

Joint Affordable Housing Committee and Trust Meeting at 3:00pm on May 16<sup>th</sup>, 2023

At 3:00pm on May 16th, 2023, Mark Hess opened the meeting. Present were Mark Hess, Maria Ventura, Jason Mazar-Kelly, Melissa Vincent, C. J. Moriarty, and Christine White, a quorum. Also present was Art Smadbeck and James Hagerty.

The purpose of the meeting was to interview the candidates for the manager's position. Mark Hess reminded everyone of the parameters of questioning. It was decided that Mark would ask all the questions.

The first candidate was introduced, Annie Gillett. Annie Gillett gave a brief description of where she had previously worked and what her job experience was. Mark proceeded to ask the candidate the prepared questions. After a discussion with her about her experience, there were questions from Melissa and Jason about how she would handle creating programs and how she would handle on-boarding into the job. Mark asked the candidate if she had any questions of the committee.

There was a brief discussion about the interview and Mark then told the committee how he would handle the introduction of the new employee to the job.

There then ensued a discussion of some old business concerning the change of a name on a deed to a trust. Mark said he was following up with Town counsel.

The meeting was paused to wait for the next candidate. At 3:30 pm, Shannette DeLeon entered the meeting. She introduced herself and gave a brief description of her background. Mark Hess then began asking the prepared questions. The candidate answered all the questions and added more background information. There then ensued a more detailed discussion of how the AHC gets projects and funding.

At 3:55 pm the committee began a discussion about the candidates. Mark Hess said that he felt any good candidate can learn the job. Discussion continued about whether or not to re-advertise or to pick one of the candidates. The general feeling was that the committee was ready to choose between the current candidates. Jason said he was ready to begin to discuss who they should choose. Mark then asked for a motion to move ahead with one of the current candidates. C. J. made the motion and Jason seconded it. The motion passed unanimously. A discussion ensued. Mark then outlined what he felt the job entailed. A question was asked about the references. Mark reported that all of the references were good and checked out. The Committee then went on to the choosing one of the candidates. Mark asked for a vote. There was a brief discussion then the Committee voted. The first vote resulted in 3 for Annie, 3 for Shannette. There was further discussion and then a vote by written ballot was held. The vote was 4 for Shannette, 1 for Annie, and one abstention. After a brief discussion, there was agreement by all to offer the job to Shannette DeLeon. There was a unanimous vote to that effect.

At 4:37 pm, the business of the meeting being concluded, it was voted to adjourn.

Respectfully submitted,

Art Smadbeck