

At a Special Meeting of the Town Council holden in and for the Town of Gloucester on January 10, 2024

I. Call to Order

The meeting was Called to Order at 5:00 P.M. by Councilor W. Worthy , Town Council President.

II. Roll Call

Members present: Cheryl A. Greathouse; Jonathan E. Burlingame ( arrived at 5:15 PM) ; Walter M. O. Steere, III; Stephen W. Arnold, Vice President; William A. Worthy, Jr., President

Also Present: Jean Fecteau, Town Clerk; Christine Mathieu, Deputy Town Clerk; Jane Steere, Tax Collector; Jessica Parker, Tax Assessor

III. Councilor W. Worthy asked everyone to please stand and join us in the Pledge of Allegiance.

IV. Councilor W. Worthy stated that Council will now convene to Executive Session, and asked for a Motion to go into executive session.

MOTION was made by Councilor W. Steere to Convene to Executive Session pursuant to R.I.G.L. 42-46-5 (a)(1)Any discussions of the job performance, character, or physical or mental health of a person or persons (provided that the person or persons affected shall have been notified in advance in writing and advised that they may require that the discussion be held at an open meeting)  
1. Discussion by Town Council, Vote, or Other Action ” ; seconded by Councilor S. Arnold

Discussion: None

Councilor W. Worthy asked the Clerk to poll the Council

VOTE:

Councilor C. Greathouse- Aye

Councilor W. Steere- Aye

Councilor S. Arnold - Aye

Councilor W . Worthy-Aye

MOTION PASSED

V. Reconvene Open Session - Disclosure of votes take in Executive Session & Consideration of the Sealing of Minutes - Discussion and/or Action

MOTION was made by Councilor W. Steere to RECONVENE Open Session, Disclose zero (0) votes were taken in Executive Session and to Seal the minutes of Closed Executive Session; seconded by Councilor J. Burlingame

Discussion: None

Councilor W. Worthy asked the Clerk to poll the Council

VOTE:

Councilor C. Greathouse- Aye

Councilor J. Burlingame- Aye

Councilor W. Steere- Aye

Councilor S. Arnold - Aye

Councilor W. Worthy-Aye

MOTION PASSED

VI. Personnel

A. Resignation - Finance Director - Acceptance/Withdrawal - Discussion and/or Action  
MOTION was made by Councilor C. Greathouse to ACCEPT the resignation of Mark Capuano, Finance Director, effective end of day, January 5, 2024; seconded by Councilor J. Burlingame

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W. Steere, S. Arnold , W. Worthy  
NAYS-0

MOTION PASSED

B. Appointment of Interim Finance Director - Discussion and/or Action  
MOTION was made by Councilor J. Burlingame to APPOINT Jane Steere to the position of Interim Finance Director and set a stipend for the Interim Finance Director at \$580.00 biweekly; seconded by Councilor S. Arnold

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, S. Arnold , W. Worthy  
NAYS-0  
RECUSAL- W. Steere

MOTION PASSED

MOTION was made by Councilor J. Burlingame to APPOINT Elizabeth Beltram to the position of Assistant Interim Finance Director and set a stipend for the Interim Finance Director at \$580.00 biweekly; seconded by Councilor W. Steere

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W. Steere, S. Arnold , W. Worthy  
NAYS-0

MOTION PASSED

C. Authorization : HR to Proceed with replacement personnel as needed - Discussion and/or Action

Councilor W. Worthy stated that the Council can authorize the HR Director to begin the process to fill the position of Finance Director.

MOTION was made by Councilor J. Burlingame to AUTHORIZE the acting HR Director to begin the process to secure candidates for Council to consider for the position of Finance Director; said position shall be a full time position offering a complete benefit package, per the employee handbook, and a salary range of \$100,000 and \$ 120,000 dependent upon experience and/or education; the HR Director shall submit the top **three** candidates for final interview by Council; seconded by Councilor W. Steere

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W. Steere, S. Arnold , W. Worthy  
NAYS-0

MOTION PASSED

VII. Adjourn

MOTION was made by Councilor J. Burlingame to ADJOURN at 6:00 p.m. ; seconded by Councilor W. Steere

Discussion: None

VOTE: AYES- C. Greathouse, J. Burlingame, W. Steere, S. Arnold , W. Worthy  
NAYS-0

MOTION PASSED