

Mountain Towns Recreation Director Advisory Committee  
Town of Londonderry  
100 Old School Street  
South Londonderry, VT 05155  
802 824 3356

Minutes

The Mountain Towns Recreation Director Advisory Committee met on September 5, 2023 at 7:00pm at the Londonderry Town Office Building 100 Old School Street, South Londonderry, VT 05155 and on zoom.

Present on zoom: Martha Dale, Sarah Kiefer, Jennie Freeman, Will Reed, Becca Coleman, Jason Marino, Kelly Pajala

1. The meeting was called to order at 7:02.
2. There were no additions or deletions.
3. There were no public comments/Visitors.
4. Sarah Kiefer made a motion to approve the minutes from the last meeting. Martha Dale seconded the motion. The motion passed.
5. Update on Selectboard signatures: We are certain that the final version of the interlocal agreement is in the hands of all Select boards, except Weston. We will get confirmation that Weston is aware that all the other boards are preparing to sign the agreement and the hiring process is pending. Most of the selectboards will have had a meeting and an opportunity to sign the agreement before the Advisory Committee's next meeting. The final signed agreement should include all the original signatures from each of the Towns.
6. Update on hiring process: Everyone agreed that we should not post the job opening until we have had direct contact with Weston, confirming that their selectboard will be discussing the interlocal agreement. The job opening period of 21 days gives all the Selectboards time to sign the agreement before an employee is hired but we don't want to see the hiring process dragged out waiting for Selectboard approvals. There were a few edits to the job advertisement discussed including writing a condensed version for any paid classified ads that need to be run. Sarah and Kelly will work on the condensed version and be ready to send it out after we hear from Weston. Sarah suggested we all email about scheduling interviews with candidates for the last week in September. There was some discussion about asking for letters of recommendation or just listing references and their contact information. We will ask candidates to submit a cover letter, resume and references with contact information. At our next meeting, September 19<sup>th</sup> at 7:00, we will talk about questions for and the format of the interview process.
7. The meeting adjourned at 8:00.