

**Town Administrator Study Committee  
Minutes  
May 1, 2012**

**Members Present:** Mary Beth Harrity, Clarence Snyder, Mary Lou Knight, Chantal Hirtle, Peter O'Connell, Kevin Erkkila. **Absent:** Cindy Mundell.

Meeting was called to order at 7:02PM.

**Motion:**

Clarence Snyder moved to approve the minutes of the 4/17 meeting. Seconded by Peter O'Connell. Motion passed. Mary Lou Knight will send approved minutes to Donna Neylon.

**Agenda:**

- Discussion of interviews with department heads and selectmen
- Review of survey questions
- Other

**Discussion of Interviews and Review of Survey Questions:**

The Committee conducted a total of 11 interviews with 9 surveys completed and returned. In general the surveys were split on the need/value of a Town Administrator. Mary Lou Knight will tally the survey responses and send a summary with respondent's comments to the Committee. The Committee will work on revising the survey in preparation for distribution to all town employees/appointees. .

After discussion it was decided that we need to mention that Donna Neylon is planning to retire. Also, explain the differences between the Administrative Assistant and Town Administrator positions. Possibly include the current Administrative Assistant job description and ask respondents if they would change responsibilities in five or six areas.

Clarence Snyder will rework the opening paragraph and send to the Committee for review

Peter O'Connell will create a bullet summary of the current job description and try to indicate five or six areas for the survey.

Mary Beth Harrity will continue to research on-line survey vehicles and work on the format of the survey. The revised survey will be finalized at the May 15<sup>th</sup> meeting and be electronically distributed before the end of May. When the survey is distributed we will ask Department Heads to encourage participation. The results will be tabulated and will be available for the open meeting in June.

A tentative date for a Public Hearing is 6/12/2012. Peter O'Connell will check with Donna Neylon for possible conflicts.

**Other:**

Mary Beth Harrity reported that we have been requested to provide information for an article in the Quaboag Current. After discussion it was decided to wait until we have set a date for a Public Hearing and then provide information. It was also noted that all meetings are open and that a reporter could attend any meeting of the Committee.

Mary Beth Harrity will send notes to Diana Schindler and Donna Neylon thanking them for meeting with us in March.

**Next Meeting:**

- Tuesday, May 15 at 7:00 in the Town Hall

**Adjournment:** Clarence Snyder moved to adjourn at 8:30. Seconded by Kevin Erkkila and passed.

Respectfully submitted,

Mary Lou Knight, Clerk