

**TOWN COUNCIL MINUTES  
AUDITOR SELECTION COMMITTEE  
Town Hall Council Chambers  
NOVEMBER 17, 2021**

Present: Michael Molisse-Chair  
Kenneth DiFazio-Member  
Rebecca Haugh-Member  
Pascale Burga-Member  
Christopher Heffernan-Member

Also Present: Joseph Callanan, Town Solicitor

Recording Secretary: Diane Hachey

**Kick-off Auditor Selection Committee Meeting**

Chair Molisse called the meeting to order at 6:00 PM, with all members present.

He thanked all committee members for offering to serve on the committee. It was confirmed that all members received a packet on Monday, inclusive of 25 resumes, evaluation sheets, a measure requesting funding from the Mayor, the job description for the auditor position and a list of potential questions to ask those candidates who the committee decides to interview.

Chair Molisse noted that Mr. Swanson retired effective September 30<sup>th</sup> and was working on a part time basis. The Chair consulted with President Mathews and they decided that the position should be full time; and he met with Diane Hachey and Caroline LaCroix to discuss the job description and grade/step for the position.

**Discussion of Process and Logistics**

Chair Molisse noted that the position was advertised on the Town of Weymouth website, WETC community bulletin board, Indeed, Linked- In, and Massachusetts Municipal/Beacon. The closing date to apply for the position was November 5<sup>th</sup>.

Chair Molisse asked that all members review the resumes, ensure that the candidate's experience matches the job description, and narrow down to those they wish to interview. The goal is that this committee select at least two candidates to put forward to Town Council for their review.

Councilor Haugh asked if they would be selecting the candidates for interview this evening and Chair Molisse said since the packets were distributed on Monday, he wants to ensure that members have sufficient time to review, so he believes that this would occur at the next meeting.

Councilor Haugh further noted that many candidates have private sector experience and she raises the issue of how this would transfer to municipal government.

Chair Molisse asked if November 29th worked for the next meeting. Councilor Burga has a prior town meeting, therefore November 30<sup>th</sup> at 6PM was chosen.

### **Discussion of Common Questions to Ask Each Candidate**

It was noted that all questions should be discussed in open session and referred to by number, so as not to release the questions to the candidates.

There are 24 potential questions to ask of the candidates to be interviewed and the Auditor Selection Committee members should determine a select number of questions. It was discussed that three questions per member is amenable --for a total of fifteen questions to be asked of each candidate.

Councilor Haugh requested that questions 6 and 9 be combined into one and she will ask that, in addition to questions 18 and 22.

Councilor DiFazio agreed to ask questions 16, 17 and 19.

Councilor Heffernan chose questions 2,10, and 14.

Councilor Burga selected to ask questions 11,15, and 21.

Councilor Burga asked of the Solicitor if a candidate is traveling from a distance (as their resume states they reside out of state) if the committee can ask how they would handle this? Some questions do not pertain to all candidates and she is wondering if the committee may ask different questions to one candidate based on their resume? Solicitor Callanan suggests that we state that generally the position includes daily in the office with night meetings a few times each month-- is that amenable to them. Solicitor Callanan said that if a candidate's experience or address warrant additional questions, that it is proper to ask.

Chair Molisse confirmed that the committee should ask permission to contact their employer as this was a standard question at our last auditor selection process. Solicitor Callanan confirmed that the question could be "May we contact your current employer if you are a finalist."

Chair Molisse stated that he will ask questions 1,8, 23, and 24.

Councilor Haugh asked who calls on candidate's references. It was noted that at the last Auditor selection process, Diane Hachey did this in conjunction with the Council President. Due to many changes since that time of what one can and cannot ask, it was suggested that Human Resources issues some guidance.

**Set Date for Next Meeting**

It was confirmed that the next meeting will be **November 30, 2021 at 6PM**, at which time there will be a discussion on which candidates to call in for interviews.

It was confirmed that interviews would be conducted in person.

**Adjournment**

At 6:29 PM, there being no further business, a motion was made by Councilor DiFazio to adjourn and was seconded by Councilor Heffernan. UNANIMOUSLY VOTED.

Respectfully Submitted by Diane Hachey as Recording Secretary

Approved by Councilor Michael Molisse/Chair of Auditor Selection Committee  
Approved on 19 April 2022