



Board of Selectmen **Workshop Meeting Minutes** **October 11, 2016**

The workshop meeting was called to order at approximately 6:00 p.m. in the Town Hall Hearing Room by Chairman Jim Quirk. Selectmen present: Tracy Post, Mike Stone, Norman Holcomb, and Erik Tolley. Also attending: Interim Town Administrator, Peter Johnson-Staub.

1. Town Administrator Transition

Chairman Quirk commented that this meeting was an unscheduled meeting but due to Mr. Johnson-Staub's letter of resignation, Chairman Quirk called this meeting to discuss options for an interim or acting town administrator. He made some inquiries to identify individuals who might be able and willing to serve as the town's interim town administrator. Chairman Quirk spoke to Mr. Robert Lawton and asked if he would be willing to assist, at least on a part-time basis, until the town administrator search process is completed. Mr. Lawton stated he would be able to work two days a week at the daily rate of salary he received at the time of his retirement as town administrator. Chairman Quirk also suggested that with Mr. Lawton in place, he felt the decision to appoint a temporary assistant town administrator should be left to Mr. Lawton since his years of experience might not necessitate a secondary appointment.

Selectman Stone asked Mr. Johnson-Staub to elaborate on how he delegated some of the Assistant Town Administrator responsibilities to other staff members. Mr. Johnson-Staub explained that since his appointment as Interim Town Administrator, some of his duties have been delegated to the Town Accountant, the Finance Director, the IT Director, and the Town Clerk. He explained that it would make sense for those personnel to continue with the additional duties through Mr. Lawton's temporary appointment.

Selectman Post asked what the financial arrangement is for those personnel who assumed additional duties and what is the balance of funds remaining. Mr. Johnson-Staub explained that the stipend each person is receiving is percentage based and will remain in effect until the need no longer exists for them to continue the additional duties. The funds being used are from the vacant position salary and there are funds remaining to continue paying the stipends to these personnel. A discussion was held as to how to identify candidates who may be interested in serving as an interim assistant town administrator while keeping the information confidential. Mr. Johnson-Staub explained that confidentiality of potential internal candidates can be maintained since, in accordance with the charter, designation of an assistant town administrator is the town administrator's decision rather than the Board's though the designation would come to the Board for final approval and therefore the Board would not receive a list of candidates.

MOTION: To move that the Board of Selectmen appoint Mr. Robert Lawton as Interim Town Administrator and to authorize Mr. Johnson-Staub to meet with Mr. Lawton to discuss the current organizational structure of the town management staff and to discern if any additional support will be needed by Mr. Lawton to complement his position as Interim Town Administrator.

Motion by: Norm Holcomb

Seconded by: Mike Stone

Yea 5 Nay 0

Chairman Quirk mentioned that he received an email from the Chair of the Town Administrator Selection Committee indicating they are in the process of the search and asked if the

Board would authorize the town to pay travel expenses to come for an interview for any candidates who are selected as finalists and are from outside the area. Selectman Holcomb commented that the Committee needs to ensure that any candidates the Board authorizes travel expenses for are serious, committed candidates.

The Board discussed the possibility of accelerating the process. Chairman Quirk stated that the Committee Chair is anticipating having their work done ahead of schedule but submission of the finalists to the Board is dependent on the Collins Center vetting the candidates as well.

MOTION: To move that the Board of Selectmen approve the repayment of travel expenses of up to but no more than \$3,000.00 per person for no more than three candidates.

Motion by: Norm Holcomb

Seconded by: Erik Tolley

Yea 5 Nay 0

Chairman Quirk asked the Board members if they have other issues to discuss. Selectman Tolley stated he has some concern over accelerating the interviews since he will be gone most of the month of November. He did arrange his schedule to ensure his presence for the November 19th interview meeting.

2. Adjourn

MOTION: To move that the Board of Selectmen adjourn the meeting.

Motion by: Norm Holcomb

Seconded by: Tracy Post

Yea 5

Nay 0

Respectfully submitted,



Linda Dennehy

DISTRIBUTED MATERIAL AGENDA PACKET

- Memo to BOS from Interim Town Administrator dated October 7, 2016 re: Town Administrator Transition Options