

MINUTES
SHARON BOARD OF SELECTMEN
November 19, 2013

The meeting of the Sharon Board of Selectmen was called to order at 6:35pm with Chairman Walter “Joe” Roach, Selectmen William Heitin and Town Administrator Benjamin E. Puritz.

Town Administrator Screening Committee

Screening Committee members Leonard Sacon, David Fixler, Steven Rabb, Paul Pietal and Colleen Tuck were in attendance.

Chairman Roach noted that the Committee is in charge of updating the job description, which needs to be approved by the Board prior to advertising the position. Selectman Heitin noted that this doesn’t happen often here in town. He suspects we will get a fair amount of resumes. He’d like to bring three candidates, minimum, to interview with the Board. Chairman Roach and Selectman Heitin have spoken about salary and haven’t yet made a decision about the salary range, but they hope to have a range within a week.

Ms. Tuck asked about a time frame. Selectman Heitin noted that the Town Administrator intends to retire in mid-February, but that we will likely need his assistance in the transition period. Chairman Roach said that the Town Administrator will help out before the new person comes on board.

Mr. Fixler asked about when the last time the job description was updated. Mr. Sacon replied that it is a position description. There wasn’t a job description that anyone could put their hands on. The Town Administrator is technically the personnel director for the Town. He said that the Town Administrator provided the current position description, and this was put together in the last 2-3 weeks. Mr. Sacon wants the Board to review it and make sure they are comfortable with it. Mr. Sacon asked the Board if the description is the essential functions or minimum functions. Selectman Heitin replied that it is the essential functions.

Mr. Sacon thinks it would be helpful for the Committee to have a list of criteria for the job, in order of importance. Ms. Tuck doesn’t want the list to be too precise, however. Attitude, management style, etc. are not in a position description but are fundamentally important. The Committee needs to determine what their objectives are. Mr. Sacon believes that management style is very important.

Selectman Heitin summarized the requests of the screening committee: put list of criteria and rank them in order of priority in what a Town Administrator should be. Mr. Pietal would like to know as much as possible in order to make an informed decision.

Mr. Fixler asked what are the rules are that the Committee is operating under. Selectman Heitin believes the Town Administrator should be a resident of the Town or be able to move into town. Ms. Tuck said that if it’s an absolute requirement, be prepared to go out for a second search. The Town Administrator noted that for some of his colleagues, living in the town they work for can be a liability for them and their family. Mr. Rabb believes the residency requirement should be subjective – we want the best candidate and if we limit ourselves, we may not have the best candidate. There was discussion about making residency preferable but not required.

Mr. Sacon thinks we need to talk about the screening process and how resumes will be returned; has the Board thought about using a company to screen? The Board thought it was too costly. Mr. Fixler asked about the rules we are working with. Selectman Heitin noted that the Committee as a group will make those determinations. The Town Administrator noted that the Board has promulgated rules and policies about the role of the Town Administrator.

Ms. Tuck noted that the process is confidential until the finalists are interviewed by the Board. Chairman Roach noted that if the Committee has a legal question, they will get the legal information the Committee needs. Mr. Fixler asked about whether the Committee is subject to the Open Meeting Law and Ms. Tuck replied that the Committee has to post their meetings and discuss the general issues.

Chairman Roach asked if the Committee has thought about where to post the advertisement. Places such as the MMA, ICMA and Boston Globe were suggested. Selectman Heitin would like to see what the Committee sees as the timeline. Mr. Sacon noted that there are publishing deadlines, travel requirements, etc that need to be considered.

The Board thanked the Committee for their help. Since they were posted separately from the Board, the Committee decided to move downstairs to continue their discussion.

The Board took a five minute break.

Stormwater Grant Application – Neponset River Watershed Association

Chairman Roach noted that we have had lengthy discussions with the NRWA about their grant application. Selectman Heitin said that we were asked to support the NRWA's application. We have previously applied for the same grant with SERSG. The difference is that NRWA is asking for matching funds. There was a discussion about whether to apply with both and his initial take is to apply with NRWA, but since we already give \$25-30K, we should essentially get a credit. Chairman Roach said that he agrees with Selectman Heitin. If they don't want to agree to the credit, then we will stay with the SERSG grant application. We will send a letter to the NRWA to the effect. This gives us two bites at the apple.

MOTION: To sign the grant application in connection with the Community Innovation Challenge Grant program through the Neponset River Watershed Association and draft a letter on behalf of the Board describing our intention to allow the current payments to them to be applied as a credit toward the required \$5,000 that they have requested as matching money
(Heitin – Roach) 2-0 **PASSES**

Topics Not Reasonably Anticipated 48 Hours in Advance of Meeting

Selectman Heitin invited the community to attend the First Sergeant James A. Keating Memorial Park Monument Dedication on Saturday, November 30 at 11:00am at Station and South Pleasant Streets.

The Town Administrator asked the Board to meet in a brief executive session to discuss contract negotiations.

MOTION: To enter into executive session to discuss collective bargaining agreements, and at the evening, to adjourn for the evening. Discussion of any of these items in open session would be detrimental to the Town.

Roach: Aye
Heitin: Aye

Adjournment

MOTION: To adjourn the executive session at 7:45pm

Roach: Aye
Heitin: Aye