

Town of Weathersfield
Town Manager Search Committee
Minutes
November 4, 2019

Present: Lisa Slade, Paul Tillman, deForest Bearse, Suzanne Terrill, Darlene Kelly, Josh Compo, Josh Dauphin, Ray Stapleton, Steve Hier and Abby Freidman (VLCT representative)

Abby called the meeting to order at 6:02 p.m.

Abby said this committee must follow the open meeting laws which includes keeping minutes and warning the meetings. Lisa Slade volunteered to take minutes.

Josh Compo made the motion to appoint Paul Tillman Chairman of the Town Manager Search Committee. Ray Stapleton seconded the motion which, passed unanimously.

Abby provided members of the committee with a reference guide that VLCT had put together on applications and interviews. She went over that guide in depth. A copy of the job description and other information that will be helpful in the interview process was included in the guide. She said there were twenty six applicants and VLCT had assigned each applicant a number. She suggested the committee members take note of the number that VLCT has assigned to each applicant and refer to the applicants by number when discussing them among the committee.

A lot of questions the committee members had for Abby and other committee members could not be answered since no direction had not been given by the Board of Selectmen, yet.

Abby said VLCT would reach out to the applicants and set up the interview appointments. She said ideally the committee should look to narrow the applicants down to ten for the first round of interviews and then between three and five would go onto the second round of interviews. It was up to the committee to decide if they wanted to meet any applicants during the first round interview process in person or do them all by telephone. She suggested allowing 30 minutes for each applicant and doing about three at a time which would allow members time to summarize the interviews afterwards.

Paul Tillman made the motion to have Josh Compo the Vice Chair. deForest Bearse seconded the motion which passed without dissent.

Abby stressed throughout the meeting the importance of confidentiality. She asked that no one discuss the applicants or interview process outside of the committee meetings and that no one do their own research on an applicant. If the committee wanted "research" done on an applicant VLCT could do this. She said all application information will be kept in a lock file at the Town Office and members of the committee would need to go to the town office and see Suzanne or Darlene to access the applications. There were multiple copies so, more than one committee member could review them at a time.

Committee members were asked to go into the Town Office to review all applications before the next committee meeting which was scheduled for November 13, 2019 at 6:00 pm at Martin Memorial Hall. Suzanne said she or Darlene are in the office Monday through Thursday 7:30 to 5:30. The goal will be to have the first round of interviews the week of November 18th. Mike asked that committee members let him know after they have had time to go into the town office and review the applicant information.

At 7:15 p.m. Lisa Slade made the motion to adjourn. deForest Bearse seconded the motion which passed unanimously.

Submitted by,

Lisa Slade

Town Manager Search Committee
November 13, 2019
6:00 p.m.
Weathersfield Town Office

Agenda:

1. Call meeting to order
2. Approve minutes from previous meeting
3. Executive session for personnel
4. Adjourn