?
 - Gave example of two employees physically fighting, met with them both to find a resolution so they could work together. Verbal warning noted in their personnel files.
 - This is the first time that our Town Administrator will have supervisory responsibilities over all departments. There is liable to be difficulties with them losing their independence. Have you faced that situation before?
 - It will take time to understand the roles of each. Everything is about the town and what is good for the town.
 - If a department head does not respond to emails or phone messages, would go directly to them for discussion.
 - Your resume does not say anything about the last 3 years. What have you been up to?
 - Unemployed. Has worked in a restaurant and Home Depot.
 - Do you have any drop dead salary needs?

- Can work within the range advertised.
- How do you see the role of the Selectboard and the TA working together and the balance of power?
 - The Selectboard are the policy setters and lead the direction of the town. TA position to follow through with directives and keep the Selectboard informed.
- How would you handle new issues in the role of advising and guiding the Selectboard?
 - Investigate the issues, place items on the agenda for review
 - Suggest solutions and offer best direction for the town.
- Did you have the authority to terminate an employee or were you directed by the Selectboard?
 - Had authority and informed the Selectboard
- How did you handle difficult employees you didn't work well with?
 - Never had an employee I could not work with.
- What is your management style? By the book or talk it out?
 - More relaxed. Would rather resolve a difficult situation. Not afraid to terminate but would prefer to work it out.
- How do you deal with failure?
 - Gave example of cost exceeding expectations. Acknowledged the error and moved on. Used as a learning tool.
- With the new TA job description, how will you work with other elected officials in Town Hall?
 - Meet with each group, listen to concerns.
 - May have to move a little slower. It's all about the town.
- Weaknesses?
 - Poor writer
 - Need to listen better.
- Can you explain the shorter terms of your employment history?
 - Budget cuts and non-renewal of contracts
- Do you have your purchasing certification?
 - Need to recertify
- Sanguinet asked the Selectboard what their expectations were in the first 100 days if filling the position.
 - Finalizing the budget and implementing town meeting projects
 - Getting up to speed on the day to day business and fully in command of what needs to be done
 - Create a communication line with all employees.
- The Selectboard discussed checking references and to continue the conversation at the next meeting. Possibly request interviews from other applicants
- Markel to contact references
- On a motion by Gray, seconded by Proujansky **the board VOTED unanimously to adjourn at 8:14pm**

Recorded by Sandra L. Wood, Secretary

_____ 03/25/14
 Selectboard Clerk Date Approved