

EMERGENCY TOWN COUNCIL MEETING
AGENDA
September 28, 2026
7:00 PM

The Zoom Link to the meeting is provided below for those wishing to attend virtually:

<https://us02web.zoom.us/j/7495106748>

1a. Call to Order

Council Chair; Stephen Clay _____, Vice Chair: David Ireland _____.

Councilors; Cathy Moison _____, Gordon Street _____, Sheldon Hanington _____, Eric Rojo _____, and Lee Rand _____.

1b. Pledge of Allegiance

- 2. Open Forum:** The Council will allow Lincoln residents and/or Lincoln taxpayers to comment prior to Council action on agenda items. Individuals wishing to be heard by the Council will be recognized by the Council Chair. The individual must identify themselves to the Council by first and last name and/or business owner. After identifying themselves, the speaker may make brief comments regarding items on the agenda that do not have a public hearing. The Council Chair may set a time limit on the length of public comment and/or a time limit for individual speakers.

3. Authorize and Sign Contract (0100)

SUGGESTED MOTION: Move to authorize the Council Chair to sign the contract with Maine Municipal Association in the amount of \$6600 for the purpose of hiring a new Town Manager.

MOTION: _____ SECOND: _____ VOTE: _____

4. Adjourn

SUGGESTED MOTION: Move to adjourn the meeting at _____ pm.

MOTION: _____ SECOND: _____ VOTE: _____



PURCHASE OF SERVICE AGREEMENT

The Maine Municipal Association, hereinafter MMA, agrees to provide the Town of Lincoln and Town Council Chair, Stephen Clay, hereinafter Users, with the following assistance in its search and selection of a Town Manager:

I. The Maine Municipal Association agrees to:

1. Assign a staff person to work with the Users in the Town Manager selection process as described herein. (Jarrett "Jay" Feyler assigned).
2. Meet with the Council to conduct a needs assessment pertaining to the Town and the Town Manager position.
3. Provide a resume rating document for use by the resume review committee in reviewing resumes.
4. Develop an interview structure and rating document for use by the interview panel during the interviewing of candidates.
 - Please note that due to the location of the Town in relation to the location of MMA's Consultant, initial interviews will be held by Zoom, and final candidate interviews will be held in person.
5. Provide a staff person to be present during the interviewing of candidates. Their function will be to provide a briefing for the interview board and to coordinate the work of the town as a non-voting member.
6. Assist in the development and placement of recruitment advertisements for the position.
7. Arrange for or conduct background investigations on up to two finalists after the interviews are concluded. These investigations will involve character reference, employment history, credit checks, and verification of educational attainment.

II. The User Agrees:

1. To a candidate examination process which will include:
 - a) a resume rating phase
 - b) interview of top candidates
 - c) background check on up to two finalists (additional background checks will be at Town expense)

Service Agreement
Town of Lincoln

2. That the role of the MMA representative is limited to providing administrative support and advice to the Town and Interim Town Manager.
3. MMA to handle all correspondence and direct contact with candidates.
4. To arrange for the location of interviews.

III. Both Parties agree:

1. To the tentative work calendar as discussed at the Needs Assessment meeting.
2. To the following financial arrangements:

The User will pay the Maine Municipal Association the sum of \$6,600.00 for its part in this agreement as described herein for up to five meetings. Meetings beyond the sixth will be charged at Mr. Feyler's normal billing rate, plus expenses.

3. The Town will pay for advertising costs, but all arrangements will be made by MMA. MMA will pre-pay for all advertising and then invoice the Town accordingly when the executive search is complete.
4. Care will be taken to ensure that no candidate is discriminated against based on sex, age, nationality, race, religion, color, physical handicap or any other protected class.
5. That Town Council Chair, Stephen Clay will serve as the primary contact person and will assist MMA with routine administrative decisions and press relations.

Stephen Clay
Town Council Chair
Town of Lincoln

DATE: _____

Catherine Conlow
Executive Director
Maine Municipal Association

DATE: _____

Jarrett "Jay" Feyler

Union, Maine

207-592-1092 | jayfeyler@gmail.com

Professional Summary

Veteran municipal leader, consultant, and educator with over 35 years of experience in town management, small business, and public service. Proven success in budgeting, grant oversight, staff leadership, and intergovernmental collaboration. Recognized statewide as a mentor, instructor, and advisor with deep expertise in municipal recruitment, welfare administration, and local government operations.

Professional Experience

Municipal Consultant / Town Manager

Town of Union, Maine | 2009 – 2024

- Directed all town operations, including budgeting, hiring, service delivery, and public policy.
- Managed multimillion-dollar municipal budgets with a focus on fiscal responsibility and long-term planning.
- Supervised public works, emergency services, town office personnel, and contracted services.
- Secured state and federal grants; ensured ongoing regulatory compliance.
- Served as a mentor to staff and other municipal professionals; contributed to regional planning and policy discussions.
- Led multiple successful municipal recruitment efforts for department heads and administrative positions.
- Regular instructor and panelist for statewide municipal training programs.

Owner / Operator

Maine Fund Raising | 1985 – 2009

- Created and operated a fundraising business supporting schools, nonprofits, and civic organizations.
- Managed sales, vendor sourcing, fulfillment, and customer relations.
- Customized high-impact fundraising programs that delivered strong returns and repeat clients.
- Built a positive reputation across Maine for professionalism and community partnership.

Leadership, Instruction & Involvement

- ICMA Senior Advisor – State of Maine (Current)
- Chairman, MTCMA Ambassadors (Current)
- Instructor, Maine Welfare Directors Association
- Instructor, Maine Town & City Managers Association
- Instructor, Maine Municipal Association
- Past President, Maine Town, City & County Management Association
- Past President, Maine Welfare Directors Association
- Municipal Recruitment Specialist – Experience advising and managing executive search and hiring processes for towns across Maine

Education

University of Maine
Plant and Soil Science

Skills

- Budgeting & Financial Management
- Staff Management & Mentorship
- Grant Writing & Administration
- Public Speaking & Instruction
- Local Government Law & Policy
- Municipal Recruitment
- Contract Negotiation
- Small Business Operations