

# TOWN MANAGER SEARCH COMMITTEE

November 8, 2019  
Minutes

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

Visitors: None.

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

## 1. Organization:

Arne Jonynas nominated Heather Chase for position of Chair. Seconded by Jeff Holden. The motion passed.

Jeff Holden nominated Kathy Pellett for position of Vice Chair. Seconded by Arne Jonynas. The motion passed

## 2. Review Process:

The Town has hired VLCT to assist and guide the town during the process of hiring a Town Manager for Chester. The committee reviewed this process as outlined by VLCT.

The ad has been placed by VLCT in several publications, both print and online. Resumes are due by December 12, 2019. Once all resumes have been received, VLCT will package them and send them to the town. There will not be a copy for all committee members. The resumes can be reviewed by committee members at town hall. Julie Hance will keep them in her office.

The committee discussed the best to review the applications as a group. The general consensus is that the first round should be easier. As the group narrows down to a much smaller number, a rubric could be used.

## 3. Discuss Timeline:

The deadline for applications/resumes is December 12. The committee can then begin reviewing applications to narrow down to a first round of interviews. These interviews would be done via skype or telephone conference. The final round of interviews would be done in person with a tour of the town at that time.

The committee agreed on a goal to have a manager selected by mid-February.

## 4. Set Meeting Date & Time:

The next meeting will be November 21 at 2:00 followed by December 5 at 2:00.

The Committee agreed that at the November 21 meeting they will review the Job Description for the Town Manager as well as the Assistant Town Manager. Julie Hance will also provide a copy of the Selectboard's prioritization results and sample ruberics, if possible.

5. Adjourn:

A motion was made by Kathy Pellett to adjourn. Seconded by Jeff Holden. The motion passed.