

N.B. Town Administrator Search Committee

Meeting Minutes

Date: 8/10/23

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: 6:30PM

Adjourned: 8:00PM

Tim called the meeting to order at 6:30PM.

Anne made a motion to accept the minutes of the 7/24/23 meeting as written, Kirk seconded. Voted unanimously to approve.

The group continued to review the various segments of the job description and narrow down our choices to include in our posting.

The group then moved on to Tim's document (9 pages) and decided to approach each segment individually. The segments are listed below. The group completed the remaining 11 segments.

- ✓ General duties statements
- ✓ Interaction with select board
- ✓ Personnel management
- ✓ ***Liaison between boards***
- ✓ ***Grants and long-term revenue***
- ✓ ***Insurance***
- ✓ ***Town Counsel***
- ✓ ***Permits and licenses***
- ✓ ***Budgets***
- ✓ ***Town meeting***
- ✓ ***Reporting***
- ✓ ***Public interaction***
- ✓ ***Procurement***
- ✓ ***Other jobs duties***

Everyone made contributions, Michelle will re-write and submit to group with these minutes. Both documents should be kept with the minutes as addendum A for recording purposes.

After the work on the first three sections was complete, Tim suggested that each member of the team come up with 3 or 4 questions to be asked of department heads when we, as individual team members, meet with them.

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There was brief discussion about what ARPA funds are still available, what might be returned unused and what the BOS might approve for additional funds depending on the outcome.

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.