

TOWN MANAGER SEARCH COMMITTEE

November 21, 2019
Minutes

Present: Arne Jonynas; Heather Chase; Jeff Holden; Julie Hance; Robert Nied; Kathy Pellett; Richard Jewett

Visitors: None.

The meeting was called to order at 2:00 p.m.

1. Approve Minutes:

A motion was made by Kathy Pellett to approve the minutes from the November 8, 2019 meeting. Seconded by Jeff Holden. The motion passed.

2. Review Job Descriptions:

The committee reviewed the job descriptions for the Town Manager and Assistant Town Manager. Following discussion, the committee agreed to present the following changes to the Selectboard for their consideration:

- Item 2 – Should be more specific about the need to be vested in the community. Should include specific reference to involvement in Montpelier and with local organizations making strong connections and representations of the town.
- Item 3 – Reorganize the sentences so that “Working with regional partners...” is first.
- Item 4 – Clarify that the job is working with and overseeing the Department managers in their management of their departments.
- Item 6 – Should be changed to reference working with the department managers, not all staff.

Assistant Town Manager descriptions should be amended to include ability to delegate to others as part of the Knowledge, Skills and Abilities section.

3. Review Selectboard Prioritization:

The committee reviewed and discussed the list of priorities established by the Selectboard. The committee further elaborated the need for the Town Manager to be well invested into the community. There is a strong need for better connection with the State Legislators, Senators, VLCT as well as local groups such as Rotary, CEDC and SRDC.

4. Discuss Rubric:

Julie Hance indicated that she is having trouble finding some sample rubrics. It was agreed that she and Robert Nied could create a rubric if needed as the process continues.

5. Adjourn:

The next meetings of the committee are December 5 at 2:00 and December 19th at 2:00 p.m.

A motion was made by Arne Jonynas to adjourn. Seconded by Dick Jewett. The motion passed.