

# **Town Manager Search Committee Meeting**

## **Minutes**

Reference: Minutes for meeting held May 27, 2023, at the Town Office

Time: 9:00 – 10:30 AM

Date: 5/31/2023

Attendees:

Roger Wakefield

Andrea St George Jones

Bob Phillips

Rob Eaton

Gary Edwards

Bethany Leavitt

Mike Pinkham

Don Snoke

Marlene Daley

### **1) Introduction**

The Chairman reviewed the agenda for the meeting to discuss the Interview Questions, the Job Description and Contract briefly leaving most of the meeting time to discuss the candidate applications.

### **2) Interview Questions**

Questions 1-6 were discussed in detail leaving the rest for later review. The questions were sent by earlier E-mail but are also attached to these minutes [1].

### **3) Job Description and Contract**

The Chairman discussed the MMA recommendations for job descriptions which is to have the following items clearly delineated:

- a. Job duties and responsibilities (essential job functions)
- b. Knowledge required (for the duties of the job)
- c. Skill/Ability
- d. Credentials and Experience (clearly stated)

The Chairman offered to update our current Job Description document to clearly shows the elements above.

For the contract, we discussed Section 1 Residency and changed the requirement for Town Manager residency to be within 20 miles. If necessary, this item can be revisited in the future.

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

Session Started at 9:25.

Discussed candidates in depth and selected candidates for interviews to be accomplished, if possible, on June 3<sup>rd</sup>.

Reviewed the Evaluation Criteria which is attached [2].

Executive Session ended at 10:15 AM.

### **5) Next Meeting/Next Steps**

The next meeting will be held at 8:30 AM at the RSU Room #1 on Saturday, June 3<sup>rd</sup>. We will review the interview questions and begin the interviews at 9:00 with 1 hr allocated to each

candidate and at least 15 min between interviews for  
Committee review of the candidate.

Respectively submitted,

Roger Wakefield  
Chairman

Attachments: [1] Interview Questions  
[2] Evaluation Criteria