



# *Town of Shelburne, Vermont*

## MINUTES

Town Manager Search Committee

June 18, 2018 at 6PM

Shelburne Town Office, 5420 Shelburne Road,  
**Meeting Room 2**

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

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 Bruce Lisman. Passed 10-0.*
3. **\*Consider Approval of Minutes from May 29, 2018** – *Motion by Tim Pudvar to approve, seconded by Tom Murphy. Passed 10-0.*
4. **Citizen Participation and Public Comments** - None
5. **Review of RFP Responses and Consider Next Steps** – Roger Preis said, of the four responses, the subcommittee recommends MRI and GovHR for interviews. MRI is the closest, New Hampshire, and worked with Essex and recruited Joe Colangelo for Hanover, NH. GovHR is a certified women-owned business. Of the other two, one was too expensive and the other did not address our needs. Preis said that Jerry Storey and Jaime Heins would like us to negotiate the agreement/review the contract with the chosen consultant.

*– Motion by Bruce Lisman to interview MRI and GovHR, seconded by Tim Pudvar. Passed 11-0.*

Kathy Brooks said the subcommittee could do the interviews via Skype, but anyone on the committee should attend if they want to. Will go ahead and try to schedule interviews with the two firms this Thursday and/or Friday. Preis asked Ann Janda to send the RFP responses to the full committee. Members should give any feedback by Wednesday evening.

6. **Discuss To-do List for Committee** – Janda to send RFP responses to the committee. Brooks and Preis to develop a list of consultant interview questions to the group for feedback. Janda to send the subcommittee a Doodle Poll in order to schedule interviews this Thursday and/or Friday – daytime hours. Janda to tentatively schedule the next full meeting for Monday, June 25.
7. **\*Adjourn**– *Motion by Tim Pudvar to adjourn, seconded by Kathy Brooks. Passed 11-0.*

Meeting ended at 6:30pm.