

## Meeting Minutes – Monday January 30, 2023

Attendance: Seth Hopkins, Tracy Wyman, Tim Guiles, Ralph Ethier, Brian Coolidge, Bill Moore, David Roberts, Chris Brickell, Tricia Brickell, Rod Pulsifer, Judi Pulsifer, Devon Fuller, Bernie Carr, Marielle Blais, Claire Astone, Cecil Reniche-Smith, Jim Emerson, Natalie Steen, Riker Wikoff, Jim Leary, Jan Coolidge, Doug Bailey, Helen Anderson, Brent Buehler, Steven Jupiter, Judy Bunde, Darcy Wijisenbeek

Agenda item 1 - The meeting was called to order at 7pm by select board chair, Seth Hopkins.

Agenda item 2 – Tim Guiles made a motion (seconded by Tracy Wyman) to adopt the agenda as written. The motion passed 5-0

At 7:03, Seth announced that he will be seeking the town manager position so he is recusing himself from any board activity that has to do with the town manager hiring process. Seth excused himself and went home.

Vice chair, Tracy Wyman took over leading the meeting.

Agenda item 3 – Public comment and participation

There was an open discussion about how to proceed with recruiting, and hiring a new town manager.

At 7:10, board member Tim Guiles made the motion (and seconded by Ralph Ethier) to adopt the following 7 step process:

- 1) Accept Resignation
- 2) Board meets to determine process going forward
- 3) Board seeks community input
- 4) Board starts recruitment phase
- 5) Board interviews each candidate
- 6) Board meets to discuss pros/cons of each candidate
- 7) Board selects new town manager

The motion passed 4-0

Tim Guiles proceeded to describe Recruitment Guidelines he had found on line written by the International City/County Management Association (ICMA). They suggest that if the hiring panel is lacking in diversity, they recommend expanding the panel to include members of the community. Tim made the motion (seconded by Brian Coolidge) to form a 3-member diversity and inclusiveness committee that would participate in the interviews of the town manager candidates. A discussion ensued. The suggestion was

made to increase the number to 5 so the motion was amended. During the discussion it was made clear that the inclusiveness committee would be able to ask questions and hear all of the interview process and would then give their observations to the select board. The select board will make the final decision about which candidate to hire for town manager.

The motion passed 4-0

More discussion ensued about the recruiting process. Tim Guiles summarized recent experiences the town has had with in-house recruiting vs. hiring a firm to recruit for us. Tim Guiles made the motion (seconded by Tracy Wyman) to proceed with an in-house search.

A discussion ensued about diversity, equity, inclusion, interviews and job description. Suggestions were made to post the job opening in the following locations:

VLCT website  
The Seven Days Newspaper  
The Rutland Herald  
Front Porch Forum  
FaceBook  
The Brandon Reporter  
VT Digger  
The Neshobe PTO  
The Friends of Otter Valley Music

The motion passed 4-0

The board recessed at 8pm and Tim Guiles made the motion (seconded by Ralph Ethier) to enter executive session at 8:08pm regarding the appointment or employment or evaluation of a public officer or employee per 1 V.S.A. § 313(3)(a)(3).

The motion passed 4-0

In attendance was Tracy Wyman, Tim Guiles, Brian Coolidge, and Ralph Ethier. The board invited Bill Moore into the executive session at 8:31.

The board came out of executive session at 8:46 and announced the following results:  
1) The board offered the job of interim town manager to Bill Moore and he accepted. Bill will start on Monday, February 6th and hold that position until a town manager is appointed. Dave will continue to be the town manager until his last day on Tuesday, February 21. Bill will also be applying for the town manager position. He will receive

additional monetary compensation during his tenure as interim town manager.

2) The board has decided to move forward with forming an up-to-5 member diversity and inclusion committee to aid in the interviews for town manager. Any one who is interested may contact the select board. Contact can be with a written letter, or an email, or a text, or a phone call. You may contact any select board member or use the info below:

Tim Guiles  
44 Carver St  
Brandon, VT 05733  
call or text: (802)279-2168  
email: [tguiles@townofbrandon.com](mailto:tguiles@townofbrandon.com)

3) The board has decided to move forward with recruitment of a town manager. We will be finalizing a job description in the next few days and publicizing widely in our region.

A motion to adjourn was made by Brian Coolidge (and seconded by Ralph Ethier) at 8:49.

The motion passed 4-0

respectfully submitted,

Brian Coolidge  
Town of Brandon Select Board Member (clerk)