

Town Administrator Screening Committee

Tuesday, October 4, 2018

Attendees: Mary Carrigan, Felicia Hoffman, Robyn Hunter, Carol Lisbon, Dickson Smith

Excused: Dawn Fattore, Michael Jaffe

Town Guests: Charlie Long (Board of Assessors), Pope Hoffman (Cemetery), Camille Johnston (Council on Aging), Lynn Loney Collins (Cultural Council), Gerald Clarke (Board of Health), Fred Hammerle (Warrant Committee), Kate Cannie (Warrant Committee), Mark Sarro (Planning Board), Chris Boland (Park & Recreation), Chris Poulsen (Recycling Committee)

Guests: Richard Kobayashi, Collins Center

1. Meeting called to order 6:35 p.m.
2. Robyn Hunter opened the meeting by explaining the charge of the committee, introducing Dick Kobayashi and thanking representatives from Dover's board and committees.
3. With unanimous votes, the committee voted Ms. Hoffman as chair and Ms. Lisbon as secretary
4. Mr. Kobayashi explained the search process and asked attendees to opine on two questions:
  - a. What are the biggest issues the town must address over the next 3-5 years?
  - b. What kind of person with what skill set do we need to guide the town?
5. A very substantive discussion ensued with several themes emerging:
  - a. Modernization of systems through technology and workflow
  - b. Communication improvements within government and with residents
  - c. Development of a 3-5 year plan to address challenges facing Dover
6. Next steps:
  - a. The Collins Center and Board of Selectmen will develop a Position Profile to be used in recruiting activities this fall.
  - b. The Committee will meet after Thanksgiving.

Respectfully submitted,

Carol Lisbon