

Town Administrator Search Committee (TASC)
Richmond Town Hall, 1529 State Road
Tuesday June 4th, 2019
Minutes
This meeting went into Executive Session

Present: Bill Martin-Chair, John Mason, Peter Cohen, Jennifer Morse, Polly Mann, Dewey Wyatt (arrived at 4:20), Claudia Ryan-recording secretary

Absent: none

1. Bill Martin-Chair called the meeting to order at 4:00PM.
It was stated that the meeting was being recorded and the audience was informed that if anyone else was recording the meeting they had to inform the meeting.
The minutes from June 3 had not yet been completed so there were no minutes for consideration.

2. Claudia Ryan made a motion at 4:05 for the committee to go into executive session it was seconded by John Mason and a roll call vote was taken it was unanimous. Dewey Wyatt did not vote he was not present at the time of the roll call vote.

3. The Committee began the interviews.

Attached to this set of minutes are the resumes that each applicant sent in.

Interviews

Bill Martin-Chair- introduced the himself and explained how the interview would be conducted. Bill Martin would ask the questions, with any follow up or additional questions from the other committee members and prior to ending the interview the applicant could ask questions of the committee.

Attached to the minutes is a copy of Bill Martin's questions. Not all questions were asked of each applicant. Each member of the committee then introduced themselves.

The first interview was Angeline Lopes Ellison

The first few Questions Asked

1. **Why apply to Richmond for the Town Administrator position?**
 - A. She stated that she wanted a small community, the Town she had just left was large over 14,000 and she wanted a smaller community one that had a personal approach and being able to be more hands on in the community.

2. **What is your greatest strength?**
 - A. Organization and supervising of people.

3. Which of your skill sets needs the most improvement?

A. More experience needed in land use perspective to the different towns. What is good for one town might not be right for another.

4. What was your most satisfying professional accomplishment?

A. Reorganizing the town government after many employees left and noticing that the accounting and audits didn't add up correctly so she brought in outside auditors who discovered that there had been embezzling going on between the accountant and the treasurer.

5. Ms. Ellison lives an hour and 30 minutes away from Richmond and she was asked if the commuting distance would be an issue and she said that she had done as long as commute for other jobs and did not see it as an issue.

Ms. Ellison told the Committee that since she had sent in her application and stated that she was the town manager for the Town of Uxbridge she has since left that position and is no longer employed by the town. She stated that is a mutually agreeable departure for both parties.

The second interview was Fred Ventresco

1. Why apply to Richmond for the Town Administrator position?

A. He stated that he was looking for a full-time position, his position presently is only part-time and the town might eliminate it all together. He wants to stay in the Berkshires and heard that Richmond was a very nice community.

2. What is your greatest strength?

A. He stated that finance and public relations were two of his greatest strengths.

3. Which of your skill sets needs the most improvement?

A. He stated that he had already accomplished that when he moved to MA. he had to learn MA. general laws for his present position.

4. What was your most satisfying professional accomplishment?

A. When he was a town administrator in ME. he had to over see the rebuilding of a pier which was very involved and politically challenging.

5. He was asked if he would be willing to move closer to Richmond since he has a commute of an hour and he said he would move closer that he believes a town administrator should be available at all hours if needed.

The third interview was Danielle Fillio

1. Why apply to Richmond for the Town Administrator position?

A. She stated that she wanted a community- based town to work for.

2. What is your greatest strength?

A. Ability to do the financial aspect of the job, creating financial policy.

3. Which of your skill sets needs the most improvement?

A. Learn how the town works together, since the town she works for now does not work well together

4. What is your most satisfying professional accomplishment?

A. She stated that she kept her town running and got it in much better shape after their town administrator left.

The interviews were all completed at the end of Ms. Fillio's interview.

Bill Martin asked if the committee members they would like to stay longer to discuss the candidates now that all the interviews were completed. This would eliminate the need for the committee to meet on Wednesday night June 5. The committee all agreed that it would be best to finish the discussion at the present time.

Dewey Wyatt said we should make out a list for each candidate with their positive qualifications and any negative concerns that the committee members might have for each candidate. Bill Martin passed out new forms for members to use.

The committee members went thru the list of candidates and after brief discussions about each one eliminated 3 of the applicants (Laura Bertram, Cheryl Provost and Carl McKinney). The committee decided on the 4 remaining applicants that would be passed on to the Select-Board for their review and interviews (Rebecca Stone, Angeline Lopes Ellison, Danielle Fillio, and Fred Ventresco).

Dewey Wyatt has a concern about Ms. Ellison having left her position from her prior job and only just revealing it now to the committee. Claudia Ryan stated that she has an issue with Ms. Ellison having an hour and half commute. Bill Martin said he wasn't that worried about her long commute.

Bill Martin suggested that he should call Roger Mazzolini (Chair of the Select board) to set up a meeting with the board to discuss our findings with them. It was decided that we should meet with them during the Select Board's next meeting which will be Wednesday June 12th 2019. The committee will meet prior to the meeting with the selectmen to vote on the minutes from the June 3, 2019 meeting and the minutes from this meeting.

Claudia Ryan made a motion to adjourn the meeting at 7:00 pm it was seconded by John Mason a roll call vote was taken and passed unanimously.

Signed:

A handwritten signature in black ink, appearing to read "Bill Martin", written over a horizontal dashed line. The signature is stylized and cursive.

Bill Martin-Chair