

SPECIAL SELECTBOARD MEETING
Wednesday, October 12, 2016, 4:00 PM

PRESENT: Selectboard: Sheila Morse (Chair), Troy Revis, Jr. (Vice Chair), Gordon Little

OTHERS: Penny Marine (Treasurer), Steve Lembke, Anne Rider

PURPOSE: Discuss the job description and requirements of the Town Administrator position.

Sheila called the meeting to order at 4:00 PM, stating the purpose of the meeting. A

Dick started the discussion by providing the history of how the Town Administrator came to be. He believes that the job should only be a part time position.

Gordon felt that before any opinions were formulated that the group should go through the job description as presented as a starting place. All in the group felt that this was the best way to proceed.

The first category discussed under "Essential Duties and Responsibilities" was "Administration." Dick expressed that he feels the Town Administrator has too much authority in the job description as presented. Nobody in the group agreed with this.

The next item was "Financial." Over the course of the last year Katie has tracked her work product in great detail on her timesheets to show what financial tasks she does. There was general discussion about what is necessary for the Town. Troy added to Dick's earlier historical recount that much has evolved in the Town Administrator position in his many years on the board. He feels that we need a qualified candidate to continue to build the strength of the Town. Dick feels that the job should be separated out to a financial position and a clerical position so that "some little old lady in town can fill in for the job."

Steve pointed out that it is important to discuss the job description without it relating to a specific person. Focus less on what Katie has done in the job and look closely at the content of it – is it achievable? If not, then it should be reworked. Katie explained that the job description as proposed accurately reflects the work of the role which is being done successfully by many others in the same position throughout the state. Anne pointed out that

ACTION: Gordon moved to accept the job description as presented. Troy seconded.

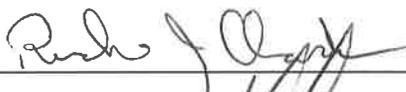
Sheila expressed her gratitude to Gordon, Katie, Penny and Pete for their help in moving this forward. All in favor. No objections. No abstentions. Motion carried.

Sheila asked if now was the right time to discuss the what-if's should the right candidate not surface. Everyone felt that the job should be posted first before what-if's are discussed. Anne suggested that VLCT be utilized in the search for candidates. Steve recommended instituting a hiring practice to follow. Sheila explained that the new Personnel Policy now has guidance that speaks to this.

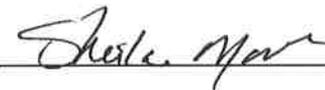
There was a short discussion about the need to re-evaluate the role of the Town Treasurer should candidates not have strong financial skills.

Dick moved to adjourn. Troy seconded. All in favor. No objections. No abstentions. Motion carried.

_____ Gabby Ciuffreda


_____ Richard J. Clark


_____ Gordon Little


_____ Sheila Morse, Chair

_____ Troy Revis, Jr., Vice Chair