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March 5, 2014

Jonathan Trefry, Selectboard Chairperson
Town of Hinesburg
10632 VT Route 116
Hinesburg, Vermont 05461

Dear Jonathan:

I am writing to offer the services of the Vermont League of Cities and Towns (VLCT) as the Town of Hinesburg contemplates a search for a Town Administrator. VLCT has many years of experience working with municipalities to develop and implement effective personnel search processes.

Our customary search process involves the assistance listed below.

- Develop a timeline for the project to ensure timely selection of a candidate;
- Review and, as necessary, propose updates to the town administrator's job description;
- Write an advertisement, for your approval, and manage the placement of this advertisement in appropriate local and national publications and websites;
- Receive applications at the VLCT office, and rank the applications based upon the professional qualifications of the individuals compared to the job description and desired profile;
- Collaborate with the selectboard and/or selection committee to develop the structure of the interview process and the questions asked;
- Manage the logistics of the interview process:
 - Create an interview schedule;
 - Contact candidates to schedule interviews;
 - Assist in the interview process, if desired;
- Conduct criminal and civil background checks and reference checks for final candidates;
- Maintain correspondence with applicants to confirm application receipt and upcoming timelines, schedule interviews, and inform applicants and finalists of status or elimination from the process;
- Assist with negotiation of employment agreement with the selected candidate; and
- Provide comprehensive counsel throughout the process.

Sponsor of:

VLCT Health Trust, Inc.

VLCT Municipal Assistance
Center

VLCT Property and Casualty
Intermunicipal Fund, Inc.

VLCT Unemployment
Insurance Trust, Inc.

Typically, a search as described above costs \$5,000 plus the cost of advertising. Included in this packet are samples of the type of assistance we can provide including:

- items to consider when searching for a new manager/administrator;
- sample town manager personnel ads;
- a sample ranking sheet of applications;
- a sample advertising spreadsheet; and
- background check fees.

Summary sheets for the position of town manager/administrator from VLCT's 2013 Compensation Report and 2013 Executive Salary Report and Benefits Report compiled for the Vermont Town and City managers Association are also included.

We have most recently completed a town administrator search for the Town of Dover and town manager searches for the Towns of Shelburne and Brandon. Contact information for those communities is as follows:

Randy Terk, Dover Selectboard, 802.348.7977
Tim Pudvar, Shelburne Selectboard, 802.363.2777
Devon Fuller, Brandon Selectboard, 802.247.3206

Thank you for considering this proposal. If you would like to talk further, I would be happy to attend one of your upcoming meetings.

Sincerely,

VERMONT LEAGUE OF CITIES AND TOWNS



Abigail Friedman
Director, Municipal Assistance Center

cc: Renae Marshall