

# Meeting Minutes

## Litchfield Board of Selectmen

Date: 18 March 2010  
Time: 6:00 PM  
Location: Town Hall Meeting Room

Attendees:

J. Brunelle  
F. Byron, Chair  
M. P. Jewett  
G. Lambert  
S. Perry

The Board of Selectmen met prior to the Meeting with the State Representatives to discuss the approach to the hiring of a Town Administrator. The Board discussed the idea of contacting other towns of similar size to Litchfield which had administrators and to review with them their structure, outline of duties by the administrator and to see if we could obtain copies of any pertinent documents. The Board agreed that Selectman Byron would list the town found of similar size and that this list would be broken up and distributed to all members for them to contact. This would be done during the week.

Selectman Byron presented to the Board the draft comparison of the duties of the Office Manager compared to those of the Administrator along with the duties work that he had done as during the 3 +/- weeks distributed during the Town's Deliberative session. The Board reviewed and commented on the job comparison and it was decided that the modifications would be incorporated.

Selectman Brunelle suggested that LGC be contacted and information on their services be collected for consideration by the Board. This was informally agreed and Selectman Brunelle will obtain information for the next meeting.

The meeting was adjourned with no further decisions or motions.

Minutes by: Frank Byron

Approved by:

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John Brunelle

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Frank Byron

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M. Patricia Jewett

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George Lambert

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Steve Perry