

Selectboard Minutes
October 28, 2024
Joint Meeting with the Selectboard of Washington

The meeting was opened at 6:30 PM by Ann Marie Visconti, Middlefield Selectboard Chair, with Tamarin Laurel-Paine, Middlefield member present. All three Selectboard members of Washington were also present, as well as Mark Doane, Middlefield Administrative Assistant. Town residents present were: Donald Trask, Karri Trask, Ken Murray, and Adair Laurel-Cafarella.

The purpose of this meeting was to discuss the open Town Administrator position, and to discuss options for hiring a new Town Administrator. Much discussion occurred how best to proceed. It was also questioned as to what type of position are the Town's looking for: a grant writer or an Administrator.

The Washington Selectboard will contact Tom at Berkshire Planning to see if they can help with trying to find a candidate.

It was also mentioned that Sean Curran was willing to assist with finishing up projects and to tie up loose ends. It was also questioned if Sean would know of anyone who might be interested. It was also stated that since Sean had been politically connected, he was able to get some grants that the Towns weren't able to acquire.

It was also expressed that the Town Administrator needed to be more present in Middlefield, as Sean wasn't always available in Middlefield. It was felt that part of the reason he wasn't always available was that the Town of Washington was able to provide him an office.

A logistical discussion then occurred concerning looking at pay rate, any candidate needs to be aware of time frames for grants, and follow thru with grant process. Any position needs to be advertised as a 20/20 hour split. It was also recommended that a potential candidate be goal oriented, and able to delegate responsibilities. The Selectboard's also recommend that a candidate should be able to take benefit time off on a regular basis. It was also recommended to allow the candidate to be able to have 2 days of remote work.

Ann Marie Visconti would like to advertise for a Town Administrator to start the process. If there is no interest in an Administrator position, then try to get a grant writer/management.

It was also felt that the Town's people need to know what is happening in the town and with the town administrator position.

A proposed schedule was put out as 1 day in Washington, 1 day in Middlefield, 1 day split between the towns, and 2 days of remote work.

The next meeting with the Washington Selectboard will be Monday, November 25, 2024 at 6:30 PM in Middlefield.

No further business to come before the Selectboards, the meeting was closed at 7:30 PM

Respectfully Submitted,

Mark W. Doane, Administrative Assistant

Ann Marie Visconti, Chair: _____

Tamarin Laurel-Paine, Member: _____