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 3rd.
   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 3rd. 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.

Respectfully submitted,

Roger Wakefield
Chairman

Attachments: [1] Interview Questions