

**TOWN OF SILT  
BOARD OF TRUSTEES SPECIAL MEETING AGENDA  
MONDAY, APRIL 15, 2024 – 5:30 P.M.  
MUNICIPAL COUNCIL CHAMBERS**

ESTIMATED TIME	AGENDA ITEM	PUBLIC HEARING or ACTION ITEM	STAFF PRESENTOR
	<b>Agenda</b>		<b>Tab A</b>
5:30	<b>Call to order</b>		<b>Mayor Richel</b>
	<b>Roll call</b>		
	<b>Pledge of Allegiance and Moment of Silence</b>		
	<b>Public Comments</b> - Persons desiring to make public comment on items not on the agenda shall activate the “raise hand” function in the meeting program. For persons who will participate in the meeting by telephone, they should send an email by 5:00 p.m. on the day of the meeting to sheila@townofsilt.org indicating their desire to make public comment. For those attending in person, a “Sign in Sheet” is available in the Council Chambers. Each speaker will limit comments to no more than three (3) minutes, with a total time of 30 minutes allotted to public comments, pursuant to Section 2.28.020 of the Silt Municipal Code		
	<b>Executive Session</b> - For discussion of a personnel matter under C.R.S. Section 24-6-402 (4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; - review of applications received for Town Administrator position.		
	<b>Determination of finalists for Town Administrator position and notice of finalists to public</b>	<b>Action Item</b>	<b>Tab B SPC Layman</b>
	<b>Adjournment</b>		
The next scheduled meeting of the Silt Board of Trustees is Tuesday, May 7, 2024 to conduct interviews of the finalists for Town Manager.			

**BOARD OF TRUSTEES SPECIAL MEETING**  
**April 15, 2024**

**AGENDA ITEM SUMMARY**

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**SUBJECT:** Town of Silt Board of Trustees Town Manager Candidate  
Resume Review and Determination of Finalists

**PROCEDURE:**

The purpose of this meeting is to review the resumes of our Town Manager candidates and the evaluation of each by Trustees in Executive Session and then, in open session, determine which of them will be finalists for the position of Silt Town Manager.

**BACKGROUND OF SUBJECT MATTER:**

On Monday night, April 8, Trustees were presented with selection materials to aid in reviewing the resumes of candidates for the position. The Board also received the candidate materials submitted.

**SUMMARY:**

It was suggested that Trustees use the below materials to aid them in their evaluation of the cover letters and resumes submitted. These materials were distributed on April 8.

- Recruitment Process Outline
- Position Description
- Recruiting Brochure/Profile
- Resume Review Exercise Description
- Resume Review Dimensions
- Resume Review Scoring Sheet
- Performance Ratings Description

I will lead the Board through the evaluation and decision-making processes. At the end of the meeting, the Board will have elected to go forward with finalists for the position.

Below, Trustees will find the existing recruitment and selection schedule, understanding that this is not definitive, as changes may need to be made.

- Schedule
  - April 15: Special Session: Selection of finalists
  - May 6-7: Interviews; Getting to know Finalists
  - Mid-May: Due Diligence on top Finalists
  - Late May: Extend job offer
  - June 29: First day of work

**ORIGINATED BY:** Jeff Layman, Special Projects Manager

**PRESENTED BY:** Jeff Layman, Bill Efting

TOWN ATTORNEY REVIEW: /x/ Yes // No MJS

**SUBMITTED BY:**

**REVIEWED BY:**

Jeff Layman  
Jeff Layman, Special Projects Manager

Sheila M. McIntyre  
Sheila M. McIntyre, Town Clerk