

**BOARD OF SELECTMEN
MEETING MINUTES – November 30, 2015**

6:00 p.m. - Selectmen's Meeting Room, 63 Main Street, Northborough, MA

MEMBERS PRESENT: Jeff Amberson, Chairman
Leslie Rutan, Vice Chairman
William Pantazis, Clerk
Dawn Rand
Jason Perreault

OTHERS PRESENT: John Coderre, Town Administrator
Kimberly Foster, Assistant Town Administrator

*Pledge of Allegiance

FIRE CHIEF INTERVIEWS

Chairman Amberson announced that the Board will meet this evening to interview candidates for the position of Fire Chief and that no questions or comments from the audience will be permitted.

It was noted that as part of the application process, all candidates provided written responses to the attached ten (10) questions. Copies of resumes and responses to the ten questions for each candidate were provided to members of the Board prior to tonight's interviews.

In terms of process, each candidate was allowed to make an opening statement and was then asked the same questions and afforded approximately the same time limit of 45 minutes to respond. Each candidate was also allowed time at the end of their interview to ask follow-up questions. The Board interviewed the following candidates.

David Parenti

David Parenti is a resident of Concord, NH. He has over 35 years of experience in the Fire Service. He has served as Fire Chief/Emergency Management Director for the Belmont, NH Fire Department since 2010. He holds a Bachelor of Science Degree in Fire Service Administration from Granite State College and a Master of Public Administration from the University of New Hampshire.

Mark Amatrudo

Mark Amatrudo is a resident of North Branford, CT. He has 40 years of experience in the Fire Service. He has served as Deputy Fire Chief for the Wilton, CT Fire Department since 2007. He holds a Bachelor's Degree in Business Administration from Stonehill College and an Executive MBA from the University of New Haven.

Aaron Goodale IV

Aaron Goodale IV is a resident of Upton, MA. He has 15 years of experience serving as a Chief Officer for three diverse departments in Massachusetts. He has served as Fire Chief for the Upton Fire Department since 2010. Mr. Goodale holds a Bachelor's Degree in Fire Science and Masters Degrees in Fire Science and Public Administration from Anna Maria College.

Members of the Board thanked each of the candidates for their interest in Northborough and asked that they respond to the following questions:

1. Please take a couple of minutes to tell us about yourself and why you are interested in the Fire Chief position in Northborough.
2. How would you describe your management style; specifically, your approach to decision making. What decisions do you prefer to make yourself? What decisions are you most comfortable delegating to others?
3. Please describe the most significant organizational change that you have introduced into an organization. Was it successful? Why?
4. As you know, the Town recently completed an independent operational analysis and staffing study on the Fire Department which contains various recommendations. Please tell us what you see as the top three priorities and how you would approach these if selected?
5. What have you done to train, motivate and develop the staff who work for you in order to develop their potential and assume greater responsibility? How do you assess staff and hold them accountable?
6. As with all public policy decisions there are perceived levels of resources that are considered "ideal" for Fire and EMS services. However few, if any, municipalities can afford to provide and sustain these ideal levels, and compromises inevitably need to be made. How will you get the most value out of the resources made available to you as Chief and what compromises do you consider reasonable?
7. As Northborough's new Fire Chief, what specific things will you do to enhance communication and working relationships within the department, between town departments and with the Board of Selectmen and Town Administrator?
8. Is there anything that we haven't touched upon or asked you that you feel is important for us to know?
9. If we were to speak with all the people you work with now, how would they describe you? What would they tell us is your biggest weakness or area for improvement?

OTHER BUSINESS

None.

ADJOURNMENT

Selectman Pantazis moved the Board vote to adjourn; Selectman Rutan seconded the motion; all members voted in favor.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Kimberly Foster
Assistant Town Administrator

Documents used during meeting:

1. November 30, 2015 Meeting Agenda.
2. Information packet – Fire Chief Candidates.

Questions provided to Fire Chief candidates as part of the application process

1. What do you know about the Town of Northborough and the Northborough Fire Department, and what is the source of your knowledge?
2. What special qualifications, skills and abilities do you have that make you an exceptional candidate for this position?
3. What do you consider to be your most significant professional achievement?
4. What do you consider to be your most significant professional failure?
5. If appointed to the position, what would be your top three priorities on your first 30 days on the job?
6. What steps would you take to ensure that the members of the Northborough Fire Department are allowed and encouraged to achieve their full career potential?
7. The Northborough Fire Department has one Fire Chief and four Captains who serve as shift commanders, and who perform other additional duties. As the new Fire Chief, how would you go about developing a management team within the department?
8. Most cities and towns operate within fairly tight financial limits. What experiences have you had trying to maintain or improve current levels of service with fixed or reduced funding?
9. What do you see as the single biggest challenge facing the fire service in the next decade, and what should cities and towns do to prepare for the challenge?
10. What else do we need to know about you that will convince us that you are the best person for this position?