

Enfield Town Manager Search Committee – Search Timeline

Dates:	Activity:	Notes:
Saturday, January 14, 2017	Inaugural Meeting of Search Committee. Alan Gould joined us and explained MRI's process	Launched by Selectman Fred Cummings;
Saturday, January 28, 2018	2 ND Search Committee Meeting	See Minutes
Monday, February 6, 2017	Chair Albanese met with MRI Search Lead Gould to review the outcome of last search committee meeting & establish timeline.	Alan reported that they had 30 applicants as of today
February 6 – 8, 2017	Dominic getting emails out to various groups and constituents identified in our last search committee meeting asking that they participate in the search process	See list of individuals & organizations below.
Saturday, Feb 18, 2017	3 rd Search Committee Meeting 9:00am @DPW	<p>Alan will provide us with an update to include:</p> <ul style="list-style-type: none"> • Summary of interviews and any feedback gathered from website; • Summary of applicants; • DRAFT Essay questions for our feedback; • DRAFT Position Brief & Challenge Statement for our feedback.
Monday, February 20, 2017	Closing date for applications.	Ultimately 53 candidates applied.
Week of February 20 and March 1, 2017	MRI (Alan and Don Jutton) will review and score all applicants picking those who will receive the essay questions (typically 15 +/- of the applicants). Essay questions are mailed to applicants and preliminary background checks begin.	Ultimately 19 candidates received the 5 question essay;
Monday, March 13, 2017	Applicants asked to have essay questions back to MRI.	

Dates:	Activity:	Notes:
March 13 through March 31, 2017	Alan Gould and Don Jutton will score essays; do phone interviews and public source background checks identifying a group of 6 to 12 candidates for Search Committee to review	
Friday, March 31, 2017 6:00pm, DPW Building	4 th Search Committee meets; candidate materials are provided to Committee for review;	
Friday, April 7, 2017 6:00pm, DPW Building. <i>This will be a non-public meeting.</i>	5 th Search Committee meeting. MRI and the Committee will select 5-6 candidates who will be invited to town for interviews. Interview processes to be finalized.	
Friday, April 21, 2017, Mascoma Valley Regional High School <i>This will be a non-public interview session.</i>	Onsite Interviews with (1) Search Committee; (2) MRI Panel of Current and Fmr Town Managers. 2 to 4 candidates will be forwarded to Enfield Board of Selectman that evening. At this point the work of the Search Committee is complete and the Enfield Board of Selectman takes the process to completion.	Candidates <u>may</u> be asked to expand on one of the essay questions to start the interview with the search committee.
Monday, April 24, 2017 <i>This will be a non-public interview session.</i>	Board of Selectman will do final interviews and make their choice. Formal background check will be undertaken by MRI along with contract negotiations.	
Week of May 1, 2017 or before	Board of Selectman wrapping up hire, making announcement etc.	

Enfield Town Manager Search Committee

Dominic C. Albanese (Chair)

Lee Carrier

Donald (Donny) J. Crate

C. Robert (Bob) Cusick

Samuel Eaton

Shirley A. Green

Melissa Hutson

Jean Patten

Annabelle Bamforth (Minutes)

Alan Gould, CEO, Municipal Resources Inc.