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Date: 08/20/2015 12:17 PM
Subject: Report from the CPAC Resume Screening Committee

Committee Members:

Michael Baker

Charles Foscett

George Laite

Tom Michelman

Brian Rehrig

Dear Kevin and Adam:

First, the CPAC Resume Screening Committee would like to thank the Board of Selectmen and the Town Manager for the opportunity to participate in supporting the work of the Town with this special responsibility. I would like to personally add that this has been a great committee and fun to work with. Second, the Committee was impressed with the very high quality of all the applicants, which made screening a challenge. The Committee recommends that the Town thank all of the applicants for offering their services.

Michael Baker generously agreed to serve as recording secretary, and I have attached his draft minutes to this email.

The Committee received twenty-one (21) applications from the Town Manager's office on July 13th. After some organizational and scheduling difficulties associated with summer vacations, we were able to have our first official meeting on August 19th. As the Town Manager had previously distributed applications we had ample time to

review them in detail. Prior to the meeting, I distributed a suggested scoring matrix that we might consider using in order to objectively compare different applicants.

After some deliberation, the Committee adopted the matrix shown below as one approach to screening applications. Each committee member read all of the applicants resumes and background in great detail, and the pros and cons of each applicant were deliberated at length. Each applicant was scored by each Committee member on his own matrix.

Name	date rc'd	Relevant Life/ Professional Experience	Arlington Municipal Familiarity	Town Meeting Member	Educational Background	CPA Experience	Active in Town	Finance, Management, Analysis
John Belskis	7/7/15							
Andrew Bengtson	7/10/15							
Michael Jacoby Brown	7/10/15							
Sarah Burks	7/10/15							
Roland Chaput	6/30/15							
Marc Dohan	7/9/15							
Gabriella Eisner	7/10/15							
Ann Fitzgerald	7/9/15							
Catherine Garnett	7/10/15							
Cheryl Guerriero	6/11/15							
David Hajian	6/24/15							
Eric Helmuth	7/10/15							
Patsy Kraemer	6/30/15							
David Levy	7/10/15							
Dori Mazor	7/13/15							
Christopher Moore	7/10/15							
Marjorie Moores	7/10/15							
Tom Perkins	7/8/15							
Clarissa Rowe	7/7/15							
Steve Storch	7/8/15							
Ralph Willmer	7/10/15							

The shaded lines represent applicants who are not included in the deliberations. Mr. Wilmer withdrew from consideration. Ms. Mazor sent her application after the deadline. Mr. Belskis and Mr. Perkins did not provide all the information requested by the Town, so they could not be objectively compared to other applicants. As you can

see from the matrix above, the Committee considered relevant life and professional experience, familiarity with Arlington's municipality and how it works, whether or not the applicant is a participant in Town Meeting, the educational background of the applicant, whether the applicant had any experience with the Community Preservation Act in their professional life or in another town, the general level of active participation in Arlington affairs outside of town government, and whether or not the applicant had financial skills discernable to the Committee (important because the CPA Committee will be recommending the allocation of a budget between 1.5 million and \$2 million a year of the taxpayers funds over long period of time).

Many of the Committee members were familiar with at least some of the applicants, if not all. So in addition to the objective scoring described above, the Committee deliberated in detail on their subjective knowledge of the applicants.

In some of the "professional skills area" there were applicants whose skills overlapped. By consensus the Committee agreed to rank those groups separately to avoid skill duplication where possible. The three categories where this approach was taken were for professional architects, professional affordable housing specialists and professional landscape architects. Following this sequestration of some applicants, the Committee proceeded to carve out a group of five applicants who had objective scores clearly lower and well separated from all the others. Of the original twenty-one applications, four were eliminated for a priori reasons, three were sequestered because of duplicate of skills, and five because of low objective scores. Since three candidates were being recommended in the three special skills area, that left six applicants. After careful consideration five of these applicants were recommended for further consideration.

A summary of our scoring results, ranking the highest scoring to the lowest, are shown in table below:

Name	date rc'd	Pct. #	Rank
Clarissa Rowe	7/7/15	4	1
Marc Dohan	7/9/15	12	2
David Levy	7/10/15	21	3
Eric Helmuth	7/10/15	12	4
Patsy Kraemer	6/30/15	13	5
Sarah Burks	7/10/15	17	6
Roland Chaput	6/30/15	12	7
Catherine Garnett	7/10/15	13	8
Ann Fitzgerald	7/9/15	17	9
Christopher Moore	7/10/15	14	10
Steve Storch	7/8/15	21	11
Andrew Bengtson	7/10/15	7	12
Marjorie Moores	7/10/15	9	13
Cheryl Guerriero	6/11/15	5	14
Gabriella Eisner	7/10/15	10	15
David Hajian	6/24/15	10	16
Michael Jacoby Brown	7/10/15	17	17
John Belskis	7/7/15	18	
Dori Mazor	7/13/15	4	
Tom Perkins	7/8/15	21	
Ralph Willmer	7/10/15	14	

In the "special skills" category, it turned out that one of the applicants who was sequestered because of duplicative skills was David Levy, who was our third highest scoring applicant. Therefore the committee determined to recommend his application be considered further. The following nine applicants are recommended for further consideration:

Recommended Applicant	Precinct #
Andrew Bengtson	7
Sara Burks	17
Roland Chaput	12
Marc Dohan	12
Ann Fitzgerald	17
Eric Helmuth	12
Patsy Kraemer	13
David Levy	21
Clarissa Rowe	4

All of these applicants have broad experience, a history of commitment to Arlington, and special skills that will serve to enhance the success of the CPAC. The Committee unanimously recommends that all be considered for possible service on the CPAC.

Respectfully submitted,

Charlie Foskett

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