

**MINUTES  
SELECTMEN'S MEETING  
AUGUST 19, 2013**

Chairman Wilson called the meeting to order at 5:45pm. Members present were Sandra Wilson, Thomas Buckley, Dianna Provencher, Matthew Dennison and Douglas Belanger. There was no administrator present.

**Town Administrator Search Committee (TASC)**

Alan Gould, consultant for Municipal Resources Inc (MRI), explained that interviews must take place in open session at this point during the process. He offered a number of strategies the Board may take with regards to selection. Mr. Belanger asked that, whatever the outcome among member's selection, we take a final vote in unison on the prevailing candidate; the Board agreed. Ms. Wilson asked about background checks. Mr. Gould explained that MRI can make a conditional offer tomorrow if the Board is prepared to make a decision, and then begin background check. It will take a couple weeks for information to be compiled.

Search Committee Chair Rick Cehon described the process that began in March. 48 resumes were received, with 19 of those interested from Massachusetts. Coincidentally, 19 applicants were considered for the essay questions. Phone interviews were then conducted on the 10 applicants responding to the essay portion. Basic background checks through social media were conducted. Six candidates were selected for interview, one withdrawing from consideration. Five finalists were interviewed on August 8<sup>th</sup>. There were two panels conducting interviews, one made up of members of TASC and one consisting of professionals from MRI. The Search group made a unanimous choice of the three finalists before the Board for consideration this evening, namely:

- Jonathan Sistate of Dublin NH
- Shaun Suhoski of Gardner MA
- Kevin Mizikar of Fiskdale MA

TASC members were pleased and honored to serve the community by helping with the search for a new town administrator. The Board thanked the members for their valuable input during this important process and providing us with three qualified finalists,

Interviews were held with each of the finalists (in the order listed above. Notes are included within TA Search folders and maintained on file in Selectmen's Office). Upon completion of interviews, the Board met again with Mr. Gould/MRI.

Chairman Wilson polled the Board as to who their #1 candidate would be:

Mr. Belanger:	Kevin Mizikar	Mr. Dennison:	Kevin Mizikar
Ms. Provencher:	Kevin Mizikar	Mr. Buckley:	Kevin Mizikar
Ms. Wilson:	Kevin Mizikar		

MOTION: Mr. Belanger moved to make an offer of employment to Kevin Mizikar of Fiskdale MA, subject to successful contract negotiations and all hiring policies and procedures.  
Mr. Dennison seconded. UNANIMOUS

Mr. Belanger felt we should release TASC member Dennis McGrail from duties so he can begin his service on the Advisory Board. Ms. Wilson wanted TASC to remain in place until we reach contract with new town administrator.

MOTION: Mr. Belanger moved to accept resignation from Dennis McGrail from the Town Administrator Search Committee, effective immediately. Mr. Dennison seconded. UNANIMOUS

MOTION: Mr. Belanger moved to amend appointment of Dennis McGrail to Advisory Board, to be made effective 8/19/13. Mr. Dennison seconded. UNANIMOUS

Allan Gould/MRI, asked that the Board authorize him to make non-committal offer of employment on behalf of the Town.

MOTION: Mr. Belanger moved to authorize MRI consulting group to make conditional offer of employment on behalf of Town to candidate Kevin Mizikar. Mr. Dennison seconded. UNANIMOUS

Ms. Wilson will meet with Mr. Mizikar to discuss contract issues. Mr. Buckley recommended that she and Selectman Belanger work together on contract negotiations.

MOTION: Mr. Buckley moved to authorize Selectmen Wilson and Belanger to work on contract negotiations with candidate for Town Administrator, Kevin Mizikar. Ms. Provencher seconded. UNANIMOUS

#### **Board Reports/New Business**

Selectman Wilson noted that the Board has discussed some type of stipend for our admin, Sue, for her covering during the several vacation weeks taken by Mr. Reed during this year. Ms. Wilson reported that a \$1000 stipend seems agreeable with the Board.

MOTION: Ms. Provencher moved to award \$1000 stipend to Susan LeChasseur. Mr. Belanger seconded. UNANIMOUS

MOTION: Mr. Belanger moved to adjourn. Ms. Provencher seconded. UNANIMOUS

The meeting was adjourned at 8:55pm.

Respectfully submitted,

Susan LeChasseur,  
Administrative Assistant