

**TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
March 13, 2017
MINUTES**

3:00 p.m. Open Meeting

Chairperson Mary opened the meeting at 3:13 p.m.

In Attendance: Chairperson Mary, Selectman Spratt and Town Administrator Kelley Collins; Selectman Reardon is on his way (he arrived at approximately 3:12 p.m.)

Voting tomorrow

The Board took a minute to review and email from the Town Attorney regarding the potential postponement of town voting. No decision was made and no discussion as this is up to the Town Moderator.

3:00 p.m. Emergency Selectmen's Meeting to discuss resignation of Town Administrator and hiring process

The Town Administrator made the Board aware that she accepted a position of Town Administrator with the Town of Wakefield, NH.

In preparation for this meeting the Town Administrator prepared and advertisement for TA and the job description. In addition, she solicited a quote from Municipal Resources, Inc (MRI) to run a recruitment. According to Alan Gould from MRI the time line would be about 60 days from the time the ad is run and would cost around \$6,500. If the town wanted a screening committee and several rounds of interviews the cost would be about twice that and an additional month.

The TA noted that she knows both the TA job and the Bookkeeper job and tried to do both for thirty days this summer when our Assistant TA took another position and she was hard pressed to keep up. Sixty or ninety days could be problematic.

Non Public Session under RSA 91-A: 3, II (b) the hiring of a public employee

Chairperson Mary made a motion to go into Non Public Session under RSA 91-A:3, II (b) the hiring of a public employee at 3:20 p.m. Selectman Spratt seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

The Board asked the current Town Administrator to approach Tara Sousa and see if she is interested in the position of Town Administrator. She is not to negotiate conditions of employment or salary and benefits. There was some general discussion regarding meeting with Tara at 1:00 p.m. on Wednesday (3/15/2017) if Selectman Reardon is available. The TA will check with him tomorrow and see what his schedule looks like. The Board also asked the TA to provide a salary study of similar sized towns for TA wages.

Chairperson Mary made a motion to leave Non Public Session at 3:34 p.m. and seal the minutes until such time as a candidate accepts the position of TA. Selectman Reardon seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

Non Public Session under RSA 91-A: 3, II (b) the hiring of a public employee

Chairperson Mary made a motion to go into Non Public Session under RSA 91-A:3, II (b) the hiring of a public employee at 3:34 p.m. Selectman Reardon seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

The Board asked the current TA to approach a candidate for the position of Bookkeeper/Administrative Assistant. The Board set a deadline of Friday for a response so they can advertise if the candidate is not interested.

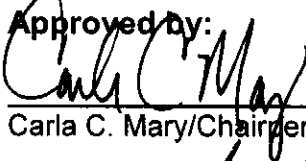
Chairperson Mary made a motion to leave Non Public Session at 3:54 p.m. and seal the minutes of the Non Public Session for 99 years. Selectman Reardon seconded. Roll Call Vote: Chairperson Mary – yes; Selectman Reardon – yes; Selectman Spratt – yes.

Adjourned

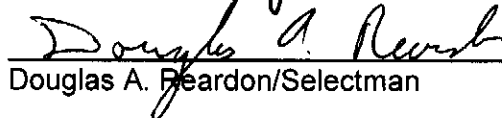
The meeting was adjourned at 3:55 p.m.

Submitted by: Kelley Collins/Town Administrator

Approved by:



Carla C. Mary/Chairperson



Douglas A. Reardon/Selectman

Stephen Spratt/Selectman