

April 13, 2022

Minutes

DRAFT

Initial meeting of Municipal Manager Search Committee of Selectboard and EFUD representatives with Rick McGuire of VLTC. Hybrid meeting held in person and by Zoom.

Present in the Steele Community Room: Selectboard: M. Bard, P. Skip Flanders, EFUD, Natalie Sherman, EFUD; by Zoom: D. Kehlmann, Selectboard. Rick McGuire, VLTC;

Meeting called to order at 8:30am.

Introductions were made by 2 Selectboard representatives, 2 EFUD representatives, and Rick McGuire of VLTC.

Questions on draft search proposal were addressed by Rick McGuire as follows;

1. The timetable on the draft proposal will be revised with a forthcoming draft recruitment plan.
2. The estimate quoted as Custom Training at \$415 on the draft proposal represents not so much as training, but as guidance to the committee members through the interviewing process.
3. Clarification was made that costs incurred outside of VLTC will be borne by VLTC and will be invoiced by VLTC to the Town of Waterbury, along with quoted consultant fees.
4. The meetings and processes will be conducted with confidentiality of candidates, with measures such as alias identification for candidate identity.
5. By consensus, the Search committee members agree that P. Skip Flanders would be the contact person to Rick McGuire.
6. Future meetings will follow Open Meeting requirements.
7. It was discussed that the Search committee should confirm with their respective boards if they have the authority to make decisions that would fall within the approved Budget.

Rick McGuire will forward a VLTC service agreement to the search committee members for their respective board's signature approval. It is anticipated the boards would meet to approve the agreement on Monday, April 18 or soon after.

Next steps:

Once the VLTC service agreement is signed, Rick McGuire to forward a recruitment plan to Search committee members in advance of the next search committee meeting.

Rick McGuire suggested the municipality should engage with an attorney regarding the terms of employment for the new manager under one Job description to profile the position which would include Town and EFUD management roles and description.

For further discussion:

Consider how best to include employee input in the search and/or interview process.

Consider if and how to include a member of the public to the search and/or interview process.

The meeting adjourned at 9:45pm.