

## Council Minutes

**DRAFT**

November 6, 2023

A duly warned meeting of the Newport City Council was held on Monday, November 6, 2023, in the council room in the Newport Municipal Building. Present were Mayor Linda Sullivan, Council President John Wilson, Council Members Kevin Charboneau, Chris Vachon, and Clark Curtis, City Clerk/Treasurer James D. Johnson, Zoning Administrator Francis Cheney, Police Chief Travis Bingham, Recreation Director Mike Brown, Interim Fire Chief Kevin LaCoss, Program Director Rebecca Therrien, Mike Welch, Charles Pronto, Jeff Johansen, Heidi Eichenberger, Chuck Newton, Andrew Touchette, members of the Press and Public.

Mayor Sullivan called the meeting to order at 6:35 PM.

### **Additions, Deletions to the agenda**

Mr. Charboneau moved to delete item number 17 until after a firm is hired to recruit candidates for the position of City Manager. Seconded by Mr. Vachon. Vachon, Wilson, and Charboneau in favor, Curtis against. motion carried.

Mayor Sullivan moved to add the appointment of Comptroller/Program Director after item number 16. Seconded by Mr. Wilson, motion carried.

Mayor Sullivan moved to add signature authorization for the Wayfinding Signage Grant Amendment. Seconded by Mr. Wilson, motion carried.

### **Approval of Minutes**

Mr. Vachon moved to approve the minutes of October 16, 2023. Seconded by Mr. Wilson, motion carried.

Mr. Vachon moved to approve the minutes of October 23, 2023. Seconded by Mr. Charboneau, motion carried.

### **Comments by the Public**

Jay Walsh commented on placement of political signs.

**DRAFT**

### **Extra Mile Proclamation**

Mayor Sullivan read the Extra Mile Proclamation and recognized three recipients of the proclamation.

Andrea Carbine and Vera Rancourt for Wednesdays on the Waterfront, VFW Post 798 for community events, and Diane Peel community mesh.

### **Senior Housing Presentation**

Heidi Eichenberger gave a presentation on her proposed Senior Housing Project on Lakemont Rd. The project would add 140 housing units, Independent Bungalows, and a Nursing Home facility in the future. She suggested that a council member be on the board of her project. Requested that the council could give her the residual EB-5 Funds for the project and that pressure be put on Rural Edge for more housing in Newport for the staff of the facility.

### **IT Contract**

Mr. Vachon moved to approve the contract with Beloin Computing. Seconded by Mr. Wilson, motion carried.

### **VLCT PACIF Insurance Renewal**

Mr. Vachon moved to accept and approve the Insurance renewal with VLCT. Seconded by Mr. Wilson, motion carried.

Mr. Curtis moved to authorize the mayor to sign the contract with VLCT. Seconded by Mr. Charboneau, motion carried.

### **Appointment of Health/Safety Officer**

Mr. Vachon moved to appoint a Health/Safety Officer. Seconded by Mr. Wilson, motion carried.

### **Appointment of E911 Coordinator**

Mr. Vachon moved to appoint Francis Cheney III. E911 Coordinator. Seconded by Mr. Charboneau, motion carried.

### **Discussion of Bids from VLCT and Corey Parent**

Mr. Vachon moved to open discussion of bids from VLCT and Corey Parent. Seconded by Mr. Wilson, motion carried. Mr. Charboneau stated he would prefer to go with VICT because the City Manager would be more likely to contact VLCT. Mr. Vachon agreed. Mr. Vachon moved to contract with VLCT and authorize the mayor to sign the contract. Seconded by Mr. Curtis, motion carried.

### **Council Department Liaisons**

Mr. Wilson moved to discuss council liaisons. Seconded by Mr. Vachon, motion carried. Mr. Wilson moved to appoint the council liaisons, Mr. Curtis Recreation, Mayor Sullivan Public Works, Fire Dept. Mr. Vachon, Zoning Mr. Wilson, and Police Mr. Charboneau. Seconded by Mr. Curtis, motion carried.

### **EMS Presentation**

Mr. Pronto and Mr. Johansen gave Newport Ambulance's yearly presentation. This year's appropriation could be somewhere between \$232,000 and \$240,800 depending on if the Town of Coventry stays 100% with Newport or 2/3 with Newport and 1/3 with Orleans.

### **Discussion of Hiring Process for Permanent Fire Chief**

Mayor Sullivan thanked Mr. LaCoss for stepping in as Interim Fire Chief. Mr. Charboneau moved to direct the Program Director to advertise for a Fire Chief. Seconded by Mr. Wilson, motion carried. Mr. Newton, Mr. Touchette, and Mr. LaCoss discussed the process for hiring a Fire Chief and felt this was a good opportunity to revise the Fire Chief's job description.

### **Grants Management Contract with NEKCA**

Mr. Welch stated that NCIC is not providing grant management services any longer. NEKCA is new to the service however Mr. Welch is working with NEKCA to ensure that grants in progress are completed. Mr. Vachon moved to accept and enter into a grants management contract with NEKCA. Seconded by Mr. Wilson, motion carried.

Mr. Vachon moved to authorize the mayor to sign the contract. Seconded by Mr. Charboneau, motion carried.

**Programs Director Job Description**

Mr. Vachon moved to open discussion of the Program Directors job description. Seconded by Mr. Wilson, motion carried.

Mr. Curtis moved to approve the new job description of the Programs Director as provided to the council and replace the current job description of the Programs Director. Seconded by Mr. Wilson, motion carried.

**Executive Session Appointment of Comptroller/Programs Director**

Mr. Wilson moved to enter executive session to consider the appointment of Rebecca Therrien to the position of Comptroller/Programs Director per 1 V.S.A. 313(a)(3) and invite Ms. Therrien into executive session. Seconded by Mr. Curtis, motion carried.

In open session Mr. Vachon moved to appoint Rebecca Therrien Comptroller/Program Director and authorize the mayor to sign the agreement. Seconded by Mr. Wilson, motion carried.

**Authorization to Sign Wayfinding Grant**

Mr. Charboneau moved to authorize the mayor as signatory for the Wayfinding Signage Grant. Seconded by Mr. Wilson, motion carried.

**New Business**

The mayor stated she has been selected as chair of the Airport Committee. The mayor's hours continue. The mayor update continues, and the mayor is on NEKTV every other Tuesday at 10:00 AM.

**Old Business**

None.

**Next Meeting Date**

November 20, 2023

**Adjournment**

Mr. Charboneau moved to adjourn at 9:22pm. Seconded by Mr. Wilson, motion carried.

Attested \_\_\_\_\_ This \_\_\_\_\_ Day of November 2023

\_\_\_\_\_ Mayor

City Manager..... (802) 334-5136  
 City Clerk/Treasurer ..... 334-2112  
 Public Works/Parks ..... 334-2124  
 Zoning Adm./Assessor .... 334-6992  
 Recreation ..... 334-6345  
 Fax..... 334-5632



City of Newport  
 222 Main Street  
 Newport, Vermont 05855  
[www.newportvermont.org](http://www.newportvermont.org)

***EXTRA MILE DAY***

WHEREAS, the City of Newport is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, the City of Newport is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, the City of Newport is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, the City of Newport acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2023.

NOW THEREFORE, I, Mayor of the City of Newport, Vermont, do hereby proclaim November 1, 2023, to be Extra Mile Day. I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

DATED this \_\_\_ day of October, 2023, in Newport, Vermont.

\_\_\_\_\_  
 Linda Joy Sullivan, Mayor  
 City of Newport

A HERO DOESN'T HAVE TO BE SOMEONE FROM A SUPERHERO COMC. IT CCAN BE ANY ORDINARY PERSON OR ORGANIZATION THAT ONE RESPECTS AND LOOKS UP TO. EVEN THE LITTLE THINGS CAN MAKE SOMEONE A HERO. JUST BY BEING THERE FOR SOMEONE OR GIVING SOMEONE A FRIENDLY EAR WHEN THEY NEED IT CAN MAKE YOU SOMEONE'S HERO.

SIMPLY PUT, THE KEY TO HEROISM IS A CONCERN FOR OTHER PEOPLE IN NEED – AND TAKING ACTION WITHOUT EXPECTATION OF REWARD.

HEROES EMBARK ON A QUEST OR A JOURNEY, OFTEN FACING TRIALS AND TRIBULATIONS, TO ACHIEVE A GOAL OR OVERCOME AN OBSTACLE. THEY OFTEN POSSESS NOBLE QUALITIES SUCH AS COURAGE, SELFLESSNESS, AND A DESIRE TO HELP OTHERS.

SO TO ALL OUR HEROES, I THANK YOU: OUR FIREFIGHTERS, LAW ENFORCEMENT, EMERGENCY MEDICAL SERVICES AND PROVIDERS, OUR VETERANS AND THEIR FAMILIES, OUR MOMS, DADS, SISTERS, BROTHERS, ROLE MODELS, AND TO ALL OF YOU, OUR NEWPORT CITY CITIZENS AND CITY EMPLOYEES AND VOLUNTEERS.

**Beloin Computing**  
SALES & SERVICE



**PO Box 104**  
**Troy, Vt 05868**  
**Cell Phone 802 673 2010**  
**Computer/ Network Support Contract**  
**City of Newport**  
**Starts Dec 1 2023 to Nov 30 2024**

**What is Included**

- Server /Workstation Support
- Network Support and network devices
- Virus Support
- Hardware and Software Support and Installation
- Email Issues that are not Comcast Related or Google related.
- Aid with Hardware Purchasing.
- Added Police Station support .
- phone / Voicemail support cost \$1000
- 3 User accounts of Office 365 for 15 computers. Cost \$500
- Google Workspace Support

**What is not Included**

- Email Issues that are Comcast related
- Server Backups - setup is included however I am not liable for data verification and storage.
- No hardware of any kind .
- No major electrical or network wiring.

Support is offered 24/7 as long as building is available. When a service call is placed it is scheduled instructions below. Note I will not do support unless someone is available onsite because of liability issues. All support will be documented. All support will remain confidential with the City of Newport and will be done in a positive calm manner.

**Emergency**

1. Call me at my store Cell 802 673 2010. Text or email me at dbeloin@together.net

**Scheduled Visits**

1. Call my Cell Leave a message of issue.

The average time to arrival to your site for contracted customers is 24 hours. On that day or by the next morning depending on time-of-service call placed.

The only time I am not available is one week in June or July and Week of Christmas to New Year. Note support is not covered during this time. During these week periods I will Try to return calls and help on Phone or remotely.

This contract provides you with 150 hours of nonrefundable service time in the 12-month period. Any time over 150 hours is contracted at the low rate of \$70 an hour instead of my normal service charge of \$85 an hour. Hours will be tracked by Beloin Computing.

Your contract price has been determined by the number of workstations and server you have and will be reevaluated each year. Currently supporting 6 locations and 31 computers 3 servers and all networks.

**Contract Price \$10500**

Contract begins when signed and paid. Signature of Acceptance \_\_\_\_\_

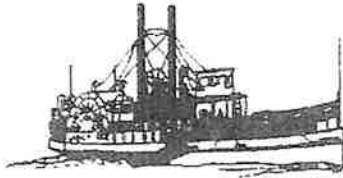
Dennis Beloin Owner, Technician \_\_\_\_\_ Dennis Beloin \_\_\_\_\_





**LEONINE**  
PUBLIC AFFAIRS

**Proposal for**



**NEWPORT**

est. 1918

**Re: Executive Level Recruitment Services**

**Contact: Mayor Linda Joy Sullivan**

Dear Mayor Sullivan,

Leonine Public Affairs (LPA) is excited to express our interest in providing Executive Level Recruitment Services to the City of Newport, Vermont.. Vermont municipalities have enough on their plate, and when the time comes to search for, recruit and retain a qualified manager or administrator they need a trusted partner who will help them through the process.

At Leonine Public Affairs (LPA), we have significant experience working with Vermont municipal and state governments. We bring the spirit of partnership to all our engagements. Our team will immerse ourselves with the City of Newport during your search to better understand the vision, strategic and operational factors that will influence what Newport needs out of their next Manager. In addition to the search, we're uniquely qualified to help a new manager navigate their first few months on the job.

LPA is a Vermont-owned and operated business. We deliver solutions for our clients in the political and government sectors.

From Milton to Manchester, South Burlington to Shaftsbury, we know Vermont. We grew up here, attended school here and have chosen to live, work and raise our families here. Understanding that while there are common threads for each Vermont municipality, there are often clear and distinct differences that will need to be navigated to help find the right fit for each search.

We're confident in our skillset to engage communities and prospective candidates, not only through the search process but through the first few months post hire to ensure a successful transition. We are excited to share our process with you and engage with you further.

We are ready when you are.

Sincerely,

Corey Parent  
Director - Municipal and Business Affairs

## **Statement of Qualifications**

At Leonine Public Affairs (LPA), we believe every municipality's recruitment needs are unique. In order to meet these needs, a consultant must get to know the community – their vision, strategic goals and operational realities. We also believe new Managers will have varying styles and abilities when acclimating to their new position and that developing an onboarding process to ensure success is both advantageous for the new administrator and the community.

We are pleased to submit our qualifications to assist the City of Newport in this endeavor. We truly believe that one size does not fit all. Our team has a diverse skill set that can respond to every facet of the recruitment and onboarding process. In the following pages we outline our generic approach. However, we want to make clear that we actively seek improvements to the process and will constantly strive to provide the most custom, up to date experience for the City of Newport.

### **Set Expectations and Clarity for the Search Process**

When hiring a new administrator or manager it is critical to get the Mayor, the City Council and ultimately the community on the same page for the process to be successful. Finding consensus is sometimes difficult but our experience in navigating the public sector can help communities define their criteria for what they want in a town manager/administrator. In addition to developing a consensus candidate profile, we are clear with the City Council about the labor market and what a competitive compensation package looks like.

With consensus on our candidate profile, we build a draft recruitment brochure which includes but is not limited to the following sections: The Opportunity, The Organization, Community Profile, Role of the Town Manager, Opportunities and Challenges, Candidate Qualification Criteria, Candidate Characteristics and Traits and how to apply. We have attached a draft of what was used for the Town of St. Albans so you can better understand the flavor we bring to the process.

Once we finalize the recruitment brochure. we plan the launch.

### **Launch & Generate Interest**

The launch of search is an opportune time to generate excitement. We will work with the City of Newport to engage at the level with which they are comfortable. In the past we have launched via a Press Release with stories in local media. We've posted on all the New England States Leagues of Cities and Towns classified sites, as well as traditional postings. We also have sent direct emails to department leaders at municipalities across New England and New York.

## **Candidate Recruitment and Screening**

In a search there is a need to screen and recruit the pool. We will seek out talent through social media and relationship building. This includes cold emails, calls and direct messages on LinkedIn. We will work with you to build the screening regiment they want. We have seen this process include the City Council by itself, and have also seen larger engagement from staff and community members. We will work with you to customize the process so it works for you.

## **Interviews**

There are usually two rounds of interviews. We work with the City of Newport to develop the process to meet your needs. With the first round of interviews, we advocate for a smaller group to ask general questions to get to know the candidate, their interest in the job and their experience, among other things.

As we narrow down to the finalist, we ask each finalist to take a management style profile test to better understand their leadership strengths and weaknesses to inform the selectboard. We also plan more extensive finalist interviews. For example, in the Town of St. Albans we had the finalist in to meet with each department for a half hour to hour and interview with each of them. We also planned tours of the community, dinner with a few members of the selection committee so we could get to know the candidate in an informal setting.

## **Reference Checks**

We do not conduct reference checks until we're at the final stage of the hiring process and with the permission of the candidate so as not to harm their current employment situation. We seek three to five references and provide them verbatim to the selectboard.

We also conduct background and social media checks on the finalist candidates to minimize the risk of any surprises.

## **Offer and Negotiation**

We are happy to take the lead in making the offer and doing the negotiation on behalf of the City of Newport. That said, we find it best when the Mayor makes the offer and joins us in the final negotiations.

### **Executive Level Training and Coaching**

We understand that coaching is critical to long-term success of any new Town Manager or Administrator. Our team has experience advising political candidates, elected officials, and others within the public sector. We currently teach at Emerge, the University of Vermont and bring a wide range of experiences to help coach successful candidates in their new roles. This is likely the most customized aspect of the process. Each candidate will bring different experiences to the table, and we will work to assess their skills and develop a plan so that they can develop fully into the leader their community desires.

## **The Team**

### **Corey Parent, Director of Business and Municipal Affairs**

Corey Parent is the Director of Business and Municipal Affairs for Leonine Public Affairs and would be project lead on all recruitments. He specializes in project management, operational consulting, and public relations for municipalities, non-profits, and private sector businesses. He, along with Alex Brigham, led the successful recruitment of the current Town Manager for the Town of St. Albans. He is also an adjunct lecturer for the University of Vermont in "Grassroots Governing." He served on his first executive search committee as President of the Student Body at St. Lawrence University when the University hired its first-ever Vice President for Communications. He has also served on two CEO search committees for Northwestern Medical Center and Chaired the CEO search for Franklin County Home Health Agency in the spring of 2021. As Director of Operations for the Town of St. Albans, Corey oversaw the recruitment, hiring and onboarding of key department leadership positions. Corey earned a Bachelor of Arts in Economics and Government from St. Lawrence University and is working on his MBA through Clarkson University.

### **Alex Brigham, Human Resources Consultant**

Alex Brigham founded Brigham, LLC in the summer of 2022 and subcontracts with Leonine Public Affairs on Executive Searches. He has extensive experience in Human Resources and Business Operational Management. Formerly the Human Resources Manager for Tata Harper Skincare in Whiting, VT – a rapidly growing Vermont company. He now serves as the Practice Supervisor of Hematology and Oncology, Surgical Oncology, and the Breast Care Center at The University of Vermont Medical Center. Alex earned both his Bachelor of Science in Business Management and MBA in Human Resources Management from Champlain College in Burlington, VT.

### **Alex MacLean, Partner, President of Public Relations and Strategic Communications**

Alexandra (Alex) MacLean is a Partner and President of Public Relations and Issue Campaigns at LPA. Alex served as Governor Shumlin's campaign manager for his first two successful Gubernatorial campaigns in 2010 and 2012. She has since consulted on a variety of successful statewide political campaigns and brings her deep experience in public affairs as a governor's campaign manager, campaign strategist and deputy Chief of Staff to her work at LPA. Throughout her career she has developed and managed successful communications and public outreach and helped businesses, non-profits, school districts and political campaigns create and execute their strategic visions and achieve results. Alex would assist in developing a positive recruitment strategy and training for new Town Managers. Alex lives with her husband in Peacham, Vermont where in addition to two small children they raise chickens and horses.

## **Maggie Lenz, Vice President, Public Relations and Strategic Communications**

Maggie grew up in Montpelier, Vermont and has worked on numerous successful public relations and political campaigns all over the country. She came to Leonine after working both as an organizer and as the Finance Director for the Vermont Democratic Party, and served for a time as the Chair of the Washington County Democratic Committee. She has a demonstrated history of creating and implementing strategic communications campaigns that achieve results. She has close ties to members of the media and Vermont elected leaders and influencers, and is well equipped to leverage successful lobbying and grassroots organizing efforts. She has strong connections all over Vermont and a passion for working on local issues.

## Fee Schedule

At LPA, we don't believe an hourly rate is an appropriate way to charge for this service. As each is so customizable, we are proposing several packages and various fee structures to go with each. Our pricing is based on anticipated time invested in each project and at an extremely discounted rate compared to our commercial pricing.

### Search and Recruitment Packages:

#### Tier 1: Bronze Package (\$3,000)

Our most basic service. This service is to position the Town well for a job posting and help them put their best foot forward.

#### Services included:

- Up to 3 meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Provide basic compensation data and consult on compensation range.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Includes a \$750 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- \$1,500 consulting fee for Leonine Public Affairs.

#### Tier 2: Silver Package (\$5,000)

This service includes everything offered in Tier 1, but also has Leonine accept the applications, answer applicant questions, and provide a full candidate pool to the hiring committee in an organized manner. We will also help schedule interviews at this level.

#### Services included:

- Up to 3 meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Provide basic compensation data and consult on compensation range.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Includes a \$750 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- LPA will also take the lead on incoming candidate questions and organize candidate pool and schedule interviews.
- \$3,500 consulting fee for Leonine Public Affairs.



**Tier 3: Gold Package (\$10,000)**

This is our introductory full process package. It includes everything in tier one and two, with more work in candidate screening and interviewing process.

**Services included:**

- Up to 3 meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Provide basic compensation data and consult on compensation range.
- Weekly Reports on search activity.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Social Media postings and active Linked-In recruiting by LPA.
- One Email sent from LPA to a large email list we've secured of various department heads and municipal leaders across New England and New York.
- Includes a \$1,000 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- LPA will also take the lead on incoming candidate questions and organize candidate pools and schedule interviews.
- LPA will notify unsuccessful candidates.
- LPA will assist in drafting interview questions.
- Establish evaluation criteria for first round and finalist interviews.
- Facilitate discussions with selection committee members for narrowing the candidate pool and ultimately picking a candidate.
- LPA will attend first round interviews.
- LPA will set up and attend Finalist Interviews.
- LPA will conduct background and reference checks.
- \$8,250 consulting fee for Leonine Public Affairs.

**Tier 4: Platinum Package (\$15,000)**

Our full service package. This includes everything in the previous tiers, as well as, more in-depth community profile feedback, more extensive finalist interviews and screening processes.

**Services included:**

- Unlimited meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Conduct a community survey or community meeting to gather feedback on the position before the profile goes live.
- Provide basic compensation data and consult on compensation range.
- Weekly Reports on search activity.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Draft and Distribute Press Release to local and statewide media.

- Social Media postings and active Linked-In recruiting by LPA.
- Up to three emails sent from LPA to the large email list we've secured of various department heads and municipal leaders across New England and New York.
- Includes a \$1,000 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- LPA will also take the lead on incoming candidate questions and organize candidate pool and schedule interviews.
- LPA will notify unsuccessful candidates.
- LPA will assist in drafting interview questions.
- Establish evaluation criteria for first round and finalist interviews.
- Facilitate discussions with selection committee members for narrowing the candidate pool and ultimately picking a candidate.
- LPA will attend first round interviews.
- LPA will set up extended finalist interview days where we conduct half or full day interviews for candidates and will attend those days to be the liaison between the candidate and the town.
- LPA will assist in travel arrangements for candidates if needed (cost of travel and accommodations not included).
- LPA will conduct background and reference checks.
- LPA will conduct a management style assessment with finalists and provide it to the hiring committee.
- LPA will assist in developing an offer letter and consult on negotiations with candidates chosen by the hiring committee.
- \$13,250 consulting fee for Leonine Public Affairs.

**Other Mandatory Fees:**

- Mileage: Mileage for any in-person meetings will be billed at the IRS mileage rate from our offices in Montpelier, VT to the place of the meeting.

**Other Optional Fees:**

- Candidate travel arrangement assistance: 20% fee in addition to cost of travel and accommodation. Fee is included in the Platinum package.

**Other Services:**

**Coaching:** Understanding where each candidate is and where they need assistance is critical before we price this. Length of coaching is also hard to determine. This service is offered at a negotiable monthly rate with the Town in the range of \$500 to \$2,000 per month depending on the in-depth nature of the coaching. Based on anticipated workload and a discounted rate of approximately \$150 per hour.

**Interim Services:** LPA can provide interim services with the experience of our team. However, it is dependent on availability and expectations of the community to be negotiated on a case-by-case basis. We will frame our quotes for this service monthly on anticipated hours worked at the discounted \$150 per hour.

## References

### Search and Recruitment:

**Town of St. Albans:** Corey Parent and Alex Brigham conducted the Town Manager search for the Town of St. Albans that began in late fall 2022 and finished in winter of 2023. They executed a full package of services from development of candidate and community profile, through assisting in the offering of a package.

Contact: Bryan DesLauries  
Selectboard Chair  
802-309-0690  
b.deslauriers@stalbanstown.com

**Amorepacific (new Owner of Tata Harper):** Alexander Brigham, was employed as Human Resources Generalist, HR Lead for Tata Harper Skincare. In that role, he oversaw all human resources functions throughout the United States for their company including recruitment, hiring, compensation, etc.

Contact: Sara Heller  
Senior HR Manager – Amorepacific  
917-510-4896  
Sara\_heller@us.amorepacific.com

### Other Municipal Services:

**Town of Milton:** LPA has served as a general consultant for the Town of Milton to assist on various projects due to a shortage of qualified staff. Work includes communication with constituents, project management, stormwater utility development and grant writing.

Contact: Don Turner  
Town Manager  
802-891-8021  
dturner@miltonvt.gov

**University of Vermont:** Corey Parent is an adjunct lecturer for the University of Vermont's Community of Practices Course, where he teaches undergraduates about the basics of Municipal Government in Vermont and assists in placing them in internships with Vermont Municipalities.

Contact: Sophia Trigg  
Experiential Learning Coordinator  
sophia.trigg@uvm.edu

## VLCT Recruitment Bid

We charge a \$10k flat fee, and then any reimbursable costs (advertising, mileage, travel costs). We figure those are usually 2k-5k. If you're interested, we could see if we have a consultant available and get you a proposal. Here's what we offer:

### **SERVICES PROVIDED - Deliverables Include:**

The services we provide will utilize best practices in municipal human resources and employment law. We will endeavor to maintain confidentiality throughout the search and keep the Selectboard informed along each step of the process. The Board will work in tandem with us by providing necessary information and making key decisions. Our services include:

- Prepare a recruitment plan and advertising plan for Board approval.
- Review job description and pay range.
- Prepare and place employment advertisements.
- Assist in screening process of applications for first round interviews.
- Schedule interviews and assist with question selection and interviews.
- Assist with development of final interview process; assist with question selection, evaluation, and assist with final interviews.
- Conduct reference and background checks, provide sample employment agreements as well as consultation as needed during the negotiation process.

**ADDITIONAL SERVICES:** The cost estimate and timetables below are based on services as outlined in this proposal. Any changes to the deliverables may be requested by the Selectboard, such as citizen participation in the process, on-line surveys, and other add-on services. These changes may result in an increase in the consultant's time and result in an increase in cost. Such changes must be approved in advance by both the Town and VLCT and reflected in a change in the services agreement.

### Timetable

**Weeks Step Activity – in consultation with the Selectboard as needed**

- |       |   |   |
|-------|---|---|
| 1 - 2 | 1 | Prepare recruitment and advertising plans covering search process and timeline. Prepare draft job description and pay range; prepare position profile |
| 2 - 4 | 2 | Prepare and post advertisement; begin to receive applications   |
| 5 - 6 | 3 | Screen applications as received; identify individuals for further consideration; Plan first round interview process with Selectboard/search committee |

- 6 – 8 4 Schedule and conduct first round of interviews: Plan and finalize final round interview process
- 9 – 11 5 Schedule and conduct final round of interview process:
- 12 –16 6 Check references: background check on finalist(s). Report to Selectboard; offer advice on employment agreement negotiations:

## Cost Estimate

VLCT does its best to minimize costs and bring affordability and professionalism to the search process. A sample cost breakdown is below. Actual costs may vary depending on the number of candidates and unique aspects of each search. VLCT and the Selectboard will sign an agreement including consultant time and direct expense outlined below. Any changes must be approved in advance by VLCT and the Selectboard.

**Consultant time** and miscellaneous VLCT administrative work will be billed as a flat-fee of \$10,000, billed after a candidate has been selected by the Selectboard.

**Direct expenses**, including advertising, interview costs and background check service vary by search, so estimates are provided in wide ranges.

Ted

Ted Brady  
Executive Director  
Vermont League of Cities and Towns  
(802) 316-4475  
[Tbrady@vlct.org](mailto:Tbrady@vlct.org)

**COMPTROLLER/PROGRAM DIRECTOR**  
**City of Newport Comptroller/Program Director Job Description**

**Scope of Work:**

The ideal candidate for this position will possess the personal qualities of integrity, energy and a commitment to collaborative problem solving. The Comptroller/Program Director works independently and is afforded considerable latitude for the exercise of independent judgment and initiative.

The Comptroller is primarily responsible for managing the City of Newport's financial reporting and accounting tasks. As a member of the City's Administrative Team, the Comptroller, who also serves as the City's Program Director, may be called upon to perform a variety of administrative and technical work at a professional level. Duties may include serving as administrative assistant to the City Manager, Department Heads and Supervisors. In this dual role, the Comptroller/Program Director provides exemplary customer service to diverse parties including members of the public, department heads and their staff, the city clerk/treasurer's office, other municipalities, legislative representatives, and the media. The position provides confidential program coordination to each department. This position reports to the City Manager and the City Council in the absence of a City Manager.

**Specific Duties and Responsibilities:**

- Review and approve all invoices.
- Facilitate and coordinate with City Manager and Department Heads in the development of the annual budget.
- Assist in preparing City Council agendas; attend City Council meetings when directed to do so by the City Council.
- Coordinate and collaborate with City Manager in preparation of and through final audit process, management of grants and grant reporting; oversee business operations of City.
- Responsible for coordinating and entering data regarding delinquent tax collections.
- As directed, coordinate and facilitate grant applications, grant management and reporting in collaboration with City Manager and Department Heads.
- Maintain fixed asset list and reconciliations for line items on financial statements.
- Provide administrative and designated backup support as predetermined in collaboration with City Manager.
- Responsible for posting meeting notices and updating and maintaining the website in conjunction with the City Manager.
- Maintain calendar for various meeting spaces in the City's buildings.
- Serve as First Point of Entry for City Manager's Office. Greet customers in person, respond to emails and telephone calls from the public.
- Maintain, monitor, and update as appropriate the City's comprehensive filing system, track deadlines on documents, policies, and reports to ensure compliance.
- Prepare and finalize reports and various documents in preparation for meetings and presentations.
- Provide confidential support such as budget tracking, agenda preparation, and meeting minutes; coordinate various project implementation, some of which could be sensitive for City Manager and Department Heads.
- May be assigned to respond to public record act requests.

- Work independently on difficult or complex tasks.
- Prepare fiscal, statistical, or narrative reports as assigned.
- Perform as assigned specific projects to coordinate and implement either independently or in collaboration with City Manager and Department Heads.
- Approve banner requests.
- This position is responsible for all duties defined and other duties as assigned.

The job duties and responsibilities listed above are intended to describe the general nature and level of work performed by this position. It is not intended to be an exhaustive list of all duties and responsibilities and skills required. Actual assigned duties may differ due to the varying and diverse needs of the City.

**Minimum Qualifications:**

- Work proficiently with Microsoft Office Suite and Google Programs and software applications; comfortable learning new technology.
- Bachelor's degree or equivalent relevant work experience.

**Other Job Characteristics:**

- The Comptroller/Program Director is a confidential employee and therefore exempt under the Fair Labor Standards Act. They may be required to work more than forty (40) hours per week and must have the ability to effectively manage their time. The Comptroller/Program Director may be required to prepare for and attend evening meetings.
- The Comptroller/Program Director works primarily in an office setting.
- Minimal travel may be required.
- The Comptroller/Program Director will receive a competitive salary and benefits in accordance with the City of Newport's Personnel Policy.