

Manager Search Committee Meeting

Thursday June 2, 2022

7:00 pm

in person at Steele Room & Zoom
28 North Main St, Waterbury VT

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

Present in the Steele Community Room: Selectboard: Alyssa Johnson, EFUD: P. Skip Flanders, Library: Maroni Minter,

Present by Zoom: Selectboard: Mike Bard, EFUD: Natalie Sherman, VLTC: Rick McGuire

Meeting called to order at 7:13pm.

7:13 pm Motion to approve agenda by M. Minter, seconded by N Sherman, unanimously approved.

Discussion of information necessary to post the advertisement for replacement of the manager's position.

Review of draft document of the basic duties (job description) of the Municipal Manager:

This included a review of gross salaries by towns who responded to the most current VLTC survey of municipal Managers and Administrators. Consensus agreement to advertise a range of \$101,400 – the currently held salary, \$121,700.

Discussion of a profile of benefits:

This profile will be document supplied to all applicants and will include the current offerings such as Health Insurance, Retirement, Vacation, as well as a list of priorities facing the community. The Selectboard and EFUD board should supply their top 5 priorities/goals. It was suggested that a survey be offered to the community (via Waterbury Roundabout) soliciting community input on priorities.

Discussion on the Job Description Title:

The position is responsible to the SelectBoard and to the EFUD board and the job description will detail the work responsibilities under both boards.

Discussion on publication of the required number of years of work experience:

By consensus it was agreed to express work experience in terms highlighting the most important skills desired and to include language as "4 – 6 years of relevant financial and managerial experience".

Discussion on Advertising plan:

By consensus the advertising venues and costs presented were approved, with the addition of the Stowe Reporter, and possible inclusion of LinkedIn and Indeed.

Discussion on the Job descriptions:

A draft was presented for the Town Manager responsibilities. This needs to be reviewed

by the Selectboard. It was agreed that the description should emphasize the most important responsibility is financial management. R. McGuire will provide by Wed June 8, a job description of EFUD for review by EFUD board.

We are on schedule of the timeframe to have information sorted and approved by June 30th with advertising placements starting July 4. Applications are to be due by July 28.

Next meeting set for Thursday June 16 at 7:00 pm which will include committee input on new drafts.

Minutes from May 9, 2022 meeting were approved.

Meeting Adjourned (about) 8:30pm