

**BOARD OF SELECTMEN MEETING**  
**Minutes of 08-24-09**  
**5:35 p.m.**

***Selectmen:***

***Peter F. Brothers, Chairman***  
***Miller C. Lovett, Vice Chairman***  
***Robert C. Flanders***  
***Charles G. Palm***  
***Colette Worsman***

***Co-Interim Town Managers:***

***John C. Edgar (Absent with Notice)***  
***Brenda L. Vittner***

***Recording Clerk:***

***Karin Nelson***

Call to Order: Chairman Peter Brothers called the meeting to order at 5:35 p.m. He introduced the Board, Co-Interim Town Manager, and the Recording Clerk, and made announcements pertaining to fire exits, listening assisted devices, microphones, and cell phones.

**ACCEPTANCE AND/OR CORRECTION OF MINUTES:**

None

**INTERIM TOWN MANAGER'S REPORT:**

- Interim Town Manager Brenda Vittner informed the Board that a small blue-green algae bloom has occurred near the boat launch at Lake Waukegan this morning. The Town Water & Sewer Superintendent Brian Carroll brought a sample to DES for testing and it came back as a cyanobacteria. The State has issued a press release for Lake Waukegan, Meredith & New Hampton. The beaches have been posted. Another test will be conducted tomorrow morning to check the levels of cyanobacteria.

**VISITOR'S AND RESIDENT'S COMMENTS:**

None

**SELECTMENS COMMENTS:**

None

**NEW BUSINESS:**

**09-45 Town Manager Appointment**

The Chairman introduced the item. This is the culmination of a 6 month effort to hire a new Town Manager. There were many people involved in the process. 70 resumes were received for the position. A very specific process was followed resulting in a successful recruitment. The Town Manager Search Committee put forward a tremendous effort. The committee members were: Ken Colburn, Jeannie Forester, Bev Lapham, Justin Van Etten and David Thorpe. They brought a lot of knowledge to the process along with the Co-Interim Town Managers Brenda Vittner and John Edgar, in addition to himself and Selectman Palm as the representatives from the Board of Selectmen. Chair Brothers thanked everyone for their effort and expertise. He went on to say that the Board, and especially the choice of Brenda Vittner and John Edgar as the interim team, made it possible to allow the time and flexibility to find the right person for the job. He also stated that the Board went over and above their traditional duties and it was their input and wisdom in that process that has culminated to this point. The Chairman thanked everyone for their efforts.

Chairman Brothers then introduced Phillip L. Warren, Jr. and asked him to join the Board at the dais. The Chair shared Mr. Warren's qualifications and history with the audience, stating that the entire search team feels that his experience and expertise, working collaboratively with the Board, will be of great benefit to the Town of Meredith. A press release and a list of Mr. Warren's qualifications and background information were then distributed to the press. The new Town Manager will start on Tuesday, September 8<sup>th</sup>. The former Interim Town Managers will be assisting him and making sure that he is properly introduced to the Town staff and management team. During his second week, he will be introduced to local volunteers and committees who are actively involved in the Town of Meredith. Following that, an open house will take place allowing the public to meet the new Town Manager. The Chair asked for a motion to formally appoint Phillip L. Warren, Jr. as Town Manager and a second motion to execute the employment agreement.

*Selectman Flanders motioned to appoint Phillip L. Warren, Jr. as Town Manager to the Town of Meredith. Seconded by Selectman Lovett. 5-0. All in favor. Motion passed unanimously.*

*Selectman Lovett motioned to execute the employment agreement between the Town of Meredith and Phillip Warren for a 3 year contract at a salary of \$98,000 per year. Seconded by Selectman Palm. 5-0. All in favor. Motion passed unanimously*

Chairman Brothers asked if there were any comments or questions. He announced that two contracts would be executed, one would stay with the Town of Meredith and the other would go to Mr. Warren. Selectman Worsman reminded Mr. Warren that he should not include his social security number in the document. While all parties signed each document, Selectman Flanders asked that the public be reminded that the Town Manager's office is no longer located at the Annex. It is now located on the upper floor of Town Hall.

Chairman Brothers asked if there were any additional questions or comments. Resident Jim Hughes asked that a letter of commendation signed by the entire Board of Selectmen be placed in the personnel file of each of the Co-Interim Town Managers. He is concerned that as time goes by their service over and above the call of duty will be forgotten. He also asked that they receive one additional week of paid vacation to be used within the next twelve months. Chairman

Brothers agreed and stated that he had intended to speak to the rest of the Board about how to recognize John and Brenda for their service.

Ken Colburn, a member of the Town Manager Search Committee expressed appreciation at the entire Board's level of involvement with the Search Committee. He thanked Chairman Brothers for his service in the search process and commented that the success obtained by the committee was in large part due to the Board & Interim Town Manager's organization of the process.

Town Manager Warren thanked the Board, Search Committee and Interim Town Managers for their participation in the process. He was amazed by the commitment in the community and the robust process that he went through. It is a credit to the community that the citizens and the Board performed the search for a new Town Manager, not a professional search firm. The Community did an excellent job and should be commended for it. He is thrilled to be here and is looking forward to getting started. He thanked everyone who has welcomed him and looks forward to a long tenure together. He added that his door is always open and that he will most likely be seen out in the community more than in his office.

**OLD BUSINESS:**

**ADJOURNMENT:**

*Selectman Lovett made a motion to adjourn at 6:00 p.m. Seconded by Selectman Worsman. 5-0. All in favor. Motion passed unanimously.*

Respectfully submitted,

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Brenda L Vittner, Co-Interim Town Mgr.

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Peter F. Brothers, Chairman

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Karin Nelson, Recording Clerk

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Miller C. Lovett, Vice Chairman

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Robert C. Flanders

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Charles G. Palm

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Colette Worsman