

FINPAT PRELIMINARY DIRECTION

TOPIC	CURRENT	ALTERNATIVES ASSESSED	PRELIMINARY DIRECTION
Hiring Process			
Restrictions		No holding other positions or doing other work during the term of office without prior approval	No holding other positions during the term of office without prior approval
		No recent prior service on Selectboard (SB)	
Qualifications	Experience with MA general laws, collective bargaining, personnel administration, town management		Experience in these areas strongly preferred
	Experience in financial management strongly preferred		Demonstrated experience in financial management required
General Descriptive Language			Describe what the job is, not how it should be done
Financial Role of Town Administrator (TA)			
Annual Budget Process	TA drives budget process, Dept Heads develop & present to Appropriations Committee (AC) & SB, TA recommends	SB provides policy direction. TA lays out budget process after consult w/AC & schools at start of process	SB provides policy direction. TA lays out budget process after consult w/AC & schools at start of process
		Depts. develop & present w/TA to AC	Depts. develop & present w/TA to AC
		TA prepares & presents overall budget to SB with recommendations	TA prepares & presents overall budget to SB with recommendations
		TA coordinates entire process with Schools and other areas	TA coordinates entire process with Schools and other areas
Signing of Warrants	Selectboard members sign after review and OK by appropriate Dept Head and Town Accountant	TA signs after Town Acct approval, up to \$ ceiling. SB sign over \$ ceiling after Town Acct approval	TA signs after review and OK by appropriate Dept Head and Town Accountant
Signing of Contracts	Selectboard	TA or delegate signs up to \$ ceiling, SB signs over \$ ceiling	TA or delegate signs up to \$ ceiling, SB signs over \$ ceiling
Chief Financial Officer	N/A	1. TA	TA
		2. Town Accountant	
		3. Establish position of Financial Mgr	
		4. ATA	

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Appointment & Supervisory Authority of TA			
Town Administrator Appointment Authority	TA can recommend, but appointments made by SB	SB to make appointment of "Key" positions after TA recommends: Police Chief, DPW Super, TA, Clerk/Treas, Collect	SB to make appointment of "Key" positions after TA recommends: Police Chief, DPW Super, TA, Clerk/Treas, Collect
		TA makes all other appointments	TA makes all other appointments
Appointed Boards and Committees	Selectboard appoints (except AC, which is appointed by Moderator)	SB in consultation with TA	No changes - keep all as is
Department Heads	TA has direct supervisory responsibility for all dept heads appointed by SB.	TA has direct supervisory responsibility for all dept heads (those appointed by TA or SB)	TA has direct supervisory responsibility for all dept heads (those appointed by TA or SB)
	TA evaluates these Dept Heads, takes/recommends personnel actions to SB	TA takes personnel action on all Dept Heads. Termination of any of Key position requires SB approval	TA takes personnel action on all Dept Heads. Termination of any of Key position requires SB approval
Employment actions			TA takes personnel action on others under SB jurisdiction, after dept head recommendation and HR process
Personnel Board	Establishes policy by-laws (handbook) and job classifications	Eliminate Personnel Board (DOR report recommendation)	No current need to have standing Board. Discharge current group.
Other Responsibilities			
Procurement Officer	Position is defined and staffed separately from TA	Include responsibility under TA, but can be delegated at will, as necessary	Responsibility flows from TA, regardless of how it is delegated (as currently or as part of potential ATA)
	Includes all Town departments (excludes Schools)	Carve out Library and IT	
Town Facilities	Temporary responsibility of Town Planner and DPW Super. Work together with Schools Facility Mgr (Siemens projects)	1. TA, with delegation to other(s) as appropriate	TA, with delegation to other(s) as appropriate

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	Each building is responsibility of appropriate Dept Head	2. Establish Facilities Mgr position	
		3. Hire consultant under direction of TA	
		4. Current process	
Town Administrator (ATA) Position			
Assistant Town Administrator	DOR report recommends, based on conditions at the time	1. Establish ATA position with specifically defined responsibilities	Need more information and feedback. No position at this time.
		2. Establish ATA position without generally defined responsibilities	
		3. Establish ATA position specifically designed to reflect the current candidate	
	issue - keeping compensation appropriate	4. Do not establish ATA position, but allow TA to delegate as appropriate for good governance and career growth of targeted subordinate(s)	
Town Clerk / Collector / Treasurer			
Clerk Elected or Hired	Elected	Hired	Hired
Collector Elected or Hired	Elected	Hired	Hired
Treasurer Elected or Hired	Elected	Hired	Hired
Transition Process	Timing defined by state, but can be overridden by Special Act	Keep incumbents in positions	Keep incumbents in positions, immediately become employees subject to normal HR policies and procedures
		Incumbents to apply for job	Incumbents do not need to apply for job
Alignment of positions	Clerk/Treasurer positions held by one person	Split Clerk position from Treasurer	3 separate positions. Give incumbents opportunity to maintain current responsibilities
	Collector position held by other person	Combine Treasurer and Collector positions	