

WAYNE TOWN MANAGER HIRING ADVISORY COMMITTEE

Minutes January 29, 2024

Members attending: Trent Emery, Marianne Butak, Tom Wells, Carol Ladd, Betsy Clark, Dennis Dalheim, Ed Bergman, Tori Jackson, Ford Stevenson, Ken Spalding, M.T. Clark, Hazel Stevenson and Theresa Kerchner,

Selectboard Members and Facilitators Marianne Butak and Trent Emery

Time: Monday, January 29, 2024 Meeting commenced at 6: 30 p.m.

Location: Wayne Town Office, North Wayne, Maine

1. **Introductions, Format for meeting**

Proposal that meetings be run by Roberts Rules of Order - Ford.

Proposal that meetings have a time keeper- Tori agreed to be in this role for January 29.

Trent noted that all approved meeting minutes will be posted on the Town website.

Meetings to take place bi-weekly at the Town office.

Trent asked for a volunteer note keeper- role can change week to week.

Theresa volunteered to take Jan 29 notes.

Motion moved by Trent - Theresa to be note keeper; seconded by_____

Vote: All in favor; Theresa to take notes for Jan 29.

2. **Quorum, role of Committee members, Selectboard members**

Trent and Marianne clarified that the Committee is to serve as an Advisory Committee to the Selectboard. Trent and Marianne to be meeting facilitators.

Discussion: Trent and Marianne to be non-voting members of the Advisory Committee; one or the other needs to be in attendance in order to hold a meeting. Quorum proposed to be seven of eleven Committee members (not counting Trent and Marianne).

Motion moved by Trent; seconded by Carol.

Vote: All in favor. Quorum is seven; Trent and/or Marianne to be present in order to hold meetings.

Note: Committee members to notify Trent and Marianne if they cannot attend.

3. **Meeting rules procedures; Duration of service on Committee**

Discussions:

Confidentiality- all meeting minutes will be posted on Town website. Eventually some members of the comm may serve on a hiring committee. Hiring proceedings will be confidential.

Procedures Hazel suggested that the Committee adopt the same procedures followed by the Selectboard. Committee members can speak for three minutes on a topic; an individual who has already spoken should not speak again until others have the opportunity to provide comments. Committee members noted that conversation back and forth can be productive and should not constrain members from thoughtful exchanges.

Motion moved by Hazel, seconded by Tom.

Vote: All in favor. Members to have three minutes to speak, not speak again until others have spoken on a topic - but thoughtful back and forth dialogue is acceptable.

Additional discussion topics:

Committee timeline: Likely six-eight weeks; no deadline has been set by the Selectboard for date of hiring. Trent and Marianne noted that the hiring process will be the responsibility of the Selectboard. Some Advisory board members may be asked to participate- undecided.

Salary range for new Town Manager? Hazel asked if there was a proposed salary range. It was noted that this would be decided by the Selectboard. Committee members suggested looking at MMA for salary ranges. Ed suggested that the Committee could set a salary range and suggest a benefits package. Not clear if the Committee will be involved in this decision.

4. Committee Process

First step: Job Description for Town Manager

Discussion: Trent distributed a number of relevant documents and referenced these documents during his comments. He noted that we currently have a town Meeting-Selectmen-Manager Form of government. (See page 7 of MMA Municipal Officer Manual March 2016 revised edition). Committee members asked if the committee is to discuss changing this structure. Marianne and Trent noted that that was not included in the scope of this committee work. Marianne also noted that if the Town were to change our current structure that proposed change would need to go to Town meeting for a vote.

Trent referenced the Wayne Town Meeting notes of 1979 during which Wayne passed an ordinance putting into place Town Manager form of government in which the Selectboard has jurisdiction over the Town Manager. The Town of Wayne has not adopted the State Statute regarding Town Manager functions which was adopted by the State in 1987.

Committee role in assessing skills needed for a future Town Manger:

- **Discussion: A suggestion was made that Committee members** meet with Town Committee chairs, Town employees, MMA, Auditors who work with Towns to gather information about skills needed for a future Wayne Town Manager. Could the Maine Association of Town Managers have useful information for our Committee? Marianne agreed to contact the Association to see if there is anything we may learn.

 - Key questions for MMA
 - Which towns have hired recently, and is there anything we can learn from them? Are there job description models that might help us in our re-write? What performance indicators should we have in place? Can MMA review a Town Manager job description and provide comments? What staff configurations seem to work well in towns of our size in Maine? What can MMA provide to help us understand compensation packages and salaries for similar sized towns.

 - Questions for Auditing Firms
 - What skills do Town employees need in order to manage a municipal budget of our size?

 - What Towns of our size have a good staffing configuration and skill set?

 - Do we want our Town Manager to have experience or knowledge in areas that were of higher priority in the recent Town Survey - for example lake water quality?
 - Would we rank one candidate higher than another if they had experience in areas that had high rankings in the survey?
- . Action items:
- Marianne will contact MMA with our list of questions
 - Dennis Dalheim will ask the Town for a recent copy of our audited financial statements.
 - Committee members should read all background. information provided by Trent.

- Trent will follow up with Bryce to understand the portion of the budget that falls under the Town Manager's purview (i.e., not earmarked for the school board or county).

Job Description - Trent referenced the current Wayne Town manager job description that was sent in advance to Committee members.

Action item: All Committee to review Job Description before next meeting - what do we want to change? Keep the same?

Move to adjourn meeting at 7:45 p.m.

Vote: Moved by Dennis Dalheim seconded by everyone!

All in favor

Respectively submitted by Theresa Kerchner, Jan 29, 2024 Notetaker