



Town of Shelburne, Vermont

MINUTES

Town Manager Search Committee

July 23, 2018 at 6PM

Shelburne Town Office, 5420 Shelburne Road,

Meeting Room 2

MEMBERS PRESENT: Ann Janda, Kathy Brooks, Roger Preis, Mark Sammut, Linda Reill, , Jane Zenaty, Diana Vachon (arrived at 6:10pm), Tom Murphy, Tim Pudvar, and Jessica Brumsted (Absent: Amy Berger, Kristina Guerrero, Bruce Lisman, and Doug Merrill)

1. **Call to Order** - Kathy Brooks called the meeting to order at 6pm.
2. ***Consider Approval of the Agenda** – *Motion by Mark Sammut to approve. Seconded by Tom Murphy. Passed 8-0.*
3. ***Consider Approval of Minutes from July 9, 2018** – Roger Preis pointed out a typo in the spelling of his last name. Tim Pudvar noted that his attendance should show he joined via phone. *Motion by Roger Preis to approve with these edits. Seconded by Linda Reill. Passed 8-0.*
4. **Citizen Participation and Public Comments** - None
5. ***Consider Approving list of additional individuals that MRI will solicit input from** – Kathy Brooks and Roger Preis presented a list of names they put together to possibly give to MRI to solicit additional input from. Preis noted that he had received comments from Doug Merrill via email that the list needs to include representative from homeowners associations, long-time residents, and people who felt disenfranchised by the Selectboard and town manager previously. Tom Murphy said that he is opposed to the creation of this list and that the survey is the tool to gain additional input. Murphy said that he doesn't like cherry picking names. Jane Zenaty agreed. Preis said the consultant advises that sometimes residents can derail searches, so it is good to do extra interviews. Murphy said he still believes the survey is the tool. Tim Pudvar said that there is already a committee of 14 people, plus employees and the Selectboard that are being interviewed and that is enough. Preis said he thought it would be fine not to do it. Jessica Brumsted said it won't look good that we hand-picked a list. Ann Janda said she could post a link to the survey on Front Porch Forum again and Kathy Brooks said she could mention it at the next Selectboard meeting. *Motion by Mark Sammut to approve list of additional individuals that MRI will solicit input from. Seconded by Tim Pudvar. Motion failed 0-8. Roger Preis abstained.*
6. **MRI Update Regarding Search, Status of Survey, and telephone interview scheduling with Selectboard, TMSC and Town Employees** – Roger Preis said that 49 people have filled out the survey and MRI has received six applications so far.
7. ***Review and Approve Recruitment Schedule** – Roger Preis and Kathy Brooks presented a tentative recruitment schedule, designed by the consultant, for consideration. Ann Janda pointed out that the town will lose Lee Krohn as interim manager at the end of October, and the schedule doesn't have interviews happening until the third week of October. She noted that this will be the middle of budget season and that the library project will need oversight and the timing is not ideal to find another interim. She asked if the essay question portion of the schedule was going to add value. Roger Preis said that the consultant can help with finding an interim. Preis said the consultant thinks the town only needs an interim two days a week. Jane Zenaty said that the essay is important so that the applicant's communication skills and thought processes can be

seen. Others agreed that a robust process is necessary and there is no need to rush. Mark Sammut said that the Selectboard should consider a contingency plan as it is unlikely someone will be able to move into the role in November given the schedule. *Motion by Tim Pudvar to approve. Seconded by Mark Sammut. Passed 9-0.*

8. **Discuss To-do List for Committee** – The committee agreed that the next meeting would be Monday, August 6. Janda said she will be on vacation then and Diana Vachon agreed to help with administrative needs in her absence.
9. ***Adjourn** – *Motion by Tim Pudvar to adjourn. Seconded by Mark Sammut. Passed 9-0.*