

St. Johnsbury Select Board
Special Meeting 9/16/14

Search for New Town Manager – discussing the process of
search

SB: Kevin Oddy, Alan Ruggles, Jamie Murphy, Tom Moore, Jeff Moore

Staff: Holly English

Press: Taylor Reed-Cal Rec., KATV

Attendance: David Timson, Al Dunn, Ruben Serrano

Proposals – VLCT/MRI/Select Board handling search

Select Board would like to have a Town Manager in place prior to John Hall leaving. John's contract is up 4/2015 but he is running for side judge and would like to leave 2/2015. The Select Board will accommodate that request if a replacement is found.

Alan Ruggles presented a packet with information and approximate costs if the Select Board were to handle the search themselves.

Tom Moore asked the Board why we have an Assistant Town Manager being groomed for the position if they aren't being moved into the slot. Kevin Oddy stated the position of Assistant Town Manager was created to just assist the Town Manager - not a guarantee to get the job if it became vacant. It had always been the intent of the Select Board to advertise the position to ensure we get the best person for the job. However, if the Assistant Town Manager submitted an application, it would be considered with the rest.

Jamie Murphy asked about the timeline of the ads. He also wanted to know how much time VLCT or MRI will need to advertise. There was a discussion regarding different websites to advertise on.

Kevin Oddy stated he was nervous about Alan Ruggles' proposal – it might be more work and costly for the Select Board to do the search.

There was talk about getting the right fit for the position. Tom Moore stated he was in favor of VLCT doing the search but in the end hopes that Dave Ormiston is the best candidate for the job.

Jamie Murphy stated he appreciates what Alan put together but thinks it would be best for VLCT to handle the search.

Jeff Moore stated if the search was going to be local he felt the Select Board could take it on but since it was decided the search would be broader, it would be best to have VLCT handle it.

Kevin Oddy stated they were looking for the best person possible and was in favor of using VLCT or MRI.

Alan Ruggles made a motion to utilize the services of VLCT to conduct the Town Manager search – the motion was seconded by Jeff Moore. All were in favor – none opposed.

Alan Ruggles proposed forming a subcommittee consisting of (2) members of the Select Board, the Town Manager, and (2) non-Select Board members to assist in the selection process once applications were received by VLCT.

It was discussed that the Board will outline the process and then chooses people to be a part of the committee, people who want to be a part of the committee need to write a letter of interest and submit them to the Town Manager.

Alan Ruggles made a motion to establish a subcommittee for the Town Manager search to be defined by the Select Board at the next regular meeting in October. Interested parties need to submit a letter of interest to the Town Manager with their qualifications (if any) by the first regular meeting in October. The motion was seconded by Jamie Murphy. All were in favor – none opposed.

Jeff Moore suggested that the Board should review the job descriptions from other towns for their Town Managers.

Tom Moore made a motion to adjourn the meeting. The motion was seconded by Alan Ruggles. All were in favor – none opposed.

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