

**Town Administrator Study Committee
Minutes
June 19, 2012**

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

Meeting was called to order at 7:00 PM.

Motion:

Kevin Erkkila moved to approve the minutes of the June 5th meeting as submitted. Seconded by Mary Beth Harrity. Motion passed. Mary Lou Knight will send approved minutes to Donna Neylon and to Mike Seary as a PDF.

Agenda:

- Discussion of feedback from Public Hearing
- Review of input from interview of 2nd Town Administrator
- Discussion of updated job description
- Plan for writing report
- Other

Public Hearing:

Mary Beth Harrity will send the Power Point presentation from the Public Hearing to the town website.

Major question is the ability of part-time Selectmen to run the town efficiently. Brookfield is essentially a \$3.5 million dollar business. Key focus of a Town Administrator should be Long Range Planning, Grant Writing and Personnel Management.

Town needs Long Range Planning to move forward.

Interview with Charles Blanchard:

Kevin Erkkila and Clarence Snyder met with Charles Blanchard on Friday June 15th. Mr. Blanchard is a former Town Administrator for Paxton.

Kevin handed out materials provided by Mr. Blanchard from the Massachusetts Municipal Management Agency (MMMA) detailing what is required/what needs to change when a town moves to a Town Administrator.

Mr. Blanchard feels the key to the Town Administrator position is buy-in from the Selectmen. The Selectmen need to allow the Town Administrator to do what is in the job description.

Updating Job Description:

Kevin Erkkila and Peter O'Connell were charged with writing a draft job description. Kevin will research the steps needed to change the position.

Report to Selectmen:

Mary Lou Knight will start a draft of the report to the selectmen and circulate to the committee for comments/changes/additions. Current plan is to present our report at the Selectmen's meeting on July 17th if we feel we are ready.

Next Meeting:

- Tuesday, July 10 at 7:00 in the Town Hall

Adjournment:

Mary Lou Knight moved to adjourn at 8:00. Seconded by Kevin Erkkila and passed.

Respectfully submitted,

Mary Lou Knight, Clerk