

Town Administrator Study Committee
Minutes
July 31, 2012

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

Meeting was called to order at 7:00 PM.

Cindy Mundell tendered her resignation from the committee retroactive to March.

Report of the Sub Committee

The Committee reviewed and edited the report prepared by the sub-committee. Peter O'Connell moved to approve the sub-committee report as edited and to delegate to Mary Beth Harrity the authority to review the report before submitting to the Board of Selectmen. Motion seconded by Clarence Snyder. Passed unanimously.

Items to include with the report:

Original Charge

Executive Summary

Job Description

Power Point Presentation

Salary Survey

Flow Chart showing progression from Administrative Assistant – Town Administrator – Town Manager

Survey Compilation

These items should be presented in a binder with tabs.

Mary Beth Harrity will request a slot at a Selectmen's meeting to discuss our findings.

The committee will schedule a meeting prior to the presentation. Mary Beth Harrity will schedule.

Clarence Snyder moved to adjourn the meeting. Seconded by Kevin Ekkila. Passed unanimously.

Respectfully submitted,

Mary Lou Knight, Clerk