

DRAFT



## **SPECIAL SELECTBOARD MEETING**

**Minutes**

**Tuesday, December 8, 2015**

**Present:** Patty McGrath, Chair  
Chris Bianchi  
Ken Lee

Start: 3:30 p.m.  
End: 4:20 p.m.

### **Also**

**Present:** Seth Webb, Town of Killington (the "Town") Manager (the "Manager")  
Dick Horner, Interim Town Manager, Abby Friedman, Vermont League  
of Cities and Towns ("VLCT") By SKYPE.

### **Town Manager Search Committee Members Present:**

Gerri Russell  
Walter Findeisen

Chris Karr, Absent

**Public Present:** Curt Peterson, VT Standard, Lola Duffort, Rutland Herald,  
Charlie Holland.

### **AGENDA:**

1. Call to Order
2. Approval of the Agenda
3. Review of Town Manager Search Committee: Introductions & Scope of Work
4. Review of Applications Received and Evaluation/Selection Process (VLCT)
5. Next Steps and Meeting Dates
6. Executive Session (if needed)
7. Adjourn

### **1. CALL TO ORDER:**

The Chair called the meeting to order.

## **2. AGENDA:**

On a motion made by Mr. Lee to approve the agenda was unanimously APPROVED.

## **3. REVIEW OF TOWN MANAGER SEARCH COMMITTEE: INTRODUCTION AND SCOPE OF WORK:**

The Chair introduced Abby Friedman from VLCT. VLCT has been hired by the Town to coordinate and facilitate the Town Manager search.

The Manager gave an overview of the hiring process and explained that the Selectboard members and the search Committee members would be the official members of the search committee.

The Manager distributed packets containing the town manager applications to the Committee members. The packets also contained a copy of the employment ad and a matrix VLCT used to rank the applications.

## **4. REVIEW APPLICATIONS RECEIVED AND EVALUATION/SELECTION PROCESS:**

Ms. Friedman explained the ranking system VLCT used to rank each candidate. The applications are numbered to make it easier to discuss the applications. Ms. Friedman recommended the Committee select 8 to 10 top tier candidates and 5 or 6 second tier candidates for first interviews.

The Manager said there were 60 applications received.

## **5. NEXT STEPS AND MEETING DATES:**

The Committee set the next meeting date for Thursday, December 17 at 1:00 p.m. to review the applications. VLCT will send an evaluation form for Committee members to use to rate the applicants.

## **6. EXECUTIVE SESSION:**

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On a motion made by Mr. Bianchi to enter into executive session was unanimously APPROVED.

On a motion made by Mr. Lee to exit executive session was unanimously APPROVED.

No action was taken as a result of the executive session.

**7. ADJOURN:**

On a motion made by Mr. Findeisen to adjourn was unanimously APPROVED.