

Town Administrator Screening Committee

Thursday, November 29, 2018

Attendees: Mary Carrigan, Felicia Hoffman, Robyn Hunter, Carol Lisbon, Dickson Smith, Dawn Fattore, Michael Jaffe

Town Guests: Camille Johnston and JoAnne Connolly (Council on Aging)

1. Meeting was called to order at 1:00 pm
2. Minutes of 10/4/18 meeting were unanimously approved.
3. Robyn Hunter provided an update on BOS activities since our 10/4/18 meeting.
  - a. The job description and Dover profile for a permanent Town Administrator (TA) are nearing completion. It is expected that a search will begin in 1Q19. Focus will be on knowledge, experience and personality.
  - b. The BOS will be hiring an interim Town Administrator (ITA) in December. After reviewing over 20 applications, three candidates will be interviewed on 12/1 and 12/8. All are available to begin 1/1/19 with flexible terms, and have extensive experience as full-time Town Administrators and Town Managers.
  - c. Robyn Hunter will look into compensation issues associated with hiring a retired municipal employee.
  - d. An ITA will allow for the search process for a permanent TA to be careful and considered without a need to rush to choose. The advantages of an ITA were discussed and fully supported by the Committee members.
  - e. The Assistant TA position will remain open until the TA position is filled so that actual job descriptions, skill sets and team dynamics can be determined. The Selectmen support hiring temporary support if necessary.

Meeting adjourned at 1:44 pm.

Respectfully submitted,

Carol Lisbon