

The Narragansett Bay Commission
One Service Road
Providence, RI 02905

(401) 461-8848
(401) 461-6540 FAX

Vincent J. Mesoella
Chairman

Paul Pinault, P.E.
Executive Director



OFFICIAL MINUTES OF:

Meeting of:	Executive Director Search Committee
Date:	October 18, 2006
Time:	8:00 a.m.

MEMBERS PRESENT

Vincent Mesoella, Chairman
Angelo Rotella, Vice Chairman
Robert Andrade, Treasurer
Bruce Campbell
Michael Salvatore

MEMBERS ABSENT

STAFF AND GUESTS PRESENT

Jean-Marie Grossi, NBC

Paul Pinault, Secretary

1. Call to Order

Recognizing a quorum, Chairman Mesoella called the October 18, 2006, Executive Director Search Committee meeting to order at 8:05 a.m.

2. Approval of Minutes - September 5, 2006

Chairman Mesoella asked all Committee members if they have had a chance to review the minutes of the September 5, 2006 Executive Director Search Committee minutes. Vice-Chair Rotella motioned to review the minutes of the September 5, 2006 Executive Director Search Committee as written. Commissioner Salvatore seconded the motion, and the vote taken by the Committee was unanimous. The motion carries.

3. Items for Action:

A. *Review and Discussion of Applications Received for Replacement of Executive Director Position*

Chairman Mesolella stated that the purpose of this meeting is to review and discuss the applications received for the position of Executive Director. He reminded the Committee that a schedule has been prepared, and copies of the schedule, job advertisement and job description for the Executive Director position were passed out to all Committee members at the September 5, 2006 Committee meeting.

Chairman Mesolella reminded the Committee that Paul Pinault has been asked to participate in an unofficial capacity with the members of this Search Committee, because he feels Paul's knowledge will be extremely valuable in this process.

Chairman Mesolella noted that the NBC received a total of thirty-one (31) applications for the position of Executive Director, as of the posting closing period of October 13, 2006.

Mr. Pinault stated that at the September 5, 2006 meeting of the NBC's Executive Director Search Committee, a proposed schedule and procedures to follow was prepared with the intent of selecting an individual for consideration at the November 15, 2006 Board of Commissioners Meeting, so that we would have at least one month to work together before he left, so there would be a smooth transition. He noted that we agreed that ads would be placed on Sunday, September 10, 2006 in the Boston Globe and the Providence Journal Bulletin, which was done. An ad was also put on the NACWA website for five weeks. He noted that as the Chairman explained, NBC received thirty-one (31) applications. One application was internal, Raymond Marshall, our Deputy Director; and the remaining thirty applicants were external. He noted that seventeen (17) applicants were from Rhode Island, eight (8) were from Massachusetts, and one (1) each were from New York, Nebraska, Missouri, Pennsylvania, Virginia and Ontario, Canada. He stated that he reviewed all of the applications several times, and compared the job requirements and duties to the education and experience of the applicants.

Mr. Pinault noted that we received a large cross-section of applicants, falling in four major categories: Engineers, Financial Administrators, Lawyers and Public Administrators. Based upon his review of the applications, he stated he identified who he felt were the top eight applicants. He noted that he consulted with the Chairman throughout the entire process, and they met several times to review the thirty-one applications and his recommendation for the eight (8) short-listed applicants. After a thorough review, Mr. Pinault and the Chairman short-listed the applicants to five (5). The following five applicants are recommended for an interview for the position of Executive Director, and are listed below in alphabetical order:

1. Joseph Abbate
2. Laurie Cullen
3. Robert Game
4. Raymond Marshall
5. Robert Eric Schweizer

The Committee members then reviewed the resumes of the five short-listed applicants, along with the resumes of the remaining twenty-six (26) applicants. After some discussion, the Committee members reached consensus to interview the five recommended applicants.

Chairman Mesolella noted that interviews for the five applicants will be scheduled for Friday, November 3, 2006, with a backup date of Monday, November 6. The Committee discussed the need to prepare a list of questions to be asked at the interviews. Chairman

Mesolella noted that a list of suggested questions would be prepared by the Executive Director, and circulated to the Committee prior to the applicants' interviews.

This ended the discussion.

3. Other Business

None to report.

4. Adjournment

With no further business to come before the Board, Vice-Chair Rotella motioned to adjourn. Commissioner Andrade seconded the motion, and the vote taken was unanimous. The meeting adjourned at 9:35 a.m.

Respectfully submitted,



Paul Pinault, *Secretary*