

**MINUTES SPECIAL SELECT BOARD MEETING**  
**2:00 P.M. Friday, June 11, 2021**  
**VIA ZOOM VIDEO CONFERENCE**

**Select Board**

Eric Remick, Chair  
Ceilidh Galloway-Kane, Vice Chair  
Elizabeth Dow  
Shari Cornish  
Michael Deering

**Others Present**

Casey Rowell, Business Manager  
Lucian Avery  
Lynne Gedanken  
Amy Rosenthal

**Others Present**

**Special Meeting:**

**2:05 P.M.** – Select Board Chair to call the meeting to order

**2:05 P.M.** – Set/adjust agenda - none

**2:06 P.M.** – Communication from audience – add Item # 1 about the process of hiring a new Town Manager and move everything else down

*Upon motion by Shari Cornish, seconded by Ceilidh Galloway-Kane, the Select Board voted to adjust the agenda as stated.*

**2:07 P.M. – 3:02 P.M.** Item # 1 Discussion of the process

Amy Rosenthal expressed some concerns about how the process is being handled if it is going to be handled the same way as last time. She wants to see the community voice be heard.

Lynne thinks the ad should reflect some of the issues that are present in society and the community, not just the duties of the Town Manager.

Ceilidh agreed and suggested a hybrid version of the version of the ad that Jon Jewett sent and some of the language that Ross Connelly sent along. Shari shared that she has already attempted to combine these. She indicated that the community member participation is most needed when they are interviewing the actual candidates. She would like to see us do a community vision at some point, but it will not necessarily be right now.

There was some discussion about the meeting schedule because a few members were not able to attend today. Eric indicated that unfortunately not every meeting will work for everyone with a group this large. He chose the time that the most people were available.

Amy talked about when they were hiring the Superintendent. She indicated they we should be thinking about what qualities the Town is really looking for, not just that person’s skills.

Lynne commented that we want to hire the right person and not necessarily just a person with certain technical skills. We should be thinking about hiring someone that fits into the vision of the Town.

Ceilidh asked about doing a smaller group brainstorm with some of the ideas that people want to see. Elizabeth asked how this would affect our timeline. The group discussed how this would fit into the timeline.

Lynne asked about reviewing applications as they come in while the posting is still in. Last time the group ranked people to choose to interview, so something similar could be done this time.

Elizabeth shared some of her experience with other search committees and creating a checklist to assist. She also talked about the process of tracking the potential interviewees as they come in.

Amy asked if anyone would be doing an initial review to eliminate applicants that do not meet the minimum requirements. She wanted to make sure that the group is going to know what the specific requirements will be. The consensus from the Select Board was that they felt that the number of applicants last time was manageable and therefore there is not a need to have someone do this.

Shari asked if we would continue to meet in person or via Zoom. There was a discussion about the pros and cons of in-person vs. Zoom. Lynne asked about a hybrid option with virtual and in-person. The Town does not currently have the technology to do this option.

Amy is willing to volunteer some of her time to work on the wording of the ads and job description. Ceilidh will also participate and maybe 1-2 other people. They would be doing the ad. Shari said that Jon worked on the job description. Lucian said that the ad refers to the job description, so they both should be done at the same time.

There was some discussion about shortening the ad for cost efficiency and then refer to the website for the job description and a "Town" description separately. Elizabeth offered to assist with the Town description and Lucian is willing to assist her. This would be a tool for applicants to read about the history and current events of the Town for background information.

Ceilidh and Amy will work on the ad over the weekend. Elizabeth and Lucian are working on the Town description. There was some discussion about the job description. Lynne indicated that the energy, perspective should also be incorporated in.

Lucian felt that some of what Ross sent out should be in the job description if that is what the Town is looking for. Shari would be willing to work with Lynne on the job description before the next meeting.

Items 1- 4 on the agenda were encompassed into this discussion.

**3:02 P.M. – 3:14 P.M.** Item #5 Set date/time of next meeting(s)

Eric will send out a Doodle poll for whether next Tuesday or Wednesday night works for most people and it will be a Zoom meeting.

There was some discussion about what distributing applications would look like. It seemed like putting them all in a shared folder of some kind for committee members to view ahead of the meetings would be the best method.

**3:15 P.M.** Eric Remick, Chair, adjourned the Special meeting.

Minutes approved by: \_\_\_\_\_  
Eric Remick, Select Board Chair

Minutes taken by: \_\_\_\_\_  
Casey Rowell, Business Manager