

Town Manager Search Committee Meeting

Minutes

Reference: Minutes for meetings held June 3rd and June 10th 2023, at the Town Office

Date: 6/11/2023

Summary of June 3rd meeting: Time: 8:30 – 12:00 PM

Attendees:

Roger Wakefield

Andrea St George Jones

Bob Phillips

Rob Eaton

Gary Edwards

Bethany Leavitt

Mike Pinkham

Don Snoke

Marlene Daley

The meeting proceeded as shown in the agenda below:

- 1.Introduction
- 2.Review Interview Questions, Evaluation Form and Job Description
- 3.Interview Candidate #1 (9:00 - 10:00)
- 4.Review Candidate #1 and Complete Evaluation Form (10:00 - 10:30)
- 5.Interview Candidate #2 (10:30 -11:30)
- 6.Review Candidate #2 and Complete Evaluation Form (11:30 – 12:00)
- 7.Recommend Way Ahead (Hire/No Hire)
- 8.Next Meeting/Next Steps

We interviewed two candidates, discussed the interview in between candidates but did not complete the evaluation forms. Discussion of the evaluation forms and the hire/no hire decision were planned for the next meeting to be held on June 10th and reported in the next section below. Rather than have a 2nd interview, the Committee decided to request a written response to the following request and to require two personal references:

Please write a brief overview of how you would transition into the Town Manager Position for the first 90 days and include a paragraph on your two (2) and five (5) year visions for the Town of Sullivan.

Our next meeting was planned for June 10th to review and evaluate the two candidates interviewed.

Summary of June 10th meeting: Time: 9:00-10:30 AM

Attendees:

Roger Wakefield

Bob Phillips

Rob Eaton

Gary Edwards

Bethany Leavitt

Mike Pinkham

Don Snoke

Marlene Daley

The meeting proceeded as shown in the agenda below:

- 1.Introduction
- 2.Review Candidate Evaluation forms & References
- 3.Review Candidate Follow-Up Responses
- 4.Evaluate Hiring Options
- 5.Discuss Hiring Decision
- 6.Next Meeting/Next Steps

We compiled our evaluation forms and created a summary score which favored one candidate over the other. We discussed the follow-up responses which also favored the same candidate. We discussed the possibility of other candidates since the favored candidate has no municipal experience and realized that MMA was not included in the job request notification. A motion to recommend hiring the favored candidate was proposed, seconded, discussed, and not passed by a committee vote. The decision was made to contact MMA since they are the

clearing house for Town Manager candidates and wait two weeks for any response.

The next meeting will be held on June 24th to discuss any new applications and, in the absence of any, make a hire/no hire decision.

Respectively submitted,

Roger Wakefield
Chairman