

To be approved at the January 20, 2022 City Manager Search Task Force Meeting

## **City Manager Search Task Force**

Held January 6, 2022

The Regular Meeting of the City Manager Search Task Force was called to order in person and via video platform by Task Force Vice Chair Amanda Gustin at 6:05 PM in Alumni Hall.

In attendance were: Barre City Human Resources Director - Rikk Taft, Barre City Council Liason - Jake Hemmerick, Michael Sitton. Via Zoom: Task Force Vice Chair - Amanda Gustin, Tracie Lewis and Paul Cook. Via Phone: Sue Higby

Absent: Task Force Chair - Rich Morey.

Adjustments to Agenda: Item G. Discussion regarding Meeting Location due to Omicron Variant was added to Agenda.

Approval of Minutes: Motion to approve Minutes by Michael, seconded by Jake.

Agenda Items:

- A. Review of Manager Job Bullet Points. Discussion regarding bullet point list provided by City Manager MacKenzie.
- B. Review of Manager Job Description. Discussion regarding job description provided by City Manager MacKenzie. Changes made to each section of google document based on discussion of Task Force.
- C. Approval of Manager Job Description. Jake moves to approve Job Description, seconded by Michael. Motion Carried.
- D. Review/Discuss Consultant RFP Feedback. As no feedback has been received to-date, no review or discussion could be done.
- E. Decision on Consultant. Not applicable.
- F. Discussion of Survey for Public, Staff, etc. Discussion was had regarding survey. More discussion at next meeting. Discussion to have 1-2 senior staff in attendance during interviews was suggested and agreed upon by Task Force. More discussion at next meeting.
- G. Discussion regarding Meeting Location due to Omicron Variant. Task force will meet via zoom going forward, with Rikk at Alumni Hall if visitors attend in person.

Round Table

The meeting adjourned at 7:48 PM on motion of Tracie, seconded by Sue. Motion Carried.

Respectfully submitted, Tracie Lewis

Next Meeting: January 20, 2022, at 6:00 PM