



FAIRHAVEN SELECT BOARD
Meeting Minutes
November 4, 2024

FAIRHAVEN TOWN CLERK
RCUD 2024 NOV 13 PM3:55

Present: Chair Stasia Powers, Vice-Chair Charles Murphy Sr., Clerk Andrew B. Saunders, Members Keith Silvia and Andrew Romano and Assistant Town Administrator of Finance/Town Accountant Anne Carreiro

Ms. Powers opened the Select Board meeting at 6:30p.m.

MINUTES

Motion: Mr. Romano motioned to accept the September 30, 2024 Executive Session minutes. Mr. Saunders seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Romano motioned to accept the October 15, 2024 Executive Session minutes. Mr. Saunders seconded. The motion passed unanimously (5-0-0).

ACTION / DISCUSSION

Town Administrator Interim Planning

Ms. Powers opened discussion on communication with Town Counsel regarding staff concerns to have a liaison to support, meet and discuss needs or pressing matters and how to move forward with an interim Town Administrator (TA). Discussion ensued regarding an interim plan, moving forward and the importance of communicating with staff.

Discussion ensued about responsibilities of the Board under the TA Act and considerations of the Open Meeting Law in limiting the time the Board or liaison needs to be involved in the day-to-day operations until an interim is appointed. The priority would be an interim and a search committee.

Ms. Powers said the Board would appoint a liaison tonight, post the interim TA position and post for volunteers to be on a search committee to meet and review the interim TA applications. The liaison will meet this week with staff to address questions and concerns and review the interim process.

Ms. Carreiro advised the Board she is not interested in the interim TA position. She said the immediate need is to identify coverage for her vacation from November 7, 2024 to November 14, 2024. There is a Department Head meeting scheduled on Wednesday, November 6, 2024

Mr. Silvia asked if there would be a stipend for the interim TA and Ms. Powers said that would not be discussed tonight.

Motion: Mr. Romano motioned to appoint Charles Murphy Sr. as the Select Board liaison for staff. Mr. Saunders seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Romano motioned to appoint Charles Murphy Sr. as Acting Town Administrator from November 7, 2024 to November 14, 2024. Mr. Saunders seconded. The motion passed unanimously (5-0-0).

Select Board Representative for Interim Process

Discussion ensued regarding the interim process and identifying a committee of three for an Interim Town Administrator Search Committee. The third member would be determined by the Board at the November 12, 2024 meeting. Ms. Hart will create a news and announcement post on the Town's website with instructions on submitting a volunteer application to be on the search committee and also a post with instructions for candidates to apply for the interim TA position.

Motion: Mr. Romano motioned to appoint Anne Carreiro to the interim TA Search Committee. Mr. Saunders seconded. The motion passed unanimously (5-0-0).

Motion: Mr. Romano motioned to appoint Andrew Saunders to the interim TA Search Committee. Mr. Murphy seconded. The motion passed unanimously (5-0-0).

Ms. Powers said she spoke with Labor Counsel about a job description for the interim TA and they advised to keep it simple and include a link to the TA Act. Ms. Powers suggested additional language to include like “seasoned professional”. Ms. Saunders had a concern about limiting candidates with specific language and suggested using the qualities the Board is looking for when reviewing the applicants and keep the language generic. Ms. Hart will add a post to the webpage as discussed and interested candidates can submit a cover letter and resume.

Select Board Meeting Schedule: December, 2024

Ms. Powers advised the Board that votes need to be taken to set the tax rate in December that effects the current December schedule. The suggestion is to move the December meetings to December 2, 2024 and December 16, 2024; this also moves a meeting out of Christmas week.

Motion: Mr. Romano motioned to move December meetings to December 2, 2024 and December 16, 2024. Mr. Saunders seconded. The motion passed unanimously (5-0-0).

Meeting adjourned at 6:57p.m.

Respectfully submitted on behalf of the Select Board Clerk (ah)

Approved on November 12, 2024