

## Municipal Manager Search Committee Meeting

June 28, 2022

Minutes

Meeting held by Zoom

Present by Zoom: Selectboard: Mike Bard, Dani Kehlmann, EFUD: P. Skip Flanders, Natalie Sherman, Library: Maroni Minter, VLTC: Rick McGuire

Meeting called to order at 7:00pm.

**Minutes of June 2<sup>nd</sup>** Meeting approved by unanimous vote.

### **Review of progress on Municipal Manager Position and Advertising.**

R. McGuire confirmed that Advertising postings will have a link to the job position description.

D. Kehlmann will ask the Town Clerk to make a link on the Town Website to the to the job position description.

**D. Kehlmann made a motion to approve the Municipal Manager position job description as edited. M. Bard Seconded, and was passed unanimously.**

Advertising will be sent for publication starting July 4. Applicants will be directed to VLTC, Rick McGuire, Rick is the central source. Municipal Staff should direct any questions regarding the position to Rick McGuire.

Deadline for Application is scheduled for July 28, 2022.

### **Review of Position Profile – Waterbury Municipal Manager**

After reviewing the Profile, it was noted that it is missing information regarding the Town Priorities, which will be available after the SB Priority Survey is closed on 7/8/22. The SB will meet on 7/18/22 and will then provide Town Priorities to R. McGuire to update the Position Profile. **N. Sherman made a motion to approve the Position Profile, with Town Priority edits after 7/18/22. M. Minter seconded, with unanimous approval.**

Next step: Consideration of the kinds of questions we want to ask. Rick will provide guidance. Each candidate will receive the same questions.

M. Minter announced he will be out of the country from July 29 – August 25 and will provide a replacement Library Board member to the Search Committee in his absence.

**Motion to adjourn** by M. Bard at 7:50 pm. Second by D. Kehlmann.

