

Selectmen's minutes of work session June 18, 2019

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

Called to order at 6:05 p.m.

Mark opened the meeting asking for input from department heads on the roll and expectations of the town administrator position.

George reviewed the history of the past 3 ½ town administrators. They want opinions of what the staff feels is needed.

Ralph Morrison responded that he is not sure we actually need one. The best was the part time Rick White.

Mike Morrison reviewed the reasoning and theory of having a town administrator, it was to help run the day to day. Discussed town administrator verses town manager.

Brian reviewed some of the larger upcoming projects that will require overview.

Joe Gelinus feels key decisions are what the job will require and whether department heads report to the town administrator or not. Joe suggested a qualified consultant to help in developing a thorough job description. Joe reviewed his list of requirements, they should include Mass Law, policy and procedures, knowledge of typical departments, knowledge of grants, knowledge of the Dept. of Revenue, expectations for research, leadership skills, accountability and problem solving.

George responded that the selectboard is still responsible for the town administrator and that that person responds to the board.

Joe feels a strong administrator will help alleviate the selectmen's job.

Ralph feels we would get more applicants with a manager than an administrator.

Discussed funding for a consultant to help hire a town administrator.

Brian has discussed this with KP Law. They can help write a job description and help with the hiring process.

Mark feels we need someone to field the people that come through the door when the town hall is open.

Selectmen reviewed some of their future ideas for the town:

They would like to see a new town hall near the Old Town Hall, move the library to the Town Hall Annex, have the basement at the annex as a climate controlled records storage area. Move the senior center to the library. They feel at most we will need a 4,500 square foot steel building that can be built for under a million.

John Burrows feels we need someone proficient in grant writing.

Joe responded that there are a lot of talented people that may volunteer to write grants.

Brad has worked in a town that made the change from selectmen to an aggressive town administrator.

Discussed job descriptions.

The Selectmen thanked all for their input. All appreciated being involved in this meeting.

Meeting adjourned at 7:15 p.m.

---

Mark Newman

---

Brian O'Rourke

---

George Riley