



Town of Shelburne, Vermont

MINUTES

Town Manager Search Committee

May 14, 2018 at 6PM

Shelburne Town Office, 5420 Shelburne Road,

Meeting Room 2

MEMBERS PRESENT: Ann Janda, Kathy Brooks, Amy Berger, Jane Zenaty, Bruce Lisman, Kristina Guerrero, Tim Pudvar, Roger Preis, Mark Sammut, Linda Reill, Doug Merrill (arrived at 6:15), and Diana Vachon (Tom Murphy, Jessica Brumsted, and Chris Huestis absent)

1. **Call to Order** – Kathy Brooks called the meeting to order at 6pm.
2. ***Consider Approval of the Agenda** – *Motion by Tim Pudvar to approve, seconded by Roger Preis. Passed 10-0.*
3. ***Consider Approval of Minutes from April 24, 2018** – *Motion by Roger Preis to approve, seconded by Tim Pudvar. Passed 10-0.*
4. **Citizen Participation and Public Comments** - None
5. **Discuss the Possibility of Hiring a Consultant and Next Steps** – Roger Preis said he spoke to Greg Duggan, Essex's Deputy Town Manager, about their use of a consultant in their town manager search. Duggan sent Preis all the materials used. Preis reached out to a consultant, and learned that there is a menu of things a consultant could do that the town can pick and choose from. Depending on the services chosen, the cost could range from \$5k to \$15k. The consultant said the town will soon need to decide the salary range and he thought the range might be \$80-\$95k. However, Ann Janda located a summary of manager salaries in Vermont and the two similar sized towns in Chittenden County had salaries of \$107k (Winooski) and \$103k (Williston). Joe Colangelo's ending salary was \$110k. Ultimately the range will be a Selectboard decision. Kathy Brooks noted that the cost of a consultant is worth it and should be looked at as an investment in the right person. Janda said that the two main reasons she heard from the committee were that there were not enough qualified candidates during the last search and that the town needs professionals who know what qualities to look for. Preis said that Janda had drafted a possible RFQ for consultants based on Essex's and now that everyone is on board she can send out to the committee. Preis suggested a subcommittee could go through the list of consultants to choose who to send it to. The subcommittee will be Mark Sammut, Kathy Brooks, Bruce Lisman, and Roger Preis. Jane Zenaty suggested that the committee should post in the Shelburne News where we are at in the process.

Motion by Diana Vachon to propose to the Selectboard that the town hire a consultant to assist with the town manager search and that the committee form a subcommittee to work on the RFQ process, seconded by Bruce Lisman. Passed 11-0.

6. **Discuss Competencies and Attributes of Next Town Manager** – Kathy Brooks reported the results from the committee responses to the survey of attributes. She said there were four major

categories: 1. Strong fiscal management and government policy/relations, 2. Good communications – clear, respectful, shows appreciation 3. Strong leader – collaborative and participatory, and 4. High integrity – values driven, can create positive vision of Shelburne.

7. **Discuss To-do List for Committee** – Look at draft RFQ and respond to doodle poll to choose next meeting time
8. ***Adjourn** – *Motion by Bruce Lisman to adjourn, seconded by Doug Merrill. Passed 11-0. Meeting ended at 6:55pm.*