

Town Administrator Study Committee Public Hearing

Brookfield Town Hall

June 12th, 2012

7:00p.m.

Committee Members

- Kevin Erkkila
- Mary Beth Harrity, Chair
- Chantal Hirtle
- Mary Lou Knight
- Peter O'Connell
- Clarence Snyder

Committee Charge

- Current Administrative Assistant announced her intent to retire in next year or so
- Selectmen formed committee to explore whether current job description needs to be changed and if so, what the duties of new position should be

Survey Description

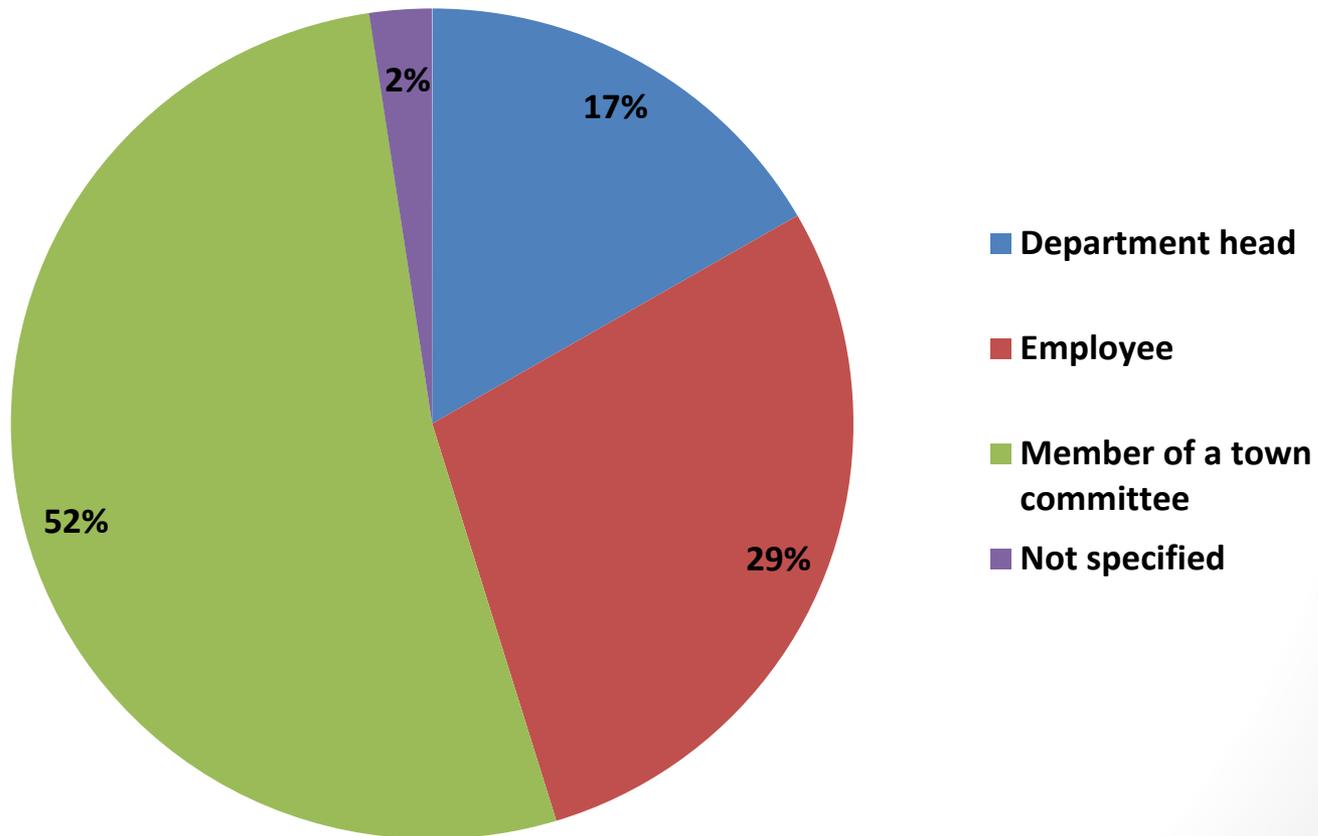
- Statements related to **town needs** and questions about **duties** of next Administrative Assistant with *supervision of Select Board*
- Four categories:
 - **Financial Leadership, Expenses and Savings**
 - **Personnel Management**
 - **Communications and Volunteers**
 - **Long Range Planning and Grant Development**
- **Priority** of each **category** as an **additional responsibility** of new position
- Opportunity to comment on each section

Survey Distribution

- Email with link to on-line survey sent to master town email distribution list
- Additional email sent to all Dept. Heads and Committee Chairs with printable copy of survey
- Hard copy responses collected by Donna Neylon and entered into on-line system

Survey Results

- **Total Completed Responses = 42**



Town Committee Representation

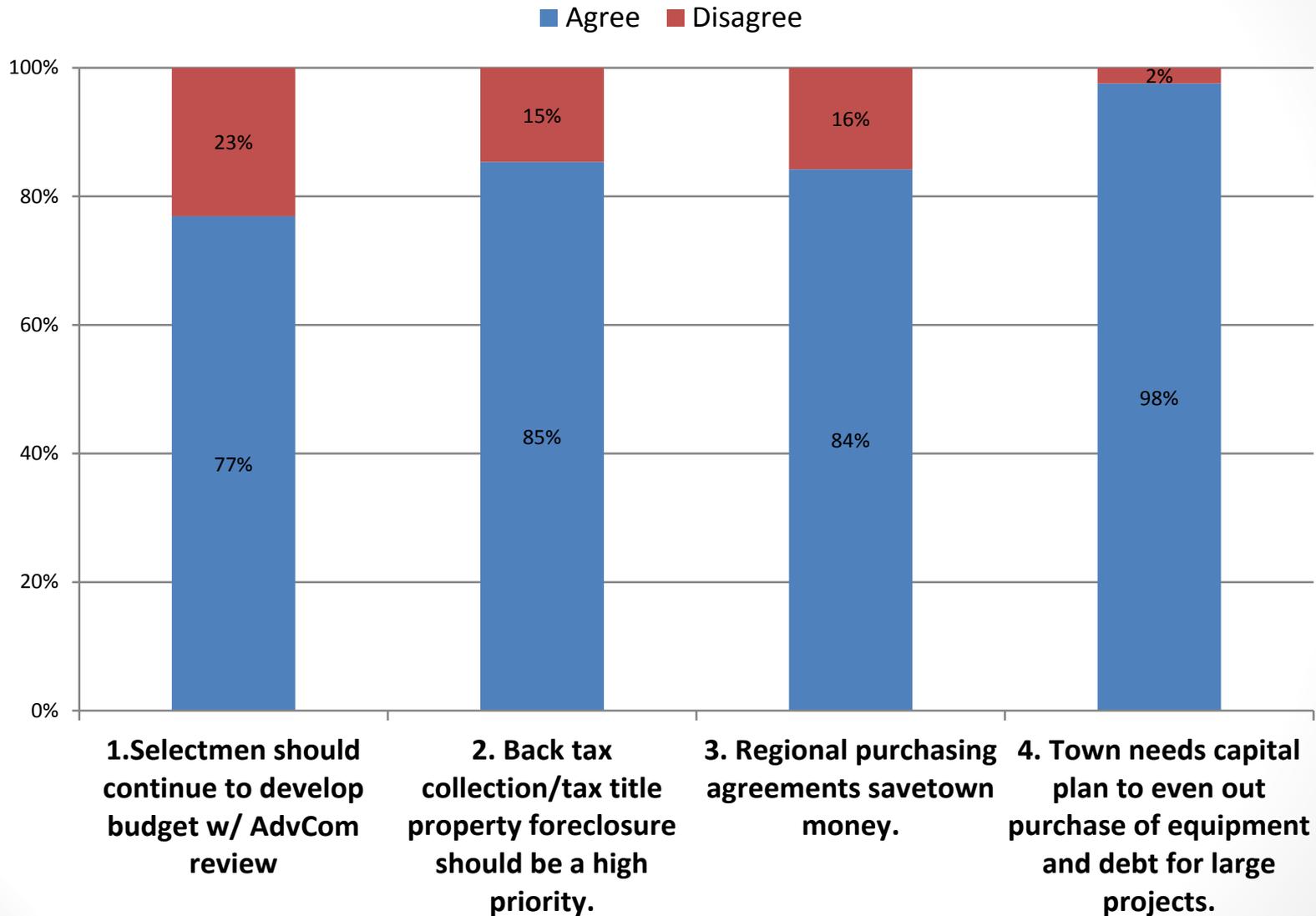
Number of Respondents (Some town employees also serve on committees)	26
Total number of committees represented	23
Total number of committee memberships	41

Town Committees Represented

- Advisory Committee
- Agricultural Commission
- Banister Common & Mall Committee
- Board of Selectmen
- Brownfield Steering Committee
- Capital Planning Committee
- CDBG Advisory Committee
- Council on Aging
- Conservation Committee
- Cultural Council
- Historic Commission
- Library Trustees
- Local Public Access Advisory Committee
- Local Public Access Committee
- Master Plan committee
- Municipal Facilities Planning committee
- Personnel Board
- Planning Board
- Recreation Committee
- Source Water Protection Committee
- Tourism
- Town Administrator Study Committee
- Tree Commission

Financial Leadership, Expenses & Savings

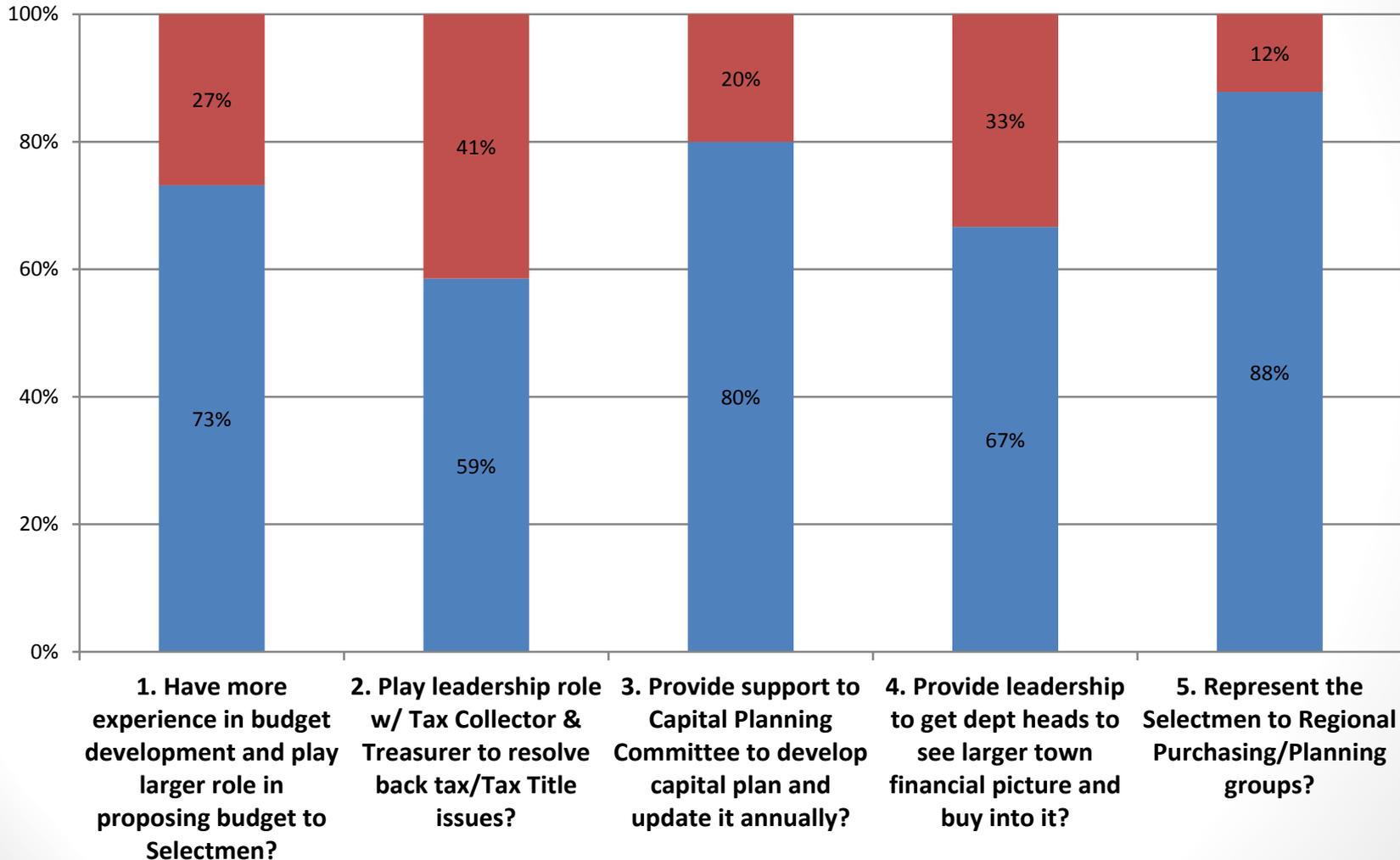
Financial needs....



Within guidelines provided by Selectmen,

Should Next Administrative Assistant...

■ Agree ■ Disagree



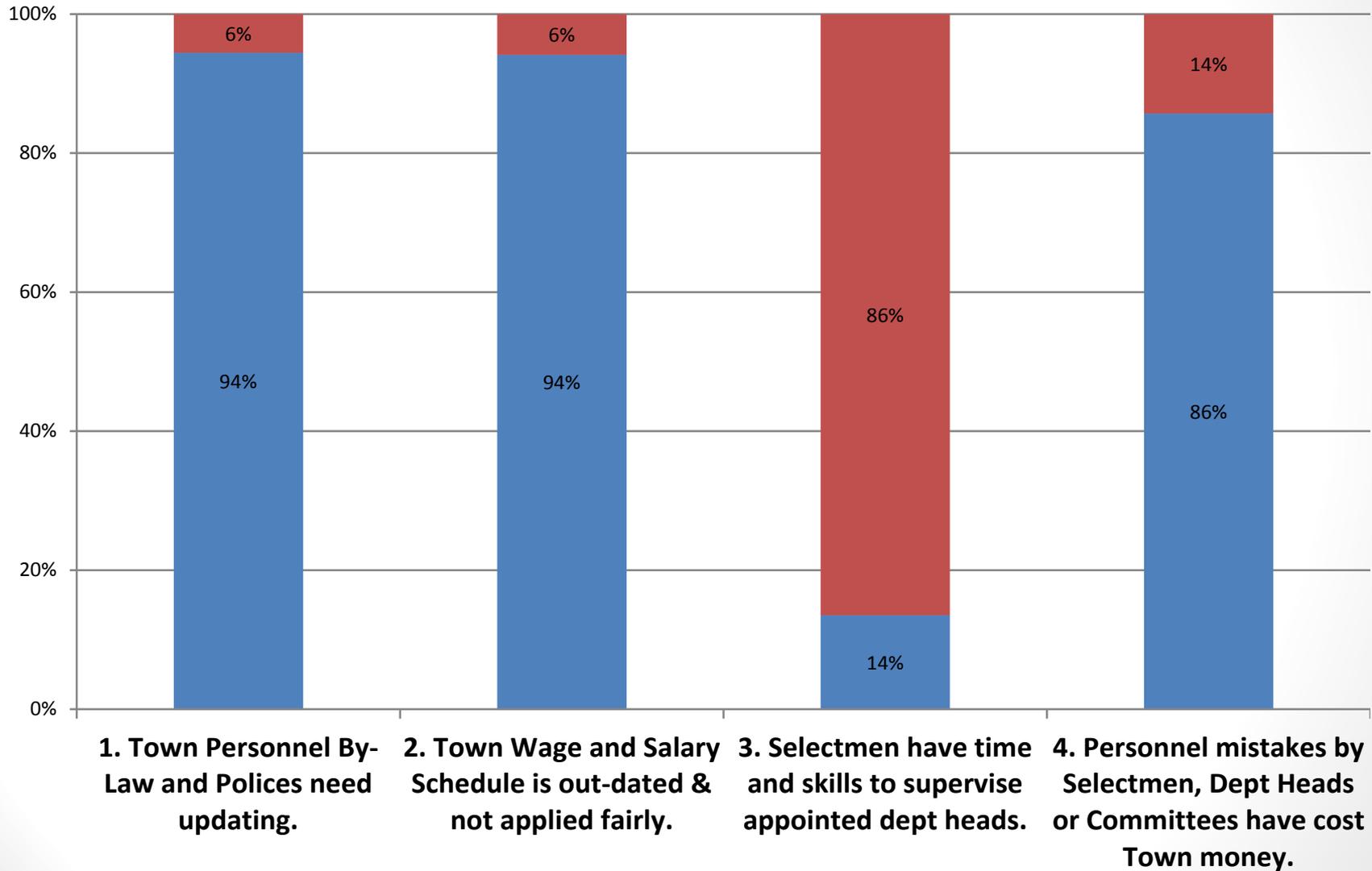
Financial Leadership Comments

- Brookfield needs....
 - More oversight of town hall employees
 - Better communication with town employees
- Brookfield needs an administrator....
 - with financial leadership experience
 - to spearhead the budget process
 - to compile and develop an initial budget
 - to guide the budget development process

Personnel Management

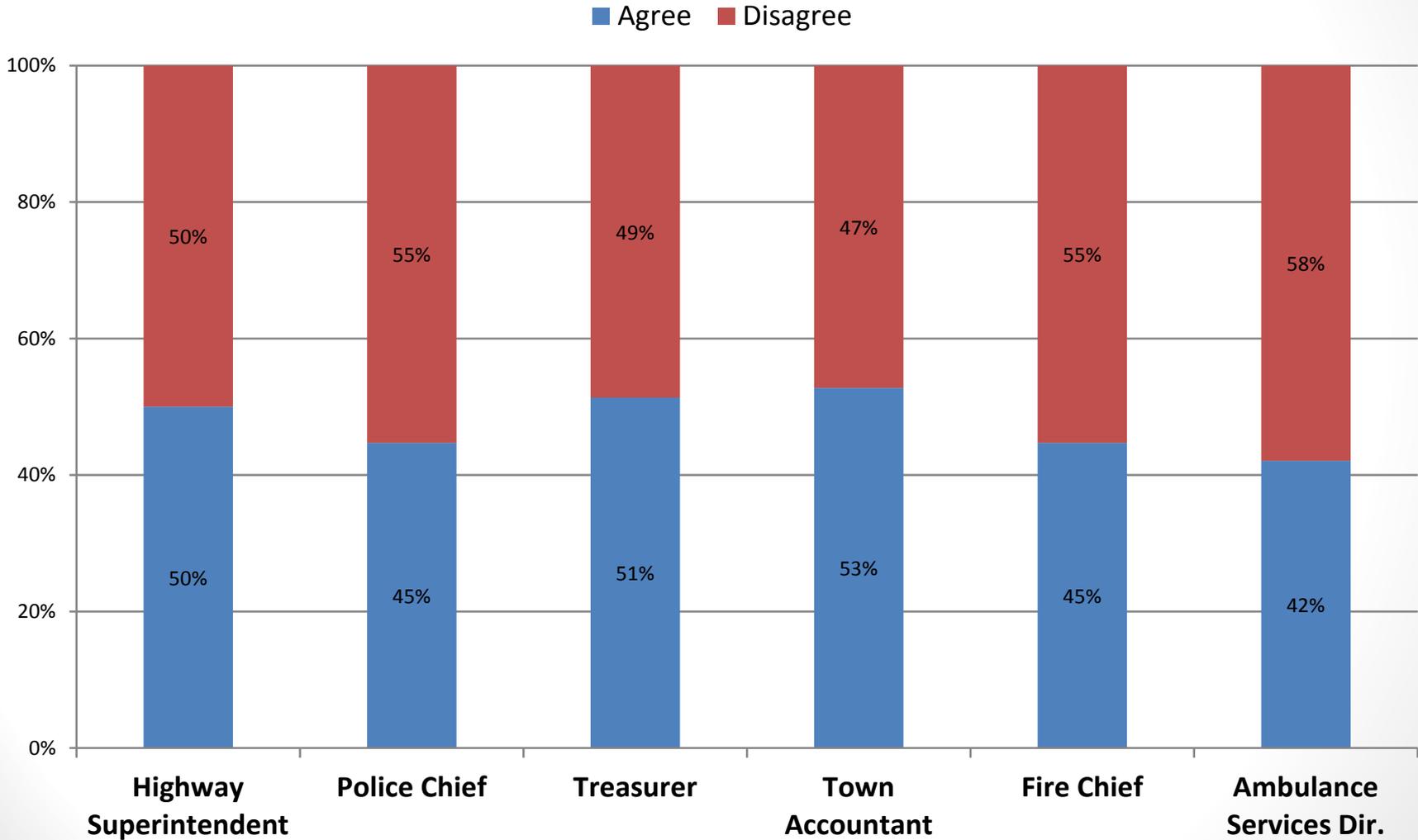
Personnel needs....

■ Agree ■ Disagree



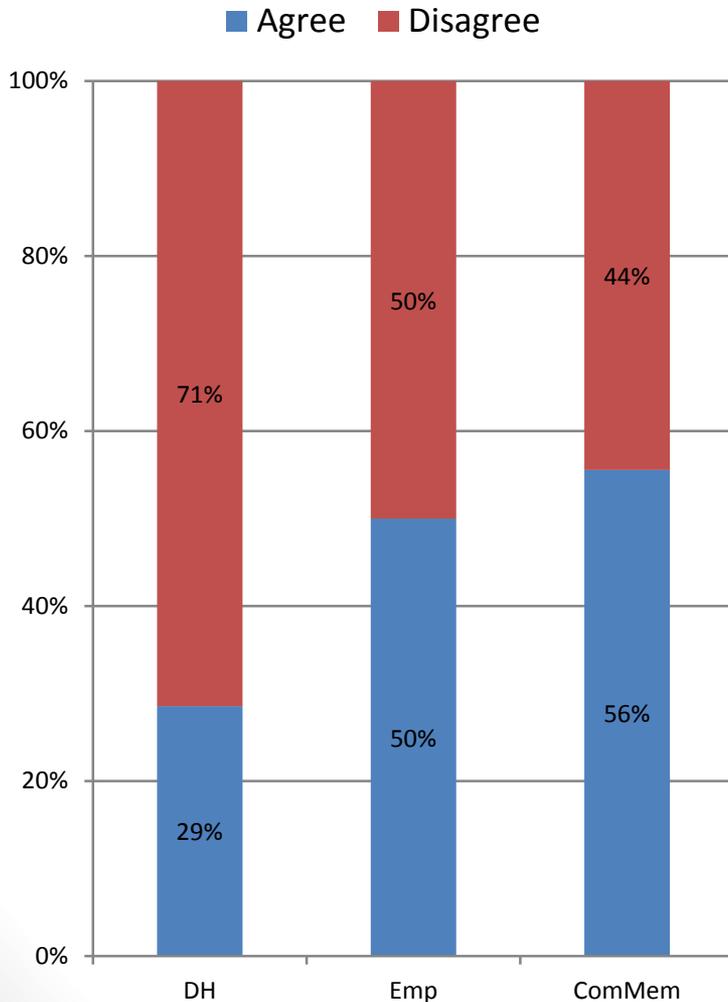
Within guidelines provided by Selectmen

Should Next Admin Assistant Manage...

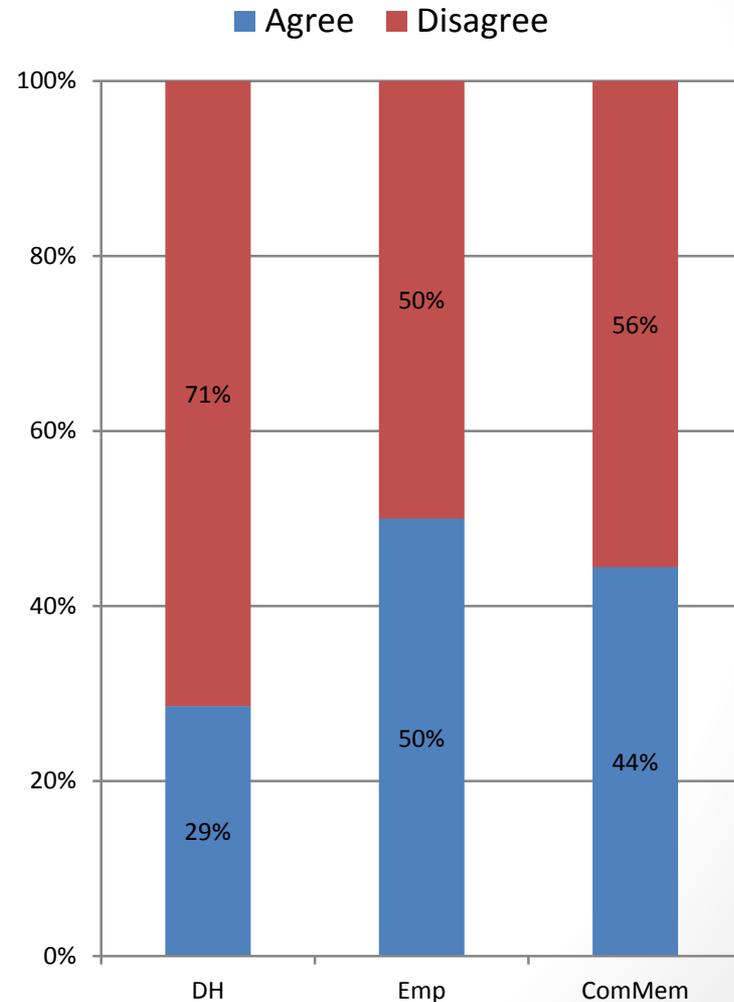


Breakdown by Respondent Type

Highway Superintendent

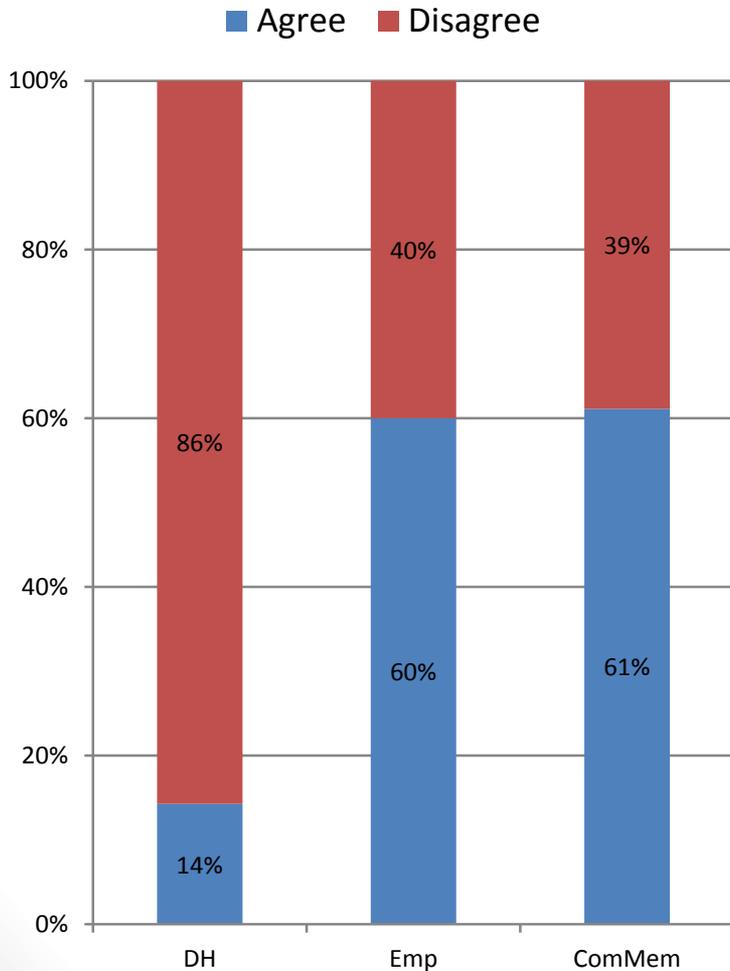


Police Chief

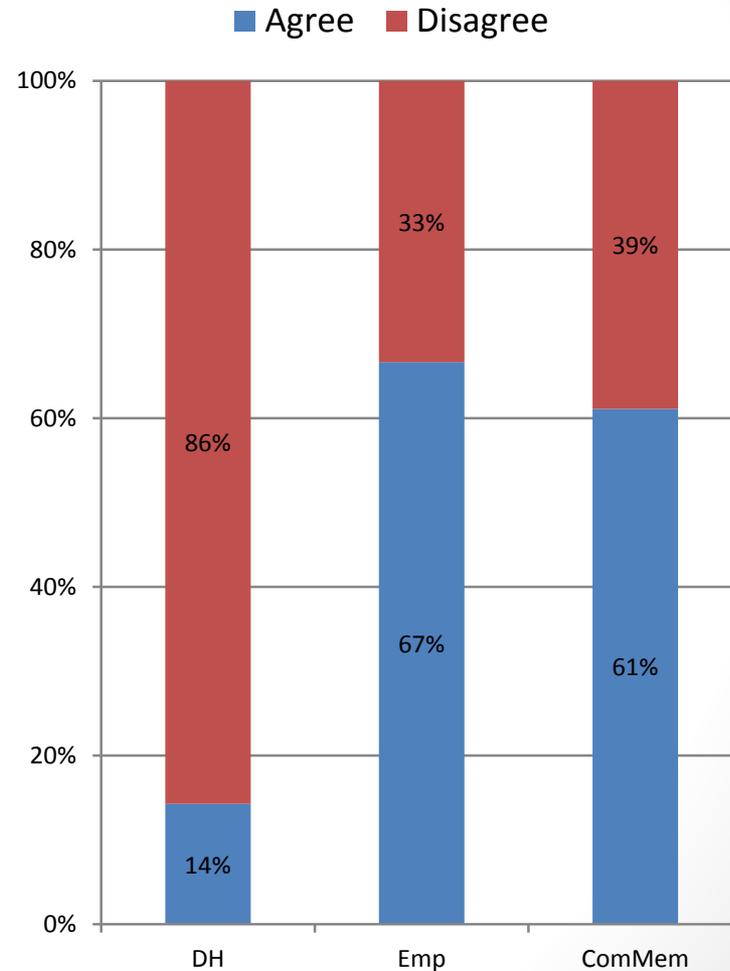


Breakdown by Respondent Type

Treasurer



Town Accountant



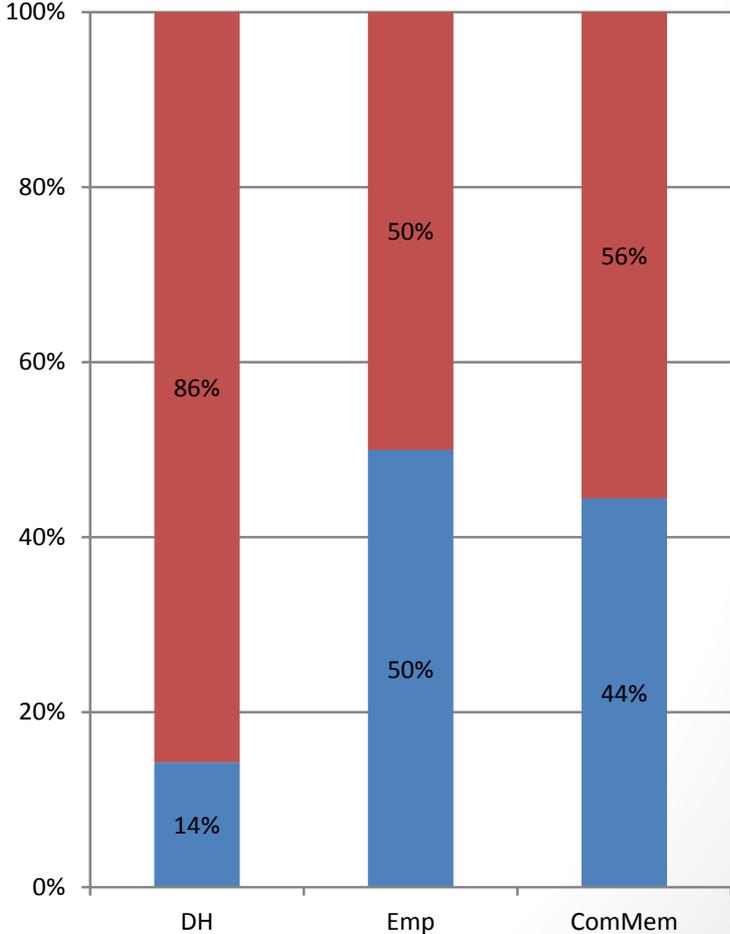
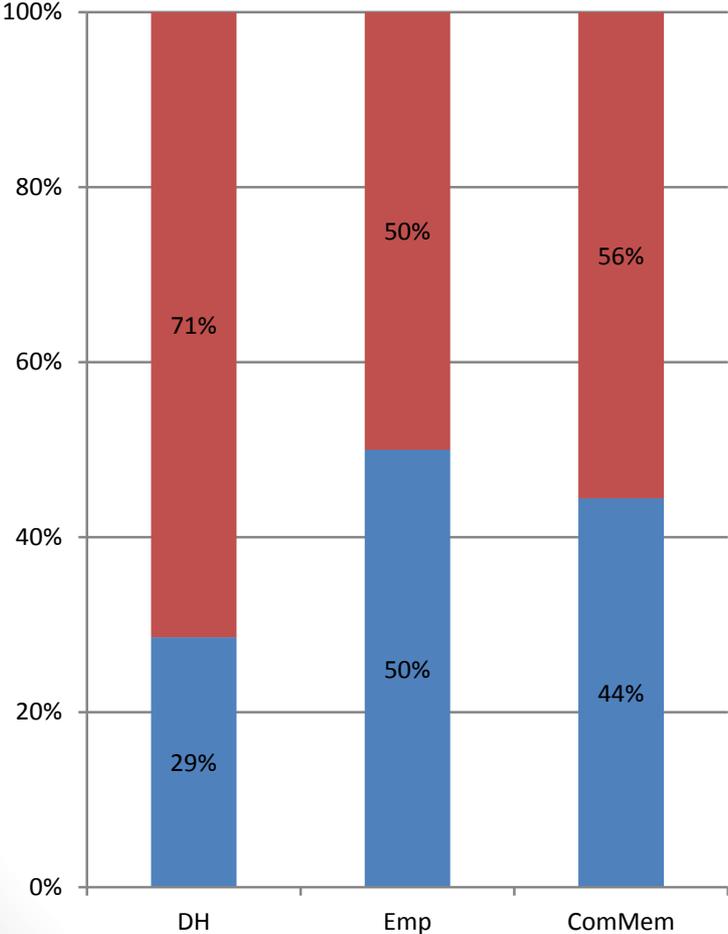
Breakdown by Respondent Type

Fire Chief

Ambulance Director

■ Agree ■ Disagree

■ Agree ■ Disagree

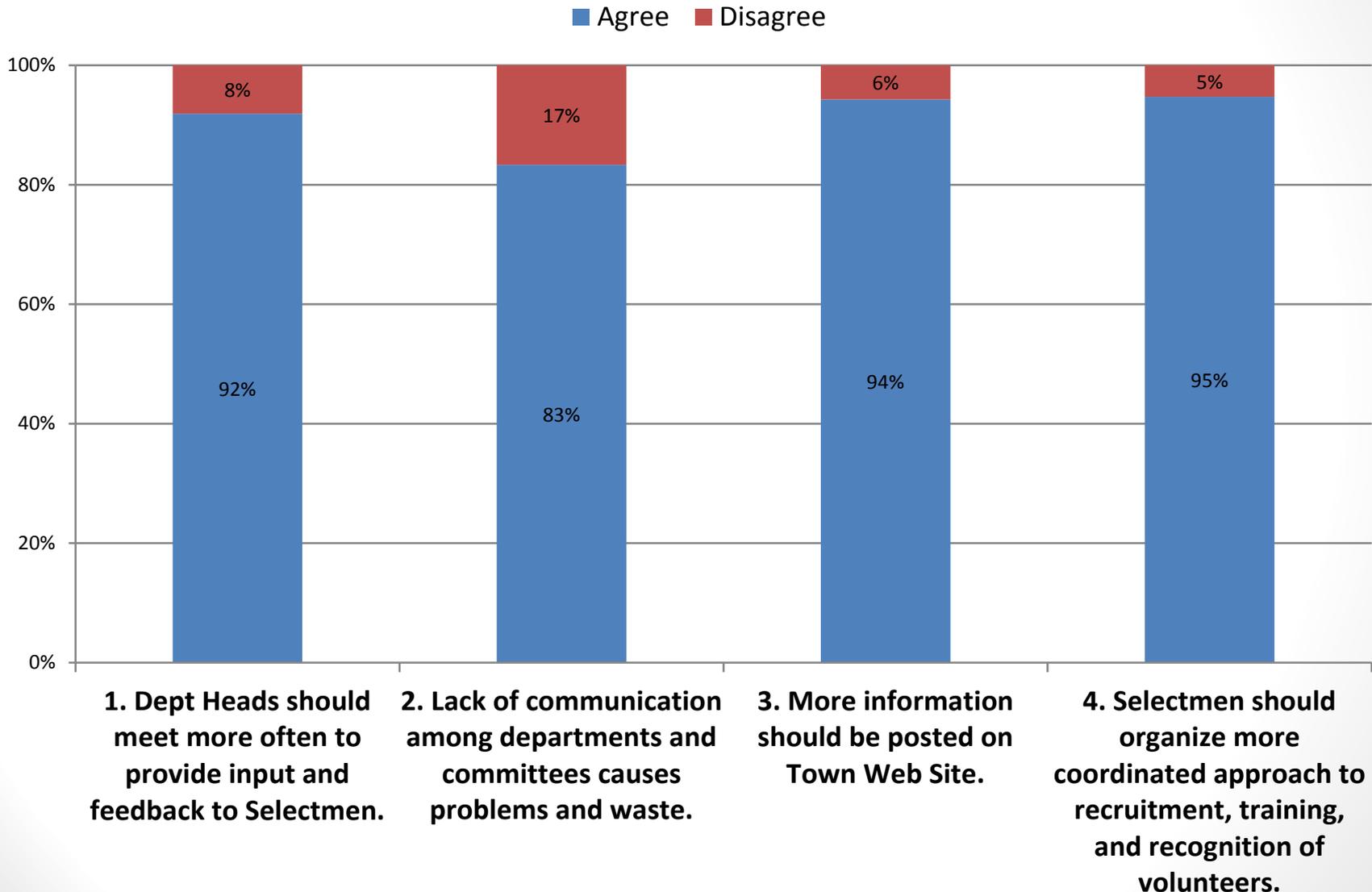


Personnel Management Comments

- Selectmen do not have training or experience in personnel management
- Department heads should have clear goals
- Wage schedule is definitely out of date and not applied consistently
- Daily contact and managing the town on a day to day basis is important
- Brookfield needs an administrator....
 - Who is professionally skilled in personnel evaluation
 - To avoid problems or solve them before it is too late

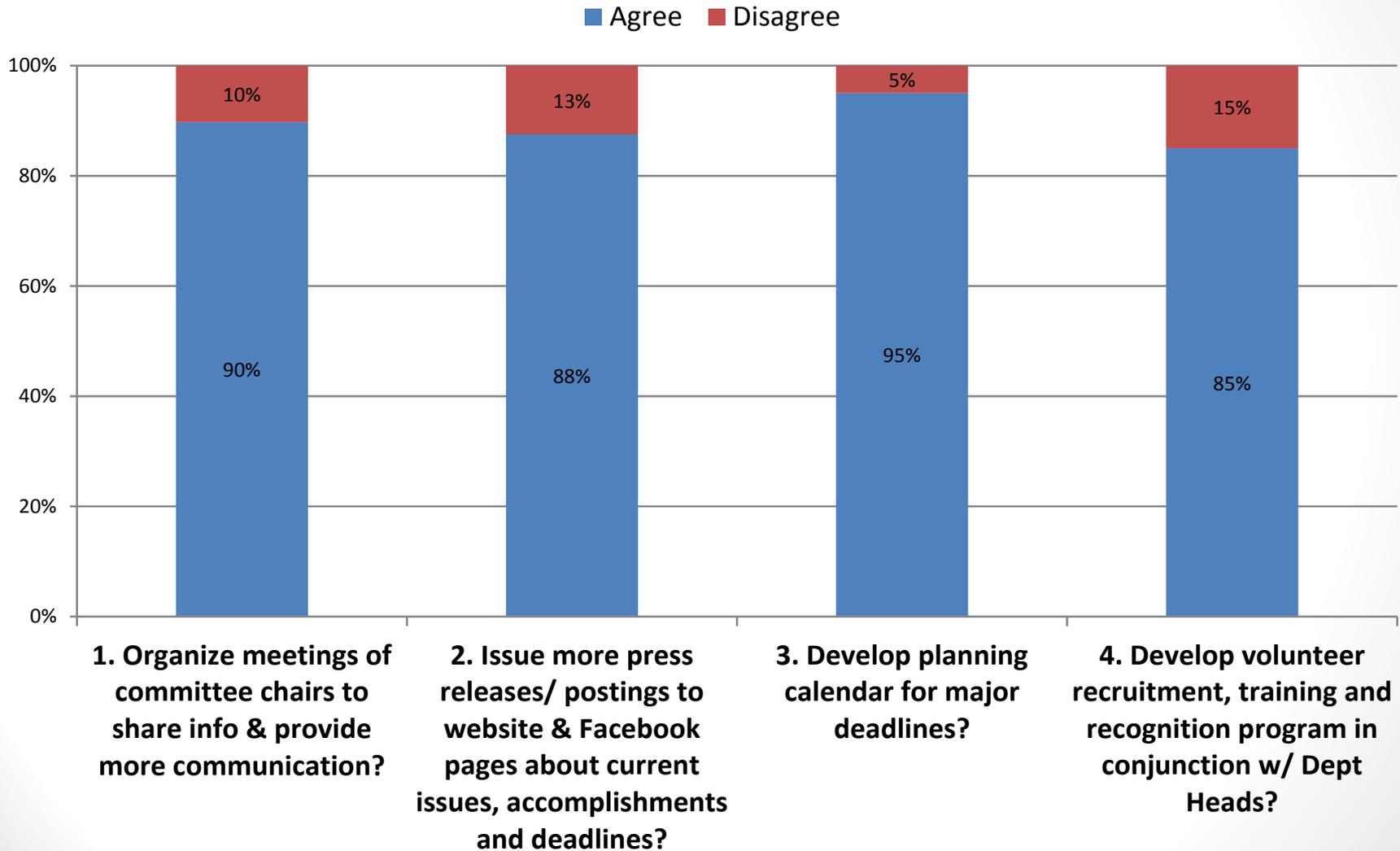
Communications & Volunteers

Communication needs...



Within guidelines provided by Selectmen

Should Next Administrative Assistant...

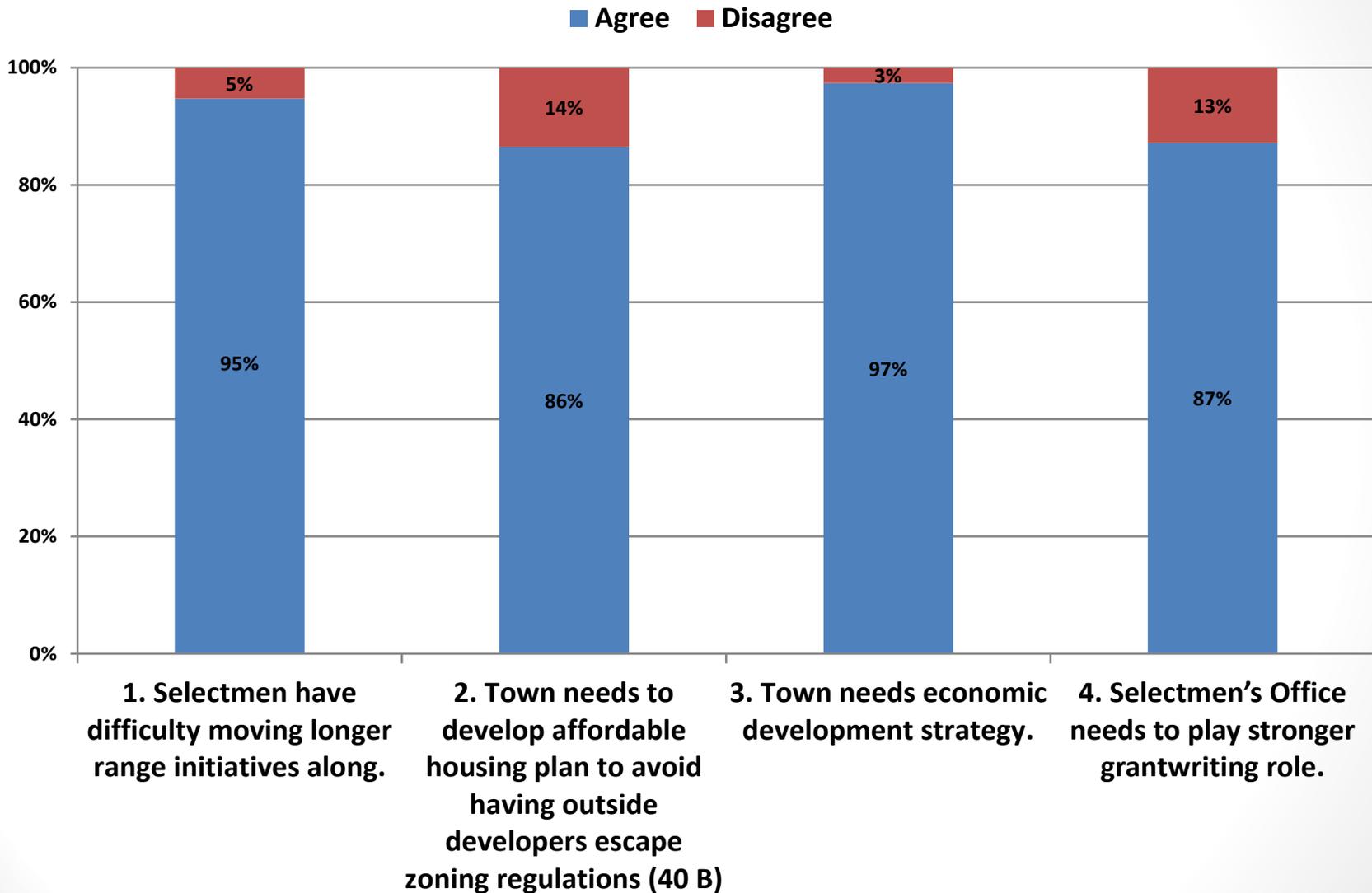


Communications & Volunteer Comments

- Brookfield needs
 - A proactive coordinator
 - A liaison between the select board and citizens
- In a small town, volunteers are essential
- Volunteers are an untapped resource
- The Select Board should ENCOURAGE a more coordinated approach to volunteer recruitment
- Volunteer opportunities encourage greater citizen involvement

Long Range Planning & Grant Writing

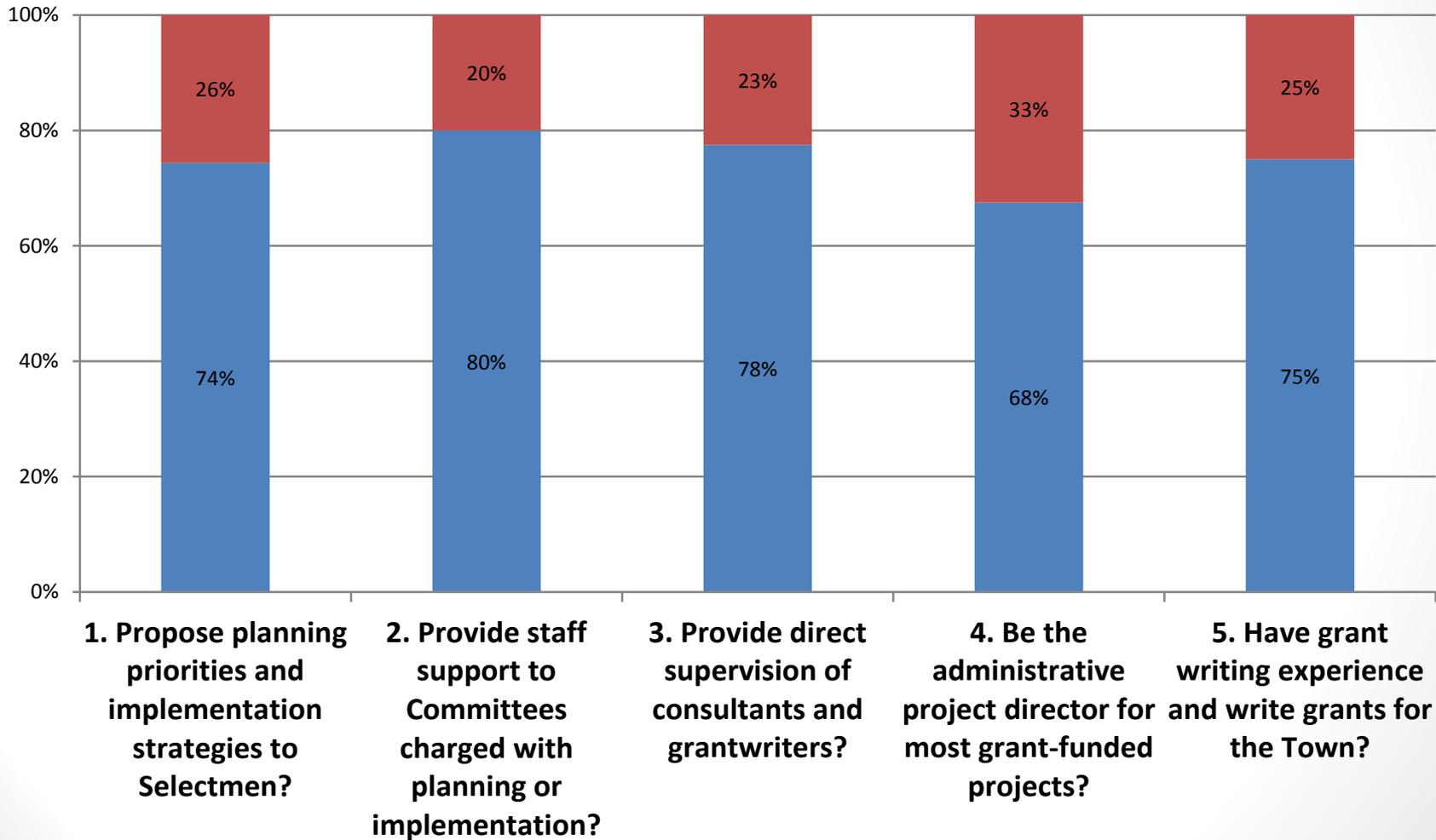
Planning & grant needs...



Within guidelines provided by Selectmen

Should Next Administrative Assistant...

■ Agree ■ Disagree



Long Range Planning & Grant Development Comments

- A grant writing person employed by the town could only benefit us in the long run
- Selectmen need a coordinator to move larger initiatives along
- Grant funded projects need a professional person to administer them
- The town really needs more coordinated and professional administration
- Selectmen have had varying success in longer-range initiatives

Priority Ranking of Categories for Next Administrative Assistant

Topic	Ranking	Points
Financial Leadership, Expenses, and Savings	1st	121
Long Range Planning and Grant Development	2nd	93
Personnel Management	Tied for 3rd	86
Communications and Volunteers	Tied for 3rd	86

COMMENTS AND QUESTIONS FROM THE COMMUNITY

Summary

- Overwhelming consensus: Next “Administrative Assistant” needs new title and job description to provide:
 - Stronger financial leadership
 - Involvement in personnel matters
 - Split opinions about supervision of department heads
 - Better communications and volunteer coordination
 - Help for Select Board with long range planning and grant development

Next Steps

- Incorporate feedback received at Public Hearing
 - Comments may be sent to Mary Beth Harrity
 - via email at mbharrity@gmail.com or
 - by calling 508-867-9831
- Interview one more current/former town administrator
- Write up recommendations and draft job description
- Report findings to Board of Selectmen