

BOARD OF SELECTMEN
Working Session
Town Hall Conference Room
Minutes of December 22, 2015

Chairman Powers called the meeting to order at 4:37PM. Board members present in addition to Chairman Laura Powers, were Selectmen Martha Morrison, Boyd Jackson, and Steve Lais. Eldon Goodhue was absent. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Executive Assistant Donna Rich were in attendance. Other persons present during all or part of the meeting was resident Dick Gandt.

FY 2017 Budget: Kellie reviewed the process the departments were requested to follow in submitting their FY17 budgets, which was to hand-print budget number requests onto Munis worksheet, which would then be entered into the Munis system. The excel spreadsheets that had been used in the past were made available to departments as worksheets only. The Board requested the Finance Committee FY17 Guidelines be emailed to them. The Board reviewed the time-frame that Departments would have to present their FY17 budget requests at the up-coming Working Sessions which were scheduled for December 30th and January 6th. Kellie provided the process that the FY17 Capital Requests would be following.

Succession Planning: Kellie outlined her proposal for the vacated key financial personnel and how that would assist the town in the daily operations. Kellie stated that the Board of Assessors had voted earlier that day to replace the Principal Assessor, instead of a consultant model, and were moving forward with interviewing candidates. In addition, Kellie reviewed the status of negotiations with the candidate for the Town Accountant position. Selectman Morrison explained her suggestion of withdrawing the Land Use Administrator position and to have the position of Purchasing Agent/Community Development posted. Selectman Morrison further explained that potentially there could be an internal candidate that could step into the position and comfortably do the job description as presented.

Selectman Lais made a motion to post the position of Purchasing Agent/Community Development, seconded by Selectman Morrison; so voted: 4-0.

Selectman Jackson made a motion to withdraw the posted position of Land Use Administrator, seconded by Selectman Lais; so voted: 4-0.

The Board directed Kellie to send letters to those candidates that had submitted resumes for the Land Use Coordinator.

At 5:38 PM, Selectman Lais made a motion to adjourn and Selectman Jackson seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. FY Department Budgets

Approved as written at the January 25, 2016 Board of Selectmen's meeting.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.