

*Fire Chief Screening Committee
Town Administrator's Office
17 Common Street, Southborough
February 11, 2019*

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SOUTHBOROUGH, MA

Present: Jason Malinowski, Janet Maney, Sam Stivers, Chief Paulhus. Absent: Chief Breen
Also present: Bob Craig of MRI and Mark Purple, Town Administrator.

Mr. Malinowski called the meeting to order at 5:04 p.m.

Minutes: Mr. Malinowski circulated an edited copy of the minutes of the morning meeting of January 2, 2019 that had been compiled by Mrs. Hale and moved that they be accepted, seconded by Mr. Stivers. All in favor (3-0).

Mr. Purple noted that he did not have the meeting minutes with edits from the January 2 evening meeting that Mrs. Hale had compiled. Mr. Malinowski informed the Committee he would hold these until Thursday morning's meeting.

Mr. Malinowski presented the upcoming schedule:

- Thursday, February 14, at 7:45 a.m. in the St. Mark's conference room, there will be a brief open meeting for purposes of approving meeting minutes prior to going into Executive Session for applicant interviews.
- March 4th at the Community House, MRI will conduct an all-day Assessment Center with the chosen candidates. The Screening Committee will observe to the extent members are available. At the end of the day, MRI will provide feedback on the candidates to the Committee. Plan is to hold a meeting late afternoon/early evening to determine finalists.
- March 5th – Tentative date to provide final committee report to Board of Selectmen*
- March 19th the Board of Selectmen will conduct interviews of the final candidates.

* The Committee will present a public report to the BOS prior to their interviews giving the names of the candidates to be interviewed. In addition, the BOS will be provided with additional confidential information (resumes, essays, results from the Assessment Center, etc) prior to March 19.

At 5:20 p.m., Mr. Malinowski moved that the Committee enter into Executive Session per M.G.L. Chapter 30A §21 (Exemption 8) for discussion of candidates for Fire Chief as the Chair has determined that doing so in an open meeting would have a detrimental effect in obtaining qualified candidates. Sam Stivers seconded the motion.

Roll call vote, all in favor. The Committee will not be returning to open meeting at the end of the Executive Session.

Submitted by: Janet Maney, Vice Chair

Documents Referenced:

- * Meeting minutes [with proposed revisions] from January 2, 2019 A.M. meeting