

Dunstable Board of Selectmen

Meeting Minutes: Tuesday November 13, 2012

Present: Chairman Ken Leva, Dan Devlin and Walt Alterisio members.

The meeting was called to order by Mr. Leva at 7:20PM.

The Board, along with Mr. Bill Ahern, discussed a job description for the proposed Town Administrator position as prepared by Mr. Ahern. The document included three major sections; "Summary of Responsibilities," "Specific Functions and Duties," and "Minimum Qualifications and Experience." A consensus of the board was to focus on functions and duties since it is this area that will have the most interest across departments and committees. Although the board, by statute, would be the appointing authority the emphasis should be on how the position would support the various disciplines across departments and committees. Central would be personnel issues which includes operational oversight, training and professional development. Hiring and overall direction would still remain with the appointing authority.

Additional support would include liaison with local, state and federal agencies. Grant writing, procurement, and a variety of municipal disciplines as needed to support effective government for the Town of Dunstable.

Mr. Devlin agreed to represent the board at meetings with regard to hiring a permanent Superintendent of Schools for the district.

Chairman Leva reported he'd had a meeting with Town Accountant to review his progress and needs as we move forward to fiscal 2013. There are some technical and financial reporting issues which the Advisory Board will follow up with separately.

Minutes of the 5 November, 2012, with changes, were tabled.

Warrants were reviewed and signed. Meeting was adjourned 8:20PM.

Submitted by Walter Alterisio, Clerk