

**TOWN COUNCIL MINUTES**  
**AUDITOR SELECTION COMMITTEE-EXECUTIVE SESSION**  
**Town Hall Council Chambers**  
**March 29, 2007 – Thursday**

Present: Paul J. Leary, Chairperson  
Gregory Shanahan, Co-Chairperson  
Kenneth DiFazio  
Susan Kay  
Michael Smart

Recording Secretary: Julie Umano

Chairman Leary called the Auditor Selection Committee Meeting to order at 7:15 p.m.

**Auditor Selection Discussion**

Councilor Kay made a MOTION for the meeting to go into Executive Session and was seconded by Councilor Shanahan. The purpose of the executive session is to consider and interview applicants for employment by a preliminary screening committee. Roll call vote was taken as follows:

Michael Smart-y  
Susan Kay-y  
Kenneth DiFazio-y  
Gregory Shanahan-y  
Chairman Paul J. Leary-y                      UNANIMOUSLY VOTED

Chairman Leary noted that the procedure for this evening's meeting would be to discuss all 27 candidates and select approximately 8 candidates for reconsideration and interviewing. Once interviews are completed, the field of candidates would be then be narrowed down for submittal to Town Council for approval.

Councilor Kay noted that she has served on several selection committees and recommended numbering each candidate, both for ease of discussion and to maintain privacy.

Councilor Leary read Mr. Swanson's preferences for those candidates he felt warranted interviews.

The committee went through the process of numbering each candidate. Discussion on whether there existed an interest in interviewing candidates ensued for each candidate, based upon majority of the committee and Mr. Swanson's feedback.

## **List of Candidates**

1. Michelle Truong-No
2. James MacLarty-Yes
3. Amy Farrell-No
4. Colleen Elms-No
5. Kate Ryan-No
6. Danielle Nigro-No
7. Kevin Slyne-No
8. Guanghao Ziao-No
9. Sal Balsamo-No
10. Kevin Kavanaugh-Yes
11. Warren Sproul-Yes
12. Susan Kelly-Yes
13. Phip Wolters-Yes
14. Mellinee Capasso-Yes – unanimous
15. Martin Feeney-Yes – unanimous
16. Ann MacNaughton-Yes
17. Kenneth Yong-No
18. Huichen Chang-No
19. Siobhan Fitzgerald-No
20. Michael Donaher-No
21. Elizabeth Pottier-Yes
22. Janice O’Connell-Yes
23. Maureen Duffy-Yes – unanimous
24. Nilsa Monteiro-Yes
25. Heidi Chuckran-Yes
26. Sheri Elfman-No
27. Scott Coven-No

Councilor DiFazio made a MOTION to interview all 13 candidates and was seconded by Councilor Kay. Councilor Smart, however, was concerned with the timeframe involved with the interview process on that many candidates. Plans are to fill this position prior to Mr. Swanson’s departure and we want to allow for sufficient time for training.

Councilor Kay also noted that she would not be interested in interviewing candidates who lacked municipal experience as she feels this is an important component of the candidates experience

Councilor DiFazio stated he was not comfortable with selecting candidates solely based on their resumes and he would like all to be interviewed.

Councilor Shanahan inquired about the criteria for making cuts to the list of remaining 13 candidates. He further cautioned to disregard people based on their resume alone. He

then went on to say that, speaking from an elected official standpoint, he and all Councilors should be able to interview who they want.

Councilor Kay questioned whether the job description specified a requirement for municipal experience. It was noted that experience in this area was preferred, but not required.

Councilor Kay impressed upon the committee the importance of getting to a manageable level of interviews.

Councilor DiFazio restated his MOTION to interview all 13 candidates. Motion failed on a 2-3 vote-motion fails.

The meeting proceeded with Councilors going through the list of remaining 13 candidates further in an effort to decrease the number of candidates to be interviewed:

**Interest**

- #2
- #10
- #11
- #13
- #14
- #15
- #16
- #22
- #23 (Texas candidate)
- #24
- #25

**No Interest**

- #12
- #21

Question of whether Human Resources should do the inviting of interviewees vs. letter from the Council was discussed.

Councilor DiFazio made a MOTION to have Diane Hachey send letters, with the help of Human Resources, to those candidates of interest and non-interest and was seconded by Councilor Kay and UNANIMOUSLY VOTED.

A discussion took place regarding interviewing schedules.

Councilor DiFazio made a MOTION to schedule interviews for Friday, April 13<sup>th</sup> and Wednesday, April 18<sup>th</sup> at half-hour intervals from 5:00 to 8:30 p.m., and was seconded by Councilor Kay.

It was decided to have Mr. Swanson create a list of questions for interviews and distribute to Council members by way of e-mail.

At 8:25 PM, a motion was made by Councilor Smart to exit executive session and convene to open session, seconded by Councilor Kay and roll call vote taken as follows:

Michael Smart-y  
Susan Kay-y  
Kenneth DiFazio-y  
Gregory Shanahan-y  
Chairman Paul J. Leary-y                      UNANIMOUSLY VOTED

**Adjournment**

At 8:30 pm, there being no further business, a MOTION to ADJOURN was made by Councilor Smart, seconded by Councilor Shanahan and UNANIMOUSLY VOTED.

Approved by: \_\_\_\_\_  
Paul J. Leary, Chairman