

Town Administrator Study Committee
Minutes
July 10, 2012

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

Absent: Cindy Mundell,

Meeting was called to order at 7:02 PM.

Motion:

Mary Beth Harrity moved to approve the minutes of the June 19th meeting with one change.

Change "Mr. Blanchard is a former Town Administrator for Sturbridge." to "Mr. Blanchard is a former Town Administrator for Paxton."

Seconded by Kevin Erkkila. Motion passed. Mary Lou Knight will send approved minutes to Donna Neylon and to Mike Seary as a PDF.

Agenda:

- Job Description
- Report to Selectmen
- Presentation to Selectmen

Job Description:

Kevin Erkkila distributed a draft job description. This draft combines the standardized job description developed by Kopelman & Paige with changes/additions from Peter O'Connell and Kevin Erkkila.

Kevin Erkkila revised this job description using input from the committee during the meeting.

Clarence Snyder moved to approve the job description as revised. Seconded by Kevin Erkkila. Motion passed.

Report to Selectmen and Presentation to Selectmen:

The Committee will target August 1 as the date to provide a written report to the Selectmen. A cover letter will request a spot on the Selectmen's agenda in September to provide additional input and answer questions.

The written report should include Committee's recommendation for the change from Administrative Assistant to Town Administrator. Also, recommendation of 16 hours clerical per week to provide support answering phones, questions, filing, etc. This will provide clerical support four hours daily for the days that the Town Hall is open.

Additional expense for Town Administrator and clerical should be estimated in report. Sources for funding the additional expenses are seen as:

- Increased funding from grant awards
- Increased productivity
- Loss prevention

Procedure for selecting the Town Administrator should be outlined in the report. This procedure should be consistent with the one used for selecting the Treasurer.

A Sub-Committee will write a draft of the executive summary and the report. Sub-Committee members are Kevin Erkkila, Mary Lou Knight, and Peter O'Connell.

Motion to create Sub-Committee made by Clarence Snyder. Seconded by Mary Lou Knight. Motion passed.

Next Meeting:

- Tuesday, July 31 at 7:00 in the Town Hall

Adjournment:

Peter O'Connell moved to adjourn at 8:34. Seconded by Clarence Snyder and passed.

Respectfully submitted,

Mary Lou Knight, Clerk