

**TOWN OF WEBSTER
BOARD OF SELECTMEN
DONALD BOURQUE, CHAIRMAN
RANDALL BECKER, VICE CHAIRMAN
ANDREW JOLDA
MARK DOWGIEWICZ
ROBERT MILLER**

A Board of Selectmen's Meeting was held in the Selectmen's Meeting Room at the Town Hall on Tuesday, September 13, 2016. Selectman Bourque called the meeting to order at 5:01 p.m.

Attendance: Robert Miller, Mark Dowgiewicz, Andrew Jolda, Randall Becker and Donald Bourque

Pledge of Allegiance: Chairman Bourque led the Selectmen in the Pledge of Allegiance.

Address action taken at August 31, 2016 Board of Selectmen Meeting – Confirm use of executive session for consideration of information of a personal nature, and decision to schedule interviews of three of the five finalists recommended by the Town Administrator Search Committee

Chairman Bourque read a paragraph written by Town Counsel. Selectman Dowgiewicz stated he did not attend the meeting on Wednesday, August 31, 2016. He stated he asked the Board of Selectmen's secretary to type a letter on his behalf and give it to the Board stating he would like all five candidates interviewed. He stated he felt the background check was preliminary. He stated he would like to move forward with interviewing all five candidates. Selectman Miller stated he should have stuck to his guns at the August 31st meeting and believes all five should be interviewed. He stated he made a mistake at the last meeting.

Motion: made by Selectman Becker, seconded by Selectman Bourque to affirm the action taken at August 31, 2016 Board of Selectmen Meeting.

Vote: Selectman Miller – no, Selectman Dowgiewicz – no, Selectman Jolda – no, Selectman Becker – yes and Chairman Bourque – yes.

Selectman Becker stated the Board voted to take action on three of the candidates. He stated the Board is putting itself in a bind. Selectman Dowgiewicz stated if the Board wanted to move forward with interviewing all of the candidates then an agreement can be worked out with the Screening Committee for additional time. He stated not interviewing all three puts a black cloud over the process. Selectman Becker asked if the Board was authorizes to enter into an agreement. Mr. Finamore stated he couldn't post a meeting until Monday. Selectman Becker stated the thirty day time period would have expired by then. Attorney Maser stated a By-law is a By-law. Mr. Finamore stated he would put an agreement in writing if they interview all five candidates. Attorney Maser stated he can type up an agreement stating the Town Administrator Screening Committee will not meet until after the Board of Selectmen select a candidate as long as they interview all of the candidates. Mr. Finamore stated he would agree to that. He stated he just wants a level playing field. He stated he doesn't care who they pick at the end. Selectman Dowgiewicz stated they will hold the rest of the interview on September 28, 2016.

Chairman Bourque called a twenty five minute recess.

Chairman Bourque read the agreement between the Board of Selectmen and the Town Administrator Screening Committee. Selectman Dowgiewicz stated the Board can do a background check after a candidate is chosen. Selectman Becker stated that precedence has already been set. He stated background checks have been done on everyone in the past.

Motion: made by Selectman Jolda, seconded by Selectman Bourque to confirm the use of executive session for the August 31, 2016 Board of Selectmen's meeting.

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker – yes and Chairman Bourque – yes.

Motion: made by Selectman Miller, seconded by Selectman Jolda to interview four out of the five candidates to be done on September 28, 2016.

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker – yes and Chairman Bourque – yes.

Motion: made by Selectman Miller, seconded by Selectman Jolda to accept the agreement between the Board of Selectmen and the Town Administrator's Screening Committee.

Vote: Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker – yes and Chairman Bourque – yes.

Doug Willardson

Chairman Bourque welcomed Mr. Willardson. He stated he appreciated him for coming back for a second time. He stated he would give Mr. Willardson 5 to 10 minutes to introduce himself and then the Board will ask him questions. Mr. Willardson stated he is an energetic leader. He stated he is currently the Assistance Administrator in the Town of Grafton. He stated he deals with the Town's finances, HR and works very closely with the Town Administrator. He stated before Grafton he worked in Somerville. He stated he overseen finances in Somerville. He stated he worked in the Administrative Office in California. He stated he is married with three young children. He stated he is excited to work in Webster. Selectman Becker asked what management styles inspire him. Mr. Willardson stated he has a results driven demeanor. He stated he is very successful in saving money. He stated he likes to show real results. He stated a lot of places see a Town Administrator as a rough person. He stated he likes to sit down and work things out. Selectman Dowgiewicz asked what his experience was with grants, budgets and contract negotiations. Mr. Willardson stated he was a grant writer in California. He stated he is great at grant writing. He stated he was the budget officer in Somerville. He stated he works with Department Heads in Grafton to put together the budget. He stated he always tried to increase services while decreasing the budget. He stated he was part of a successful override in Grafton. He stated he worked on contract negotiations in Grafton and Somerville. Chairman Bourque asked if he had experience with HR issues. Mr. Willardson stated she overseen all HR issues in Grafton. He stated the Town Engineer had a HR problem and he sat down and worked the problem out. Selectman Miller asked why Mr. Willardson applied for the position. Mr. Willardson stated he has the building blocks to build a great community. He stated his church is right up the road in Oxford. Selectman Jolda stated it is very important to have get information out to the residents. He asked how Mr. Willardson would address this. Mr. Willardson stated providing information to the public could save problems before they start. He stated he is very active on social media. He stated when someone comes in he listens. He stated he is also realistic and explains why some things can't be done. Selectman Becker asked a time when Mr. Willardson's integrity was challenged. Mr. Willardson stated there is currently a situation in Grafton in which the Board of Selectmen are considering a medical marijuana dispensary. He stated he let the Board know his experience with his in California. Selectman Dowgiewicz asked what his priorities would be if chosen. Mr. Willardson stated his priority would be to build relationships of trust with the Board of Selectmen, employees and the public. Chairman Bourque stated Mr. Willardson has been in the position as Assistant Town Administrator in Grafton for three and a half year he asked him why he wanted to leave. Mr. Willardson stated he has a very open relationship with the Town Administrator in Grafton and he is not looking to leave any time soon. He feels he is ready to take the next step. Selectman Miller asked how Mr. Willardson would attract more businesses into town. Mr. Willardson stated he is very business friendly. He stated he would make sure the Town Hall staff knows how to interact with people. He stated there are opportunities to utilize rt. 395. He stated he would have a development team meeting every Thursday that would help businesses walk through the process. Selectman Becker asked what Mr. Willardson thought of having an Assistant Town Administrator. Mr. Willardson stated he would like to take the head role. He stated the town did not need one. He stated he knows how to prioritize work. Selectman Becker asked Mr. Willardson what he would like to see changed in Webster. Mr. Willardson stated the Town Charter in Webster and Grafton are very similar. He stated some elected positions can be combines with existing positions and save money. Chairman Bourque asked what the bond rating was in Grafton. Mr. Willardson stated Grafton has an Aa+ rating. Chairman Bourque asked if free cash was filed on time. Mr. Willardson stated that Grafton always has their free cash certified by October. Selectman Miller asked what information he reviewed before coming to this interview. Mr. Willardson stated he reviewed the Town Charter, Town By-law, budget and Master Plan. Selectman Becker asked what Mr. Willardson's biggest area of misjudgment was. Mr. Willardson stated he hired an employee that was originally an intern. He stated she had some attendance issue when she was an intern but gave her the benefit of the doubt without setting guidelines. He stated she continues the attendance issues after becoming an employee. Selectman Becker asked if this issue could have been identified before the hiring. Mr. Willardson stated he should have seen a pattern. Chairman Bourque asked if Grafton has an employee handbooks and job descriptions. Mr. Willardson stated Graft does have employee

handbooks and current job descriptions. He stated he would take from other communities and is looking forward to putting this all together for Webster. He stated he has a great relationship with the Chief of Police in Grafton. He stated during collective bargaining they met in the middle. He stated he would look at 13 different communities to see where each union position stands. He stated he doesn't want to lose good people. Selectman Miller stated communication is key with all five Board of Selectmen. He stated in the past not all members were treated equal. He asked Mr. Willardson how he would address this. Mr. Willardson stated each Board member is different. He stated he would meet with each Selectman one-on-one to see what their communication preference was and the best way to contact them. He stated he would encourage an open communication and accomplish goals together. Chairman Bourque stated Webster Lake is one of Webster's greatest resources but it comes with a great number of controversies. He asked Mr. Willardson how he would address these concerns. Mr. Willardson stated there is a beach in Grafton. He stated he would look at other communities to see what they charge for beach access. He stated he would focus on marketing Memorial Beach and letting people know if this available to use. Chairman Bourque stated there is another interview tonight and two more on September 28th. He stated the Board will keep in touch.

Pamela Leduc

Chairman Bourque thanked Ms. Leduc for coming. He stated he will give her 5-10 minutes to introduce herself. Ms. Leduc stated in light of the events of earlier this evening she would respectfully request to postpone her interview until September 28, 2016.

Adjournment

Motion: made by Selectman Miller, seconded by Selectman Becker to adjourn the regular session meeting at 7:24 p.m.

Vote: **Selectman Miller – yes, Selectman Dowgiewicz – yes, Selectman Jolda – yes, Selectman Becker – yes and Chairman Bourque – yes.**

Respectfully submitted,
Courtney M. Friedland
Executive Secretary