

Charge for the Town Manager Screening Committee

The Town Manager Screening Committee (committee) is charged with assisting the Selectboard's search for a new Town Manager. This is a confidential process with a time commitment. The final decision rests with the Selectboard. The committee will:

- Review all applications for Town Manager received by the Vermont League of Cities and Towns.
- Recommend 8 - 10 candidates (with 2 – 3 alternates) for first round interviews.
- Help conduct first round interviews.
- Provide thoughts to consultant on which 2 to 3 candidates should be considered for the second-round interview process.
- Be available to attend committee meetings and candidate interviews.
- Maintain confidentiality throughout the process.

The committee is a “public body” as defined by Vermont’s Open Meeting Law and must comply with the law’s requirements 1 V.S.A. §§ 310-314. Meetings and interviews will be conducted in Executive Session to consider the appointment of a public employee per 1 V.S.A. Section 313(a)(3).

Committee members will be appointed by the Selectboard at its Regular meeting on October 13, 2021.

All those interested in committee membership will be asked to submit an application to selectboard@norwich.vt.us using the [Town’s application for Boards and Committees](#) no later than October 7 at 3:00 pm. All applications will be acknowledged upon receipt. Applicants will be asked to attend the October 13 meeting to answer questions from the Board.