

**OFFICE OF SELECTMEN
6 HOLLAND STREET
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MOULTONBOROUGH, NH 03254**

Selectmen's Work Session

April 23, 2015

MINUTES

Selectmen: Christopher P. Shipp, Chairman, Russell C. Wakefield, Josiah H. Bartlett, Jean M. Beadle, Paul T. Punturieri (absent with prior notice); Hope K. Kokas, Administrative Assistant.

The Chair called the meeting to order at 10:39 a.m.

Chris welcomed the Interim Town Administrator, Carol Granfield. He stated that the purpose of the work session is to modify the current job description of Town Administrator if needed. Chris added that he felt that they should include Carol in this discussion.

- 1. Town Administrator Job Description – Modification:** Jean commented that the Board just approved the same job description one or two months ago. She thought that it was fine as is, with maybe a few “tweaks”. Josh and Chris both agreed. Carol thought that it looked good and covers all elements that are needed for recruitment. She recommended using the present job description and if needed, it can be changed based on the final candidate. Jean commented, and Russ agreed that Moultonborough’s really is no different than the other towns they’ve looked at. Carol thought that it was pretty standard. Josh agreed, stating that it makes it clear that it is an administrator and not a manager position. Chris said he wants to be sure that the TA job description provides the authority to run the business of the Town on a day to day basis. Jean felt that the Board of Selectmen set the policies and the TA enforces and enacts them, and the Selectmen come in when it is beyond that scope. Josh recalled that 40 years ago the role of the Town Secretary handled all aspects for the Selectmen and he thought that ended in the 70’s. After a brief discussion the Selectmen agreed that the recently approved Town Administrator job description does not need modification. Russ felt that the job description makes it clear that it is an administrator position only, and not a manager. Carol commented that the copy of the job description she received isn’t dated with the most recent approval. Chris agreed that should be done. The Board invited Carol and she said she would attend tonight’s meeting.
- 2. Town Administrator Search Process:** Russ asked if it was necessary to have a preliminary contract of expectations. Carol said no, that once the negotiations are completed, then the contract would be drawn up. She asked if the Board had determined how to proceed in the search. Jean said that they wanted to get an interim first and then have that individual assist in the process. Chris added that they will be looking for public input in the process. Carol thought that contracting with an entity was the easiest and assures that the Town will have experts going through the process. She did not recommend the Selectmen doing the search, as it usually doesn’t work out and then you end up going to an entity anyway. Carol said that Municipal Resources, Inc., if not used as the entity, can provide a limited service by only advertising. She stressed that confidentiality is extremely important, until the end of the process. Russ felt that he didn’t want an entity to narrow the search down to “3” and wants the Board to do this, as he may see something in a candidate that the entity does not. Carol told the Board that MRI is doing the recruitment for Portland, ME. Chris said he was in favor of using a service. Carol added that it

will keep the Selectmen on track and will move the process along. Jean thought it would be a benefit for the entity to do the initial vetting. Russ agreed, but repeated that he would want to be able to rule out candidates. Carol said that once the Board agrees what they are looking for and the key elements, then the entity will focus on those areas. Josh said one of the reasons he was in favor of bringing Carol on as the Interim TA is because of her strong background in human resources. He said it is important that he has confidence that a service/entity is working in the Town's best interest. Carol assured him that recruiting service would be very focused on the Town's requirements. Chris asked how many candidates they can expect. Carol replied that the initial response could be as high as 60, depending on the salary being offered, and then weed it down to 6 through the process, then 3 for the Board to interview. Chris told Carol that the TA search will continue to be on the Agenda until the position is filled. He suggested to the Board that at tonight's meeting they decided how to proceed and who will do it. Carol said then the process can start and reminded the Board that good Town Administrators and Managers lose jobs, and this alone should not influence their decision. She warned the Board that if the process is too long they will lose good candidates.

3. **Adjournment:** Josh Made the Motion to Adjourn. Jean seconded. Motion carried unanimously. Chris Adjourned the work session at 11:09 p.m.

Christopher P. Shipp, Chair
Approved

May 7, 2015
Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant