

**BOARD OF SELECTMEN  
WORKSHOP MINUTES  
WEDNESDAY    May 7, 2014  
7:00 p.m.    Meeting Room**

**MEMBERS PRESENT:** Steven Palmer, Clark Whittier, Mark Girard, Darla Hamlin,  
Paul Napolitano

**OTHERS PRESENT:** Marnie Diffin

- I. The workshop was called to order at 6:59 p.m.  
II. **Establish a List of Characteristics, Attributes, & Qualifications for the Town  
Manager Position**

The Board reviewed the MMA ad posting for the position and read the qualifications that were included. The Chair asked that Board members forward to him by Friday the 16<sup>th</sup>, items to be included in the rating scales that will be used to categorize and rate the received job applications.

A potential timeframe for the process was discussed:

Deadline to apply is May 17<sup>th</sup>

MMA will coordinate and forward up to 25 application to the Chair

During the week of May 26<sup>th</sup> the Board will review the applications

On June 2<sup>nd</sup>, at a 7:00 p.m. meeting the rating will be discussed

At the June 3<sup>rd</sup> BOS meeting, the Board will know which applications will be returned to MMA so that interviews can be set.

Interview dates are June 17<sup>th</sup> at 3 & 4 p.m.; June 18<sup>th</sup> at 3, 4 & 5 p.m.;

If necessary June 19<sup>th</sup> at 3 & 4 p.m.

Candidates will meet with Department Heads, if the DHs are available an hour before their interview time.

There will be 2 community members that will assist the Board in rating the applications. Board members should submit names of individuals that they feel are qualified to the Chair. The Chair has been authorized to choose these 2 community members.

- III. **Develop Interview Questions**

This topic was tabled.

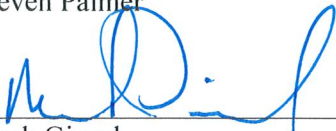
- IV. **Adjournment**

Workshop was adjourned at 7:49 p.m.


**APPROVED**

**CONSENT AGENDA ITEM    May 20, 2014**

  
Steven Palmer

  
Mark Girard

  
Paul Napolitano

  
Clark Whittier

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Darla Hamlin