

AD HOC TOWN ADMINISTRATOR SEARCH COMMITTEE

First meeting 10-12-23 at 5:PM Town Garage

Present; Ellen Weeks, Thom Griffin, Michael Shuispis, Howard Phelps

Ellen called the meeting to order at 5:00pm

First order of business was to elect a chair person: Thom nominated Michael Shuipis, Ellen second, voted unanimous and Michael excerpted the position of chairman.

The purpose of this meeting is to discuss the job description for a town administrator.

Discussion:

- It was unanimous the job description should be rewritten.
- Michael and Thom volunteered to write a new draft.
- Talked about priorities:

Strengths: finance experience and excellent human relations in personal management.

- Discussed lots of possibilities
- Agreed to have two meetings a month
- Goal is to have job description and proposal completed by January 1st 2024.
- Talked about inviting people to the meetings for their input.
- Kevin, Maggie, Steve, Betsey, Paula, Chelsea.
- Thom volunteered to formulate questions to ask them.
- Ellen suggested to email all board chairpersons for their input.
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Next meeting will be 10-19-2023 at 5:oopm in the town garage.

Thom made a motion to close the meeting, Ellen second it, all in favor: closed at 6:12pm.

Respectfully submitted by: Howard