

**TOWN OF GOSHEN  
RECREATION DIRECTOR SEARCH COMMITTEE**

**SPECIAL MEETING**

Monday, February 8<sup>th</sup> 2021

Present: Don Patterson, Sarah Leonard, Erin Reilly, Mark Harris, Dexter Kinsella

1. **Call to order:** 5:01pm.
2. **Discussion regarding Recreation Director search process and schedule:**

Dexter Kinsella initially suggested appointing a Chairman of the committee and a Secretary. In a motion made by Dexter Kinsella and seconded by Mark Harris, it was voted to elect Don as Chairman and Sarah as Secretary for the search committee. No further discussion. Motion carried.

Dexter Kinsella made a suggestion to have a three week time window of accepting applications and a two week window of reviewing the applicants. All members were in agreement.

Committee members discussed a date to close applications. The date decided was March 2<sup>nd</sup> 2021. Dexter Kinsella was to notify Bob Valentine on the date in order to run the job add starting on February 9<sup>th</sup> 2021.

Dexter Kinsella noted that committee members would be emailed the applications as they come in. He also mentioned the resumes would be strictly confidential, and they should be deleted following reviewing.

Erin Reilly commented on the first applicant, who already submitted their application. This submission was done before changing the job description at the last joint meeting. The line discussed in the job description was "Assist with maintaining the functionality of the Town's website and assist with Town staff members with using computer software and photo editing." The thought was that this added responsibility may not be in the scope of a newly hired recreation director. This line was newly added to the description at the last joint meeting on Thursday February 4<sup>th</sup> 2021.

Don Patterson added that he had spoke with Bob Valentine regarding the IT role, and that the line had been added across the board within upper management.

Dexter Kinsella noted that it may need to be worded differently, but that we still wanted to get the date of March 2<sup>nd</sup> to end applications regardless. The committee was in agreement with this. Mark Harris also noted that an applicant with a higher degree of IT experience may gain a higher salary and that the line in question may not be exclusive to only the Recreation Director. Mark Harris also noted that it may be a good idea to add an interview question regarding the computer experience of the applicant.

The time frame for interviews was brought up by Don Patterson and some discussion ensued about prior interviewing. Dexter Kinsella spoke about multiple interviews done in thirty minute time frames within one evening. Sarah Leonard added that she re-emailed some interview questions to the committee members with larger fonts.

After a short discussion, it was decided that all committee members would like to participate in in-person interviews.

Erin Reilly noted that applicants should be notified that their applications would be emailed to a special committee. There was some discussion regarding if filled out applications should be picked up for review by committee members. Ultimately it was decided that if the Social Security numbers were redacted, that it would be acceptable to have them emailed to committee members. Erin Reilly was slated to discuss this with Barbara Breor.

Lastly, a tentative date was set for February 22<sup>nd</sup> for another committee meeting in order to discuss in-person interviewing and interview questions. If any committee member feels the need to have a meeting before that date, communication will be made via email to Don Patterson.

3. **Adjournment:** In a motion made by Dexter Kinsella, seconded by Mark Harris, it was voted to adjourn the meeting at 5:52pm.



Received Feb. 9, 2021 @ 1:33 P.M.

Attest Barbara Z. Brun  
Goshen Town Clerk