

Members Present: Steve Cormier, Deb Woodward, Amber Soter, Colin Santee, Brenda Tymecki, Alan Maynard & Robin Freeman

Public Present: N/A

6:30 PM – Introductions were made. **S. Cormier** discussed how the committee came about as well as what was required from the committee and how it would function. The committee must follow Open Meeting Law as defined in State Statute. **Bonnie Bissonnette** is also on the committee but couldn't attend the meeting.

6:40 PM – **A. Soter** made a motion to appoint **S. Cormier** as Chair of the committee; **C. Santee 2nd**. All in favor.

6:45 PM – **C. Santee** made a motion to appoint **A. Soter** as Clerk of the committee; **R. Freeman 2nd**. All in favor.

The committee received a package of resumes from all the applicants. There was discussion on confidentiality and to not discuss who has applied. Objectivity was also discussed as this is a small town and many committee members may know an applicant.

The committee decided to create a matrix for resume review. This will insure that all resumes are looked at objectively and allow for easier conversation moving forward with selections for interviews.

The job description was discussed as well as what is being offered to the selected candidate.

7:10 PM – **A. Soter** moved to adjourn; **B. Tymecki 2nd**. All in favor.

Respectfully submitted,
Amber Soter, Clerk for the Town Manager Hire Sub-Committee

Signed: _____ **Date:** _____
For the Town Manager Hire Sub-Committee

These draft minutes are unofficial until approved at the next regularly scheduled meeting. All motions were unanimous unless otherwise indicated.