

**TOWN OF OLD ORCHARD BEACH
SPECIAL TOWN COUNCIL MEETING
Thursday, April 28, 2011
TOWN HALL CHAMBERS
7:00 p.m.**

A Special Town Council Meeting of the Old Orchard Beach Town Council was held on Thursday, April 28, 2011. Chair Quinn opened the meeting at 7:15 p.m.

The following were in attendance:

**Chair Bob Quinn
Vice Chair Michael Tousignant
Councilor Robin Dayton
Councilor Sharri MacDonald
Councilor Shawn O'Neill
Town Manager Jack Turcotte
Assistant Town Manager V. Louise Reid**

Absent: Councilor Shawn O'Neill

Agenda Item:

- 1. Discussion with Action: Approve the appointment of the Planner for the Town of Old Orchard Beach.**

The Town Manager presented the following report.

The advertisement for the Town Planner opening was posted on the Town's website, on MMA's website, on jobsinme.com, and was printed in the Portland Press during the latter part of December. The deadline for the acceptance of applications for this position was set at January 14, 2011.

Before the deadline was reached, I formed a Town Planner Search Committee to help with the applicant review process. This Committee included Win Winch, Planning Board Chair; Bob Hamblen, Saco City Planner; Mike Nugent, CEO; Holly Paulson, Accountant/HR; and I. Once we reached the January 14th deadline, each member of the Committee reviewed the applicant packets and scored each packet using a scoring rubric for objectivity. In total, we received 22 applications for this position opening. When each of the five Committee members had completed their packet reviews, the Committee then met on February 11th to tally the applicant's individual scoring results. At this meeting, we chose five candidates for the first round of interviews based on the outcome of each individual's scoring results.

The first round of interviews were held February 16th, 17th, 18th and March 1st and 2nd. On March 7th, the Committee met to review and discuss our thoughts and impressions of each potential candidate and to discuss our plan for moving forward with this process. It was agreed by the interview team that all five candidates who were interviewed could have easily been selected as our final candidate. All five were outstanding candidates. However, as a Committee we felt comfortable in choosing three candidates that we felt were the best fit for a second round of interviews. We also decided that the second round of interviews would only be scheduled after the candidates were contacted and informed of our intention to begin performing reference checks and that the responses from their reference checks were satisfactory. During the course of providing this notification to each of the three candidates, we were informed that one of our candidates was

no longer interested in being considered for the position. We then performed telephone reference checks on the two remaining potential candidates.

As all of the feedback that we had received during the process of reference checks was positive for each of the remaining two candidates, the second round of interviews were scheduled for April 6th and 8th. For this second round, the Committee took the opportunity to meet with each candidate in order to review not only the information that they had provided, but also to ask additional questions based on the feedback that we had gathered from their individual reference checks. Once these second meetings were finished, candidates were each given the opportunity to go on a tour of OOB with Mike Nugent. The Town Planner Search Committee then met for the very last time on April 15th to choose the position finalist.

The challenge of selecting the final candidate from our two finalist was to go beyond the resume and truly find the best fit not only as a member of our Town Hall staff, but also as the best overall fit for the community. As both final candidates received full support from all members of the interview committee, only one could be selected. A few of the most compelling details that aided us in our selection were our final candidates experience in working for a somewhat similar community, his experience in economic development and his experience as an acting Town Manager. Our selected candidate not only has a great amount of particularly impressive experiences, but he also has a zest for the work that he does and a willingness to be involved as a citizen of the community he works for.

The timeline and time investment for the Town Planner search was as follows:

- 12/15-1/14 Advertisement Written and Posted 2 hours
- 1/2-1/14 Draft Scoring Rubric & Confidentiality Form for Inter Committee 2 hours
- 1/14-2/8 Packet Review & Scoring (each Comm. Member.) 2 hrs/Mmbr = 10 hours
- 2/11 Discuss Scoring Results (Chose Five Candidates) 1.5 hrs/Mmbr = 7.5 hours
- 2/12-2/16 Scheduled Interviews & Compiled Interview Questions 2 hours
- 2/16-3/2 Performed Interviews 1.5 hrs/Mmbr x 5 Interviews = 37.5 hours
- 3/7 Committee Met to Choose Finalists & Discuss Reference Checks and 2nd Interviews 1.5 hrs/Mmbr 7.5 hours
- 3/7-4/5 Reference Checks Performed, 2nd Interviews Scheduled 2 hrs/Mmbr= 10 hours
- 4/6 & 4/7 Conducted 2nd Interviews 2 hrs/Mmbr + 2 hrs for tour 12 hours
- 4/15 Final Meeting to Select Final Candidate 1 hr/Mmbr 5 hours

Total Committee Member Hrs 95.5 hours

MOTION: Vice Chair Tousignant motioned and Councilor MacDonald seconded to Appoint Jeffrey Allen Hinderliter as Planner for the Town of Old Orchard Beach, at a salary of \$56,000, effective May 16, 2011.

VOTE: Unanimous.

The Town Manager then introduced the new Town Planner who responded by indicating his delight in having this opportunity to serve the citizens of Old Orchard Beach and looked forward to his arrival on the 16th of May.

ADJOURNMENT:

MOTION: Vice Chair Tousignant motioned and Councilor Dayton seconded to close the Special Town Council Meeting.

VOTE: Unanimous.

Respectfully Submitted,

V. Louise Reid

Town Council Secretary

I, V. Louise Reid, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of three (3) pages is a true copy of the original Minutes of the Special Town Council Meeting of April 28, 2011.

Louise Reid