



Town of Shelburne, Vermont

MINUTES

Town Manager Search Committee

July 9, 2018 at 6PM

Shelburne Town Office, 5420 Shelburne Road,

Meeting Room 1

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

1. **Call to Order** - Kathy Brooks called the meeting to order at 6:05pm.
2. ***Consider Approval of the Agenda** – Brooks asked to add a few time-sensitive items to the agenda: simple overview of the MRI Process; review of MRI's sample survey; update on MRI reference check. *Motion by Mark Sammut to approve with amendments. Seconded by Roger Pries. Passed 12-0.*
 - **Simple Overview of MRI Process** – Preis said that MRI provided a simple overview of the scope of work for the presentation to the Selectboard. It is:

Simple overview of the process (takes 90 to 120 days):

- 1) Advertise in national and regional local government publications
- 2) invite viable candidates from recent recruitment engagements & network
- 3) receive resumes for 30 days
- 4) invite applicants with relevant education & experience to address essay questions
- 5) conduct public data search on top candidates
- 6) review essays and then conduct telephone interviews with top candidates
- 7) identify top 6 candidates for local interviews
- 8) coordinate local interviews and assist with selection & negotiations as needed
- 9) conduct background investigation for selected finalist

Preis said that MRI will also use the Town Manager job description to develop an ideal candidate profile and challenge statement. Pries asked if everyone agrees that MRI will screen resumes and just forward top candidates to the committee. Members of the committee agreed that this is the way it should be. Mark Sammut asked only that the committee be told the number of resumes and what geographic area they are from.

- **Review of MRI's Sample Survey** – Brooks said the survey will be used to help identify the profile for the ideal candidate. Preis asked about distribution and the committee agreed that the survey should be distributed widely. *Motion by Bruce Lisman to approve survey. Seconded by Doug Merrill. Passed 12-0.*
- **Update on MRI Reference Check** – Brooks said she called three of MRI's references. She spoke to one – a Town Administrator in Portsmouth, NH who was recruited by MRI. He gave MRI a good reference and said he was impressed with MRI's process.

3. ***Consider Approval of Minutes from June 25, 2018** – *Motion by Roger Preis to approve. Seconded by Amy Berger. Passed 7-0 with 5 abstains.*
4. **Citizen Participation and Public Comments** - None
5. ***Consider Approving Draft Advertisement** - *Motion by Bruce Lisman to approve. Seconded by Doug Merrill. Passed 12-0.*

6. **Consider Entering Executive Session, Under the Provisions of 1 V.S.A. 313 (1) (a) Contracts, to Discuss Draft Consultant Agreement with Municipal Resources Inc.**

Motion by Kathy Brooks to find that premature general public knowledge regarding contract negotiations would clearly place the Town at a substantial disadvantage. Seconded by Mark Sammut. Passed 12-0.

Motion by Kathy Brooks to enter executive session, pursuant to 1 V.S.A. § 313 (1) (a) regarding contract negotiations. Seconded by Mark Sammut. Passed 12-0.

Executive Session entered at 6:35pm
Executive Session ended at 6:50pm

Motion by Bruce Lisman to forward draft contract to the Selectboard. Seconded by Mark Sammut. Passed 12-0.

7. **Discuss To-do List for Committee** – After Tuesday’s Selectboard meeting, Doug Merrill will draft another update for the Shelburne News. The next meeting will be held on Monday July 23 at 6pm.
8. ***Adjourn** - *Motion by Mark Sammut to adjourn. Seconded by Bruce Lisman. Passed 12-0. Meeting adjourned by 6:55pm.*