

**Town Administrator Study Committee
Minutes
May 15, 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 6:56 PM.

Motion:

Clarence Snyder moved to approve the minutes of the May 1st meeting as corrected. Seconded by Peter O'Connell. Motion passed. Mary Lou Knight will send approved minutes to Donna Neylon.

Agenda:

- Review of sampling of job descriptions and salaries
- Discussion of survey questions
- Other

Discussion of survey questions:

Peter O'Connell has further tabulated the summary of the nine preliminary surveys. Mary Lou Knight will send this summary to Donna Neylon with the approved May 1st meeting minutes.

Mary Beth Harrity has found that Qualtrics will allow us to use their online service free for six weeks.

After discussion revisions to the original survey include:

- Change time spent by Donna Neylon on communication from 40% to 40-50%.
- Add a box for respondents to indicate on what committee they serve.
- Make section headers bold type.

Committee members will test the on-line survey to determine how respondents sharing computers and e-mail addresses will impact the ability to take the survey. Mary Beth Harrity will act as survey administrator.

The survey will be distributed to the e-mail distribution list that includes town employees, appointees, and committee members. Distribution will be the week of May 21st with a June 1st deadline. Hard copies of the survey will be available at town hall. A reminder will be sent on May 28th and committee heads will be asked to encourage participation. Results will be reviewed at the next committee meeting on June 5th and dissemination of survey results will be determined.

Review of sampling of job descriptions and salaries:

To meet the charge from the Selectmen the committee will interview another Town Administrator. One possibility is Charles Blanchard who was the Town Administrator in both Paxton and Palmer. We will schedule this meeting after the public hearing.

Mary Lou Knight will research and report on ten towns that are comparable in size to Brookfield based on:

- Population
- Budget
- Tax Base

She will include salary of Administrative Assistant/Town Administrator as well as any clerical salaries for the Selectmen's office.

Other:

Mary Beth Harrity will contact Donna Neylon and double check for conflicts on the June 12th date for the Public Hearing.

At the Public Hearing we will have a sign-in sheet and will request anyone speaking to clearly identify themselves.

Agenda for the hearing will be:

- Presentation by the Committee
- Question/Information Session
- Next Steps

Committee speakers will be Mary Beth Harrity, Clarence Snyder and Kevin Erkkila.

The Committee may decide to hold a second public hearing to report on the final recommendations of the committee. A recommended job description and salary will be included in the final report as well as potential areas for savings.

Next Meeting:

- Tuesday, June 5 at 7:00 in the Town Hall

Adjournment: Clarence Snyder moved to adjourn at 8:06. Seconded by Kevin Erkkila and passed.

Respectfully submitted,

Mary Lou Knight, Clerk