

## **Town Manager Search Committee Meeting**

### **Minutes**

Reference: Minutes for meeting held July 8, 2023, at the Town Office

Date: 7/9/2023

Summary of July 8th meeting: Time: 8:30 – 10:00 PM

#### **Attendees:**

Roger Wakefield

Andrea St George Jones

Rob Eaton

Gary Edwards

Bethany Leavitt

Mike Pinkham

Don Snoke

Marlene Daley

Bob Phillips

The meeting proceeded as shown in the agenda below:

1. Introduction
2. Vote on recommended TM candidates – first choice and second choice

3. Discuss and recommend salary requirement
4. Provide guidance for probationary period guidelines
5. Discuss letter to Select Board for presentation at July 10<sup>th</sup> meeting
6. Adjourn

We completed the evaluation form for all three candidates under consideration and discussed each candidate. During the course of our committee meetings we reviewed eight (8) candidates, interviewed three (3) and seriously considered two (2). We voted for one candidate as first choice and the other as second choice to serve as a recommendation to the Select Board who will make the final hiring decision. We discussed salary requirements for the first-choice candidate but decided to leave the salary level decision to the Select Board. We discussed the six (6) month probationary period but again decided to leave the evaluation criteria and review process to the Select Board.

The committee agreed that members would be glad to assist the new Town Manager during the initial sixth month transition period and beyond as required at the discretion of the Select Board.

The committee feels that our task is complete. The Chairman will provide a letter to the Select Board for their July 10<sup>th</sup> meeting providing the names of the first and second choice candidates, cover letter and resumes for each and a copy of the Town Manager job description which much revised for clarity as part of the candidate interview process.

Respectively submitted,

Roger Wakefield  
Chairman