

Town of North Beach
Environmental Committee Meeting Minutes
Tuesday, September 4th, 2018
7 PM

Attendees: Jane Hagen, Karyn Molines, Allan Creamer, Jeff Noyes, Pat Haddon (briefly)

Agenda and discussion: This meeting had public and closed parts. The team publicly discussed the parks manager position, an approach to selecting candidates, and recommended questions they could be asked by council in interviews. The team then held a closed session in which parks manager candidate resumes were reviewed against the position description. The list of candidates was then narrowed to a list of applicants for interview by the town council.

Candidate Selection Process Discussion

- Jane explained that the mayor requested that the team review the resumes and pick out at least two, maybe three people that are good candidates.
- The team was also tasked with coming up with 6 questions council could ask the candidates. Karyn had provided a broad list of questions via email prior to the meeting, so the team selected a subset of those and modified them based on the discussion.
- Allan recommended everyone present review all resumes, and unanimous selections (after discussion) would go forward to the interview.
- The team discussed its disappointment that the language in the position description was not used in advertising for the job, but rather a very shortened summary of the general kinds of work the job would entail. The team agreed that the quality of the applicant pool could be severely impacted by the candidates not being clear exactly what tasks would need to be performed, hence impacting their ability to tailor the resume and match their strengths to what was required by the job. In other words, they had to somewhat shoot blind at a position that was not made entirely clear in the ad.
- Regardless of the advertisement for the position, the team decided to evaluate candidates against the actual position description submitted to the town, so that the candidates selected would have the best chance of having the skillset that matched the actual responsibilities of the parks manager if hired.
- As part of the discussion about the questions, Jeff asked who the parks manager would work for, and Jane replied that based on the document submitted by the EC to council describing the recommended position within the town's organizational structure, the mayor felt that the parks manager should work for the waterfront manager. This is exactly the opposite of what the EC recommended. The EC strongly recommended that the new hire be a peer of the waterfront manager and public works director and code

enforcement lead officer. The EC repeatedly emphasized the need for the parks manager to have autonomy similar to his peers. The EC agreed that putting the parks manager under the waterfront manager sets the candidate up for failure; that putting the new hire under waterfront staff would severely degrade their ability to achieve the goals set forth in the position description. The team agreed to press forward on the candidate screening, but also decided that the supervisory approach planned needed to be discussed further with council and the mayor.

Interview Question Development

- From a discussion of the larger list of questions Karyn provided, the team selected 6 based on alignment with the PD, and Allan agreed to write them up for council.

Public session closed

Resume Review/Candidate Selection

- The team reviewed candidate resumes and selected several acceptable to move to the interview phase.

Meeting adjourned