

**Joint Washington & Middlefield Select Boards with
Town Administrator Screening Committee**

**Minutes
November 21, 2022
12:45-5:30pm**

Attendees:

Representing the Town of Middlefield:

Select Board: Curt Robie and Ann Marie Visconti

Screening Committee: Joe Kearns and Skip Savery

Residents: Adair Laurel-Cafarella (Finance Committee) -via Zoom

Representing the Town of Washington:

Select Board: Kent Lew, David Ellis, and John Fish.

Screening Committee: Tricia Drugmand-via Zoom and Meg Megas

Residents: Dave Drugmand (Finance Committee) - via Zoom, Dick Spencer (Finance Committee) - via Zoom, and Mary Jarvie (Assessor)

Representing the Berkshire Regional Planning Commission:

Ken Walto and Thomas Matuszko

Two Town Administrator candidates:

George Zoukee

Mark Seigers

Agenda Items:

1 Organize

The meeting was called to order in the Washington Town Hall at 12:50 pm by Kent Lew. He outlined that the purpose of the meeting was to interview two candidates for the Town Administrator position to be shared by the Towns of Middlefield and Washington. The meeting was conducted in this location as it had the necessary video capability to allow for participation via Zoom. Kent reviewed the format of the meeting. The first interview was to be conducted via Zoom (as the applicant lives in Tennessee) at 1pm. It was to have duration of between 60-90 minutes. Following the interview there would be a 15 minute break before the second candidate's interview. The second interview was to start at 3 pm. It would be conducted in person. It was to have the same format as the first interview.

The interviews were to be conducted as follows. Kent Lew would introduce the candidate and explain that the Select Board members would take turns asking a series of 16 questions followed by two scenarios. Prior to asking their first question, each Select Board member would introduce themselves to the candidate. The candidates would be informed that the answers should be concise and not to exceed 4 minutes. A discussion was held whether to set a timer, but that suggestion was dismissed. It was stated that follow-up questions would not be asked at this point in the interview. Time allowing, follow-up questions would be asked at the end, giving first priority to Select Board members, then to the Screening Committee members. Kent announced that the general public would not be allowed to ask questions.

2. Interview

1:00 pm interview with George Zoukee

The interview began at 1:01pm. Kent welcomed George and shared that 5 Select Board members, Screening Committee members, and representatives from Berkshire Regional Planning Commission were in attendance as well as some residents of the two towns. He then explained the format which was related earlier in these minutes. He stated that the Select Board and Screening Committee members had read his resume and would not ask him to expound on that per se, but that throughout the course of the interview information contained in his resume would come to light. The series of 16 questions were asked of the candidate first by a member of the Washington Select Board, then one from Middlefield, and on and on. The candidate kept to less than 4 minutes in responding to each question and each scenario so that there was ample time for follow-up questions.

Responses to Questions 1-15 (see addendum for the list of questions):

1. George replied that he was looking to return to the area (New England) to live, and loves the area. He referred to his diverse career. He had worked in both large cities and small communities and has a passion for small communities. The position appealed to him as it was paving new ground (shared services and first Town Administrator for both towns). He referred to the Collins Center Report which he had read and said that it shed a lot of light on what the Town of Washington was coping with.
2. He stated he has a strong financial background and is a good negotiator but that he has not done any labor negotiations. He acknowledged that he did not have grant writing experience, but that he had handled grants from the other end (financing and receiving grants). He was confident that he would have a short learning curve in this area.
3. He felt his being available 5 days a week in the Town Halls would allow him to funnel things to the Select Boards and hopefully take some of the pressure off of them.
4. He shared an innovative solution to a problem he had encountered while working in NY City for NY Water. Also, when he ran the NH Bond Bank, he came up with a compromise to take advantage of accelerated state building aid and low interest rates to fund construction projects.
5. He referred to inheriting a job with no leadership that involved 60 employees and 5 offices. Very quickly, within 2 months, he filled vacant positions, instituted cross training, met with department heads and office managers regularly and restored morale and leadership.
6. He responded that he has had little experience with coordinating part-time staff with varying schedules, but referred to his strong organizational skills as being helpful in managing staff. His being available 5 days a week, would allow him to get everything scheduled, and would allow him to assign work, get it back, and check it.
7. He said he has always worked with the governing body to make changes. He likes to make sure that he and the board have the same goal in mind. If the board approved of a change he proposed, he said he would employ metrics to measure that it is was being implemented as hoped.
8. He referred back to his example of the water system NY City and the changes he made to the collection of water fees, for which he garnered support from the council. He referred to changes he made in the Bond Agency in NH.
9. He described the qualities that he possesses that would make him a good Town Administrator. They included that he is accessible, transparent, loyal, and operates with a high degree of ethics and integrity. From reading the Collins Report he knows how important it would be to become part of both communities quickly.
10. He repeated that his experience with grants was in working on the financing end. He acknowledged how important grants are to the towns as they operate so closely to their levy limit.
11. He recounted two challenging situations in which he worked under pressure while in the bond bank position in NH regarding changes in how schools were financed, and again when he was a director of finances during challenging economic times in California.

12. He held several positions that required his reporting to elected officials and appointed boards and sometimes multiple boards. He also mentioned that he made presentations to boards he reported to. Although he sees his job is to implement what the board requests, he will speak up if he doesn't agree.

13. He didn't feel there would be a problem dealing with two towns and would represent both towns equally well. His biggest challenge would be the financial limitations that Proposition 2 ½ imposes on the towns.

14. He has worked on diverse projects over his career. He upgraded offices technologically when he was in NH. At another position he held, corporate trust banking fees were very high. He proposed a change to the board. It resulted in a smaller bank coming up with a bid that saved a great deal of money.

15. He cited his unique and varied background. He also said that he has made a special commitment to small communities sharing his expertise with them. He also referred to his work ethic and dedication. He shared that he was looking to make a 10 year commitment to his next position and hopes to make a difference.

Question 16: The last question gave him the opportunity to ask questions of the Select Boards. He wanted to know if the Collins Center Report represented the situation in the communities. He noted that he had read up on the communities. He thought our Broadband was a very good investment. He asked about whether second home owners were growing. He noted that local option taxes for businesses such as Air B&B's were limited. He acknowledged that we had challenges due to limited land development potential. He also acknowledged that we have to be innovative with what we have.

In response to scenario #1, he said he would first try to get the facts very quickly. He would talk to the selectman and come up with a solution that appealed to everyone. He said he's good at negotiating and feels he communicates well. He said is good at keeping calm when others aren't.

In response to scenario #2, he would tell the staff member "no", to her request because the deadlines were immovable. He would assist with getting the work done, and his strong financial background would be very helpful in this situation.

Follow-up questions and answers:

Ann Marie Visconti asked about George's understanding that this position was granted. She also asked about how he would motivate volunteer staff. He said he would motivate and organize department chairs who are primarily volunteers by selling them on the concept that we are all there for the same goal which is the good of the community. He referred to being a good motivator in the past.

John Fish asked George to answer what he was criticized for (the second part of Question 9). He said that in his early career he was criticized for not being a good delegator. He added that he became much better at this once he got farther into his career.

Curt Robie asked George if he had any experience as a project manager in MA and asked about his familiarity with Ma statutes regarding procurement. George was not familiar with MA Chapter 149, 30B, or Chapter 7C. He shared that in one position he held in NH he was the procurement officer. There was a state requirement that he was required to pass a test which he studied for during a 7-10 day period. He passed the test.

Meg Megas asked George what place his real estate business would take in his life should he become the TA. He indicated that it was time to step away from his real estate business.

In answer to another follow up question, he said he was aware of the 1-stop grant program. He said he would quickly educate himself in regards to grant writing. He gets up to speed quickly, and gave an

example of having to learn quickly about the maritime industry when he worked for the federal government.

He answered another follow-up question by saying that he sees the value in open space particularly if there is plenty of buildable land.

In regards to a transition plan, he acknowledged that finding housing in the community may be difficult and he thought he would try to rent first.

The interview concluded at 2:12pm with George being told that someone would be in touch with him.

At this point, Tom asked the group to discuss where we go from here (i.e. who calls the candidate back, makes the offer, sends out the employee agreement, determines the starting, and if salary needed to be further discussed). It was decided that Ken Walto would be the conduit. The starting date would be January 1, 2023, but preferably sooner. After some discussion, it was determined that the salary would stay as advertised.

After a break, there was a brief follow-up discussion about the groups' general impressions and thoughts regarding George. Concerns expressed were whether he realized the TA position is granted. His primary shortcoming was brought up, as well, which is his lack of grant writing experience.

Kent Lew reconvened the meeting at 2:58pm

3 Interview

3 pm Interview with Mark Seigers

Kent welcomed and introduced Mark and repeated for Mark's benefit the format of the meeting, and who was in attendance.

Answers to questions 1-15

1. He shared, to fully disclose, that he has also applied for the Town Administrator position in Lanesboro. He referred to bad press regarding his work there on the Water District and Road District. He expressed interest in the TA position because he is moving to the next part of what he does in his life. He wants to end his legal practice with the exception of the work he does for the two Districts. He is familiar with the area and loves public service. He likes small towns especially ones that don't get bad press in the newspaper.

2. He shared that he has never done collective bargaining. He said that he needs to do more outreach. He tends to get answers on his own without a lot of engagement with others. This sometimes makes others feel left out, he shared.

3. He referred to the fact that Lanesboro has had 3 TA's in the past 6 years. One was very engaged with the Select Board and the community, but two were not. He said it was crucial to have harmony in town hall. Otherwise, people are reluctant to express their feelings and what is important to them.

4. He responded, at first, to what he felt Middlefield and Washington have done that is innovative. He felt the combining of the TA position and using the services of the Berkshire Regional Planning Commission were both innovative. Other innovative ideas he had were to combine services, specifically, broadband services, snow plowing, ambulance, and fire. He referred to the overlap between the Water and Road Districts in terms of things that needed correcting. He had to know everything that a TA

would have to know to run the Prudential Committee of the Districts. So, although he's been worked primarily in one community, he felt he could apply what he has learned in any town.

5. He responded that many discussions were held between the Road District and the Select Board in Lanesboro about the future of the Berkshire Mall (when it closed) and how to retain local control of the property. He has a background in Economic Forecasting and Community Economic Development. He was able to help and determine what it might cost to take the Mall over and redevelop it. Along with Berkshire Regional Development, he has been involved in the re-use study. He obtained a grant for a sewer analysis. He was able to get the community leaders excited and move them along in the process. A second example he gave was his work on the Water District. Many grants were obtained by the Water District to correct water problems in an area of Lanesboro. He spoke of working with Select Board to connect new water lines and the fire department to get hydrants put in.

6. One idea he had to manage part-time staff was to have a common calendar showing everyone's schedule. He said he trusts people to be where they are supposed to be when they are supposed to be there as well as to do what they are supposed to. He suggested having a monthly meeting to make sure there were no gaps in communication.

7. If there were an internal perception that a change needed to be made, he would speak with the appropriate Dept. head and ask for suggestions about how the change could be implemented. If the Dept. head came to him with a proposed change, he would go to the Select Board and have it authorized before it would happen. If the change comes from the Select Board he would gently bring the message to the appropriate person. He referred to institutional history in towns that sometimes results in grudge matches that he would not be a part of as it doesn't help the community.

8. He has had to gain support for a new idea several times in different capacities. He has tried to find out as much about the issue as he can. He works to understand the underlying issue. He will do research and lay out alternatives to address the change. Once a decision is made, he will find resources to make it happen. He shared an experience when he was in Alaska in which this didn't happen, and he learned from that. He said he is not afraid to reach out to elected officials through many different means.

9. His positive qualities, he said, are listening, and an unusual loyalty to his client which in this case would be the community. He said he has an unusual connection to public resources. He doggedly pursues money and the answers to questions. On the negative side, he has been told that when he raises his voice some people shut down.

10. He gave an example of getting a grant from the Executive Office of Housing and Economic Development for a sewer analysis. He applied to 1-stop on behalf of the Road District. When they didn't qualify, he worked with the Select Board to submit an application. They were successful in their pursuit of the grant. He is presently working on an RFP grant for a pavilion at the senior center. He named some other resources for small town grants: Cultural Councils, ARPA, and State Representatives/Legislature.

11. When he worked in Washington, DC early in his career he had a deadline that resulted in a ban on oil and gas pipeline leases in National Wildlife Refuges. He worked 16-18 hrs a day with a congressional committee. In retrospect he might have spent more time researching the issue before he made a recommendation. He also spoke of having last minute situations arise in his law practice that required his working late into the night to prepare for. Regarding stress, he shared that he runs his own practice with no office staff. He does everything himself.

12. He has been under the direction of boards several times in his career. He ran Krofta Water and reported to a Board of Directors in that capacity. He currently reports to 2 Prudential Committees (Water and Road Districts). He reports to the Lanesboro Select Board when he has been asked to work on something for them. If he does not agree with a decision, he seeks to have an honest conversation and try to find a way to get to the best outcome. If a red flag goes up, he tries to get clarity to make sure he understands the governing body's position.

13. Because he doesn't know enough about the two communities, his biggest challenge would be hearing from enough people in the community so as to hear all views, and not those limited to a few vocal residents.

14. He referred back to the Water District project and described getting grants to connect people to the new water main. He went into detail about how the funding was obtained for this as well as for the fire hydrants that were installed as part of the project.

15. He offered information about his personal background and how he was on his own at an early age. He spoke about his schooling and initial jobs once he graduated. He shared that he spent a few years in Alaska doing work with salmon hatcheries. He then went to graduate school. He spent time working in Washington, DC. Soon after that he decided to go to law school. Although, he has some regrets about choosing that career, he felt he learned a lot. Ultimately, he always turned back to public service.

16. He wanted to know why the two towns joined together for the TA position. Kent answered for Washington and Ann Marie for Middlefield. He also asked if there was an inter-municipal agreement that defined the relationship between the 2 towns. It was explained that there is. He wanted to know if both towns have Town Counsel and who they were. He was given that information. He asked questions to clarify which district the towns are considered part of for different sources of funding. He asked if the towns were under a Dept. of Revenue order to hire a TA.

Scenario #1: He responded that he would ask the foreman where he/she was on the schedule to get the storm drains cleared. Initially, he would tell that person to keep doing what they are doing. He would call the Selectman and ask the reason why he felt they needed to go someplace else. Depending on the outcome of that call, he would call the foreman back and either suggest they change their plan to address a more immediate need or tell him/her to continue what they are doing. He would also call the state to make sure they pre-treat the road.

Scenario #2: He would first assess what the status really is and see if he could help the process move along in that person's absence, if they were to go away. Or he would see if they could get the warrant process to a state where everyone would be comfortable with that person going away. He would try to

satisfy both needs. If he could not, he would have a dialogue with that employee to see if they could reconsider and go away some other weekend. Assuming the employee did not have a pattern of behavior of taking long weekends, he felt it would be important to try to meet their needs. If that was not possible, he would shoulder that person being upset with him if he had to deny their request. He would also reach out to Select Board for their input.

Follow –up questions and responses:

Ann Marie Visconti reiterated Mark's experience and strengths, particularly in grant writing. She, then, offered her perspective that he was very invested in Lanesboro. She asked again why he would like this job here. He said that part of the reason he was invested in Lanesboro was that he represented them with Berkshire Mall. Also, the Road District had asked him to stay on when Pyramid left. He looks at the TA job as a fun opportunity. He reflected that he doesn't feel he wants the TA job in Lanesboro. He wants to feel appreciated. Coming to a small community, he gets along well with people. He said he likes the connection we have with BRPC, and likes the resources they have. He continued by saying that he likes people and likes to get things organized so they can go off on their own. He also expressed that he is tired of the attacks he gets in the newspaper and Facebook.

John Fish asked Mark to restate the water main project he was involved in, specifically the process of obtaining funds for getting water into Berkshire Village, as well as the installation of fire hydrants. Mark reiterated much of which he explained in another question. They received a USDA grant to install the water mains. He then looked into a grant to hook up the houses to the main. MA DEP issued a grant to make the connections from the water main to the houses. In the meantime, the fire department said they were required to have fire hydrants. The Select Board approved funds to pay for the fire hydrants. It ended up that the USDA paid to install the fire hydrants because they felt it was a good idea, so money provided by the Town for hydrants was used to fund the gap for connecting Berkshire Village homes to the main. At the time, Mark's position was and still remains Legal Counsel for the Lanesboro Village Fire and Water District.

Curt Robie asked Mark about his request, in the documents he provided to the towns, to continue to working 10-15 hours/ month with the Lanesboro Water and Road Districts. Curt wondered, given this, how this would affect how he would meet the needs of the two towns as TA. Mark said that he would be involved in two evening monthly meetings for the Road and Water Districts that would total 3-5hrs. Mark referenced the TA position as like that of a client, as he also viewed the Water and Road Districts. If he took time during the day to work on District matters, he would make up the time. He indicates that he needs the income from that to supplement the salary the TA position would pay him. Curt then asked him about the Baker Hill relationship and if that would continue. Curt said that there was a lot of bad press about that project. Mark said that the allegation of misappropriation of funds by the Road District misappropriation of funds allegation was not shown to be true by the State auditors. He also made sure that all members of the two Districts take the open meeting law and ethics training prior to the State audit. He said he would continue the Baker Hill relationship in the sense that he is Legal Counsel for the Water and Road Districts.

Meg Megas asked Mark how he would use town counsel, and how he would deal with any conflicts of interest. Kent Lew piggy backed on the question to ask what clients he had in town. He has one current

client in town that doesn't create a conflict of interest. If he had legal questions as TA, he said he would ask town counsel. He said that he would not be the lawyer for the two towns. He saw clearly the difference between Town Counsel and Town Administrator.

The follow-up questions ended at 4:30.

Mark asked a series of questions at this point. He wanted to know when he would hear from committee members as to a decision. Kent Lew said the committee members would be deliberating tonight, and that he would be contacted by Ken Walto.

Mark asked what our vision of his transition would be. Curt Robie cited the one month transition plan Mark mentioned in his application. Curt felt the sooner the better for a start date. Ann Marie Visconti said we are shooting for the beginning of the year. Kent Lew said that it was also expected that any final agreement between the town and the candidate would be completed in a couple of weeks.

Mark asked who the part-time administrative assistants report to and would report to once the TA was on board. Kent Lew responded that the Administrative Assistant would have some functions he/she perform for the Select Boards, but would generally report to the TA.

Mark asked about staffing, full-time vs. part-time. Kent Lew briefly summarized the staffing for the Town of Washington.

Mark asked if the Select Boards attended training. Curt Robie referred to some training he took for a prior position he held. Kent Lew said that he had taken advantage of training materials, but did not attend in-person trainings. John Fish shared that for Select Board members working full time, attending trainings was difficult.

Kent Lew thanked Mark for coming. The interview concluded at 4:40pm

A break was taken. The meeting reconvened a few minutes later.

Kent Lew asked for the members to reflect on the statements made by Mark Siegers. The discussion that followed contained comments about both candidates, and compared and contrasted them. These were as follows.

John Fish was concerned about the ethics around the Water District actions in Lanesboro that Mark was involved in. The town appropriated money for a purpose even though it ended up being paid for through a grant. He questioned whether the money should have been given back to the town. Others in the group felt that it was creative funding, but didn't necessarily see it as unethical.

Curt Robie also had questions about that transaction. In addition, he has issues with the Baker Hill project and the relationship that Mark has with the mall and its redevelopment. He expressed concern about Mark's time commitment to these endeavors with the Water and Road Districts. He also observed that Mark has a lot of ties to Lanesboro.

Kent Lew, in response to Curt, restated what Mark had said about his loyalty to Washington & Middlefield. But he also questioned if Mark's ongoing commitment to the two Districts would affect his work as TA. He asked how the group interpreted Mark's answer that he would work until 10 pm if necessary. He wanted to make clear how many hours a month he would be giving to the towns and how many to the two Districts he represents.

Ann Marie Visconti brought up Mark's work with grants and the legislature, and his willingness to travel as strengths. Also, she felt he demonstrated self-awareness. She didn't feel that he would micro manage. She mentioned his big personality. She was concerned he would conflict with other large personalities on the Select Boards.

John Fish brought up Mark's statement that he can manipulate people. He felt George was more malleable.

Ann Marie wanted to make sure the candidate we chose was a fit for our town. She contrasted Mark to the other candidate, George, who seemed more low-key.

David Ellis quoted an excerpt from Mark's writing sample that troubled him. The quote was: "in any organization there is a boss, then, there are the others". He was concerned that Mark wouldn't get along with others if he had the attitude that he was the "boss" and the other employees were "the others".

Ann Marie Visconti countered with the answer Mark provided in Scenario #2 that seemed to support the opposite view of how he would treat other employees. He said he would try to find a way to allow that employee to take two days off for personal reasons.

John Fish also referred back to scenario #2. He pointed out that Mark's response was the opposite of George's.

Meg Megas expressed that she felt his answers to the scenarios were spot on. She was disappointed that he didn't describe himself as demonstrating honesty and integrity as strengths. She felt the questions he asked of the committee were very good whereas George had few questions.

John Fish pointed out that George had studied up on our town situation, and Mark had not.

Meg Megas said that Mark brought up a lot about discord in Lanesboro and hoped he wasn't bringing that mentality with him.

Tricia Drugmand pointed out that we have not had a lot of conflicts and egos in town. She felt Mark's answers to the scenarios were better than George's, as were the follow up questions he asked. She saw George as more worldly and that he had a broad variety of experience, whereas Mark was more provincial and that the majority of his experience was in one community. She observed that he didn't do any homework regarding the towns. She felt George would be better on financial matters. She also said that George was looking to make a 10 year commitment which she liked.

Skip Savery felt Mark would be the better candidate on grants but that he felt dealing with George would probably be easier.

David Ellis pointed out the typos that were found in Mark's resume and wondered about the quality of his writing in applying for grants.

Kent Lew felt that Mark interviewed stronger than how he thought he would based on the information in his application. His direct experience with grants, and that he was familiar with the 1-stop process,

were positives. Mark also struck him as very resourceful and someone who would stay with it to get a project done. He'd be persistent in pursuing whatever we set him out to do, Kent felt. In addition, Mark has practical experience with the types of infrastructure projects that we are in need of. However, he felt that he comes with baggage and drama. He didn't get that sense from George. He felt George would be more impartial and more of a blank slate. The positives of Mark are stronger but so are the negatives, he felt. George's financial background is stronger, but Mark has more transferable skills. And Mark has experience getting projects done. Regardless of their strengths and weaknesses, he felt they were both strong candidates.

Ann Marie Visconti suggested we write a pro and cons list. She also asked if we should bring them back for a second interview. She expressed that she wants to get the right person, one who will quickly show results to the townspeople.

Curt Robie disagreed. He didn't feel that either candidate would show a lot of results from January through May. They basically would just be getting acclimated during that timeframe, he felt. They are both going to have to learn an awful lot about the towns. He sees baggage with both candidates. He also cited how slowly the grant process works. He's concerned about how much Mark wants to give up (in terms of his legal practice). His understanding is that George would be closing his real estate business and will not be asking for any time to continue that. He felt learning the grant process takes some time, regardless, and that George would pick it up.

John Fish raised the point that Mark viewed us as one of his 3 clients, and he didn't like that.

David Ellis said that George asked for \$60,000, while Mark referred to an amount of \$50,000 given his maintaining hours as an attorney.

Kent Lew was still unclear as to whether Mark would work 15 less hours a month. Kent preferred that we spend the \$60,000 to get someone totally devoted to the towns.

Kent Lew asked if we could make a choice or if we needed more process. He asked for a straw poll. The straw poll showed all but one person was willing to give the nod to George.

Kent Lew had two further points. He brought up that funding would likely require the same appropriation for the coming year from the towns due to the creative use of the grant money and that the candidate would work only half of the fiscal year the first year. He felt that this bought the candidates more time to prove their worth. He pointed out that George would have a learning curve in relation to grants but his background with the funding of loans was strong.

John Fish brought up a possible decrease in the salary for George because his grant writing experience was weak.

Kent Lew suggested that we stress that grant writing is a high priority, rather than decreasing the salary.

Tom Matuszo shared two resources for the towns. The first being the District Local Technical Assistance program which is available to the towns. There's funding and assistance specifically with grants. In

addition there is a new website, Berkshire Funding Focus, which offers 1 stop shopping for grants. Those resources would be there for George.

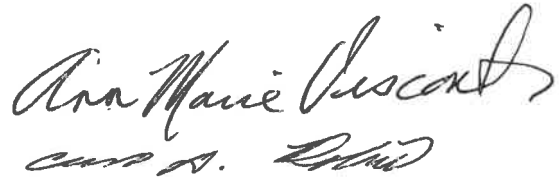
This portion of the meeting concluded with the decision to offer the position to George.

Prior to adjourning the meeting a vote was taken to approve the minutes from the 11/9/22 meeting of the Screening Committee. This passed unanimously.

Next, the Washington Select Board members voted to enter into the final Intermunicipal Agreement that had been approved by town counsels. The Middlefield Select Board members voted similarly. The Chairs of each Board signed two copies of the agreement. Washington Town Counsel had already signed approval as to form. Kent Lew would get Washington Town Clerk to certify his signature and then transmit the documents to Middlefield for them to get Town Clerk and Town Counsel to complete.

The two Boards voted to approve the draft Employment Agreement for the Town Administrator position so that it could be provided along with the offer letter. This passed with the understanding that modifications might follow based on negotiations with the candidate.

The meeting adjourned at 5:42 pm



ANA MARIE PISCOT
COUNSELOR