



**TOWN MANAGER SEARCH COMMITTEE MEETING MINUTES
OF JANUARY 10, 2024**

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*

7:00PM - CALL TO ORDER

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

7:02 - PUBLIC COMMENT ON NON AGENDA ITEMS

Nancy Banks shared a comment from a community member that the committee should speak to the interim town manager to see if she had any insight about anything she had observed during her few weeks on the job that should be incorporated into the town manager search.

7:05PM - REVIEW POSITION POSTING AND JOB DESCRIPTION

Dominic Cloud shared the draft Town Manager employment posting package. The Committee reviewed the document and gave feedback on minor changes to finalize it. Dominic Cloud shared the draft Town Manager job description. The Committee reviewed the document with no changes. Tina Sweet will share the town format for job descriptions with Dominic to finalize it.

7:45PM - REVIEW DRAFT SCHEDULE, AND NEXT STEPS

The Committee reviewed the tentative schedule of dates and next steps in the hiring process presented by Dominic Cloud. Dominic will draft a list of questions and present them to the Committee for review.

8:10PM - SCHEDULE NEXT MEETING

The Committee tentatively set the date of February 7, 2024 at 7:00 PM for their next meeting.

8:15PM - MINUTES

Motion made by Chris Palermo to approve the minutes of December 7, 2023. Motion seconded by Sarah Waterman Manning. Motion carried. (7/0)

8:20PM - ADJOURN

Motion made by Jamie Brewster to adjourn. Motion seconded by Tina Sweet. Motion carried. (7/0)

Meeting adjourned at 7:45 pm

Submitted and filed this January 11, 2024.

Sara Haskins, Clerk

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