



LANCASTER BOARD OF SELECTMEN SPECIAL MEETING MINUTES FOR THURSDAY, DECEMBER 27, 2016

I. CALL TO ORDER

Chairman Stanley B. Starr, Jr. will call the meeting to Order at 11:00 A.M., in the Selectmen's Office located in the Town Hall, 695 Main Street, Lancaster, MA. 01523 Present were Selectmen Walter F. Sendrowski, Mark A. Grasso, Jr., and Executive Assistant Kathleen Rocco.

II. NEW BUSINESS

1. Discussion on Town Administrator Job Description

The Board of Selectmen reviewed the draft TA Job Description, and made changes as follows:

I. General

Include:

Serves as the Selectmen's liaison to other Town departments and boards, coordinating activities involving more than one department and following up with all departments on issues requested by the Selectmen.

II. Qualifications

D. Knowledge of information systems

Replace with:

D. Knowledge of information technology systems

F. Ability to communicate professionally and interact cooperatively with co-workers, the public and town officials.

Replace with

F. A high level of professionalism is required, characterized by sound judgment, ability to maintain strict confidentiality and an attitude of accessibility and responsiveness to other Town personnel and the public.

III. Duties and Responsibilities

B. Chief Procurement Officer pursuant to MGL Ch. 30B

2. Oversees and approves all purchases of goods and services whether procured under the provisions of Ch. 30B or not.

Replace with:

2. Oversees and approves all purchases of goods and services whether procured under the provisions of MGL Ch. 30B or not

8. Has the final authority, along with the Department Heads, to issue discipline for employees within the jurisdiction of the Board of Selectmen

Replace with:

8. *In consultation with relevant department heads, and with the approval of the Board of Selectmen, has the authority to issue discipline to the town employees that fall under the jurisdiction of the Board of Selectmen*

D. Appointments

1. The Town Administrator shall appoint, based upon merit and fitness, all Department Heads, subject to confirmation by the Board of Selectmen.

Replace with:

1. *The Town Administrator shall appoint, based upon merit and qualification, all Department Heads, subject to confirmation by the Board of Selectmen.*

E. Financial

2. Periodically reviews all department expenditures against appropriations and presents reports to the Board of Selectmen, as needed; and

Replace with:

2. *Periodically reviews all department expenditures against appropriations and presents reports to the Board of Selectmen, as requested; and*

3. Investigates alternative revenue sources, including but not limited to Federal and State Grants.

Replace with:

3. *Investigates alternative revenue sources, including but not limited to Federal, State, and private grants.*

F. Other

4. Responsible for media and public relations, as appropriate;

Replace with:

4. *Responsible for proper execution of the town's media relations policy;*

Add:

6. *Initiates appropriate municipal responses to citizens inquires and correspondence. Hears and investigates citizen and other complaints, and makes appropriate reports to the Board of Selectmen.*

2. Discussion on Town Administrator JobPosting:

Reviewed the job postings of Sterling, Ma and Peru, MA.


- Include Salary range of \$85,000 - \$125,000 - commensurate with experience.
- Deadline date – February 24, 2017
- Advertise on the MMA Website and The Beacon

III. ADJOURNMENT

Seeing no further business, on Motion by Mr. Sendrowski, seconded by Mr. Grasso, it was unanimously voted the Board of Selectmen adjourned at 11:50 A.M.

Respectfully submitted

Kathleen Rocco
Executive Assistant


Walter F. Sendrowski, Clerk
Approved and accepted: Jan 17, 2017