

Mountain Towns Recreation Director Advisory Committee

Town of Londonderry
100 Old School Street
South Londonderry, VT 05155
802 824 3356
Agenda

Minutes

The Mountain Towns Recreation Director Advisory Committee will meet on September 19, 2023 at 7:00pm at the Londonderry Town Office Building 100 Old School Street, South Londonderry, VT 05155 and on zoom.

Join Zoom Meeting: <https://us02web.zoom.us/j/89687779892>

1. Call the meeting to order. Meeting called to order by Kelly Pajala 7:02pm

In attendance: Sarah Kiefer, Will Reed, Kelly Pajala, Jason Marino, Jennie Freeman, Becca Coleman

2. Additions and deletions. None

3. Public comment/Visitors. None

4. Minutes Approval: Jason makes a motion to approve, Sarah seconds. All agree to approve the minutes

5. Update on Selectboard signatures status:

Peru will sign at next meeting

Landgrove has signed

Winhall has signed

Londonderry has signed

Originals to be returned to Londonderry Town Hall

Update from Weston: Kelly and Martha followed up with her after the last meeting. Lisa indicated it would be on their next select board agenda. No update currently available regarding the status of the agreement.

6. Planning for applicant interviews

Questions for interview:

- How to do we want to frame the interview
 - Looking for passion, experience with recreation
 - Jack of all trades, can they officiate
 - Adding a question geared toward the parks, facilities, coordinating with contractors, more nuts and bolts
 - Use the job description to generate questions

- Focus on questions around job description
- Shoot for an hour as a guideline
- Agree to allow for follow up questions as the candidate provides answers
- Review of sample questions. Edits.
- Will this person have a work space? There is limited usable work space at this time. Process is beginning towards expanding usable work space.
- Other: the candidate will need training on document generation and storage
 - Employee will need access to a phone for communication on site at events
- Next steps:
 - All agree to interview the current candidate
 - Any other candidates apply then Kelly will share the packet over email and will schedule a first email
 - Kelly will reach out to schedule the interview for Thursday 9/28 at 5:30/7:00; Wednesday 9/27 6:30
 - Jennie will do welcome and introductions and talk about the interview format.

7. Adjourn. Sarah makes motion to adjourn, Jason second. All agree. Meeting adjourned at 8:09.

Minutes respectfully submitted,
Sarah Kiefer
9/19/23

Topic: MTRD Advisory Committee
Time: Sep 19, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/89687779892>
Meeting ID: 896 8777 9892

Dial by your location
• +1 646 558 8656 US (New York)