

Town of Rowe Park Commission  
Meeting Minutes  
August 26, 2024  
6:30 PM  
Hybrid Meeting, Zoom Participation or In-person Option

In attendance: Laurie Pike (Park Commissioner), Hannah Poplawski (Park Commissioner), and Walter Quist (Park Commissioner).

Audience of Citizens: Sue Gleason & Loretta Dionne

Called to Order: 6:33 PM

Request that anyone who is recording the meeting inform the rest of the attendees.

**Posting of Park Manager Description:**

1. The description has been posted on Indeed for a few days now. Laurie suggested we add a deadline so interested candidates know when they may expect to hear from us.
  - a. We decided on September 20th as the deadline.
2. We also added the new Park Commission email so when we share the description with Mass Audubon, BEAT, and on the Town's webpage, candidates can send their resumes and cover letters there.
3. Regarding vacation time, Sue Gleason commented that taking long vacations during peak season should be discouraged. During the interview process, we will discuss this with candidates and express the importance of the Manager being available for the summer youth program and visitors to the Park.
4. There was also some discussion on the Manager salary. Loretta was concerned it was too low for quality candidates. Laurie let her know we used the Town's Wage Schedule to determine the posted salary range.

**Formulate a list of Interview Questions:**

1. Walt created a list of questions we should be prepared to ask candidates. We reviewed these and made some additional notes.

**Minimum Criteria for Eligibility:**

1. By consulting the responsibilities of the Park Manager we came up with a list of qualities/experiences candidates must have to warrant an interview.
  - a. Experience in trail maintenance or design
  - b. Organizational skills and experience working with the community or other stakeholders
  - c. Knowledge of common computer programs (word, excel, outlook/gmail, etc)
  - d. Forest conservation knowledge
  - e. Experience supervising others, a plus if it has been youths or youth programs.

2. We reviewed the applications received so far. Hannah will reach out to all to either schedule an interview or let them know they do not meet the requirements for this role.

**Unforeseen Business: None**

Minutes for this meeting were approved by roll call vote on September 30, 2024.

Meeting Adjourned at 9:00 PM

Respectfully Submitted by,

Hannah Poplawski

Park Commissioner