



# Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482

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## AGENDA

**Town Manager Search Committee**

**August 20, 2018 at 6PM**

**Shelburne Town Office**

**Meeting Room 2**

***Mission:*** *The Town Manager Search Committee is an advisory committee to the Selectboard responsible for soliciting and reviewing all applications received by the Town for the Town Manager position, conducting initial screening of the applicants, and recommending to the Selectboard no fewer than two nor more than five finalist candidates for the Selectboard's further consideration.*

- 1. Call to Order**
  - 2. \*Consider Approval of the Agenda**
  - 3. \*Consider Approval of Minutes from July 23, 2018 and August 6, 2018**
  - 4. Citizen Participation and Public Comments**
  - 5. \*Review Final Essay Questions**
  - 6. \*Consider Entering Executive Session, Under the Provisions of 1 V.S.A. 313 (1) (a) Contracts, to Review List of Recommended Candidates and Sending Essay Questions.**
    - 1. [Step 1: Motion to find that premature general public knowledge regarding list of recommended candidates would clearly place the Town at a substantial disadvantage. Step 2: Motion to enter executive session, pursuant to 1 V.S.A. § 313 (1) (a).] to Review List of Recommended Candidates and Sending Out Essay Questions**
  - 7. Other Business**
  - 8. \*Adjourn**
- \*Decision Item**

*Reasonable accommodations shall be provided upon request to ensure that this meeting is accessible to all individuals regardless of disability.*

**SHELBURNE, VT**  
**TOWN MANAGER RECRUITMENT**  
**ESSAY QUESTIONS**

**PLEASE ANSWER ALL QUESTIONS THOROUGHLY AND CONCISELY, LIMITING EACH ANSWER TO NO MORE THAN 2 PAGES (1.5 LINE SPACING, WITH 1" MARGINS). PLEASE SUBMIT YOUR RESPONSES IN PDF FORMAT WITH YOUR NAME AT THE TOP OF THE DOCUMENT TO [EMENSINGER@MRIGOV.COM](mailto:EMENSINGER@MRIGOV.COM) BY 8 AM EST ON WEDNESDAY SEPTEMBER 12<sup>TH</sup> 2018.**

1. New England communities tend to think and operate individually rather than regionally yet it seems that interest is growing in seeking out ways to organize, manage, and deliver core community services collaboratively. Please share your views and ideas on this subject and tell us what you will do to contribute to, and advance the discussion.
2. Please describe your personal style and approach in the context of your view of the Town Manager's role in Shelburne's form of government and then explain how that will translate into action as it relates to interaction with the Selectboard, municipal employees and representatives of various Town boards and committees. How do you ensure that the independent authority and decision making objectivity required of the Manager are not eroded by actions of the Selectboard, outside political influence or local influence peddlers or power brokers?
3. The Town wishes to pursue smart growth through quality development in an effort to enhance community image, expand its tax base and provide diverse employment opportunities for current and future residents; however, there are competing thoughts as to what type of development is desirable and how to attract the "right mix" in order to ensure sustainability and preserve community character. As one of the primary actors in this process, please explain how you will help the community develop and implement a successful vision, development strategy. What approaches will you take to achieve consensus?
4. With the recent growth and popularity of blogs, instant on-line dissemination of "news" and use of the internet for "public" discussion with anonymity, there are concerns that less informed more vitriolic discourse, especially around controversial issues may become the standard for community participation. Please tell us how you have handled one or two emotionally charged community issues during your career. Have you succeeded in keeping the debate civil and respectful? What role should the Town Manager play in "lowering the volume" and increasing the civility of public discourse? What techniques will you recommend or what ideas will you share with the Council when you perceive that it may be time to "tone down" the discussion?
5. Please describe ways you have participated in a community visioning and strategic planning process? What role(s) did you play? Which desired outcomes were achieved and which were not achieved?
6. The citizens of Shelburne aspire to a high level of transparency in their local government so that communication will be crucial to the success of the new Town Manager. Please describe how you communicate up, down, and across the spectrum of employees, boards and commissions, and other appointed/elected officials. How do you provide meaningful and transparent communications to the community? What is your role in ensuring transparency and how do you ensure that all voices are heard and considered?



RESUMES RECEIVED	
PROFILE	NOTES
Candidate #1 MPA; Between jobs; Deputy Dir Health & Environment for County in KS with pop 544,179 from 2012 – 18 – dismissed due to complaint about inappropriate behavior with subordinate;	Not recommended
Candidate #2 AA Business; pursuing BA in Management - 104 / 120 credit hours earned; Town Manager in ME Town with pop of 5058 for 1 year in 2007; Town manager in ME Town with pop 1359 from 2010 – 16; worked in forest / paper industry from 1988 till layoff in 2009	Not recommended
Candidate #3 MPA; currently between jobs; was county admin. in VA county with pop 18,000 from 2013 - 18; town admin from 2007 - 13 in VA community pop 6000; town manager VA town pop 3500 from 2005-06; town Mgr. VA town pop 4500 from 2003-05; HR / Finance Mgr. for MD regional council 1998-01; town admin MD town pop 4300 from 1994-98; asst. to Mayor in very large MD city with pop 600,000 from 1990-94.	Recommended Diverse public management experience in large and small communities
Candidate #4 Practicing architect since 1981 - no experience related to local government - applies for every open TM position.	Not recommended
Candidate #5 PhD environmental engineering; current VP/ Gen Mgr. of a company in NM that processes and disposes of fuel and chemical pollution since 2006; NM state environmental enforcement & regulation roles 1996 – 04; environmental consultant in CO 1991-96; US Navy nuclear engineer 1989-91	Recommended Wildcard - Interesting background with very strong relevant (?) education
Candidate #6 MPA & MA degree in strategic studies; current director of curriculum for CT state public employee certification agency since 1998; 7 years as Town Council member & 4 years on school board in CT community with pop 35,000; Retired as Colonel Army Reserve 1987-18;	Recommended good public agency and local elected office experience; strong military training
Candidate #7 No info on education in resume – follow-up check – he says no degree; all experience and involvements seem to be associated with tribal leadership as Chief of Aroostook Band of Micmacs (4 years) or as a consultant to them starting in 1996	Not recommended

<p>Candidate #8 BA Pol Sci working on MS in Economic Development; currently Director of Economic Dev since 2017 in VT community with pop 1410; City Planner in PA community with pop 118,000 from 2015 – 17; Economic Dev Dir. In NY community with pop of 12,000 from 2012-15;</p> <p>County Planning Dept. staff in NY county with pop 80,000 from 2008-11; GIS Consultant in PA 07-08; NY Environmental Consulting Co staff 05</p>	<p>Recommended</p> <p>Diverse Planning and some VT Economic Development Experience</p>
<p>Candidate #9 AA In Audio engineering; currently unemployed; 8 jobs during 22 years – some in NE law enforcement or penal system and retails between jobs – nothing related to municipal management</p>	<p>Not Recommended</p>
<p>Candidate #10 MA in Regional Planning ; current asst. city mgr. since 2007 in CO city with pop 110,000; Regional Planning and city planning department staff role 03-07</p>	<p>Recommended</p> <p>Planning and public management experience</p>
<p>Candidate #11 MPA; current asst. town mgr. since 2015 in MA community with pop 15,000; 3 years as ex. Asst. to 1st selectman (elected full time executive) in CT community of 61,000; 2 years in entry level administrative roles in NY state; 3 years in HR / executive recruitment.</p>	<p>Recommended – finalist in Bedford MA – very impressive – invited to apply</p>
<p>Candidate #12 MPA, currently between jobs; town mgr. in small VT community pop 5800 from 2014 – 2017; town admin. In small VT community pop 750 from 2011-14; 22 years as corrections officer in MA; Selectperson in MA community with pop 10,000 for 6 years</p>	<p>Recommended</p> <p>Experience in public management in VT and as elected local official</p>
<p>Candidate #13 Current Interim MS Environmental Mgt.; Senior Regional Planner from 2013 – present Chittenden County VT; Director of Planning Manchester VT from 1989 – 2013; Director of School Science Program from 1982-89; professional photographer</p>	<p>Recommended</p> <p>Good planning experience in VT and current interim</p>
<p>Candidate #14 JD degree; practicing attorney in IL since 1988; firm has some municipal clients</p>	<p>Not recommended</p>
<p>Candidate #15 BS Degree; City Mgr. with 20,000 pop for 3 years; Village Manager with pop of 9,000 for 10 years - both in New Mexico</p>	<p>Recommended – finalist in Westerly – interviewed well – invited to apply</p>
<p>Candidate #16 MPA; Current City Manager since 2005 for NH City with pop 12,000; 4 years Community Development Director same community; Town Manager 5 years in NH Town with pop 7,800; Town Admin in NH Community of 3200 for 7 years; police officer in NH city of 26,000 for 7 years</p>	<p>Recommended</p> <p>Has NE public management &amp; economic development experience</p>

<p>Candidate #17 MA Community Planning; Current Planning Manager in CA city of 69,000 since 2017; same city was Economic Dev Director from 2015-17; same city was senior planner from 2011-15; same city, associate planner 2006 – 09; Community Planner in MD city of 23,000 from 2004-06; Legislative Aid to VT Senator Sanders 2000-03</p>	<p>Recommended</p> <p>Has good planning &amp; economic development experience &amp; VT roots</p>
<p>Candidate #18 MPA; currently between jobs – was Asst. City Mgr. / HR Director in ME city with pop 33,000 from 2016 – 7/18; Town Manager in ME town with pop 4,600 from 2006-16; Executive Director of ME River Protection group from 2004 -06; Town Mgr. of ME Town with pop of 1500 from 1998-04</p>	<p>Recommended</p> <p>Has good public management &amp; HR experience in NE town &amp; city</p>
<p>Candidate #19 MS Education; current administrative clerk &amp; clerical support to Town Supervisor in NY Town with pop of 5100 since 2007; also is an independent grant writing consultant since 2011 to current; was development officer for NY state community college 2013 – 15</p>	<p>Not recommended</p>
<p>Candidate #20 JD Degree; current regional planning director in VT since 1999; VP / corporate counsel for VT based development group from 1991-96; Practiced law in VT 1989-91</p>	<p>Recommended</p> <p>Has planning, executive, legal &amp; staff supervisory experience in VT</p>
<p>Candidate #21 MPA; Current Director of Finance &amp; Admin MA community with pop of 29,000 since 2017; same town was DPW Administration Supervisor from 2012-17; same town was Administrative Analyst from 2008-12;</p>	<p>Recommended</p> <p>Has finance, administration &amp; department head experience in New England</p>
<p>Candidate #22 JD Degree; currently project manager / analyst for the mayor in DE city with pop 72,000 since 2017; same city - mayors policy director from 2014 – 16; same city - special assistant to Chief of Staff and Strategy Advisor from 2013 – 14; ACLU law clerk 2011-12</p>	<p>Recommended</p> <p>Has public policy, project management and analyst experience</p>
<p>Candidate #23 MPA; Currently private consultant to developers in UT since 2010; City Mgr. in CA city with pop of 7500 from 2008-10; City Mgr. CA city with pop of 15,000 from 2004 – 08; consulting 1997-2000; City Mgr. UT city with pop of 43,000 from 1994-97 – resume also claims work in unnamed NY state town(s?) for 5+ years with no support for this claim</p>	<p>Not recommended -</p>