

BOARD OF SELECTMEN
Working Session
Town Hall Conference Room
Minutes of October 19, 2015

Chairman Powers called the meeting to order at 6:00PM. Board members present in addition to Chairman Laura Powers, were Selectmen Martha Morrison, Boyd Jackson, Steve Lais and Eldon Goodhue. 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.

Town Hall Succession Planning: Town Administrator Kellie Hebert presented a succession plan for Town Hall employees that have indicated their intent to retire within the next couple of months. Those positions include Town Accountant, Community Development/Planning Board-Zoning Board of Appeals Administrator and Principal Assessor. It was agreed that the Town Accountant position should be posted as presented. Principal Assessor's position would be placed on hold as a definite date had not been provided and the Board of Assessors would be the primary decision makers with replacement of this position. Selectmen Goodhue discussed his idea of a change in the present model and looking at contracting the tasks of the Principal Assessor to a vendor. Selectman Morrison and as Chairman of the Planning Board voiced her concerns regarding the position Roberta Knight presently holds as Planning Board and ZBA administrator. There was a discussion relative to potential specifics this position should be accountable for and the strong need for the posting of the position.

At 7:02 PM, Selectmen Goodhue made a motion to adjourn and Selectman Jackson seconded the motion; so voted: 5-0.

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. Memo dated 10/16/15 from K.Hebert outlining succession preliminary plans, with job descriptions of those positions.

Approved as written at the November 30, 2015 Board of Selectmen's meeting.

<p>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.</p>
