

Dunstable Selectmen Meeting Minutes, Thursday December 27, 2012

Present: Chairman Ken Leva, and Walt Alterisio members.

The Special meeting was called to order by Mr. Leva at 6:00pm.

The meeting was to review a Job Description for the proposed Town Administrator being recommended by the Board of Selectmen for funding in the 2013-2014 Town Budget. The following summarizes the areas discussed by those attending.

Mr. Alterisio suggested the discussion focus on the initial role and responsibilities of the proposed position and the benefits to individual disciplines within the town. The initial draft was prepared by Mr. Ahern, a member of the Governance Review Committee who reported earlier in the year and whose recommendation to add the position. The outline was compiled from communities within our area and/or of similar population to Dunstable.

Comment as to why the meeting was scheduled during a time when many community members are involved with the holidays. Mr. Alterisio suggested although members of the community are welcome to attend and share comments. The meeting was designed for elected/appointed officials and employees of the town with the intent to identify how these disciplines would benefit from having a municipal professional on staff for support.

Question as to how many boards need the help? That will be determined on an individual basis and circumstances surrounding a specific problem. Just in preparing articles and or language for proposed bylaws revisions would be more efficient than always using counsel for research.

The central theme being proposed is to allow a professional staff implement defined objectives and have elected/appointed officials direct their attention to policy and what the objectives should be.

Concern expressed as to what level of control a administrator would have over the direction of the town. Mr. Alterisio suggested the administrator would be a resource not the catalysts. The authority would remain with the elected and appointed officials of the town.

Meeting was adjourned 7:10 pm.

Submitted by Walter Alterisio, Clerk