

## Official

### **TOWN COUNCIL MINUTES Special Meeting Town Hall Meeting Room 204 Monday, June 27, 2011**

**CALL TO ORDER:** Vice-Chair Lembo called the meeting to order at 5:00 pm.

**PRESENT:** Nancy Comai, Vincent Lembo, James Levesque, Todd Lizotte, Daniel Paradis, Michael Pischetola (excused), William Sirak, Nancy VanScoy (arrived at 5:09 pm), Carol Granfield (Town Administrator) and Chair Bill Gahara (excused).

**ALSO PRESENT:** Michael Downer

#### **PLEDGE OF ALLEGIANCE**

#### **NON-PUBLIC SESSION**

***J. Levesque moved at 5:02 pm to enter into non-public session per RSA 91-A:3, II (b) "The hiring of any person as a public employee."***

***Motion seconded by D. Paradis. Roll call vote carried unanimously.***

***T. Lizotte moved at 5:58 pm to exit the non-public session. Motion seconded by J. Levesque. Roll call vote carried unanimously.***

The Council made a statement that they voted to seal the minutes of the non-public session.

#### **NEW BUSINESS**

**MRI Contract for Interim Town Administrator**

***N. VanScoy moved to award the contract to MRI. Motion seconded by T. Lizotte.***

C. Granfield: The contract indicates \$75 per hour for 90 days from June 28, 2011 through September 28, 2011 and can be extended, if necessary. Mileage is a flat rate of \$50 per day for travelling. 8 hours per day will amount to a total of \$650 per day. The schedule could be adjusted for attending meetings. The individual will have to be appointed as an Interim Town Administrator as of July 1, 2011.

T. Lizotte: On the term, there's no penalty if for some reason, we decide we don't like the individual.

C. Granfield: Right.

T. Lizotte: If for some reason, there's a problem with the individual, what's the protocol?

C. Granfield: Liz (Dionne, Human Resource Coordinator) would be the point of contact for the Town so Liz would contact MRI and let them know it's not working out. Last time, the Chair worked with MRI directly. The other thing is, when I served as an Interim Town Administrator, I indicated to department heads to contact me via telephone and I didn't charge the Town.

T. Lizotte: Do we contact LGC for indemnification?

C. Granfield: That will be LGC.

V. Lembo: When we hire a permanent Town Administrator, can the Interim Town Administrator be terminated without penalty?

C. Granfield: Yes.

V. Lembo: Is there any public input?

Dan O'Brien, Union Leader Reporter: Is there a Town Administrator hired?

V. Lembo: No.

David Pearl, 79 Main Street: In general, are we really close to hiring a Town Administrator? Is there anything you can tell us about the process?

C. Granfield: There was a community panel and employees' panel that interviewed some candidates. Three candidates were recommended to the Council. The Council interviewed those candidates and it is still under negotiations. At this point no one is hired to start in two weeks.

N. VanScoy: We haven't talked about how many days a week the Interim Town Administrator should come in.

C. Granfield: There may be some weeks where 3 days would be necessary and some weeks where 2 days would be sufficient. It's really a key with the Interim talking to the Chair and the Council.

J. Levesque: Shall we put a restriction on the Interim's authority?

W. Sirak: I would think because we have a contract with MRI, MRI would be responsible for his actions.

C. Granfield: I think based on the Charter, you should leave it as it is.

T. Lizotte: I think we can add clarity to the Charter. We don't want anything dramatic to happen.

C. Granfield: That's something else for the Charter Review Committee.

W. Sirak: I can't imagine a temporary personnel doing this temporarily would do something harmful.

C. Granfield: This is something for the Council to discuss. I don't see it as a problem from the background.

N. VanScoy: I think we should restrict it to 2 days and if more days are needed, the Council will have to approve.

C. Granfield: The contract allows for that. They can start with 2 days a week.

T. Lizotte: I think this being the sole source. There's nothing that we can get in a timely manner. I did look and there isn't any other avenue available to us.

**Roll call vote on the motion to award the contract to MRI carried unanimously.**

***N. VanScoy moved to limit the Interim Town Administrator's work schedule to 2 days a week until the Town Council's first meeting in July. Motion seconded by D. Paradis. Roll call vote carried unanimously.***

**ADJOURNMENT**

The meeting adjourned at 6:35 pm.

Respectfully submitted by,

Evelyn F. Horn  
Administrative Assistant

Vincent F. Lembo, Jr.  
Town Council Secretary