



12/22/2022

# Position Profile

SHELBURNE TOWN MANAGER

SHELBURNE TOWN OFFICES

P.O. Box 88

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SHELBURNE, VT 05482

SHELBURNEVT.ORG

**Town of Shelburne**  
**Town Manager**  
Position Profile

**Introduction**

The position profile is a summary of the position and the type of person the community would like to hire as the next Town Manager. It is intended to provide guidance to candidates for the position as well as those involved in the selection process and will be shared with the interview panel and all candidates. This position profile was developed using the recently updated job description, input from the current Town Manager, Selectboard along with other pertinent information from a variety of sources including the Shelburne Town Plan.

**The Community**

The Town of Shelburne has a population of about 7,800. The quaint, vibrant village core and back-country rural flavor combined with its location creates a charming ambiance and tight knit fabric for this small and prosperous community, affording residents an unsurpassed quality of life. Shelburne is committed to creating a welcoming, diverse and equitable community for all residents as well as prioritizing sustainability and climate change resilience as a core value.

Shelburne's identity as a community is intimately linked with its visual character and the town is fortunate to possess outstanding scenic, natural, and historic assets. These characteristics distinguish Shelburne from neighboring communities but are threatened by growth and development pressures. To maintain this identity Shelburne must pursue a holistic vision for how future development in Shelburne will proceed.

Shelburne is a part of Chittenden County, the fastest growing county in Vermont. Over the past half century Shelburne's population has grown from 1,805 persons in 1960 to 7,144 persons in 2010. During that time, the Town added just under 107 new residents per year, on average. The growth rate was highest in the sixties and lowest in the 2000s. Absolute growth held relatively stable at 107 persons per year from 1970 to 2000. Between 2000 and 2010, the rate of growth fell to roughly 20 persons per year. One factor in the slowing population growth appears to be reduced average household size. Census Bureau estimates for 2017 indicate Shelburne's population has grown to 7,730, or roughly 83 persons per year since 2010.

The Town's Comprehensive Plan, has set a goals encouraging continued growth and diversification of Shelburne's economy in a manner that enhances the general well-being of the community, but does not detract from the overall character of the community, while adhering to smart growth principles.

Shelburne has several recognized historic resources. Two major areas are included in the National Register of Historic Districts. Shelburne Village is listed as an Historic District, and Shelburne Farms is listed both as an Historic District and as a National Historic

Landmark. The Shelburne Falls area is eligible for National Register historic designation. The Town plans to continue to support the Town's major cultural resources, such as historic Shelburne Village, the Shelburne Craft School, Shelburne Farms, and the Shelburne Museum, so they continue to thrive as important contributors to the overall quality of life in the Town.

## **The Position**

The current Manager is leaving the position upon mutual agreement between the Town and the Manager and has been in the position for the past 5 years.

The Municipal Manager is responsible for supervising and coordinating the overall operations of the town and is responsible for managing the day-to-day affairs under the general direction of the five-member select board as provided for under Vermont law. The Town's annual operating budget is about \$10 million with 70 full time and permanent part-time employees. Its water fund has a budget of \$1.36 million, sewer fund budget is \$2.29 million and stormwater fund is \$.5 million.

The position may involve hours beyond the normal workday.

For additional information concerning the position including characteristic duties and responsibilities, minimum qualifications, physical requirements and other related information, please refer to the job description.

## **Town Services**

Services provided by the Town include maintenance of town roads and parks, recreational programming, planning & zoning, police services, regional emergency dispatch services, fire services, water distribution, waste water collection and treatment, and a library.

Police: The Town has a full-service Police Department, accessible to the public 24-hours per day. There are a total of 9 uniformed officers, but three current vacancies.

Rescue: The town provides 24/7 rescue service coverage through its over 50 volunteers. This service is funded through a combination insurance billing, generous community donations, and an annual subscription service.

Fire: Shelburne Fire Department is made up entirely of about 30 volunteers. Shelburne recently voted to purchase property for the eventual construction of an updated and expanded Fire and Rescue facility, current estimates envision embarking on this project within 5 years.

Shelburne Dispatch: The Town of Shelburne operates a regional Emergency Communications Center. The center serves a population nearly 65,000. The center is the primary Public Safety Answering Point (PSAP) for 911 calls in 27 communities, and is a secondary PSAP or backup for the other five State and Local PSAPs in Vermont. The center is also a Public Safety Dispatching Point (PSDP) for 36 agencies (Police, Fire or EMS) in 31 communities.

Water: The Town of Shelburne's water is supplied by the Champlain Water District (CWD) in South Burlington. CWD treats the water from Lake Champlain and pumps it via transmission mains to member municipalities. CWD is governed by a Board of Commissioners comprised of one elected member from each town. Shelburne is fortunate to belong to CWD, which has received numerous awards for the highest quality water in the nation. Shelburne owns and operates its own distribution system, storage tanks and pump stations; we also maintain our meters and billing system.

The Town's water distribution system is aging but the Town continues to make improvements and respond to the challenges associated with maintaining approximately 66 Miles of infrastructure. The Town also maintain 2400 water accounts, 700 main line valves, and 385 fire hydrants.

Wastewater: The Wastewater Department has 5 full-time employees and operates two advanced wastewater treatment facilities utilizing Sequential Batch Reactor (SBR) technology. Wastewater Treatment facility (WWTF) #1 is a VT Grade 3 facility located on Crown Road, and is designed for 440,000 gallons per day of flow. WWTF#2 is a VT Grade 4 facility located on the corner of Harbor Road and Turtle Lane, and is designed for 660,000 gallons per day of flow. The Department also maintains nineteen pump stations, approximately 35 miles of sewer lines, and 800+ manholes. Sampling, testing and recording is performed at each facility every day of the year. Shelburne has recently initiated a process to consolidate and replace its wastewater treatment facility. This is estimated to cost in excess of \$30 million and is in the initial planning stages.

Roads: Road maintenance in the winter includes salting, sanding and snow removal. This service is only provided on town owned streets. The Highway Department maintains all town owned streets and roads including paving, repair and maintenance of ditches. The Town also maintains sidewalks, storm drainage systems and culverts and assists other town departments. The Shelburne Highway Department has one foreman and four full-time employees including one mechanic.

Stormwater: As per state statute, Shelburne must reduce, then maintain certain levels of pollution caused by stormwater into Lake Champlain. In order to fund the Town's stormwater management program, capital improvement projects, and maintenance, Shelburne is working to establish an equitable funding source that won't affect the property tax rate and will enable all contributors of stormwater to finance the work. Shelburne's Selectboard has asked staff to investigate the development of a Stormwater Utility, similar to other towns in Chittenden County, to fund this infrastructure.

### Library:

In 2021 the library loaned out more than 86,000 books, movies, electronic books and audiobooks. The Town recently completed construction of a new award-winning Library

Recreation and Parks: The department has one full-time director and one full-time administrative assistant. The Town of Shelburne has an active Recreation Department that provides a diverse set of recreation activities for Shelburne Residents.

In recent years, the Town's recreation facilities have come to be enhanced by a network of paths and trails.

### Fringe Benefits Summary:

- Health Insurance – The Town offers health insurance through the MVP Platinum or Gold 3 HDHP plan. The Town pays 90% of the Platinum Plan premium or 100% of the Gold 3 HDHP Plan premium. Employees also receive reimbursement for the first half of their annual deductible.
- Dental Insurance – Dental insurance is provided through Northeast Dental PPO plan. The Town pays 100% of the premium.
- Retirement – The Town contributes to the Vermont Municipal Employees Retirement system which requires contributions from both the employee and the employer.
- Long Term Disability and Life Insurance - The Town provides long-term disability (LTD) insurance for its employees. The insurance pays 2/3 of an employee's pre-disability monthly earnings. Life insurance offered is one times annual base pay rounded to next highest \$1000.

### **Personal Qualities Expected**

The most important quality desired for the new Manager is strong people skills. The ability to work constructively with employees and personnel, commissions, boards, committees (all manned by volunteer residents), and the public generally is an essential skill. The new Manager should have excellent communication skills. The Selectboard seeks someone who brings enthusiasm to the job, has a good sense of humor, and is friendly and welcoming. Strong supervisory and management skills are also important. An appreciation of diverse styles and talent will help the new Manager relate well to the staff and community members. The position at times will require decisive action and making unpopular decisions and the new Manager must be capable of this, while maintaining a collegial atmosphere. Being able to think "outside the box" on occasion is another valued trait. Shelburne has retained a DEI consultant and is in the process of Equity and Diversity Training for the staff.

Technical skills, while less valued than people skills, are still an important part of the job. In particular, having some experience and ability to work through human resource

matters in a timely and fair fashion is important. Someone with experience and an understanding of municipal operations, including relevant statutes and legal requirements, or an ability to learn these, will be valued. Also important is the financial competence to assist in the development and implementation of annual operating and capital budgets, the presentation of financial statements, and to advise the boards about management and investment of reserve and trust funds.

The successful candidate will be a proven player/coach team leader who is both able to manage people, build a sense of team, and navigate varying viewpoints. As well, the person in this role should be familiar with HR best practices and have the ability know when to hand off to our HR consultant as needed. The successful candidate is excited to bring Shelburne into the future both internally in office practices, as well as outwardly in how the Town grows and promotes itself, develops its economic infrastructure, prepares for climate change and creates a diverse and equitable community and workforce . The Selectboard are hoping to find a candidate who is kind, respectful and compassionate who can maintain a cohesive team and stay engaged with the public.

Finally, being able to maintain a clear vision of the future while balancing innovation with the needs of the community will be a plus for any candidate. We are looking for someone with vision!

## **Future Challenges and Opportunities**

Board Relationships – The Shelburne Selectboard works together cooperatively and in a professional manner. While there may be disagreements periodically on policy matters, the Board works through those issues and moves on. The Town Manager will be able to effectively implement the Selectboards chosen policies and procedures.

Members of the Selectboard met to develop a list of key challenges facing Board in the future. From this information, a series of future challenges facing the community were identified.

1. Implement local options tax
2. Work with Selectboard to develop a climate insecurity response.
3. Complete thorough analysis of staffing needs and compensation and then develop a plan for implementing related recommendations.
4. Help oversee and implement the construction of a new wastewater facility, the eventual construction of a Fire and Rescue facility, if approved by the Town, and other capital improvement projects, just as bicycle and pedestrian infrastructure, improvements to municipal buildings, etc.

## **Minimum Qualifications**

The successful candidate will have a minimum of a bachelor’s degree from an accredited college in public or business administration along with 4 to 6 years of relevant financial and managerial experience or an equivalent combination of experience and training. Some municipal experience in an administrative or managerial capacity may be helpful.

**Recruitment and Selection Process**

The goal is to have the new Municipal Manager begin work by May 1, 2023. The tentative schedule is as follows:

<b>Dates</b>	<b>Step</b>	<b>Tasks</b>
October 28, 2022		Contract Start
October 28 <sup>th</sup> to December 9 <sup>th</sup>	1	Define job qualifications & requirements for position
December 12 <sup>th</sup> to January 13 <sup>th</sup>	2	Advertising Period - Recruit qualified candidates
Friday, January 13 <sup>th</sup>		Preferred deadline for submitting applications
January 16 <sup>th</sup> to January 24 <sup>th</sup>	3	Screen/Evaluate applicants
January 30 <sup>th</sup> to February 3 <sup>rd</sup>	4	Conduct first round of interviews
February 13 <sup>th</sup> to February 21 <sup>st</sup>	5	Conduct second round of interviews
February 22 <sup>nd</sup> to March 3 <sup>rd</sup>	6	Complete reference & background check
March 6 <sup>th</sup> to March 20 <sup>th</sup>		Employment Agreement negotiations
March 27 <sup>th</sup>		Candidate gives 30-day notice to employer
May 1 <sup>st</sup>		Start work

The first round of interviews will be conducted by a panel of five screening committee including a mixture of community and Selectboard board members. The first round of interviews will be conducted between January 30<sup>th</sup> and February 3<sup>rd</sup>. The second round will be limited to the top 2 or 3 candidates and will involve several activities including a formal interview by the full Selectboard. The final decision for hiring rests with the Selectboard.

Finalists for the position will be required to pass a background check and a thorough check of references.