

## Selectmen's minutes of work session June 11, 2019

Members present: Mark Newman, Brian O'Rourke, George Riley, Dolores Harasyko, Admin. Asst.

Called to order at 6:10 p.m.

Present: Margaret McClennan, Terry Spohnholz, Jackie Bitso, Kathy Burrows, Chrissy O'Brien and Pauline Bakunis.

The selectmen opened the meeting by asking for opinions on what the staff feels we need in a town administrator moving forward. George discussed the 3 administrators and 1 part time consultant we have had in the past and wants to know what we need and what we don't need. Brian responded that he was surprised to find out how much interaction the selectmen have had to be involved in, he felt a lot could and should be handled by the town administrator. Mark asked is it should be a full time or part time. All agreed a full time town administrator is not needed. Terry responded that we have an excellent professional staff. We all have a very good handle on our jobs. Brian reviewed some of the large projects coming up within the next 3 years. George defined the differences between day to day needs and needs required for the large projects. Kathy reviewed her opinions that Dolores should be the office manager for the day to day. She feels a part time town administrator could handle the procurement, Mass Law requirements and grant writing. Margaret reviewed the different town administrators she works for in various towns. They all command a large salary. She doesn't feel that Sandisfield needs a full time administrator. Dolores responded that she has worked with all the administrators and strongly does not feel we need a full time administrator. We have not benefited financially with full time. We had a per diem consultant for a short time who accomplished more than the administrators. She suggested a consultant with strong procurement experience, Massachusetts law knowledge and good grant writing skills. The staff can handle the day to day, she would be happy to be "Office Manager" for the day to day issues but have a strong experienced consultant to handle the legal business issues.

Jackie prepared a detailed document highlighting experiences with the past administrators. She also does not feel we need full time person.

All selectmen agreed that this was a very good meeting and they appreciated all the input. They will have another meeting to gather input from other department heads.

The staff expressed their appreciation to the selectmen for having this meeting and seeking their input. Jackie discussed staff meetings, having them quarterly.

All present agreed that we do not need a full time administrator. We need a professional with strong legal, procurement and grant writing experience.

Meeting adjourned at 7:15 p.m.

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Mark Newman

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Brian O'Rourke

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George Riley