

**Fort Fairfield Town Council Special Meeting Minutes**  
**Council Chambers**  
**Wednesday, March 12, 2015**  
**4:30 P.M.**

Councilors: David McCrea, Jason Barnes, Susan LeVasseur, John Herold and  
Robert Kilcollins

Staff: David Lown, Ella Leighton, Tim Goff and Tom Towle

Citizens: 1 including media

David Barrett – Director of Personnel Service and Labor Relations (MMA)

- I. Roll Call - Chair Jason Barnes asked that the record reflect all councilors present
- II. Pledge to the Flag - All in attendance pledged their allegiance to the Flag.

III. Public Comment- NONE

IV. New Business

- A. Accept Resignation of Town Manager dated February 18, 2015 effective  
May/June time frame.

Motion: Susan LeVasseur moved to regretfully accept the resignation of Mike  
Bosse as Fort Fairfield's Town Manager effective for May/June time frame

Regretfully Second: John Herold

Vote – All affirmative

- B. Ratify contract signing with Maine Municipal Association – Town  
Manager/Executive search services, the contract stipulates the cost being  
\$4,900.00 plus expenses and advertising cost.

Motion: David McCrea moved to ratify the signing of the contract with MMA  
for the search service for the Town Manager and to pay the fees in the amount  
of \$4,900.00 plus any expenses and advertising cost from the undesignated  
surplus account G 1-3300-00. With the amendment to page 2 section 3,  
sub paragraph 2 to read, "The sixth meeting and beyond will be charged at  
Mr. Barrett's normal billing rate, plus expenses".

Second: Susan LeVasseur

Vote – All affirmative

VI Other –

Mike introduced David Barrett, Director of Personnel Service and Labor  
Relations (MMA). He has two rolls at MMA, one being that he is the Human  
Resource Director for the entire staff at the MMA offices, supervising the HR  
department of three people and the other being that he does executive search  
and also represents 30 to 40 municipalities in their collective bargaining  
activities. He started with MMA in 1985.

He began by passing out the proposal and saying that the purpose of this meeting is the kickoff of the needs assessment. Also, to obtain a consensus of the Council's priorities regarding the qualifications, skills and experience to be looked for in a potential candidates. Resumes will be sent to and screen by David, these will then be sent to the council or review committee. The goal to this step is to identify candidates who will be invited to the first round interview. He will then develop an interview structure and rating document for use during the interview sessions and he will be present during the interviews of the finalists. MMA will be doing the back ground checks and checking on any references.

A question was brought up regarding candidate travel expenses, what is commonly done? Mr. Barrett stated that typically town councils do not reimburse for first round candidate expenses. However, if they make it to the second round that may be different, the council could offer a set amount to help with expense if they so wish.

Mr. Barrett asked general questions, such as our town's population, (3500), the budget amount without the schools, (2.6 million), how many full time employees are there, (28), what other titles does the Town Manager have, (Health Officer) and are there any current issues that need to be addressed, (finance will be an issue with the proposed changes by the Governor, but today our finances are good). Do you have any organized employees, (both the Police Dept. and the Public Works Dept.) Are there any construction projects that the Town is going to undertake in the next few years, (nothing in the works right now).

Some of the things the council spoke of that they are looking for in a candidate is the need for flexibility, someone who has a strong skill in regards to economic development, a promoter or cheerleader of the community who can bring the community together visibly and set goals that the community agrees with. Someone interested in rural experience and are capable and willing to come here to live. We need more than a manager we need a creative problem solver, someone capable of working on the budget, who is cost effective and capable of dealing with departmental issues.

Mr. Barrett stated the key here is to make it easy for them to get materials to make them want to be here, let them engage with others besides just the councilors, so that they can get a sense of what is going on here. Get the candidate interested in our town, we need to sell our town. If a candidate makes it to the second round, maybe including the spouse to come along to look over the area would be a great idea.

The advertisements will be placed on the MMA's website, we have a deal with Vermont municipal aid to put on their web site for free, New Hampshire Municipal league (\$150) and Massachusetts Municipal league (\$200) and the

International States Managers Association which is the professional organization for managers and assistant managers nationwide has an online newsletter that is a recruiting tool (\$400) and that's primarily what we use. It is also recommended that it be put in the local papers. It should also be placed on the Town's website. Hoping to get the draft ad to Mike tomorrow and if approved will go out Monday the 16th and will run to approximately the 9<sup>th</sup> of April and we should begin the interview process by the end of April.

VII Executive Session 5:30 PM

Motion: David McCrea moved to go into Executive Session to discuss

1 MRSA 405 (6) (A) - Personnel

Second: John Herold

Vote – All affirmative

Came out of executive session and adjourned at 6:20 PM

Motion: John Herold to adjourn

Second: David McCrea

Vote – All affirmative

No Action Taken

XII. Adjournment

Respectfully submitted,

Council Secretary  
Rebecca J. Hersey