

**Town of Auburn
Board of Selectmen
February 18, 2015**

Selectmen Present: Russell Sullivan, James Headd & Richard Eaton

Also Present: Kathy Sylvia, Denise Royce, Joanne Linxweiler, Sue Jenkins, Carrie Rouleau-Cote, Adele Frisella, Helen Hiltz, Greg Santuccio, Calvin Kapos, Ray Pelton, Chip Chabot, Mike Dross and Kathryn Lafond, Town Staff; Mickey Rolfe, Dennis & Pauline Vieira, Linda Dross, Mary Ann Rolfe and Audrey Trickett, Residents

Mr. Sullivan called the meeting to order at 3:00 p.m.

Staff Meeting with Town Employees & Officials

Mr. Sullivan explained that the intent of the meeting this afternoon is to have a discussion with town staff regarding the handling of town business in the absence of a Town Administrator. Mr. Sullivan noted starting with the Town Hall staff; the Town Clerk, Joanne Linxweiler and the Tax Collector, Kathy Sullivan are elected and autonomous so much will not change. Mr. Sullivan stated that the Finance Director, Adele Frisella has signatory abilities in the absence of a Town Administrator, she and Executive Assistant will be points of contact for much of the day to day business. Mrs. Linxweiler asked regarding the grants that she applies for. Mr. Sullivan stated that Ms. Lafond, Ms. Frisella and the Board of Selectmen will help facilitate applying for grants. Mrs. Rouleau-Cote verified that she would now speak directly to the Board of Selectmen about matters where she would previously be informing the Town Administrator. Mr. Sullivan stated that was correct. Mr. Sullivan noted that Ms. Lafond has the Board members contact information and all are welcome to go through Ms. Lafond or contact the Board members directly. Ms. Frisella stated that the Town Administrator was her back up for approving wire transfers and filing State forms. The Board agreed that they would need to work with Ms. Frisella so that she continues to have the back that is needed. Mr. Sullivan indicated that Ms. Lafond will assume administrative duties as needed to assist the Board of Selectmen. Mr. Headd noted that the Board of Selectmen has asked Ms. Lafond to check, direct and respond to the emails to the Town Administrator email account however the emails still come through as from Bill Herman. Mr. Sullivan responded the town's IT person is coming in next Tuesday and will update that. Mr. Sullivan stated that Mr. Armand Miclette will continue to work with Town Hall staff and Mrs. Hiltz regarding maintenance needs. Ms. Lafond stated that Mr. Herman used to facilitate the "Department Head" meetings and asked who would not facilitate those and sit in for the Town Administrator. Mr. Sullivan indicated that Ms. Lafond would facilitate the meetings and the Board members would alternately sit in for the Town Administrator. Ms. Lafond informed the Board that Mr. Herman currently pays for the Town's website hosting on his personal credit card as the town does not have a credit card. Ms. Lafond noted that the Board may want to address this along with how office closure due to weather, bank wire transfers in Ms. Frisella's absence, personnel evaluations and Board/Committee reappointments will be handled. Mr. Sullivan indicated that he would like Ms. Lafond to prepare the personnel evaluations for the Board upon employee's anniversaries and Board/Committee reappointment letters in March for the Board to address. Mr. Eaton and Mr. Headd agreed with this course of action. Mr. Sullivan indicated that as for Police Department, Fire Department, Library and Road Agent not much will change for them, things that need signatures can be left in the "to be signed" folder in the Board of Selectmen's office and if there are things the Board of Selectmen

need to act on that can be provided to Ms. Lafond to be addressed at a Monday evening Selectmen meeting. Mr. Phillips, Mr. Dross and Mrs. Frisella discussed with the Board a few ongoing FEMA grant projects. Mr. Sullivan noted that the Board will come up to speed very fast. Mr. Sullivan stated that the Board does intend to fill the Town Administrator position and will be looking at the position, the job description and they understand that the hiring process can be lengthy. Mr. Sullivan went on to discuss the Board ideas for the future such as regular joint meetings between Board and Committee Chairperson with the Board of Selectmen and regular employee workshops. Ms. Lafond indicated that she felt that including all employees from all department in open discussions would help to improve communications town wide. Mrs. Linxweiler discussed having Police presence at the Town Hall on Monday evenings and checking to see if the panic buttons work. Mr. Chabot and Pelton agreed that they would arrange for an Officer at the Town Hall on Monday evenings. Ms. Linxweiler informed the Board that the gentlemen who replaced Peter Barbuto has passed away and with Mr. Miclette health and Mr. Dobmeier's family matters the Board needs to address who will handle the set up and break down at the election next month. Mr. Phillips stated that this election the Fire Department can assist with the set up and break down. Mrs. Linxweiler briefed Mr. Phillips about what needs to be done. Mr. Chabot and Mr. Pelton discussed the Police Department purchasing a new cruiser. Officer Kapos will meet with Joanne regarding the title applications and the registrations. The Police Department will facilitate the sale of the cruiser with Ms. Lafond and the Board. Mrs. Rouleau-Cote can work with the Police Department to swap out cruiser parts.

Mr. Eaton moved to adjourn; Mr. Headd seconded the motion; all were in favor, the public meeting ended at 3:48 P.M.