



## **Town Council Meeting Minutes**

December 6, 2010

Under the Rules and Procedures of the Winthrop Town Council, President Turco called this special meeting of the Winthrop Town Council to order at 6:00PM in the Cummings All-Purpose room. Councilor Varone, Councilor DelVento, Councilor Sanford, Councilor Maggio, Councilor Powers and Councilor Letterie and Vice President Calla were present. Councilor Boncore had a prior engagement and could not attend.

Councilor Sanford led the Council in the pledge of allegiance.

### **Public Comment**

None.

### **Official Business**

The sole purpose of the meeting is to interview candidates for the position of Clerk of the Town Council.

Per the recommendation of the Town Council Committee on the Clerk of the Town Council, five applicants were scheduled to be interviewed. They are: Georgeanne DaCosta, Bettie Dalton, Leighanne Strangie, Joanne Darcy and Carolann Buchman.

It was announced that Bettie Dalton withdrew.

The Council discussed questions to be asked of each candidate and the process to be used. It was agreed that each interview would be limited to twenty (20) minutes. Several questions to be asked are: 1) what attracted you to this position; 2) what experience do you have with confidential information; 3) any objection to a CORI check; 4) what is your accessibility; 5) what is your understanding of the time requirements for the job; 6) is the need for flexibility in scheduling a problem; 7) what is your best skill that you will bring to the job; 8) any opposition to signing a confidentiality agreement; 9) any concerns with potential "bumps in the road" in communicating between offices; 10) why do you want the job; 11) any problem delivering packets to councilor homes; 12) when can you start? Questions to be asked on a rotating basis between the council members.

Brief discussion occurred regarding interaction between the new Clerk of the Town Council, the Town Clerk and the Town Manager.

The Council then discussed the term of the new Clerk of the Town Council: will it be three years or the remainder of the term. This issue will be decided at a later time.

The applicants were then interviewed in the following order: Miss DaCosta, Miss Darcy, Mrs. Buchman and Mrs. Strangie. Each candidate was afforded the opportunity to give brief opening remarks.

The interviews were conducted based on the above stated questions.

After the conclusion of the interviews, the Council then discussed those interviewed. Discussion focused on: time availability of each applicant, skill set, candidates use of technology. Discussion on the continued future of the Clerk of the Town Council position as a part time position versus consolidation of various stipend positions into one full time position.

The decision on hiring will take place at the next regularly scheduled Town Council meeting. It was agreed that the Town Council would use the same voting process as was used in filling the vacancies on the school committee. It was agreed that we would seek an opinion on whether or not we could appoint a Clerk of the Town Council for a ninety day probationary period.

**MOTION TO ADJOURN**

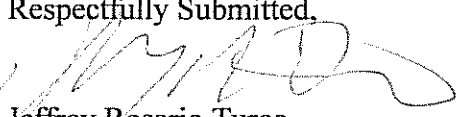
Moved by Councilor DelVento/Seconded by Councilor Letterie.  
PASSED UNANIMOUSLY.

**Documents Used in this meeting are as follows:**

Resumes of each applicant.

**These documents can be found in the Town Clerk's Office upon request.**

Respectfully Submitted,



Jeffrey Rosario Turco  
Council President