

**Town Administrator Study Committee**  
**Minutes**  
**June 5, 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 7:00 PM.

**Motion:**

Clarence Snyder moved to approve the minutes of the May 15th meeting as submitted. Seconded by Kevin Erkkila. Motion passed. Mary Lou Knight will send approved minutes to Donna Neylon.

**Agenda:**

- Review of survey results
- Preparation for Public Hearing
- Other

**Review of survey results:**

The survey was distributed to the e-mail distribution list that includes town employees, appointees, and committee members. Hard copies of the survey were available at town hall. Currently we have 42 responses from a possible pool of 200+. Results show that the majority of respondents are in favor of expanding the role of the Administrative Assistant under the direction of the Selectmen and moving toward a professional Town Administrator type position.

**Preparation for Public Hearing:**

Mary Beth Harrity presented a draft power point presentation to be shown at the public hearing on June 12. The committee reviewed the draft and made additions and changes.

Committee members will speak to the sections of the survey at the Public Hearing as follows:

- Introduction – Mary Beth Harrity
- Communications and Volunteers & Long Range Planning and Grants –Clarence Snyder
- Financial Leadership, Expenses and Savings & Personnel Management – Kevin Erkkila
- Comments, Priorities & Closing – Mary Beth Harrity

**Other:**

To complete our charge from the Selectmen the committee will interview Charles Blanchard at the next meeting. If Charles Blanchard is unavailable on that date Clarence Snyder will arrange to meet him before the meeting and report back to the Committee.

The Committee will then arrange to complete our report and schedule a meeting with the Selectmen to present the findings.

**Next Meeting:**

- Tuesday, June 19 at 7:00 in the Town Hall

**Adjournment:**

Clarence Snyder moved to adjourn at 8:00. Seconded by Kevin Erkkila and passed.

Respectfully submitted,

Mary Lou Knight, Clerk