

**BOARD OF SELECTMEN
SPECIAL MEETING
MINUTES
AUGUST 23, 2006
“APPROVED”**

Present: Peter S. Cunningham, Chair; George F. Dillon, Jr., Vice Chair; John L. Saball, Clerk; Mihran Keoseian, Member; Maria Casey, Acting Administrative Officer; and Kathleen Newell, Office Assistant

The meeting was called to order at 7:00 p.m.

Interim Administrative Officer Decision

Mr. Dillon had prepared notes and reviewed the candidate’s qualifications. Mr. Dillon stated that all three candidates were eminently qualified. Mr. Dillon stated that he would support Jeff Ritter for the position of Interim Administrative Officer.

Mr. Saball stated the he had given the matter a significant amount of consideration. They were all excellent candidates each with their own strengths and attributes. However, after reviewing the background information and resumes there is one additional element the style of management and ability of communication. Mr. Saball stated that he would also support Jeff Ritter.

Mr. Keoseian offered kudos to the screening board for all the hard work they had done with interviewing and background checks. Mr. Keoseian stated that the Administrative Officer position was critical in the operations of the town and a good listener with a solid background was needed. Mr. Keoseian stated that Mr. Ritter expressed interest in the department heads and workers goals and needs; and he has the most solid list of accomplishments, vision and forthrightness of the candidates. Mr. Keoseian stated that Mr. Ritter was his choice.

Mr. Cunningham stated that it was a difficult decision to make and he was also supporting Mr. Ritter because he was impressed with his willingness to take risks (with the Board’s support) and he felt that he was a good listener.

Mr. Cunningham stated that the Board would need to meet with Mr. Ritter and form an employment agreement; also the timeframe of the agreement should run until the end of the fiscal year, at which time there should be a clear direction in which the townspeople will have chosen the form of governance they wish to implement.

Mr. Dillon moved to appoint Jeff Ritter as Interim Administrative Officer of the term to expire June 30, 2007, contingent upon successful pre-employment physical and contract negotiations. Seconded by Mr. Saball. Unanimous vote.

Mr. Dillon expressed thanks to all the excellent candidates who had submitted resumes and interviewed for the position. Mr. Dillon thanked the other members of the Screening Committee, Maria Casey, Christine Collins, Peter Cunningham and Paul Cohen, Administrative Officer of Harvard, Massachusetts.

Mr. Dillon moved adjourn at 7:25 p.m. Seconded by Mr. Saball. Unanimous vote.

Approved: _____
John L. Saball, Clerk

respectfully submitted,
Kathleen Newell
Office Assistant

Date Approved: **September 5, 2006**