

Town Manager Search Committee Meeting

Minutes

Reference: Minutes for meeting held May 13, 2023, at the Town Office

Time: 8:30 – 9:30 AM

Date: 5/14/2023

Attendees: Contact information [1]

Roger Wakefield

Gary Edwards

Don Snoke

Mike Pinkham

Bethany Leavitt

Rob Eaton

Marlene Daley

1) Introduction

2) Goals

The goal proposed is to have a Town Manager selection announcement at the Town Meeting on June 26, 2023

3) Review of Town Manager Position Description

Three quarters of the meeting was devoted to reviewing the Town Manager Position description document. The discussion was very productive, and an updated version of the document is attached [2]. Changes will be reviewed at the next meeting. We discussed the Town Manager contract which was found after the meeting. A copy of the current

contract is attached with a few minor changes [3]. Note that the residency requirement is illegal according to the MMA Manual.

4) Review of Current Job Applications

The four current job descriptions were distributed at the meeting followed by a brief discussion of each. The copies were returned until non-disclosure agreements are signed. A blank agreement is attached [4] to the minutes and should be signed so we can discuss the candidates in detail at the next meeting. Once the non-disclosure agreements are signed and returned, electronic copies of the applications will be sent to members of the committee.

5) Next Meeting/Next Steps

The next meeting will be held on May 20, 2023, at the Sullivan Town office from 9:00 – 10:00 AM. At this meeting, the next steps will be to review the position description and current contract and to select candidates for interviews. Discussions about and Interviews with the candidates will be held in Executive per Maine Statue 405(6)A (reference provided by Mike Pinkham).

Respectively submitted,

Roger Wakefield
Chairman

Attachments (sent separately):

- 1) Contact information
- 2) Updated Position Description (changes in red)

- 3) Town Manager Contract
- 4) Blank Non-Disclosure Agreement