

Town of Wayne  
Wayne Town Manager Hiring Advisory Committee  
April 1, 2024 Meeting Minutes

Members attending: Ed Bergman, Betsy Clark, MT Clark, Dennis Dalheim, Tori Jackson, Carol Ladd, Ken Spalding, Hazel Stevenson, Thomas Wells.

Select Board Facilitator: Trent Emery

Recorder: Hazel Stevenson

Time Keeper: Ken Spalding

1. Trent called the meeting to order at approximately 6:32 pm and determined that a quorum was present.
2. The meeting minutes for the March 25, 2024 meeting were approved. Motion was made by Ken, seconded by Dennis, approved with all in favor.
3. Assignments were made for Recorder and Time Keeper.
4. Finalize Report for Select Board:  
The Hiring Committee is being asked to share with the Selectboard what it has learned from its inquiries regarding the Town Manager form of government and its point of view about the advisability of the town of Wayne adopting the current State Town Manager Statute.

Ken provided proposed comparing the Town Manager role to an Administrative Assistant and provided suggested pros/cons. This was discussed throughout the meeting. The group agreed to provide the Selectboard with the pros /cons for the two forms of Town Manager per the requested mandate, and that analyzing the Administrative Assistant form of government has not been requested.

Dennis reported a discussion with Mount Vernon which has an Administrative Assistant and said it is difficult to get things done without well-defined oversight. Staff report to different members of the Selectboard.

The group reviewed and updated the Information for the Selectboard. A motion was made by Ken and seconded by Ed: The Committee will forward the information gathered and the opinion of the group for the Selectboard to pursue the State Statute form of Town Manager. Motion was approved with all in favor.

The group identified that work will be needed to identify which ordinances need to be changed, what will need to be repealed. There may be an impact to the work the Administrative Ordinance Committee has done, although their status is not known. It was agreed the Town Manager and staff ordinances must be addressed, and the Administrative ordinance work is step 2.

Ken reported that he has been researching Town Meeting reports looking for ordinances that deal with the Town structure, but has not surfaced anything unknown yet.

Trent will update the Selectboard at their April 2<sup>nd</sup>, 2024 meeting in his report, but will not make formal report with materials. The Committee report will be put on the April 16<sup>th</sup>, 2024 agenda with materials.

New Actions:

Trent – find out the status of the Administrative Ordinance Committee

Trent – ask Bryce if there is a book with all passed ordinances in the Town Office

5. No meetings are scheduled until after the report to Selectboard on April 16, 2024.
6. The meeting was adjourned around 7:51pm.

**Wayne Town Manager Hiring Advisory Committee**

Information for the Selectboard, April 16, 2024

**Charge:** The Hiring Committee was asked to share with the Selectboard what it has learned from its inquiries regarding the Town Manager form of government and its point of view about the advisability of the town of Wayne adopting the current State Town Manager Statute.

**Members of the Wayne Town Manager Hiring Advisory Committee** are Ed Bergman, Betsy Clark, MT Clark, Dennis Dalheim, Tori Jackson, Carol Ladd, Theresa Kerchner, Ken Spalding, Ford Stevenson, Hazel Stevenson, Thomas Wells. The Committee is facilitated by Trent Emery and/or Marianne Butak.

**Pros and Cons of the State Statute for Town Manager to the Town of Wayne Ordinance for Town Manager**

State Statute for Town Manager		Town Ordinance for Town Manager	
Pros	Cons	Pros	Cons
1. Reinforces organization of Town Government structure	1. Need to fully understand the State Statute and the differences with the current ordinances before the Town votes for it	1. Can be amended through Town Ordinance	1. Will need extensive review and rewrite with clear lines of authority
2. Already exists, and has had extensive review through statute process	2. Has some inflexibility for things that cannot be changed	2. Provides more flexibility	2. Nothing unique about Wayne that needs special handling
3. Details the powers/duties, and the line of authority is clearly defined		3. Selectboard controls administration and policy	3. More responsibility and time commitment for Selectboard
4. Includes job description			4. Extra responsibility may deter people from running for Selectboard
5. Can be amended through Town ordinances to supercede certain responsibilities			
6. Provides flexibility for Town to keep specific ordinances eg Fire Chief.			
7. Timing – can be adopted more quickly			
8. Town Manager supervises staff and focus is on Administration, while the Selectboard can focus on Policies			
9. May attract more candidates if they understand responsibilities			

**Recommendations to the SelectBoard:**

1. The opinion of the group is for the Selectboard to pursue the State Statute form of Town Manager.
2. Treasurer should not report to Town Manager, in order to provide more financial controls.

**Materials for the Selectboard:**

- State Title 30-A Town Manager Plan subsections (chapter 123, 2632-2639)
- MMA Town Manager Plan legal services information packet
- TM Hiring Committee pros /cons and opinion.

**Concerns and Questions:**

- Does the Selectboard want more control over staff?
- In the Statute, the Town Manager supervises Fire Chief –fire chief ordinance will need review
- In the Statute, the Town Manager supervises Treasurer – the existing Treasurer ordinance will need review