

## N.B. Town Administrator Search Committee

### Meeting Minutes

Date: 7/10/23

Scheduled Time: 6:30PM

Location: BOS office, Main Street, N.B.

Attendees: Kirk Burnham, Tim Canada, Chris Caputo, Anne Jannette, Michelle Petraitis, Jason Petraitis

Not Present: N/A

Called to order: 6:33PM

Adjourned: 8:07PM

Tim called the meeting to order at 6:33PM.

Jason volunteered to make copies of the Town Administrator job positions posted by the towns of Ashfield, Brookfield, Dalton, Lanesborough, Northfield & Princeton for those who did not have copies. Chris mentioned he had printed something from the town of Orleans which he found simplified the language.

Tim called for a motion on the 6/26/23 meeting minutes. Anne made the motion, Kirk seconded. Tim called for discussion. A mention was made that the minutes seemed thorough. Tim called for a vote. Minutes were accepted unanimously into record.

There was some discussion regarding some individuals having difficulty with email addresses. List of correct email addresses is below.

Kirk Burnham – kburnham@pncu.com

Tim Canada – timothy.e.canada@gmail.com

Chris Caputo – cccaputo@gmail.com

Anne Jannette – Annejannette.AJ@gmail.com

Michelle Petraitis – mpetraitis@gmail.com

Tim remarked that he liked the bio that Anne put together describing the town of North Brookfield. He recommended we remove the line *"We are fortunate to have a number of solid businesses however, North Brookfield is facing infrastructure and financial challenge's."* from the second paragraph. The group concurred that this line is superfluous given the other information included in the bio and that good (qualified) candidates would be able to elicit that with research done prior to any interview for the position. Kirk recommended we change the word "administrator" at the beginning of paragraph 3 to "leader". The group agreed.

A summary of discussion surrounding the various duties expected to be performed in the many town job descriptions follows:

- Tim likes the idea of asking for fewer years of experience given the size of our town, the potential salary range and wanting to bring in more potential candidates. The group generally agrees also citing that a person who has much experience but is looking to retire soon might find North Brookfield an interesting opportunity.

## N.B. Town Administrator Search Committee

- Some of the requirements in other town descriptions don't necessarily apply to our town. Examples include (but are not limited to) IT professional, town Spokesperson, Webmaster, etc.
- We determined that using acronyms such as CFO, CIO, CHR, CAO and the like could make the candidates believe that the job has a very high salary. It might be better to just list the responsibilities clearly in the text of the job description.
- It is generally agreed that this individual would need to attend some departmental meetings but certainly not all of them. This individual will be acting as an intermediary between the departments and the BOS.
- It is generally agreed that we do not need to include some very specific items that typically would be assumed. An example would be extreme detail of physical expectations. It is understood that there are laws that outline how hiring must be conducted and we will follow all government guidelines such as ADA and EEOC.

Anne asked Jason if the BOS wanted us to draft the job description and send it to them for approval. Jason explained that both the town counsel and the BOS will be reviewing the document prior to publication. It was also generally agreed that most department heads in town would be closely reviewing the document once it is made public. This might help those affected to understand what the expectation is of the new person/position.

The question of whether the hiring of this individual would need to be approved by a town vote or if we should create a town by-law regarding the future hiring of such an individual. Michelle mentioned that by-laws can take some time to be reviewed and approved at the state level so, while the town should write one, the initial hiring should not be contingent on it being instituted. Jason will confirm that it can be voted upon at a special town meeting.

Michelle asked Jason to advise what priorities the BOS are expecting this individual to take on. Jason explained that personnel management was a key area as well as improving communication between departments and throughout the community. The town administrator will need to work with all departments to understand the structure and make any efficiencies they deem necessary. A current area for improvement is keeping various projects, etc., on task and on time.

Tim mentioned that the ideal candidate would come in and over a period of a few months create an organizational chart that outlines process flow for the town departments and individuals within. A "who does what" and "who should I talk to about this" scenario would help communication be clearer. It is generally agreed that this individual would be considered an "informational hub".

Anne brought up the future financing of the position and how the enterprise funds in town (sewer/water department) would contribute from their budgets to this position since they would be involved with the person and affected by the duties/responsibilities of the person. It's conceivable that some departments

## N.B. Town Administrator Search Committee

might need a much bigger percentage of that person's time for projects than some other departments. It's a question for future discussion and consideration.

- A question was raised about why some departments transitioned to enterprise funding in the past and the best explanation is that it is more efficient for some departments with larger income and expenses to manage the funds directly rather than through the town's general fund.

As the group tried to review the various sections of the many job descriptions Tim made the recommendation that rather than trying to pour through this information together, individuals from the team should take sections home and try to consolidate them into something we would like to use. Each team member would then send his/her submissions to Michelle for consolidation and the group will review at the next meeting. It was agreed that this was a better approach to handling the multitude of data contained in our reference materials. Tim asked for volunteers by section. The following are the results:

- Statement of duties – Anne
- Supervision requirements – Michelle
- Working environment – Anne
- Knowledgeability/Skills – Kirk
- Education & Experience – Kirk
- Nature & purpose of relationships – Chris
- Duties & responsibilities - Tim

Michelle made a motion to adjourn, Anne seconded, Tim called for any discussion, there being none he called for a vote. The group voted unanimously to adjourn at 8:07PM.

Minutes submitted by Secretary, Michelle Petraitis.

Minutes approved at 7/24/23 meeting. Motion made by A.J., seconded by C.C. approved unanimously.