



**TOWN OF BOXBOROUGH**  
**Minutes for Executive Session**  
**Boxborough, MA 01719**

Draft August 24, 2022; Redraft 10/15/2022

BOARD/COMMITTEE: Boxborough Town Administrator Screening Committee – Executive session

DATE: Thursday August 11, 2022

TIME: 2:47PM

PLACE: Town Museum, 575 Middle Road, Boxborough, MA

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

Other: John Petrin, Paradigm Associates

The meeting was called to order: Gary Kushner-aye, John Fallon-aye, Cindy Markowitz-aye, Al Murphy-aye, Hugh Fortmiller-aye, Denise Dembkoski-aye, Lee Slade-aye; approved 7-0

Denise moved to approve August 2<sup>nd</sup> executive session minutes as amended and seconded by Lee Slade

Gary Kushner-aye, John Fallon-aye, Cindy Markowitz-aye, Al Murphy-aye, Hugh Fortmiller-aye, Denise Dembkoski-aye, Lee Slade-aye

Approved 7-0

Denise Dembkoski moved and Lee Slade seconded that the August 8 and August 11 executive session minutes be reviewed by John Petrin, John Fallon and Gary Kushner and permanently saved as DRAFT.

Gary Kushner-aye, John Fallon-aye, Cindy Markowitz-aye, Al Murphy-aye, Hugh Fortmiller-aye, Denise Dembkoski-aye, Lee Slade-aye

Approved 7-0

John Petrin reviewed the rest of the process. This committee will not provide rankings or any comments to the Select Board on the candidates that are put forward. John Petrin will provide the Select Board with a summary of the reference checks. All the candidates will be interviewed in open session by the Select Board. The Select Board will tentatively be meeting with the candidates on September 8<sup>th</sup> and 15<sup>th</sup>. The proposal is that the interviewees will meet with the department heads prior to the interviews.

The Committee discussed the question of 3 or 4 candidates.



The committee discussed with John Petrin how many candidates should they bring forth to the select board. The group felt was important to have enough candidates so the select board could make a good selection but not too many for the select board to have an unreasonable interview schedule. It was pointed out that one candidate dropped out between the time they sent in their application and the committee first met and that another dropped out just this morning. Thus, the committee felt that either 3 candidates plus 1 alternate or 4 candidates would be a good goal so that if one candidate dropped out the Select Board would still have at least 3 alternatives. The group decided to postpone this decision until after the in-depth review of the candidates' interviews and cover letters/resumes.

The committee reviewed and discussed the interview and cover letters/resumes in depth.

Consensus:

Candidate #18: very strong interview; specific answers to all questions, good familiarity with Boxborough; excellent municipal experience in somewhat larger town; military service

Candidate #16: strong interview; specific answers to almost all questions; good familiarity with Boxborough; good municipal experience in similar size town; volunteer service in home town

Candidate #9: strong interview; specific answers to many questions; excellent familiarity with Boxborough; weakest municipal experience

Candidate # 13: very strong high energy interview; specific answers to all questions; less familiarity with Boxborough: good municipal experience in much larger town

Candidate # 10: strong interview, specific answers to all questions; much research into Boxborough and 30-60-90-day plan; good municipal experience in larger town; impressive non-municipal resume including military service; volunteer service in home town

Candidate #19: weakest low energy interview; specific answers to many questions; some familiarity with Boxborough; excellent municipal experience in similar sized town.

After reviewing the interviews and cover letters/resumes, the committee decided that it would be best to give the Select Board 4 candidates and no alternates. The committee then decided that candidate #9 should be eliminated due to lack of experience and candidate # 19 due to the performance in their interview.

Denise Dembkoski moved that we pass on #10 (Michael Johns), #13 (Clancy Main), #16 (Marie Crowley Sobalvarro) and, #18 (Gregory Johnson) to the Select Board and Lee Slade seconded. Gary Kushner-aye, John Fallon-aye, Cindy Markowitz-aye, Al Murphy-aye, Hugh Fortmiller-aye, Denise Dembkoski-aye, Lee Slade-aye

Approved 7-0

Gary Kushner moved to adjourn the meeting and dissolve the Town Administrator screening committee and Denise Dembkoski seconded.

Gary Kushner-aye, John Fallon-aye, Cindy Markowitz-aye, Al Murphy-aye, Hugh Fortmiller-aye, Denise Dembkoski-aye, Lee Slade-aye



Adjourned and Dissolved 7-0  
3:50PM

Provided by Gary Kushner – Clerk; Redrafted by John Fallon.

Documents Used:

Cover letter and resumes of candidates #18, #9, #16 #13, #10, and #19