



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583

Select Board/Sewer Commission Meeting Minutes

Date / Time / Location of Meeting
July 19, 2022; 4:30 p.m.
140 Worcester Street
West Boylston, MA 01583
Board Meeting Room 2nd Floor

Members Present:
Barur R. Rajeshkumar, Chairman via Zoom
Christopher A. Rucho, Vice Chairman
Marc Frieden, Clerk
Patrick J. Crowley, Selectman
Kristina Pedone, Selectwoman

Members NOT Present:

Invited Guests:
James Purcell, Interim Town Administrator

Others Present: John Petrin, David Femia, and Christopher Berglund

MEETING CALLED TO ORDER

Mr. Rajeshkumar thanked the Search Committee for their work on the process.

- **Review last minute items:**

Mr. Petrin of Community Paradigm thanked the Board and advised the Board that the Chair will begin the interviews and he will then take over. He explained to the Board they can have follow up questions. Each applicant was scheduled for one hour interview time. Mr. Rajeshkumar stated the Board had previously reviewed the questions.

*The questions are attached to the meeting minutes.

- **Conduct Interviews for the Town Administrator Position:**

- **4:45 p.m. Jennifer Warren-Dymont**
- **6:00 Kate O'Brien**

- **Discussion:**

Mr. Petrin explained the interviews of the candidates that were presented to the Board had concluded. He explained they had received twenty application and narrowed down six in the screening round and then three finalists with one backing out last minute. He stated background and reference checks have been completed.

***Motion** Mr. Rucho moved to begin negotiations with Jennifer Warren-Dymont; Mr. Frieden second.* Mr. Crowley thought both candidates were well qualified and Jenn had more polished responses to the question in the interview but feels both would do a good job. He feels Kate may be a better fit for the position based on her background. Ms. Pedone agreed with Mr. Crowley's response to the interviews and liked Jennifer's response to question regarding difference in Leadership and Management and her

approach to finance and budget. She does like that she is very close to the office and has experience with grant writing. Mr. Frieden believes Jennifer will bring a new level to the office and agrees with the other comments of the Board. Mr. Rajeshkumar likes that Jennifer is familiar with finance and grant experience.

Mr. Petrin stated the motion typically is “to appoint pending subject to successful negotiations” and this lets the candidate know upfront that you are offering the position. Mr. Rucho stated they have never done it that way, they appoint after successful negotiations.

Mr. Rucho and Mr. Frieden withdrew their motion and second.

Motion: Mr. Rucho moved to appoint Jennifer Warren-Dyment as Town Administrator after successful contract negotiation. Ms. Pedone seconds.

Roll Call Vote

Mr. Frieden, yes

Mr. Rucho yes,

Mr. Crowley yes,

Ms. Pedone, yes

Mr. Rajeshkumar, yes

All in favor

Approved

Mr. Rajeshkumar would like Mr. Rucho and himself to work on the contract. Ms. Pedone asked is the current contract will be revised prior to negotiations. Mr. Rucho stated the Board can send comments on changes to the contract to the Town Administrator prior to the next meeting. Mr. Petrin will notify Ms. Dyment and everyone involved.

Motion Mr. Rucho moved to adjourn at 8:01 p.m.; Ms. Pedone second.

Roll Call Vote

Mr. Frieden, yes

Mr. Rucho yes,

Mr. Crowley yes,

Ms. Pedone, yes

Mr. Rajeshkumar, yes

All in favor

Approved

Respectfully submitted,

Approved:

Faye D. Zukowski, Municipal Assistant

Barur R. Rajeshkumar, Chairman

Christopher A. Rucho, Vice Chairman

Marc Friedman, Clerk

Patrick J. Crowley, Selectman

Kristina Pedone, Selectwoman



Town of West Boylston

Town Administrator Finalist Interview Questions

The following questions are suggested to assist the Select Board in its candidate interview process. These questions can be modified to meet the needs of the Board and follow-up questions can be added and/or deleted, as deemed appropriate by the Board.

Suggested Questions:

1. Introduction

Thank you for your interest in West Boylston and congratulations on being a finalist. Please take a few minutes to tell us about your history and your specific interest in this position and why do you think you would be successful here.

How would you work with the Board in understanding the vision of the Board for the Town and what do you see your role in that process as well as setting a path for implementation?

2. Leadership/Management

In your opinion, what is the difference between leadership and management?

What type of work culture do you hope to create and foster with employees, and how would you go about accomplishing that?

Given the size, location, and demographics of our community, what do you consider to be key issues?

3. Finance

Please describe your past role in financial planning, including developing the budget, capital improvement plans, and ensuring financial sustainability.

How would you immerse yourself in the West Boylston finances and the budget process?

What is your experience with financial forecasting and reviewing financial policies?

Describe a situation in which you were creative in developing a financial alternative.

Discuss your involvement in getting grants.

A local resident stands up at public meeting and proceeds- at length- to lecture the citizens of the Town on the various Town functions that he/she feels are wasteful and extravagant. Through sheer force of personality, this citizen riles up the meeting and they are bound and determined to slash funding to programs you believe are vital. How do you deal with this situation?

4. Personnel Management

In HR today, what are some of the key issues and needs that you would want to address?

What are the three most important qualities you seek when hiring a Town employee.

How do *you* encourage teamwork in the workplace? How do you encourage staff to promote teamwork in their departments? How do you deal with a subordinate that is not a team player?

Has there ever been a time in your career when you, or an employee who reported to you, were faced with a moral decision in your professional life? How did you deal with it and resolve it?

In small towns, it is not always possible to solve a situation by hiring staff. For example, how would you go about assessing the needs for IT and use of software and developing a work plan to accommodate it?

5. Communications

Please discuss how you would increase communications, both internally and externally, including any use of technology and new communication methods.

What does the term “customer service” mean to you? How does the term apply to Town business?

Please tell us a little about your interactions and engagement with citizens in your past roles, including specific examples.

6. Conflict Resolution

Please tell us how you work to resolve conflicts and disputes. Please include an example of a time when you had a polarized issue. How did you address the issue and were you ultimately able to get anything accomplished?

7. Relationship with Schools

Please describe how you would develop and manage the relationships with schools.

8. Board Relationship

Can you describe the overall relationship that you envision for working with Select Board?

- How do you see communicating with the Board on large and small issues?
- How do define a successful relationship between the Board & Administrator?

What happens when your opinion on a given subject differs from that of the governing body?

What if during a Board/Council meeting, a motion is made to enter a nonpublic session but based on your experience and training you believe the subject is not exempt from the Open Meeting Law? How will you proceed?

9. Career

What are your personal/professional goals for the next five years?

Do you feel a Town Administrator is most effective if he/she moves on after 5 to 7 years, or if they become a long term "Pillar" of the community?

Please tell us what your first 90 days on the job will look like.

If appointed, what would you hope to say were your accomplishments one year from now?