

At a Special meeting of the Town Council holden in and for the Town of Gloucester on April 12, 2023

I. Call to Order

The meeting was Called to Order at 6:00 P.M. by Councilor W. Worthy, Town Council President.

II. Roll Call

Members present: Cheryl A. Greathouse; Walter M. O. Steere, III; Stephen W. Arnold, Vice President; William A. Worthy, Jr., President

Also Present: Jean Fecteau, Town Clerk

Absent: Jonathan E. Burlingame

III. Pledge of Allegiance

All stood for the Pledge of Allegiance

IV. Discussion and/or Action - Position of Finance Director

A. Process to Search for replacement to Fill position

Council discussed the process for filling department head positions per the adopted policy (Department Head Hiring Process 10/15/17). It was agreed to authorize the HR Director to advertise and use internet job search sites to begin the process.

Motion was made by Councilor Steere to AUTHORIZE Don Zimmerman, HR, to advertise the pending vacancy of the Finance Director position; seconded by

Discussion: None

VOTE: AYES- Arnold, Greathouse, Steere and Worthy
NAYS-0

MOTION PASSED

Council discussed possibilities for bridging the gap while searching for a replacement. Councilor Arnold discussed the possibility of the current Finance Director doing some per diem work for the town if his scheduled allowed as well as the potential for a former Finance Director, from another community, doing some consulting work on a part time basis.

Discussion followed on the ability of the Deputy Treasurer, Jane Steere, to sign checks and maintain the daily banking processes.

B. Review and/or amend Current Job Description/Duties

The Clerk informed the Council that the HR Director is reviewing an existing job description and updating, as needed.

C. Interview & Appointment processes

The Council and the Clerk discussed the process to receive and review applications per the policy. The Clerk will include the appointment of committee members, chosen by Council, on a future agenda for a vote of the Council.

The Clerk asked the Council to review a memo from Don Zimmerman recommending a salary range. After review Council made the following motion:

MOTION to set the salary range to be offered for applicants to the Finance Director position at \$81,097 to \$105,000 based upon experience and qualifications; seconded by Councilor Greathouse.

Discussion: None

VOTE: AYES- Arnold, Greathouse, Steere and Worthy
NAYS-0

MOTION PASSED

V. Adjourn

Motion was made by Councilor Arnold to ADJOURN at 8:13 p.m.; seconded by Councilor Steere

Discussion: None

VOTE: AYES- Arnold, Greathouse, Steere and Worthy
NAYS-0

MOTION PASSED