

MINUTES SPECIAL SELECT BOARD MEETING

6:00 P.M. Tuesday, May 26, 2021

VIA ZOOM VIDEO CONFERENCE

Select Board

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

Others Present

Jon Jewett, Town Manager
Casey Rowell, Business Manager
Ross Connelly
Amy Rosenthal
Jenn MacLean

Others Present

Lynne Gedanken
Lucian Avery

Special Meeting:

6:02 P.M. Eric Remick, Select Board Chair, called the meeting to order.

6:02 P.M. – Set/adjust agenda - none

6:03 P.M. – Communication from audience - none

6:03 P.M. – 6:10 P.M. Item #1 Overview of hiring process for Town Manager generally

Eric went over how the last search was done using VLCT to facilitate the search process. We still have some of the materials from that, so the Board was thinking that the Town Manager's office could provide support instead. VLCT has also indicated that they are not available to help us right now. Eric indicated that last time it took 3-4 months. The Board will be looking for input from the hiring committee, but the Select Board will make the final decision.

Ceilidh asked about advertising on the VLCT website and Jon indicated that it is likely that we can do that. The Board has generally agreed that they want the search to be based in New England and not nationwide like last time.

6:10 P.M. – 6:22 P.M. Item #2 Review job description, review ad from last TM hiring

Eric shared his screen to show the group the job description and ad that was used last time. There was some brief discussion about the assistant Health Officer role that was listed and that this could probably be removed if the Town decides to hire a Health Officer in the future. Eric showed the ad as well. The group discussed making the ad a little more colorful and appealing.

6:22 P.M. – 6:36 P.M. Item #3 Set a timeline for the hiring process

Eric shared the previous timeline that was used. The ad was posted for 4-6 weeks last time. The initial consensus was 4 weeks was enough time. It was suggested that we send letters acknowledging receipt of the applications and let the applicants know how long it might be before they hear from us. Eric will work on updating the timeline document from the last search. Eric explained that the last time, the hiring committee reviewed all the applicants with a ranking system. Then it was recommended to select the top 7-8 and 2 alternatives to do interviews with. The group talked about interview questions and the ranking system. We can

still look to VLCT for some assistance with questions. Lynne expressed concern about only posting for 4 weeks during the busy summer months when a good candidate might not see the ad until the very end and not be able to submit. It was not decided for sure the length of the advertising, but her concern was noted.

VLCT provided background, reference checks, and credit report last time. If they cannot do it this time, we may be able to do some of this or have the agency in NH that VLCT suggested help us out.

6:36 P.M. – 6:49 P.M. Item #4 Set date/time of next meeting(s)

We should also have an update from VLCT at that point on what they can help us with.

Tuesday, June 8 @ 6:30

Eric will send out the documents to everyone that does not have them. At the next meeting, we need to plan to finalize the job description, the advertisement, and the timeline. Lynne asked about setting up a Google doc that people can put comments on. Eric agreed that this would be a good idea and he will set that up.

It was suggested that we also consider a standing meeting and possibly a time in the morning.

6:49 P.M. Eric Remick, Chair, adjourned the Special meeting.

Minutes approved by: _____
Eric Remick, Select Board Chair

Minutes taken by: _____
Casey Rowell, Business Manager