

TOWN COUNCIL MINUTES
AUDITOR SELECTION COMMITTEE
Town Hall Council Chambers
February 27, 2007 - Tuesday

Present: Paul J. Leary, Chairperson
Gregory Shanahan, Vice-Chairperson
Kenneth DiFazio, Councilor
Susan Kay, Councilor
Michael Smart, Councilor

Recording Secretary: Mary Briggs

Councilor Leary called the first meeting of the Auditor Selection Committee to order at 6:05 PM. The committee has three job descriptions to review; one provided by the Human Resources director with the job posting, one provided by outgoing Auditor Dick Swanson, and one included in the Code of Ordinances.

Councilor DiFazio asked if the committee could use the most recently dated description to use and make any changes to it.

Councilor Leary asked if the candidates should be reviewed in executive session with the final recommendations at Town Council level in open session. Councilor Kay reported that the final selection of candidates presented to Council must be conducted in open session.

Councilor Kay asked to change the word "required" in the description to "experience preferred."

There was a discussion and Councilor Shanahan asked as to whether a CPA is necessary or required by law. Councilor Leary noted it is not necessary, but is preferred. Councilor Kay noted that a candidate with a CPA but no municipal experience would not be what the committee would want; however, she felt most candidates with municipal experience would most likely have a CPA.

Councilor Leary noted the job posting from HR indicates this already, at his suggestion. There was a discussion as to whether to use the description provided by the HR director. President Smart recommended offering one, which the director can then review.

Councilor Leary provided historical information on the selection process in past years, when all councilors were on the Budget/Management Committee, and were all involved in the interview process. The committee now can make its recommendation, and the full committee can be involved in the interview process of whatever candidates are

recommended. Councilor Kay reminded the committee that the process of final selection must be in open session.

President Smart reminded the committee that the process is to be completed by May 1st, so whatever suggestions as to the interview process should keep that in mind.

There was a discussion as to what number and method of recommending final candidates should be determined. Councilor Kay suggested presenting three finalists, and recommending one to full council. Councilor DiFazio would prefer not to limit the candidates to three. Councilor Leary asked if all should be forwarded to HR for weeding out. Councilor DiFazio would prefer the committee have the discretion to weed out candidates rather than HR. Councilor Shanahan would not limit recommendation to one candidate. Councilor Kay offered to provide a rating system form used to determine finalists.

Councilor Leary reminded the committee that the deadline for a job description is March 12th.

Councilor DiFazio recommended reviewing Chapter two of the Code of Ordinances and make any necessary changes to include with the proposed job description. He recommended adding items – “proposed Capital Improvement Program” and “Manage day-to-day office staff” be included, and in the position summary delete the second sentence.

Councilor Shanahan recommended changing “works close ...” to “works with...” . A MOTION was made by Councilor Kay and seconded by Councilor Shanahan. UNANIMOUSLY VOTED.

A MOTION was made by Councilor Kay to eliminate the second sentence and was seconded by Councilor Shanahan. UNANIMOUSLY VOTED.

A MOTION was made by Councilor DiFazio to spell out “Department of Revenue” instead of the abbreviated “DOR”, in item #12, and was seconded by Councilor Kay. UNANIMOUSLY VOTED.

A MOTION was made by Councilor DiFazio to eliminate item #14, and was seconded by Councilor Kay. UNANIMOUSLY VOTED.

A MOTION was made by Councilor Shanahan to insert “When the proposed Capital Improvement Program is submitted to the Town Council by the Mayor, as required by Charter Section 6-10, the Town Auditor shall review the proposed Capital Improvement Program.” as a replacement for item #14, and was seconded by Councilor Kay. UNANIMOUSLY VOTED.

A MOTION was made by Councilor Shanahan to add “The Town Auditor shall manage the day-to-day operations of the office staff under the jurisdiction of the Town Council

except for the staff managed by the Town Clerk.” as item #15, and was seconded by Councilor Kay. UNANIMOUSLY VOTED.

The committee discussed how the Auditor will report to the Council; indirectly versus contact only through the Council President. Councilor Kay reminded the committee that all requests for audits were directed through the Budget/ Management Committee and did not feel it should be changed at this point, but that the council could dictate once a candidate has been hired what the expected practice will be.

Councilor Leary will have the description typed up with the recommended changes included to redistribute at the committee’s next meeting.

Councilor Kay asked whether the committee would like to review Mr. Kelliher’s proposed description and the consensus of the committee was to disregard it.

At 6:35 PM, there being no further business, a MOTION was made by Councilor DiFazio to adjourn, and was seconded by Councilor Shanahan. UNANIMOUSLY VOTED.

Chairman Paul J. Leary