

selecting the first round applicant interviews. The first round interviews are generally by phone or Skype. VLCT expects about 60 applicants and the first round will be 10 interviews with 2 backups. Second round interviews are in person. VLCT will do the logistics for these interviews. All applications are confidential and this will be noted in the ad. VLCT will handle the background checks, both civil and criminals as well as the references for the final 2 to 3 applicants. Costs incurred will be paid by VLCT and reimbursed by the town. She said the town may want to select a search committee, consisting of board members, community members and staff.

- E. David Rose said the joint boards should be the search committee.
- F. John Neal noted that the last management search was done by VLCT and they did a great job.
- G. Bob Gilmore asked how information is communicated.
- H. Abby Friedman said they should select one point person.
- I. Howard Barton said that Frank Heald should be the point person.
- J. Frank Heald said he would be happy to do that and has a vested interest in helping with the process. He added that he had also included the previous Ludlow job description.
- K. Abby Friedman said she could help update it. She said they would also need a time line.
- L. David Rose said May 1, 2018 is Frank Heald's last day.
- M. Bruce Schmidt said he thinks the person should start by April 15th or that they should hire Frank Heald after May 1st to help with the transition.
- N. Frank Heald said that he is comfortable with that. If they have someone by 5/1, it may take 2 to 3 weeks to acclimate the individual. He will help work out the transition.
- O. Abby Friedman asked if any of the board members were expected to leave after town meeting.
- P. Howard Barton said 3 of the Select Board members' terms are up, but they are expecting to run again.
- Q. Bob Gilmore said one of the Trustees was appointed to fill the term of someone who left, but that person may run for the position.
- R. Abby Friedman suggested that the ads start on January 15, 2018 and run for one month, with deadline for applications February 15, 2018. It will take about one week to review the packages. She suggests starting first round interviews around town meeting.
- S. Bob Gilmore asked how most of the other towns created their job descriptions.
- T. Abby Friedman said by looking at other towns' descriptions and picking the parts that are most applicable to their towns. Your description is interesting because the manager reports to 3 boards.
- U. Frank Heald asked who would be able to sit down with him and work on the job description.
- V. Bob Gilmore and Logan Nicoll volunteered.
- W. Frank Heald said the Stowe job description would be a good place to start.
- X. Bruce Schmidt noted that sometimes less is more in the job description. He said that Frank Heald did not have previous municipal experience, but was a better candidate than others who went to school for it.
- Y. Abby Friedman said they will also need a Job Contract for the new person. She can get them copies of some others, in addition to a model from ICMA, but Ludlow's town attorney would need to review it. They may want to include Probationary Clauses.
- Z. Bruce Schmidt referred to the matrix of possible ad placements and said they should consider THE VALLEY NEWS and MANCHESTER UNION LEADER, but not THE RUTLAND HERALD. He suggested that they ask THE RUTLAND HERALD to do an article on Frank's retirement. The article can include where to inquire about applying.
- AA. Frank Heald said that most on the town manager around here belong to ICMA and ads through them will reach professionals across the country.
- BB. Abby Friedman said that they want people to apply through the VLCT, even if someone walks into town hall.
- CC. Bruce Schmidt suggested they give Abby Friedman a budget for ads.

- DD. John Neal suggested \$2,000.
- EE. There was general consensus with this amount.
- FF. Abby Friedman said she will put together a list that would cost about \$2,000. She added that Killington also wanted ads in resort journals.
- GG. Bruce Schmidt said he would not be in favor of that.
- HH. Abby Friedman said that January 5, 2018 is the deadline for the next VLCT online job board.
- II. Bob Gilmore asked when the last searches VLCT did were.
- JJ. Abby Friedman said Cavendish, Wilmington, Randolph, Bethel, Hartland and Norwich were all recent.
- KK. Ron Bixby asked the size of the pool of applicants.
- LL. Abby Friedman said about 60.
- MM. Frank Heald said this group needs to get a grip on the salary and benefits issues. He noted that the person would expect high 5 figures to low 6 figures.
- NN. Howard Barton said they would need to get together with Frank Heald and scale it back 15 years' experience.
- OO. John Neal said they may get someone with that kind of experience.
- PP. Bruce Schmidt suggested that the board chairs come up with a proposal for the next meeting.
- QQ. Bob Gilmore said they would get a recommendation from Frank Heald.
- RR. John Neal said they need to set a time line.
- SS. Abby Friedman said the ad should be in by January 5th, so they will need the job description and salary range by then.
- TT. Bruce Schmidt said May 1st is 4 months away. They will need to start interviews in February.
- UU. Frank Heald said that his contract requires 4 months' notice.
- VV. Bruce Schmidt said the applicant may want to start early.
- WW. Bob Gilmore said the start date should be made clear in the ad.
- XX. Abby Friedman said that does not go in the ad, just the deadline for applications. She said first they need the job description.
- YY. David Rose said Bob Gilmore and Logan Nicoll would work on the job description with Frank Heald.
- ZZ. Frank Heald said it would be circulated via email.
- AAA. Howard Barton said the board chairs would need to get together with Frank Heald about salary and benefits.
- BBB. Howard Barton, Bob Gilmore and David Rose will meet with Frank Heald on Friday, December 22 at 8:00 a.m. to work on salary and benefits.
- CCC. Bob Gilmore and Logan Nicoll will meet with Frank Heald tomorrow, December 19 at 10:00 a.m. to work on job description.
- DDD. **MOTION by John Neal and seconded by Logan Nicoll to approve the proposal from VLCT for the Management Recruitment Process. Motion passed unanimously by Select Board members present.**
- EEE. **MOTION by David Rose and seconded by Bob Gilmore to approve the proposal from VLCT for the Management Recruitment Process. Motion passed unanimously by Trustees present.**
- FFF. **MOTION by Bob Gilmore and seconded by Ron Bixby to approve the proposal from VLCT for the Management Recruitment Process. Motion passed unanimously by Water Commissioners present.**
- GGG. Abby Friedman said the job description should include the type of person you want, the necessary skills, education, communication skills, and leadership skills. She said she will communicate with them through Frank Heald.

3. **Adjourn**

- A. **MOTION by Logan Nicoll and seconded by Bruce Schmidt to adjourn. Motion passed unanimously by Select Board members present.**
- B. **MOTION by David Rose and seconded by Bob Gilmore to adjourn. Motion passed unanimously by Trustees present.**
- C. **MOTION by Ron Bixby and seconded by Bob Gilmore to adjourn. Motion passed unanimously by Water Commissioners present. 7:05 p.m.**

Respectfully submitted,

Lisha Klaiber

SELECT BOARD

Howard Barton, Jr., Chairman

Brett Sanderson

John Neal

Bruce Schmidt

Logan Nicoll

TRUSTEES

Robert Gilmore, Chairman

David Rose

Earl Washburn

WATER COMMISSIONERS

David Rose, Chairman

Robert Gilmore

Ron Bixby