

**BOARD OF SELECTMEN**  
**Special Meeting**  
**June 21, 2011 @ 6:00 p.m.**  
**Southwest Harbor Town Office**

**MINUTES OF MEETING**

- I. Call to Order/Roll Call: The meeting was called to order at 6:00 p.m. Present: David Minctons, George Jellison, Jr., Ralph Dunbar, Jr., Skip Wilson. Excused: Trudy Bickford

Visitors: Kristin Hutchins, Michael Magnani, Mark Good, Jason Wimbiscus, Tom Benson, Bill Trotter, Dan Bartlett, Lydia Goetze, Sandra Johnson

- II. Discussion Items:
- a. Interim Town Manager: Chairman said the Board is working with a time crunch. How would the Board like to proceed? Options include: people who have applied for the position earlier, referrals, advertising the position. Wilson said previously the Town has had the Administrative Assistant fill in, and thought that would be Walsh. He also said that Lagrange has filled in when Bennett was out of Town. Wilson said for the permanent position we should advertise as soon as possible. Chairman said there is no statute that requires advertising Interim Town Manager, but the Interim should have qualifications similar to the actual position. He asked if the Board wanted to advertise, or appoint someone. Minctons said it would be wise to pick someone in house who knows the Town. Wilson said Esther Rodick did not meet all requirements and she filled in. The Board thought they should advertise for an Interim Town Manager locally. Chairman agrees this should be the case. Dates were discussed and if advertising in the local paper can't occur until July 12<sup>th</sup> there should be an Acting Town Manager in the meantime. Chair suggested advertise in the Bangor Daily (BDN) for the weekend, and 2 weeks locally. The Interim ad should emphasize experience and use the prior ad as an outline. Jellison said the ad for interim does not need all the details of the Town Manager position ad. A period of 4 – 6 month for the search is estimated. Chair and Walsh will work out the details of the ad for Interim. Johnson said there are several free internet web sites as well as the Chamber. Hutchins asked if there would be a discussion on the compensation package offered that would happen tonight. Jellison said, along with Wilson that the Interim as well as full time Town Manager position benefits would be discussed; The Board agreed to a weekend ad in the BDN, the Town Web Site, the Chamber Web Site, the local government channel, and the local weekly paper. Resumes to be in by July 6 with interviews to take place the 8<sup>th</sup> and 9<sup>th</sup> of July, The Board would hope to name an interim at the meeting on the 12<sup>th</sup>. Wilson asked who should be part of the interview process: Johnson said the Selectmen and three or four search committee members. Chairman said for the Interim it

should be the Selectmen – Johnson said as a resident she would prefer an outside resident be part of the interview process.

b. Town Manager Search: Chairman said it is up to the Board whether they address this issue tonight, as it is most important to iron out the details for the Interim. Wilson said having a search committee and a good ad for the permanent position is important. He suggested talking about that and the Chairman said it will be on the agenda for the next meeting. Goetze said Bennett's strength has been long term planning. There are big projects coming up and a lot has to be done.

III. Adjournment: It was Moved (Wilson) and Seconded (Mincions) to adjourn at 6:30 p.m. Vote: 4 – 0.