

PUBLIC OFFICE APPOINTMENT PROCEDURE

It is the intent of this Procedure to provide consistency, equality and transparency in the appointment of public officials for the Town of Chester.

This Appointment Procedure shall apply to appointments made to the Chester Planning Commission, Chester Development Review Board, any sub-committee of the Selectboard and the Zoning Administrator.

Incumbents to any position shall be reappointed unless the Selectboard determines, upon review that said incumbent should not be reappointed to his/her position.

The Selectboard shall conduct interviews of all applicants being considered for a position, except for incumbents as stated above, unless the Selectboard determines that this is necessary. Said interviews shall be conducted in Executive Session as a means of providing equality, comfortability and privacy to all applicants. This process will be conducted in compliance with 1 V.S.A. §313.

The Zoning Administrator is appointed by the Selectboard upon nomination of the Planning Commission.

The following preparation work can be done in an Executive Session if during that same session the candidates are interviewed. The questions can also be formulated in this Executive Session. The candidate selected must be announced in an open meeting. The reasons for their selection must also be announced at that time. This does not mean the Board must come out of Executive Session and immediately name this person. The Executive Session can be continued to a date certain for deciding on a finalist.

Prior to the interviewing of an applicant, the Selectboard should review any job description that exists and understand what they, as a group, are looking for in their candidate. Furthermore the Board should review any material each candidate has presented. The Board should understand any work history that applies to the position being sought as well as any personal skills each candidate brings that may relate to the position. Their overall intelligence, aptitude and job fit should be considered as well as the candidate's motivation for applying. The whole picture should be reviewed and not just interview answers; the Board is meeting to choose the best overall candidate to fill the opening.

Each member of the Board should write down the questions they think are important. There should be a core group of questions that are asked of each candidate. Each candidate can be asked additional questions that are specific to them.

Ask a mix of questions, but ask more open-ended ones that will require the candidates to put more individual thought in their answers. Ask some hypothetical questions about the job they are applying for to see how they might act in a real situation. An off-the-wall question or two is not bad either to see how the candidates respond.

Make your questions count; pay attention to the answers but don't be afraid to ask a question that is prompted by the overall discussion.

As soon as an interview ends, each member should collect their thoughts and write them down. After this, share your assessment with the other members. Gather everyone's thoughts and arrive at a consensus. Keep in mind what the job will require; focus on the needs of the town and the leading person for consideration should emerge.

Dated: _____

John DeBenedetti

Ben Whalen

Dan Cote

Heather Chase

Arne Jonynas