



Town of Shelburne, Vermont

MINUTES

Town Manager Search Committee

May 29, 2018 at 6PM

Shelburne Town Office, 5420 Shelburne Road,

Meeting Room 2

MEMBERS PRESENT: Ann Janda, Kathy Brooks, Amy Berger, Jane Zenaty, Roger Preis, Mark Sammut, Linda Reill, Doug Merrill, Diana Vachon, Tom Murphy, Jessica Brumsted --- Arrived after 6: Kristina Guerrero, Tim Pudvar, and Bruce Lisman

OTHER ATTENDEES: Bruce Nunziata, resident Falls Road

1. **Call to Order** – Kathy Brooks called the meeting to order at 6pm.
2. ***Consider Approval of the Agenda** – *Motion by Doug Merrill to approve, seconded by Roger Preis. Passed 10-0.*
3. ***Consider Approval of Minutes from May 14, 2018** – *Motion by Roger Preis to approve, seconded by Doug Merrill. Passed 10-0.*
4. **Citizen Participation and Public Comments** – Bruce Nunziata said he has been talking to other residents about what they think is important regarding the next town manager and he thinks it isn't necessary to look for someone who needs a salary of \$100k. Nunziata believes lots of PhDs and MAs will work for less. He wants someone down to earth, not a hot shot who tells us what to do. Wants someone open minded, practical and data driven with the right personality and temperament. Regarding the hiring of a consultant, Nunziata believes there are enough smart, educated people on the committee that we don't need a consultant. Roger Preis said he agrees that the salary doesn't have to be \$100k, but don't know if we will find someone who will do it for \$60k. And our current Police Chief makes \$93k. Regarding a consultant, Preis said that we used VLCT last time, but didn't get enough qualified candidates. Plus, we looked at the 2018 Vermont Town and City Management Association Executive Salary Survey Report to come up with the suggested range. Doug Merrill said that the committee also agrees that we should bring in someone with previous town management experience and they would likely expect a salary that is comparable to other managers in the area. Kathy Brooks said that we also looked at the desired attributes and people skills were high on the wish list. Fiscal management and the experience necessary were other reasons we wanted to have a range where a qualified person will accept the job.
5. **Discuss Next Steps with considering Search Consultants & RFP document review** – *Motion by Bruce Lisman to approve RFP, seconded by Tom Murphy.* Preis suggested sending the RFP to the six firms that responded to the Essex RFP. Kristina Guerrero suggested that we cast a wider net in case not all six respond. It was agreed that Mark Sammut would review the full list of firms that Essex sent their RFP to in order to possibly suggest a few more that are focused on our region. *Passed 13-0. Motion by Bruce Lisman to send the RFP to at least six (6) consultant firms to be determined by the subcommittee, seconded by Tim Pudvar. Passed 13-0.*
6. **Discuss To-do List for Committee** After more discussion, it was decided that Doug Merrill would write an article for the Shelburne News explaining the committee's progress and rationale to the public. Merrill will send to Ann Janda to send out for suggestions/feedback before the document is finalized. Kathy Brooks will finalize a formal list of the top attributes we are looking for. Mark

Sammut will review list of consulting firms. Ann Janda will send an email with the date of the next meeting – June 18.

7. ***Adjourn** – *Roger Preis motioned to adjourn, seconded by Kathy Brooks. Passed 13-0.* Meeting ended at 6:50pm.