



# Town of Shelburne, Vermont

## MINUTES

Town Manager Search Committee  
April 25, 2018 at 7PM  
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 (via phone), Roger Preis, Tom Murphy, Linda Reill, Doug Merrill, Jessica Brumsted, and Diana Vachon (Mark Sammut absent)

**OTHERS PRESENT:** Jerry Storey

1. **Call to Order:** Ann Janda called the meeting to order at 7pm. Janda said she would run the meeting until the committee organized itself. Jerry Storey said a few words and members introduced themselves.
2. **Committee Organization:**
  - 1.) Elect Chair or Co-Chairs: *Motion by Bruce Lisman to elect Kathy Brooks and Roger Preis as Co-Chairs, Seconded by Linda Reill. Passed 13-0.*
  - 2.) Elect Vice Chair: No action taken
  - 3.) Elect Clerk (Minute-Taker): *Motion by Bruce Lisman to elect Ann Janda as Clerk, Seconded by Kathy Brooks. Passed 13-0.* The committee requested that Janda send the committee a link to the minutes as they are posted.
3. **\*Consider Approval of the Agenda -** *Motion by Tim Pudvar to approve, Seconded by Tom Murphy. Passed 13-0.*
4. **Citizen Participation and Public Comments -** None
5. **\*Consider Setting Meeting Schedule –** Ann Janda will send a doodle poll.
6. **Discuss How Meetings will be Run and [when to use Executive Session](#) –** After some discussion regarding transparency versus the need for candidate confidentiality, at least in the beginning stages, the committee will likely use executive session when discussing candidates. Jerry Storey said that he hoped the finalists that are forwarded to the Selectboard can be made public and that he anticipates a public interview process.
7. **Discuss Recruitment Advertising and Desired Attributes for Town Manager –** After some ideas about desired attributes were discussed, Kathy Brooks and Roger Preis said they will develop a draft list of the top 10-15 desired traits and competencies for committee review. As part of that process, Roger and Kathy will talk to department heads to get their feedback. Roger and Kathy said they could also put a to-do list together for the committee and consider creating sub-committees for tasks.
8. **Discuss the Possibility of Hiring a Consultant –** Bruce Lisman felt strongly that a consultant should be hired because he felt there weren't enough qualified candidates during the previous

search for a town manager. Ann Janda pointed out that, depending on the services used, a consultant could cost up to \$25,000 and that money would need to be requested from the Selectboard -- and that an RFP would have to go out to choose one. Janda said she had consultant information from Essex's recent town manager search that she could forward. Roger Preis suggested bringing in Essex's consultant to do a Q&A about the services offered before doing an RFP.

9. **\*Adjourn** – *Motion by Diana Vachon to adjourn, seconded by Bruce Lisman. Passed 13-0.*  
The meeting was adjourned at 8:15pm.

DRAFT