TOWN OF BURLINGTON, MA  
BOARD OF SELECTMEN  
MINUTES  
General Session - 6:00 p.m.  
Burlington Town Hall, Main Hearing Room  
MONDAY JUNE 18, 2018  

Board of Selectmen Present:  Christopher Hartling, Chairman; Robert Hogan, Vice-Chairman; Michael Runyan; Joseph Morandi; James Tigges  
Also Present:  Joanne Faust, Director of Human Resources  

SPECIAL SESSION  
Town Administrator Interviews  

The Board of Selectmen interviewed the three internal candidates for the position of Town Administrator: Kristin Kassner, Director of Planning; Katherine Moskos, Purchasing Analyst; and Paul Sagarino, Town Accountant/Assistant Town Administrator. The Selectmen presented each candidate with the same ten questions [attached]. At the conclusion of the interviews, the Board of Selectmen agreed to allow time for consideration and to take action at the board’s next regular meeting.  

Motion:  Selectman Runyan moved to adjourn at 7:45 p.m.  Seconded by Selectman Morandi and approved. (5-0-0)  

Submitted by,  
Betty McDonough, Recording Clerk
Town Administrator Interviews

Key Items:

1. No questions related to a person’s marital status, race, family, sexual orientation, etc. can be asked.
2. Questions should focus on how the person’s knowledge and experience would relate to the Burlington context not to highly specific situations in Burlington.
3. It is important to make the candidates comfortable. The interview is not an inquisition, it is a conversation. To the extent possible the Board should seek to get a feeling for the personal style and experience of the candidate.
4. The Chair should both open and close the interview. The Chair may need to manage the length of the responses and facilitate follow up questions.
5. It is important that each candidate be asked the same questions.

Proposed Questions:

1. (Chris) Please share with the Board what has drawn you to apply for this promotion within the Town and how your experience has prepared you for the position?

2. (Jim) Burlington is a sophisticated town, one that has an AAA bond rating, with a population that expects a high level of service delivered efficiently. Citizens expect a high level of service, but also expect the Town to be managed in a financially prudent way. Public perception of financially prudent management is important. How do you think the town should communicate with the citizens so that they have confidence that the Town is being managed in prudent way?

3. (Jim) The Town is a complex organization and we are fortunate to have skilled Department/Division heads, who are the people responsible for direct service delivery to our residents and businesses. How will you work with these people, who have been your peers, to continue developing them as effective leaders of their organizations?

4. (Bob) In Burlington some operating departments are direct reports to the Town Administrator and some report to independent Boards – how do you feel about working in this type of hybrid situation? How would you manage in this kind of context in order to ensure cohesive and consistent service delivery?

5. (Bob) Burlington has been able to provide a high level of service and investment because financial planning has been executed in a thoughtful way with a five to seven year perspective in mind. This has been a consistent value of the Town. What in your experience provides evidence that you can play a leadership role in the financial planning process, a process the Town believes is essential to maintaining its service delivery capability.

6. (Mike) As to economic development, Burlington has a high ratio of commercial tax base to residential. With that comes concern that the commercial sector adds complications to residential life such as with traffic. How would you work to balance this discussion?

7. (Mike) A municipality is a direct service organization; residents make judgments about their town based on the services they receive. What ideas to you have on improving services in Burlington as well as the perception of our town services?
8. (Joe) Burlington is dedicated to all community members, young and old, through a top-notch school system, a Community Life Center, and a vibrant Council on Aging. How do you see yourself working to address this area to enrich the community?

9. (Joe) Even though Burlington is well off, at least in a relative sense, there will come a time where an economic downturn will place pressure on the Town. When the downturn occurs, the Town may face the need to sustain service levels with fewer resources. What steps would you take to manage in this kind of environment?

10. (Chris) We very much appreciate your coming in to meet with us today. Before you leave us, we want to give you this opportunity to ask questions you may have about Burlington or the position, or to make any closing comment.