

To be approved at the February 3, 2022 City Manager Search Task Force Meeting

## **City Manager Search Task Force**

Held January 20, 2022

The Regular Meeting of the City Manager Search Task Force was called to order in person and via video platform by Task Force Chair Rich Morey at 6:04 PM.

In attendance were: Barre City Human Resources Director - Rikk Taft, Task Force Chair – Rich Morey, Barre City Council Liason - Jake Hemmerick, Michael Sitton, Task Force Vice Chair - Amanda Gustin, Paul Cook and Sue Higby

Absent: Tracie Lewis

Adjustments to Agenda: No Adjustments.

Approval of Minutes: Sue wanted to amend Agenda Item C. to add that Approval of Manager Job Description was approved and to be forwarded by Rikk to City Council. Motion to approve Minutes by Amanda, seconded by Jake.

Agenda Items:

- A. Discussion of Next Steps of RFP. Discussion to have Rikk take the lead on finding candidates or go back to council to ask for more money. Amanda noted that request would have to be either double or even triple original request. Rikk showed an example of what a City Manager Job Brochure looks like. Jake suggested we take on the role as a committee and get moving forward. Amanda agreed with Jake. Rikk suggested breaking up into sub-committees. Amanda, Mike and Sue – Job Brochure & Community Profile; Jake – Job Description; Rikk, Rich and Jake – Focus on Candidates List & Advertising. Survey – Jake, Amanda & Michael; Interview Questions 0 Michael; Candidate Vetting – Rich, Rikk and Jake. Lengthy discussion of where to advertise.
- B. Discussion on internal Staff Survey. Survey was very well done. Thoroughly reviewed questions. Rikk posed the question as to employees who don't have computer access. He will collect answers and input their responses. Rikk will send out survey to staff on January 21<sup>st</sup>. Staff will have ten (10) calendar days to respond to survey. (Responses to be received by January 31<sup>st</sup>).
- C. Discussion of Residents Survey. Discussion regarding resident survey. Take results of Internal Staff Survey to build a Residents Survey. To disburse ... Survey monkey? Front page Forum? Or Google Forms? Rikk believes the City has Google Forms capabilities.

Round Table

The meeting adjourned at 7:52 PM on motion of Sue, seconded by Amanda. Motion Carried.

Respectfully submitted, Tracie Lewis

Next Meeting: February 3, 2022, at 6:00 PM