



MEMORANDUM

To: Martha Staskus, Don Schneider, Waterbury Select Board
From: William Fraser, VLCT Management Consultant
Re: Town Manager Revised Schedule
Date: March 30, 2026

I am providing a revised schedule which reflects the current situation.

Estimated Schedule:

March 23-27	Send questionnaires to Board
April 7	Contract Approval
April 8-14	Compile responses, draft candidate profile, job ad, salary recommendations
April 15	Kick off meeting with Select Board: <ul style="list-style-type: none">• Ad approved• Profile approved• Salary approved• Final schedule approved• Process decisions made
April 16-24	Brochure Completed and approved
April 27	Ads posted in chosen outlets
May 27	Applications due
May 27-30	Consultant provides Select Board all resumes with evaluation and summary memo
June 1-5	Select semi-final candidates.
June 8-12	Interview Semi-Finalists, select Finalists
June 15-26	Interview Finalists. Select top candidate. Conduct background check. Conduct employment negotiation
June 30	Appoint Town Manager

These dates can be fluid depending on how many applications, how many interviews, how quickly people can be scheduled, how quickly Board makes decisions.