

Dawni Prud'homme

2018 AUG 29 AM 11:06



Town of Griswold
28 Main Street
Griswold, CT 06351
Board of Selectman
Special Meeting
Selectmen's Meeting Room
Tuesday, August 28, 2018
5:30 PM



MINUTES

1. **Call to Order/Roll Call** – Meeting was called to order at 5:30 PM by Todd Babbitt, First Selectman

Members Present: Todd Babbitt, First Selectman
Steve Merchant Sr., Second Selectman
Ed Burke, Third Selectman

Others Present: Lisa M. Wood, Executive Assistant
Scott Davis, Board of Finance Chairman
Erik Christensen, Finance Director (arrived at 5:31 PM)

2. **Discussion and possible action regarding details of search for a new Finance Director** – There was brief discussion about the position posting and job description and duties. All were asked to submit any suggestions on changes and updates within the next week. Target hire date is December 11, 2018. It was suggested putting the posting out by September 15th and leave open for three weeks. It was discussed putting the ad on GFOA website, CCM website, town website, Norwich Bulletin and Indeed.com. If comments are back earlier than expected, we can push the timeline up. Funding for the overlap of training time was briefly discussed. The starting salary was discussed and suggested it be set as a range. The overlap of salary during training should be compensated by the decreased rate of the new hire. The experience of human resources was also briefly discussed.

3. **Adjournment**

MOTION: Motion was made by T. Babbitt, seconded by E. Burke, to adjourn the meeting at 5:47 PM. **Motion carried unanimously.**

Respectfully Submitted,

Lisa M. Wood,
Executive Assistant