

# Executive Summary of the Advisory Committee on Town Administration

Several months ago we celebrated the 250<sup>th</sup> anniversary of our Town Hall. It could well have been that same period of time for which we have had our Selectmen's form of Town Government. Many of us resist giving up this effective New England town structure, as well we should.

Your committee agreed and we have concluded that our Selectmen institution should be continued with reinforced assistance. Providing a Town Administrator to assist the Selectmen is a relatively new attempt by many New Hampshire towns to gain control of the Town's business. In several towns we have visited, it has proven to improve communications among town employees and committees, as well as, control over daily operations.

Over the past 10 years, the requirements of town administration have become dramatically more complex in New Hampshire. This is reflected in the budget of the Town of Canterbury, which has risen from \$644,000 to \$1,800,000. The Town buildings with renovations and new construction have more than doubled in size. It is no longer realistic to expect three people to continue to oversee and manage our town affairs. They are basically volunteers who have full-time occupations to provide for their families. The complexities and demands of the Selectmen's office are overwhelming therefore our recommendations are as follows:

- 1. Hire a part-time administrator**
- 2. Increase the hours of the current office staff**
- 3. Add a part-time bookkeeper**
- 4. Complete needed policies and procedures**
- 5. Meet more often with your staff**
- 6. Increase the role of the budget advisory committee**

