

**Additional Supplement to the
Agenda Item Entitled Update
on the Town Manager
Selection for the March 18,
2015 Commission Meeting**

UPDATED MATRIX
OUTCOME OF BACKGROUND CHECKS ON THREE TOWN MANAGER FINALISTS

<i>Names of Semi-Finalists</i>	<i>Criminal Background Checks</i>	<i>Credit Checks</i>	<i>Degree Verification</i>	<i>Employment Reference Checks</i>	<i>Media Checks</i>	<i>Litigation Checks</i>	<i>Salary Requirements</i>
Lyndon L. Bonner, Flagler Beach, Florida	WITHDREW ON 3/17/2015	N/A	N/A	N/A	N/A	N/A	N/A
John O. D'Agostino, Mansfield, Massachusetts	Satisfactorily Completed	Satisfactorily Completed	Satisfactorily Completed	Four out of five former employers responded	Completed	No litigation found	Okay with base salary of \$117,000/year
James D. Drumm, Zephyrhills, Florida	Satisfactorily Completed	Satisfactorily Completed	Satisfactorily Completed	Four out of six former employers responded	Completed	No litigation found	Okay with base salary of \$117,000/year
Gregory L. Dunham, Kenly, North Carolina	WITHDREW ON 3/11/2015	N/A	N/A	N/A	N/A	N/A	N/A
Robert Kellogg, Palm City, Florida	Satisfactorily Completed	Satisfactorily Completed	Satisfactorily Completed	Three out of four former employers responded	Completed	No litigation found	Okay with base salary of \$117,000/year

TELEPHONE EMPLOYMENT REFERENCE FOR TM POSITION

Name of Applicant: John O. D'Agostino

Employment Referenced: Town of Blackstone.

Massachusetts, Town Administrator

Employment Dates: MAY 1995 - NOVEMBER 30, 1997

1. MANAGEMENT STYLE/PROFESSIONAL SKILLS

Maintains open, informative and timely communications with the Council or Commission (it is Board of Selectmen in Blackstone) (e.g., "open door policy"). He always got excellent ratings regarding his communications.

Knowledgeable of current developments affecting the local government management field. He got a power plant to come there and it is still there. It is a 20-year contract which helps with the debt service. He put together a \$2.1 million pilot project. Blackstone has a AA+ rating with Standard and Poor because of this. They have a water and sewer project and a new school because of this.

Effectively implements and enforces municipal policies and procedures. He was the last one to implement a capital master plan for the Town in 1996 which is still in use.

Demonstrates a capacity for innovation and creativity. He put a grocery store in a complex when he was there which had not been done before.

Anticipates problems and develops effective approaches for solving them.

Maintains a positive work atmosphere conducive to productivity and efficiency. He put policies and procedures in place as well as a finance team regarding those issues.

Encourages department heads to make decisions within their own areas without the Manager's approval, yet maintains general control of operations. Some of the policies and procedures that he put in place are still in place today, although they have been updated as laws changed.

Motivates municipal staff to work as a team and seek ways to be innovative and oriented toward effective problem solving. He implemented continuing education requirements for staff to stay current with the issues of the day.

Properly controls the municipality's operational and functional activities and motivates others to maximum performance.

Effectively recruits professional staff. Some of the people he recruited are still there.

← **How would his/her direct reports describe this person's management style?** He's hands-on but he allowed department heads to do their jobs, but he oversaw the operations. He had department head meetings and he knew what was going on and provided that information to the Board of Selectmen.

2. FISCAL MANAGEMENT

✓ **Possesses knowledge of governmental accounting/budget procedures.** He put together the pilot program referenced earlier. And the audits will show that the answer to this question is "yes".

✓ **Prepares a balanced budget to provide services at a level directed by the Board of Selectmen.** They are mandated by Massachusetts to submit a balanced budget.

✓ **Strives to make the best possible use of available funds to ensure efficient and effective functioning of the municipal government and within budget limitations established according to municipal policy.**

✓ **Possesses awareness of the importance of financial planning and accounting controls through long-range fiscal forecasting.**
He put together the 3-5 year operating plan, and up to a 20-year capital program. This money is coming from the pilot program that he started, which also enabled the Town to purchase an ambulance service.

✓ **Utilizes effective negotiation with labor unions and in legal actions to minimize costs to the municipality.**

3. PERSONAL SKILLS/COMMUNICATIONS

✓ **Demonstrates high concern for ethical behavior.**

✓ **Receptive to constructive criticism and advice.**

✓ **Manages stress effectively**

4. RELATIONS WITH THE MUNICIPALITY'S BOARD OF SELECTMEN

✓ **Works with the Board of Selectmen to establish annual goals and objectives, and reports to the Board of Selectmen regularly on the status of such goals and objectives.** This is part of their Charter.

✓ **Carries out the directives of the Board of Selectmen as a whole, rather than those of any one member**

✓ **Supports the action of the Board of Selectmen after a decision has been reached**

5. COMMUNITY RELATIONS

Maintains an "open door policy" with the community. He was very well liked in the community. When he left, a reception was held and 400 people attended.

Effectively addresses and accommodates citizen complaints

Shows a sensitivity to and appreciation of diversity of the municipality's population. There is very little diversity there.

Responsive to issues of both commercial and residential populations. He was very responsive.

Maintains an effective and collaborative working relationship with other local governments

Takes a diplomatic approach to problem solving

Projects a positive image on behalf of the municipality

Provides management support to municipal Boards.

His reason for leaving: He left through voluntary resignation to get a higher paying job.

Would you rehire this person if you were presented with the opportunity?
The Board would vote 5 – 0 to hire him back.

Source: Dan Keys, Town Administrator, Town of Blackstone, who also volunteered that Mr. D'Agostino is of impeccable character.