

# Meeting Minutes

## Litchfield Board of Selectmen

Date: 07 April 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 an updated job comparison of the Office Manager and the new Town Administrator as well as a draft job description for the Administrator. Several questions were asked and discussed concerning the differences between jobs and content of the Administrator job description.

The job description was reviewed against the job content document and the Board agreed that the key points were contained in the description. Several items were modified in the job description and an estimate of the percentage of time to be spent on key management areas was agreed to by the Board. It was agreed that this would become version 1 of the job description and we would use this going forward for recruiting.

Selectman Brunelle suggested that LGC should attend the next Board work session to present on their ability to assist the Board with the hiring process. It was believed that the use of LGC would minimize the potential view of the community that there was bias in the hiring process. The use of LGC would be to decrease the size of the candidate pool down to 3 to 5 top candidates for presentation and final selection to the Board. It was agreed to bring LGC to the next meeting. MRI would be requested to provide information to the Board and that as well would be reviewed at the next meeting.

The Board adjourned the meeting with no further discussion 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