

SPECIAL TOWN COUNCIL MEETING

Tuesday, August 2,

MINUTES

Meeting Call to Order by Chair Councilor Higgins at 7:10 P.M (technical difficulties with Zoom)

Roll Call Attendance-All Councilors were present, Councilor English-Flannagan via Zoom

Old Business

1. Town Manager Search Process

a.) Discussions of Town Manager Search Proposal from Eaton Peabody-Mr. Don Gerrish from Eaton Peabody Consulting Group was in attendance to go over his proposal to Council Members. Mr. Gerrish fees are \$6,000.00. Mr. Gerrish's services also provide for a meeting with employees and Department Heads for input and feed back and holding a Public Meeting for questions and input. Mr. Gerrish's services also include documentation with feed back and input on applicants. Applicants will apply through Eaton Peabody Office; they review all resumes and make recommendations to the Council. E.P will hold meetings to decide interviews and sometimes this process can be up to 3-4 rounds of interviews. Eaton Peabody will hold background checks and contract negotiations. Mr. Gerrish also advises when running the ad for a new Town Manager a timeline be in place (example ad ending 10/14/2022) Advertising cost are \$450.00 a month through ICMA(International City Managers Association) and \$400.00-\$520.00 for advertising New England wide. Council was also asked to keep in mind after hiring a new Town Manager it might be 30 days before the replacement could start. Mr. Gerrish also advises that the ad for hiring a new Town Manager should include the starting salary pay, which he suggests \$85,000.00-\$105,000.00 or \$90,000.00-\$110,000.00. Eaton Peabody also has services for hiring an Interim Town Manager. Mr. Gerrish indicated that the cost for an Interim is \$650.00-\$700.00 per day for 3 days a week.

b.) Interim Town Manager-After discussions with Mr. Gerrish about Interim Town Managers and the cost per day, Councilor Cooper suggested that Winterport's Town Clerk Maureen Black would be willing to step in as an Interim Town Manager until a new Town Manager can be found. Mr. Joe Tyler also thought that Maureen Black would do a great job filling in and Councilors were on board and willing to make a motion at the next Council Meeting on August 9th, 2022, 7 P.M. at the Winterport Town Office Meeting Room.

Adjourn: Councilor Ronco made motion to adjourn meeting at 7:54 P.M. Councilor Kelley seconded the motion. Motion passed unanimously.

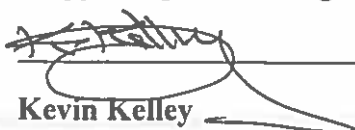
Minutes prepared and respectfully submitted by Wendy Wallace



Stephen Cooper



Maggie English-Flannagan



Kevin Kelley

Tammy Higgins



Ann Ronco