



# Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELburnE ROAD SHELburnE, VT 05482

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**MINUTES**  
**Town Manager Search Committee**  
**August 6, 2018 at 6PM**  
**Shelburne Town Office**  
**Meeting Room 1**

**DRAFT**

**MEMBERS PRESENT:** Kathy Brooks Co-Chair, Roger Preis Co-Chair, Amy Berger, Kristina Guerrero, Bruce Lisman, Linda Riell, Doug Merrill, Mark Sammut, Diana Vachon (Absent: Jessica Brumsted, Ann Janda, Tim Pudvar, Tom Murphy, and Jane Zenaty)

1. **Call to Order** – Kathy Brooks called the meeting to order at 6:05pm.
2. **\*Consider Approval of the Agenda** – Motion by Kathy Brooks to approve the agenda. Seconded by Doug Merrill. Passed 9-0.
3. **\*Consider Approval of Minutes from July 23, 2018** – Roger Preis would like to make the following revision:  
“#7 Review and Approve Recruitment Schedule – ... 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.~~ **And in the consultant's experience, an interim manager is typically needed 2-3 days per week supplemented by occasional phone & email access.**  
Minutes were tabled until the next meeting.
4. **Citizen Participation and Public Comments** – None
5. **\*Consider Approving MRI's Ideal Candidate Profile & Challenge Statement** – Discussed how this information will be used to compare, contrast, and select candidates. Bruce Lisman moved to approve MRI's Ideal Candidate Profile & Challenge Statement as is. Seconded by Doug Merrill. Motion passed 9-0.
6. **MRI Update Regarding Search, Status of Survey, and telephone interview scheduling with Selectboard, TMSC and Town Employees** – For recruitment only 10 responses and 3 from the Westerly RI. Of those 1 is a spectacular candidate and 2 solid candidates. Finishing up recruitments in MA. 2 potential candidates from NH, 1 from TX. We have received 150 surveys to date. MRI has a few more telephone interviews to complete.
7. **Discuss To Do List for Committee and Date of the Next Meeting** – Kathy will reach out to the Selectboard regarding an interim manager back up plan. The Committee will hold off on writing another article for now. Next meeting is scheduled for Monday August 20, 2018 at 6PM
8. **Motion to adjourn** at 6:40 PM by Bruce Lisman. Seconded by Mark Sammut. Passed 9-0. Respectfully submitted by Diana Vachon