

TOWN OF OLD ORCHARD BEACH
TOWN HALL CHAMBERS
TOWN COUNCIL WORKSHOP
Tuesday, June 23, 2020

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, June 23, 2020. Chair Thornton opened the meeting at 6:32 p.m.

The following were in attendance:

Chair Joseph Thornton
Vice Chair Shawn O'Neill
Councilor Kenneth Blow
Councilor Jay Kelley
Town Manager Larry Mead
Human Resource Manager Fran Beaulieu

Absent: Councilor Michael Tousignant
Assistant Town Manager V. Louise Reid

The purpose of the Workshop this evening is to discuss the Recruiting Process for the hiring of the Town Manager. With the retirement of Town Manager Larry Mead, the Town Council will now have to address the recruitment effort for a new Town Manager.

Handouts from Don:
Draft Timeline
Draft Advertisement
Example of Hampden Staff & Public Comments

Don Gerrish gave a short description of his background:

Don has been with Eaton Peabody Consulting Group for 10 years. Prior to this, Don has been involved in all aspects of Town and City Management in the State of Maine for over 38 years. He retired from the Town of Brunswick after serving as its Manager for nearly 20 years. Prior to that, Don managed the Town of Gorham for 10 years, and worked in Auburn and Rockland as well. In 1993 he was elected by his peers from all over the world to serve on the Board of the International City/County Managers Association as a Regional Vice-President, and was then chosen by the membership in 1996 to serve as the Association's President. Don has extensive experience in all facets of Municipal Government including:

- Council/Selectmen/Manager Relations
- Ethics for Staff and Elected Officials
- Manager Evaluations
- Town/School Relations
- Goal Setting for Elected Officials

- Municipal Budgeting
- Personnel Issues
- Regionalization
- Union Negotiations
- Federal Relations
- University/College/Town Relations

He has worked recently with South Portland, Ogunquit and Windham as Interim Town Manager.

Don explained that this process will be what the Council wants it to be and tonight they would review suggestions and decide how they would like to set up the process.

Don asked if the Council wanted other people involved in the hiring process. Kenny & Jay said no and Joe and Shawn agreed.

Don asked if the citizens, Department Heads and staff should have an opportunity to voice their concerns, issues and what they are looking for in a Town Manager. He referenced the list that Hampden Staff and Public developed.

After council discussed and reviewed the options, it was decided to allow Department Heads to have an opportunity to an opportunity to voice their concerns, issues and what they are looking for in a Town Manager.

Council reviewed the draft of the advertisement and approved it.

The ad would be posted on July 3, 2020 with a deadline of July 29, 2020.

All applications will be received by Don, who will review and make recommendations.

All those recommended, if not known by Don, will receive a telephone preliminary interview.

All applications will be gathered into a binder to be reviewed by Council to select who to interview.

The pool of applicants is small, there is no feeder school and managers are not moving often. Having Larry here along with the stability (lack of turmoil) and that he is well known in the State, will make a big difference in attracting applicants.

Interviews could take up to two (2) days, depending on how many will be interviewed. Don will schedule the interviews (approximately an hour each) and draft interview questions. The Council will then select the finalists.

Don will complete a full background on the finalists, including criminal, financial and work history. The completed reports will be sent to Council for review.

After some discussion, Council agreed to have the Department Heads interview the finalists. Don will arrange to have Department Heads interview the finalists. He will gather feedback from the Department Heads and give a report a list of the pros and cons to Council. Council will have a second interview with the finalists after reviewing all the information.

There was additional discussion on making the finalists' names public. After much discussion, Council agreed to make the final 2 names public.

If the timeline is strictly followed, a decision and offer could be made in mid-September. This will allow for the newly hired Town Manager to tender his notice and may take up to 45 days before they can start working.

Council has requested to change the August 4th date and will contact Don with the new date so a new timeline can be finalized.

Discussion was had on where to post the advertisement. It was decided to post on the Maine Municipal Association website, Maine Job Bank, the Town's website, ICMA, Massachusetts Municipal Association and New Hampshire Municipal Association.

The costs to advertise will be approximately \$1200 for sites outside of Maine.

Discussion regarding salary and benefits was had and will be discussed further.

Respectfully Submitted,

Fran Beaulieu
Human Resource Manager

I, Fran Beaulieu, Human Resource Manager of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of three (3) pages is a copy of the original Minutes of the Town Council Workshop of June 23, 2020.