

Freetown Board of Selectmen
Meeting Agenda

Monday, November 18, 2020 – 4:00pm
Meeting Held Virtually and in person

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J. Brown

****Open Session livestreamed at freetownma.gov/FREECAM****

Selectmen Pacheco opens the meeting at 4:00pm. In attendance were Selectmen Lisa Pacheco, Selectmen Trevor Matthews. Selectmen George Grunwald, and Executive Assistant Timm McIntosh.

Town Administrator Interviews.

Selectmen Pacheco briefed the group on how interviews will flow. Introduce each candidate ask them to share something about themselves that may or may not be on their resume/cover letter or something they are particularly proud of that is on their resume/cover letter. Selectmen Pacheco noted that each Selectmen submitted their questions previously and will ask their own questions of the applicants. After which the team can ask any follow-up questions and after the Selectmen will ask the candidate if they have any questions.

The Board interviewed four candidates, Ms. Angie Lopes Ellison, Mr. Thomas Hutka, Mr. James "Jamie" Kelley, and Mr. Peter Jankowski. Each candidate was asked some variations of these questions.

1. Tell us about your current position. What system, policies or changes have you implemented? (George)
2. Can you speak about your management style / philosophy? (Trevor)
3. Tell me about Freetown? (Lisa)
4. Who were your State Reps...describe your relationship with them? (Lisa)
5. Please put in order of expertise: (Lisa)
 - A. Budget
 - B. Personnel
 - C. Technology
 - D. Finance
6. Tell us about some of your most challenging problems that you resolved. (George)
7. How would you handle? (George)
 - a. Conflicts between employees.
 - b. Department head who is not meeting expectations.
 - c. Union issues
 - d. Communicating with the Board of Selectmen, Department heads
8. What experience do you have with union negotiations? (Trevor)
9. Have you been involved with any large-scale municipal construction projects, and if so, can you speak about your experience? (Trevor)
10. Can you describe a time when you were able to implement a cost saving measure in a town / city? (Trevor)
11. What experience do you have developing, drafting, and coordinating grants? (Trevor)
12. How do you perceive the role of the Board of Selectpersons? (George)
13. I am hoping you had an opportunity to read some of our by-laws. Please tell me what by-laws you would change or further develop? (Lisa)

14. In one word, how would your department heads describe you from your last position? (Lisa)
15. Are you a doer or delegator? (Lisa)
16. Please define in your own words...success? How do you measure up to your own success? (Lisa)

Each candidate answered these questions and thoughtfully and carefully as they could. Each candidate exited after their interview was completed.

At the completion of the last interview the Selectmen filled out their scoresheets and turned them in to Mr. McIntosh for compilation. Selectmen Pacheco said next steps once Mr. McIntosh sends score analysis, they must discuss it in open session and go with the candidate with the highest score. The next step would be to talk about the candidates, their scores and pros and cons or make a moto to go into Executive Session to enter contract negotiations in with this candidate. Mr. McIntosh noted that the discussion to select the candidate must be conducted in open session. Selectmen Grunwald asked to clarify the process. Mr. McIntosh stated that he would take all three Selectmen's scoresheets for each candidate and average out their scores and provide a ranking of order on how the candidates scored. He would send this to the Selectmen who would discuss the scores and candidates in open session to select their top candidate. After which the Selectmen would go into Executive Session to discuss contract negotiations. Selectmen Pacheco noted they could discuss candidates now or give it some time and then regroup. Selectmen Travers stated he would prefer to have some time to think things over. Selectmen Pacheco suggests a meeting to discuss Town Administrator candidates on 11/23/2020 4pm in an open session on Zoom and then will go into Executive Session if needed then. Selectmen Grunwald clarified would the 11/23/20 meeting just be on Town Administrator or other business. Selectmen Pacheco stated that the meeting on 11/23/20 would be solely on the Town Administrator position.

Motion: Selectmen Grunwald made a motion at 7:24pm to adjourn the meeting. Selectmen Travers seconded the motion.

Vote: approved in a unanimous roll call vote.

Respectfully submitted,



Lu-Ann Souza
Senior Clerk

List of Documents/Exhibits Used by the Board in this Meeting

Candidates resumes/cover letters