

To be approved at the January 6, 2022 City Manager Search Task Force Meeting

## **City Manager Search Task Force**

Held December 2, 2021

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 6:03 PM in Alumni Hall.

In attendance were: Task Force Chair - Rich Morey, Barre City Human Resources Director - Rikk Taft, Barre City Council Liason - Jake Hemmerick; Amanda Gustin, Michael Sitton. Via Zoom: Tracie Lewis and Peter Anthony.

Absent: Sue Higby and Paul Cook.

Adjustments to Agenda: No adjustments were made.

Approval of Minutes: Not applicable. Minutes were not prepared for November 4 meeting. Rikk Taft stated that he has kept the recording from the meeting and is available if someone requests it.

Agenda Items:

- A. Review of Job Description. Discussion regarding City Manager putting a detailed list together of job description. This description has not been circulated or brought in front of City Council. Review and approval of job description discussion was postponed until City Manager gets to council for approval. We will wait for clarification once a consultant is selected.
- B. Approval of Job Description. Postponed.
- C. Review of RFP for Consultant Services. Discussion regarding draft RFP. Task Force went through each suggested change in draft RFP and made changes within the document during meeting.
- D. Approval to RFP. Jake moves to approve RFP, seconded by Michael. Motion Carried.

Round Table

The meeting adjourned at 7:27 PM on motion of Amanda, seconded by Michael. Motion Carried.

Respectfully submitted,

Tracie Lewis

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