

Town Manager Search Committee Meeting

Minutes

Reference: Minutes for meeting held May 20, 2023, at the Town Office

Time: 9:00 – 10:00 AM

Date: 5/21/2023

Attendees:

Roger Wakefield

Andrea St George Jones

Gary Edwards

Bethany Leavitt

Mike Pinkham

Don Snoke

Marlene Daley

1) Introduction

Contact information was updated, and a copy is attached [1]. The Chairman discussed the MMA Manual covering hiring process; a copy is attached with separate documents for even and odd pages [2]. I suggest that you print them and assemble the document to review.

2) Non-Disclosure Agreements

Agreements were signed by all parties and copies of the applications were sent shortly after the meeting ended.

3) Consolidate Top Priorities

We discussed top priorities submitted by all resulting in the summary priorities in the attachment [3]. Rob Eaton's priorities are included in the attachment although not discussed during the meeting.

4) Update Job Description

We briefly discussed the Town Manager Job Description and the Chairman offered to update the description based on the revised summary priorities discussed above. The update is attached [4].

5) Review Town Manager Contract

We briefly discussed the Town Manager Contract noting that the residency requirement is illegal, but we did recommend that the Town Manager should live locally for obvious reasons and that the contract should contain a probationary period of 6 months for a new hire. A revised contract is attached [5].

6) Start Executive Session per Maine State Law Title 1 Section 405 Subsection (6)a

Session Started at 9:35.

Discussed candidates very briefly. Applications distributed after the meeting as noted above, and we plan to review the candidates in more detail at the next meeting. We discussed whether all candidates are interviewed or simply those who have a good chance of being hired. We briefly discussed the candidate questions and the evaluation sheets used during our last hiring process. Gary will find his copies and E-mail them which was accomplished after the meeting.

Executive Session ended at 9:54 AM.

7) Next Meeting/Next Steps

The next meeting will be held at 9:00 AM at the RSU Room #1 on Saturday, May 27th.

Respectively submitted,

Roger Wakefield
Chairman

Attachments (sent separately):

- 1) Updated Contact information
- 2) MMA Manual Description of Hiring Process (2 documents – one even pages and one odd pages)
- 3) Updated Summary of Top Priorities
- 4) Updated Town Manager Job Description
- 5) Updated Town Manager Contract