

# Town of Readfield – SELECT BOARD

## MINUTES

02/05/2015

4:36 PM

TOWN OFFICE

<b>MEMBERS PRESENT</b>	Sue Reay, Valarie Pomerleau, Thomas Dunham, Greg Durgin, Allen Curtis
<b>MEMBERS ABSENT</b>	
<b>MEETING TYPE</b>	SELECT BOARD SPECIAL MEETING
<b>NOTE TAKER</b>	Tina L. Cagle
<b>ATTENDEES</b>	Town Manager, Stefan Pakulski, Grace Keene, Robin Lint, Teresa Shaw, Glen Hawes, Deb Doten

### Agenda topics

	<b>TRANSITION PROCEDURES FOR TOWN MANAGER</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"><li>1) The position of Interim Town Manager should only be approximately 2 -3 weeks.</li><li>2) Teresa Shaw would not lose any benefits from the union vote.</li><li>3) Disciplinary issues would be documented and passed to the new manager.</li><li>4) Mr. Pakulski will give Chairperson Reay his pass code to his email.</li><li>5) Chairperson Reay will bring a lockbox and Mr. Pakulski's personnel file will be locked within that in the safe.</li><li>6) Compensation in pay for the Interim Town Manager was discussed.</li><li>7) Municipal Resources, Inc. would charge \$65/hour.</li><li>8) The position would hold the following titles: Town Manager, Tax Collector, Treasurer, Transfer Station Manager, Welfare Administrator, Road Commissioner.</li><li>9) Ms. Shaw stated that because of the short term and lack of authority the Board was proposing she become Interim Town Manager as was feeling used.</li><li>10) A lengthy discussion amongst the Select Board and others present was had to assured the candidate that was not the Boards intention and that they all felt she was the only candidate with the knowledge of the Town that could walk into the job.</li><li>11) Ms. Shaw agrees to become the Interim Town Manager as long as she has full authority.</li><li>12) Ms. Shaw would like the Board to begin the process of hiring a new manager.</li></ol>
<b>MOTION</b>	Motion by Selectperson Pomerleau to appoint Teresa Shaw as Interim Town Manager, Tax Collector, Treasurer, Transfer Station Manager, Welfare Administrator, Road Commissioner at a salary rate of \$1,200 a week starting at 5pm on February 6, 2015 until 06/30/2015 or such a time as a new town manager is hired, or Ms. Shaw feels the need to step down.
<b>SECOND</b>	Second by Selectperson Mr. Durgin.
<b>DISCUSSION</b>	Selectperson Dunham stated that he wants to make sure that Ms. Shaw has full authority and the Board agreed. Selectperson Durgin made a statement that no member of the Board should be individually approaching Ms. Shaw or her staff or directing them or their work for any reasons, unless she has requested it. Selectperson Curtis stated that Ms. Shaw can come to the Board with any questions or help if needed at any time.
<b>MOTION</b>	Motion by Chairperson Reay to amend the motion to include a condition that there will be no access to the Mr. Pakulski's email and personnel file
<b>SECOND</b>	Second by Selectperson Dunham.
<b>PASS/FAIL</b>	Motion on amendment passes: 5-0
<b>PASS/FAIL</b>	Motion on original motion passes: 5-0

Follow-up meeting was set for 4:30pm on February 6, 2015 so finish the transition paper work needed and to vote on and approve these minutes.

**ADJOURN @ 6:04 PM**

### Approval of Select Boards meeting minutes of February 5, 2015

**Motion by: Selectperson Durgin to approve the Special Select Board Minutes of February 5, 2015 as amended.**

**Second by: Selectperson Pomerleau Vote: 4/0/1 Selectperson Dunham absent.**