Work Session Meeting minutes of the Town Council

Work Session on November 19, 2021

As reviewed, approved, and accepted by the Town Council on December 7, 2021

Mayor Ruspi opened the Work Session at 7:02 p.m. The meeting was held using video conferencing. Council Members Charles Bradsher, Tom Burke and Amy Koval were present. The Assistant Clerk and two citizens were also present.

Mayor Ruspi explained the process and the purpose for the work session which is to discuss the status of staffing for the town.

Mayor Ruspi reviewed activities which have taken place since the Clerk and Treasurer offered their resignations in early October. A closed meeting was held on October 9, 2021, which was attended by Mayor Ruspi, Council Members Burke and Koval and town counsel, Victoria Shearer. At this meeting, Ms. Shearer presented a memo/legal opinion regarding conflict of interest as a relative of Mayor Ruspi’s has provided a letter of interest for the Treasurer position. There has been one additional person expressing interest in the Treasurer position and one person expressing interest in the Clerk position. Council Members Burke and Koval have taken primary responsibility for producing a flyer, getting the vacancies posted on the MML website and town websites. Additionally, all applications will be reviewed by Council Members Burke and Koval. There was discussion about requesting a resume and three references from each applicant. Developing a set of interview questions for both positions as well as who and where the interviews will be conducted were considered.

Adjournment: Council Member Burke made a motion to adjourn at 8:08p.m. Council Member Bradsher seconded the motion. ***Unanimously approved.***

Respectfully submitted,

Joy Jackson

Assistant Clerk

November 19, 2021