



Billerica Town Manager Screening Committee

Town Hall
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RECEIVED

Darlene Torre – Chairman
Mike Rosa
Blake Robertson
Marion DePierro

Larry Norman – Vice Chairman
Dina Favreau
Dave Gagliardi
John Kleschinsky

2024 NOV -5 P 3: 24
Daniel Burns – Secretary
Mike Parker
Don Damon
Josh Mahoney

August 15, 2024

Call to Order 7:00 PM

Members Present: Larry Norman, Dan Burns, Michael Rosa, Dina Favreau, Marion DePierro, David Gagliardi (Remote), Don Damon, Josh Mahoney, Darlene Torre, John Kleschinsky, Michael Parker, Blake Robertson

Members Absent: None

Staff Present: Donna McCoy, Town Clerk

A roll call for attendance: Mr. Norman was present, Mr. Burns was present, Mr. Rosa was present, Ms. Favreau was present, Ms. DePierro was present, Mr. Gagliardi was present, Mr. Damon was present, Mr. Mahoney was present, Ms. Torre was present, Mr. Kleschinsky was present, Mr. Parker was present, and Mr. Robertson was present.

1. Welcome, Introductions

2. Swear In Appointees

Ms. McCoy sworn in all committee members.

3. Appoint Chair, Vice-Chair, Secretary

MOTION - Mr. Burns made a motion for Darlene Torre as Chair. The motion was seconded by Mr. Rosa and voted 8-4-0. Mr. Parker voted in favor, Mr. Robertson voted in favor, Darlene Torre voted in favor, Mr. Norman voted in favor, Mr. Damon voted in favor, Mr. Burns voted in favor, Dina Favreau voted in favor, Mr. Mahoney voted against, Mr. Gagliardi voted against, Mr. Kleschinsky voted against, Marion DePierro voted against. The motion passed.

MOTION - Mr. Gagliardi made a motion for David Gagliardi as Chair. The motion was seconded by Ms. DePierro. The motion was not voted on due to the previous motion to nominate Ms. Torre passed by majority.

MOTION - Mr. Burns made a motion to close the nominations for Chair. The motion was seconded by Mr. Rosa and unanimously voted 12-0-0. On a roll call vote: Mr. Rosa vote Aye, Mr. Damon voted Aye, Mr. Burns voted Aye, Mr. Gagliardi voted Aye, Ms. Favreau voted Aye, Mr. Mahoney voted Aye, Ms. DePierro voted Aye, Mr. Norman voted Aye, Mr. Kleschinsky voted Aye, Mr. Parker voted Aye, Mr. Robertson voted Aye and Ms. Torre voted Aye. The motion passed.

MOTION - Mr. Rosa made a motion for Larry Norman as Vice Chair. The motion was seconded by Mr. Gagliardi and unanimously voted 12-0-0. On a roll call vote: Mr. Rosa vote Aye, Mr. Damon voted Aye, Mr. Burns voted Aye, Mr. Gagliardi voted Aye, Ms. Favreau voted Aye, Mr. Mahoney voted Aye, Ms. DePierro voted Aye, Mr. Norman voted Aye, Mr. Kleschinsky voted Aye, Mr. Parker voted Aye, Mr. Robertson voted Aye and Ms. Torre voted Aye. The motion passed.

MOTION - Mr. Rosa made a motion to close the nominations for Chair. The motion was seconded by Mr. Burns and unanimously voted 12-0-0. On a roll call vote: Mr. Rosa vote Aye, Mr. Damon voted Aye, Mr. Burns voted Aye, Mr. Gagliardi voted Aye, Ms. Favreau voted Aye, Mr. Mahoney voted Aye, Ms. DePierro voted Aye, Mr. Norman voted Aye, Mr. Kleschinsky voted Aye, Mr. Parker voted Aye, Mr. Robertson voted Aye and Ms. Torre voted Aye. The motion passed.

MOTION - Mr. Rosa made a motion for Dan Burns as Secretary. The motion was seconded by Ms. Favreau and unanimously voted 12-0-0. On a roll call vote: Mr. Rosa vote Aye, Mr. Damon voted Aye, Mr. Burns voted Aye, Mr. Gagliardi voted Aye, Ms. Favreau voted Aye, Mr. Mahoney voted Aye, Ms. DePierro voted Aye, Mr. Norman voted Aye, Mr. Kleschinsky voted Aye, Mr. Parker voted Aye, Mr. Robertson voted Aye and Ms. Torre voted Aye. The motion passed.

MOTION - Mr. Norman made a motion to close nominations for Secretary. The motion was seconded by Mr. Rosa and unanimously voted 12-0-0. On a roll call vote: Mr. Rosa vote Aye, Mr. Damon voted Aye, Mr. Burns voted Aye, Mr. Gagliardi voted Aye, Ms. Favreau voted Aye, Mr. Mahoney voted Aye, Ms. DePierro voted Aye, Mr. Norman voted Aye, Mr. Kleschinsky voted Aye, Mr. Parker voted Aye, Mr. Robertson voted Aye and Ms. Torre voted Aye. The motion passed.

4. Timeline for Committee Work

Mr. Gagliardi stated that he would like to hire a firm to do the search for Town Manager. This is what most communities are doing their Town Manager's search that will help capture a wider net of candidates. Tewksbury and Lexington were using a similar process in their searches.

Mr. Gagliardi left the meeting at 7:13 PM.

Mr. Rosa indicated that the Select Board planned to set the salary range at their August 19 meeting.

Ms. Favreau referenced that the screen committee had 150 days to submit recommendations to the Select Board.

General discussion ensued on:

- Was an RFP (Request for Proposal) required?
- What municipal services were available?
- What was the expected cost?
 - Estimated at up to \$15K

5. Discussion of Ad

This item was not discussed.

6. Meeting Schedule and Location

Wednesday was the consensus for the meeting dates with a start of 5:30 PM or 6:00 PM. The meetings will adjust as needed. The next meetings will be August 21st, September 4th and September 18th. <M?

7. Other Business

MOTION - Mr. Rosa made a motion to appoint Dawn McDowell as our Recording Secretary. The motion was seconded by Mr. Norman and unanimously voted 11-0-0.

Next meeting scheduled for Wednesday, August 21, 2024 at 6:00 pm in the Evelyn Haines Conference Room.

8. Adjournment

MOTION - Mr. Rosa made a motion to adjourn the meeting of August 15, 2024 at 7:46 PM. The motion was seconded by Mr. Damon and unanimously voted 11-0-0.

*Respectfully Submitted by Dan Burns,
Secretary*

Exhibits for the Town Manager's Screening Committee Meeting – August 15, 2024

Call to order 7:00 PM

1. Welcome, Introductions – No Exhibits
2. Swear In Appointees – No Exhibits
3. Appoint Chair, Vice-Chair, Secretary – No Exhibits
4. Timeline for Committee Work – No Exhibits
5. Discussion of Ad – No Exhibits
6. Meeting Schedule and Location – No Exhibits
7. Other Business – Tewksbury Town Manager Ad
8. Adjournment – No Exhibits

Approved On: October 23, 2024