

# Town Administrator Search Committee

## Minutes

### January 10th, 2024

Present: Thom Griffin, Ellen Weeks, Howard Phelps, Lynn DiTullio, Michael Shuipis (chair)

The meeting was called to order at 5:00pm.

The main agenda item was to discuss the comments made by the Selectboard during their January 9th discussion of the Town Administrator job description, as submitted to them after our last meeting.

Most of the discussion was around suggested changes in supervisory functions and how that would work, specifically when there was joint responsibility between two supervisory people, one of which also reported to the other. Joint responsibility as written involves three elements, Hiring, disciplining/performance reviews, and firing. The question had been raised as to what should happen if there is a disagreement between the two responsible parties, and how to ensure that policies are clear in this regard.

It was decided that if, for example, the Town administrator and any other supervisor (highway dept, library director) disagree with each other on a personnel issue, the Selectboard should be the governing party to make a final decision. This language should be added to the new personnel policy rather than be part of any particular job description.

Meeting minutes from the past three meetings were approved unanimously: November 7th, November 27th, and December 20, 2023.

The committee will attend the next SB meeting on January 23rd re: final approval of the TA job description.

The meeting was adjourned at 6:11 pm.

Next Meeting: Wednesday January 24th 2024

Agenda: Finalize job posting venues (as recommended by Kevin, Mary Aicardi of the Collins Center, and others) and job posting language, and discuss other next steps for the hiring process.