

To be approved at the April 7, 2022 City Manager Search Task Force Meeting

## **City Manager Search Task Force**

Held March 17, 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 6:09 PM.

In attendance were: Barre City Human Resources Director - Rikk Taft, Task Force Vice Chair - Amanda Gustin, Tracie Lewis, Sue Higby, Michael Sitton, David Delcore, Thom Lauzon and Peter Anthony.

Absent: Paul Cook

Amanda noted that Rich Morey gave his resignation, effective immediately by email March 17, 2022.

Amanda added Agenda Item A. Appoint New Tax Force Chair.

Sue made a motion to approval of minutes from March 10, 2022, Michael seconded. Motion Carried.

- A. Appoint New Task Force Chair. Amanda offered be Chair. Sue made motion to have Amanda as new Chair of Task Force, Michael seconded. Motion Carried. Discussion regarding Vice Chair. Sue nominated Michael to be new Vice Chair, Amanda seconded. Motion Carried.
- B. Discussion of manager informational interview process. We have 3 other managers for informational interview process willing to talk to Task Force. One can only do Thursday or Friday during day. Task Force agreed to do a possible Thursday lunch meeting, as long as given enough notice.
- C. Review City Manager Schedule of Work Draft to finalize. Discussion regarding schedule. Thom Lauzon questioned time frame and made a couple suggestions to the Schedule of Work draft. Rikk indicated that he has received 18 resumes – majority of resumes received from indeed.com. We will continue to revisit the schedule as we move forward.
- D. Update on Council Presentation on 3/22. Composition of committee will be discussed. With Jake and Rich not being on committee, City council may want to appoint a new council liaison. Amanda will present the Schedule of Work. Amanda will send out email to Task Force following meeting informing how presentation went.
- E. Review final City Manager Survey Results. We received almost double the feedback this time around. Discussion regarding feedback. One feedback response mentioned making sure advertisement for position was in some venues that would make sure that it stayed inclusive.
- F. Discuss interview questions for applicants. Task Force created a document with list of thoughts/questions for applicants. Will turn list into questions at later meeting.
- G. Discuss applicant criteria for sorting applications. Rikk advised the Task Force that applicants and resumes are confidential. He will send link to his drop box for Task Force members to see applications/resumes he has received for Task Force to review.
- H. Round Table

The meeting adjourned at 7:41 PM on motion of Tracie, seconded by Sue. Motion Carried.

Respectfully submitted, Tracie Lewis

Next Meeting: April 7, 2022, at 6:00 PM