

**APPROVED MINUTES OF THE NEW CASTLE SELECT
BOARD**

Wednesday, August 24, 2022 – 12:00 pm (Town Hall)

Members Present: Dave McGuckin, Chair, Bill Stewart, Selectman, Jane Finn, Selectwoman, and Bernice Barnes, Administrative Assistant to the Select Board and Recording Secretary

Members Absent: None.

Others Present: Don White, Russ Bookholz, Pam Cullen, Jennifer Rumph, BJ Riordan, Aaron White, Chris Robillard, John LaRose

1. Employee Meeting - Town Administrator

Chair McGuckin called the meeting to order at 12:04 pm, and welcomed the Staff. Chair McGuckin then stated the purpose of this meeting was to publicly announce the new Town Administrator will be

Lori Ruest, our Accountant. Lori had retired as Accountant in July 2022, and will be coming back September 1, 2022 as a consultant, until we can hire / train a new Bookkeeper/Accountant. Chair McGuckin hopes within the next 6 to 8 weeks Lori will be able to start her new role as the Town of New Castle's new Town Administrator.

2. Employee Questions and Answers.

Chair McGuckin asked if any of the employees had any questions or comments, and briefly explained the role of the Town Administrator and gave an overview as to how the position will transpire amongst staff and department heads, who they report to when Lori becomes Town Administrator, and how it will help the Town as well run more efficiently.

Ms. Cullen asked if the Town Administrator will be required to attend the Select Board meetings, and if there will still be public questions and answers, and how that will all work. Chair McGuckin stated everything will remain the same.

Police Chief Don White asked if there would still be liaisons within the departments as well as reporting to the Town Administrator once this occurs, and Chair McGuckin stated they will discuss that further, but wanted to assure staff that the Select Board will still be available to them to discuss /answer any questions or concerns, and will still maintain the relationships in place.

Selectman Stewart also reassured the staff that the Board will still be available, and how the Town Administrator will help in areas of budget, HR issues and new hire packages and payroll questions could be answered by her, and that this will be a part time position for the Town Administrator role, approximately two to three days a week.

Ms. Cullen asked if the Town Administrator will have dedicated hours, and Selectman Stewart confirmed there will be. He also stated this will give the staff consistency and reiterated that this will give employees someone to reach out to, and address any needs if the Board or Liaisons are unavailable. Selectman Stewart stated this is also a transition for the Town as well, and as things come up or any questions, concerns, please feel free to reach out at any time.

Adjourn.

Chair McGuckin thanked the staff for their time, and called for a motion to adjourn. All voted unanimously and meeting was adjourned at 12:17 pm.

Respectfully Submitted,

Bernice L. Barnes
Recording Secretary