

MINUTES
Town of New Gloucester
SPECIAL BOARD OF SELECTMEN'S MEETING
6:00 p.m.
Monday, December 16, 2019
At the Meetinghouse

SPECIAL BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 6:02 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; Director of Personnel Services for Maine Municipal Association, David Barrett; and Recorder, Sharlene Myers.

II. NEW BUSINESS

A. Action Items

4.71 To See What Action the Board Wishes to take Working with David Barrett (MMA) in Regards to Needs Assessment, Advertising and Other Preparations for Hiring of a New Town Manager

Mr. Barrett said the following:

Recommends advertising for the position after the holidays are over

The ad will run approximately 3-1/2 weeks

Resumes will be directed to MMA and an acknowledgement letter will be sent

During the closed period, he will go through the resumes received and sort into two piles, skilled and non-skilled

The board will receive all resumes in the mail to review and make their recommendations on who they want to interview

A date will be set for first round of interviews

Once completed, the Board will determine who they want to invite to a second interview

Background checks will be done

Once the Board makes a decision, an offer will be made

The process takes about three months, give or take

One variable on time could be the amount of time the candidate needs for employer notification

Mr. Colby said he would like the advertising to be done after the first of the year. He said a good Interim Manager is in place.

The Board agreed to wait until after January 1st to place the ads.

Ms. Chase said the Selectmen asked the Employees what they would like to see in a Manager and the following was received:

- Communication
- Honesty
- Work Ethic
- Town Manager experience – minimum five-years
- Writing skills
- Masters, Bachelors or Associate Degree
- Human Resources experience
- Able to follow instructions
- Road Commissioner experience
- Knowledge of TRIO program
- Grant writing experience
- Awareness of Municipal and State programs
- Budgeting and Financial experience
- Aware of Towns needs
- Carry out directives

The Board added the following:

- Strong documentation skills
- Stress the HR experience
- Stress the Budgeting experience
- Willingness to learn

Mr. Davis asked where ads will be placed.

Mr. Barrett said it's up the Board, as the cost is paid by the Town. He said MMA website and Vermont MMA website are free. He said NH and Massachusetts due charge. He said there are fees associated with newspapers. He said there is no cost to advertise on the Town Website, Town bulletin boards and with Indeed. He gave the Board copies of the ad used previously and asked for any changes.

The Board wanted the ad to include the following:

- Change deadline date
- Add HR experience a must
- Add Willingness to learn
- Change number of citizens
- Change budget number
- Change number of employees – full and part time

Mr. Barrett said he will send the revised to ad to the Board for their review.

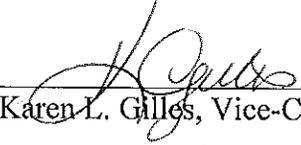
The Board asked Ms. Myers to send Mr. Barrett the correct numbers for budget, employees and total population.

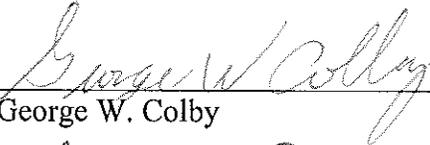
III. ADJOURN

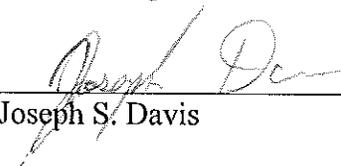
Mr. Colby moved and Ms. Gilles seconded a motion to adjourn at 6:49 p.m. The motion carried on a vote of 5-0.

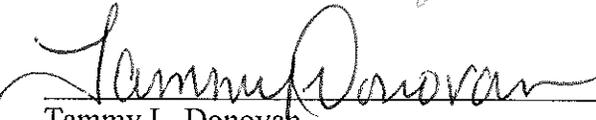
Approved January 6, 2020


Linda D. Chase, Chairman


Karen L. Gilles, Vice-Chairman


George W. Colby


Joseph S. Davis


Tammy L. Donovan