

## Manager Search Committee Meeting May 9, 2022

In attendance Dani Kehlmann Selectboard and VLCT Consultant Rick McGuire via Zoom, Skip Flanders & Lefty Sayah EFUD and Maroni Minter Library Commissioner and Michael Bard Selectboard.

Meeting called to order at 5:03pm by Skip Flanders

Motion to approve the Agenda as presented by Mike Bard, 2<sup>nd</sup> Maroni Minter all in favor.

Motion to Elect Skip Flanders as chair of the Committee by Mike Bard, 2<sup>nd</sup> by Maroni Minter. All in favor.

Motion to elect Natalie Sherman Committee Secretary by Mike Bard 2<sup>nd</sup> by Maroni Minter. All in Favor. Mike agreed to take minutes in Natalie's absence for this meeting.

Reviewed questions posed by the VLCT consultant from EFUD and the Selectboard. Rick had just seen the answers and many are self-explanatory. Rick will review post meeting. Many answers on the survey the Committee will need the Town Manager to provide additional information.

Reviewed revised timeline for selection process. Rick adjusted timeline to meet Nov 1, 2022 hiring as requested by the Committee. Schedule seemed doable.

Reference and background checks are longer than would be expected, approximately 2 weeks. 2-3 candidates would be in final interviews. Final interview process is lengthy as includes input from staff and the community, touring Waterbury and facilities. First round review would be Aug 1-14th. 9-15 to 9-27 screening of applicants. 9-16 deadline for applications. 8-22 1<sup>st</sup> Advertisements placed. Consultant recommended to not be too early as you may lose candidates. Pay range should be 20% range from low to high. Consult with Bill S on salary recommendations. Need to give suitable time up front to compile info. Consultant felt timeline very doable with a Nov 1 selection. Want to be gender neutral in the search process.

Rick needs information to the questions no later than early August. Need to get started soon on the Community profile. Rick to provide samples i.e. Norwich town profile. Fringe benefits will review with VLCT what is received statewide by

managers. Do we want to have Town car included? Bill S gave up vehicle as felt it was not necessary.

Profile should be completed by 7-15. Include top issues facing the community. Keep top issues to a minimum. 3-5 tops.

Westminster, Barre City and Town, Brighton, Pownal and Essex Junction are all seeking Managers currently so there is competition in the market. Need to get started on a draft employment agreement. Have attorney skilled in employment law review.

Next meeting tentatively either 6-16 or 6-23

Meeting adjourned 6:34pm

Respectfully,

Michael Bard