

Meeting Minutes

Litchfield Board of Selectmen

Date: 30 March 2010

Time: 7:00 PM

Location: Town Hall Meeting Room

Attendees:

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

The Board of Selectmen held a work session for the hiring of a town administrator. Selectman Byron presented to the Board the updated job comparison of the Office Manager and the new Town Administrator. Several questions were asked and discussed concerning the differences between jobs.

Each member of the Board of Selectmen reported out on their findings by contacting the Litchfield-equivalent towns with Administrators. Several common themes were developed that seemed to be consistent between towns. Based upon this feedback the members presented their sample job descriptions that were obtained for review.

After reporting on the feedback from the towns, the job content of the proposed Administrator (comparison document of the Office Manager to the Administrator) were reviewed to see if what was learned lined up against the thinking of the Board. It was felt that all of the information learned through the calls was reflected in the document. There were some minor changes made to the document's wording. It was agreed that Selectman Byron would take the document and for the next meeting attempt to draft a job description for the Administrator.

Selectman Brunelle presented the information to the Board on what he had received from LGC on assistance in hiring. Selectman Byron suggested that the Board also contact MRI and Primex. The Board discussed the use of these companies and decided to continue evaluating their use.

The Board adjourned the meeting with no further discussion or motions.

Minutes by: Frank Byron

Approved by:

John Brunelle

Frank Byron

M. Patricia Jewett

George Lambert

Steve Perry