



Town of Shelburne, Vermont

MINUTES

Town Manager Search Committee
August 20, 2018 at 6PM
Shelburne Town Office, 5420 Shelburne Road,
Meeting Room 2

MEMBERS PRESENT: Ann Janda, Kathy Brooks, Roger Preis, Amy Berger, Mark Sammut, Linda Reill, , Jane Zenaty, Tim Pudvar, Bruce Lisman (arrived 6:05), Doug Merrill, and Jessica Brumsted (Absent: Diana Vachon, Tom Murphy, and Kristina Guerrero)

1. **Call to Order** - Kathy Brooks called the meeting to order at 6pm.
2. ***Consider Approval of the Agenda** – *Motion by Roger Preis to approve. Seconded by Doug Merrill. Passed 9-0.*
3. ***Consider Approval of Minutes from July 23 and August 6, 2018** – Roger Preis asked to revise item #7 of the August 6 minutes where he noted that the consultant can help with finding an interim. He suggested “And in the consultant’s experience, an interim manager is typically needed 2-3 days per week supplemented by occasional phone and email access.” *Motion by Linda Reill to approve with these edits. Seconded by Jessica Brumsted. Passed 10-0.*
4. **Citizen Participation and Public Comments** - None
5. ***Review Final Essay Questions** – Kathy Brooks and Roger Preis presented the list of essay questions developed by the consultant for use with qualified candidates. Committee members made minor edits. *Motion by Roger Preis to approve list of essay questions. Seconded by Bruce Lisman. Passed 10-0.*
6. ***Consider Entering Executive Session, Under the Provisions of 1 V.S.A. 313 (3) to Discuss List of Recommended Candidates and Sending Out Essay Questions** –

Motion by Bruce Lisman to find that premature general public knowledge would clearly place the Town at a substantial disadvantage. Seconded by Roger Preis. Passed 10-0.

Motion by Bruce Lisman to enter executive session, pursuant to 1 V.S.A. § 313 (3). Seconded by Roger Preis. Passed 10-0.

Executive Session entered at 6:25pm
Executive Session ended at 6:45pm

Motion by Kathy Brooks to allow the consultant to send the approved essay questions to the candidates he has selected. Seconded by Doug Merrill. Passed 10-0.
7. **Other Business** – The next meeting will be scheduled for September 17.
8. ***Adjourn** – *Motion by Kathy Brooks to adjourn. Seconded by Mark Sammut. Passed 10-0.*
Meeting adjourned at 6:50pm.