



**TOWN MANAGER SEARCH COMMITTEE MEETING MINUTES  
OF DECEMBER 7, 2023**

**Members:** Dominic Cloud, Chris Palermo - Selectboard Member, Tina Sweet - Town Finance Director, Sara Haskins - Town Clerk/Treasurer, Jamie Brewster - Citizen, Monte Mason - Citizen, Nancy Banks - Citizen and Sarah Waterman Manning - Citizen

**Absent:**

**Guests:**

*\*participating via Zoom*

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**CALL TO ORDER - 7:00**

Dominic Cloud called the Town Manager Search Committee Meeting to order at 7:00 PM at the Tegu Building.

**PUBLIC COMMENT ON NON AGENDA ITEMS - 7:02**

None

**REVIEW DRAFT MATERIALS - 7:05**

**1. Morristown Position Posting**

Dominic Cloud shared a draft Town Manager employment posting. The Committee reviewed the document and gave feedback for improvement.

**2. Morristown Manager Job Description**

Dominic Cloud shared a draft Town Manager job description. The Committee reviewed the document and gave feedback for improvement.

**SCHEDULE NEXT MEETING - 8:20**

The Committee tentatively set the next meeting date for Wednesday, January 10, 2024 at 7:00 PM, pending that the graphic designer has created a mock-up of the materials.

**MINUTES - 8:25**

**1. Approve minutes from 11-8-23**

*Motion made by Chris Palermo to approve the minutes of November 8, 2023. Motion seconded by Jamie Brewster. Motion carried. (7/0)*

**ADJOURN - 8:30**

*Motion made by Chris Palermo to adjourn. Motion seconded by Jamie Brewster. Motion carried. (7/0)*

Meeting adjourned at 8:25 PM.

Submitted and filed this December 8, 2023.

Sara Haskins, Clerk

*Please note all minutes are in Draft form and are subject to approval at the next Town Manager Search Committee meeting.*