

**Town & Village of Woodstock  
Select Board & Board of Trustees Joint Meeting  
July 29, 2022  
10:00 am  
Town Hall & Zoom  
Minutes**

Draft minutes are subject to approval.

Present: Chair Joe Swanson, Ray Bourgeois, Susan Ford, Chair Seton McIlroy, Jeffrey Kahn, Bill Corson, Gabe DeLeon, Tom Yennerell, Nikki Nourse, Tom Ayres, Dominic Cloud, Zoie Parent

**A. Call to order**

**1. Select Board**

a. Chair Swanson called the Joint Meeting of July 29, 2022, to order at 10:01 am.

**2. Trustees**

a. Chair McIlroy called the Joint Meeting of July 29, 2022, to order at 10:01 am.

**B. Citizen comments - none.**

**C. Additions to & deletions from posted agenda - none.**

**D. Discussion on hiring a recruiting firm to hire a Municipal Manager**

1. Mr. Yennerell stated that VLCT is unable to help.

2. Chair McIlroy stated that VLCT did give them some advice on how to get a hiring firm. It has been a process.

3. Mr. Yennerell stated that they were unable to find a firm. Mr. Cloud was recommended to him.

4. Mr. Cloud stated that he has been the City Manager of Saint Albans for about 15 years. He previously served as the Director of the VLCT Municipal Assistance Center. Since leaving VLCT, he has been involved in half a dozen searches in various roles. He recently participated in the manager searches in Essex and in Shelburne with MRI. He thinks it is important to meet with the Boards and get a sense of what the challenges are that are facing the community, what the opportunities are, and what their vision is for the next manager. They want to make sure they are getting somebody good for the community. The pool of candidates is going to include managers of smaller towns looking to move up, department heads in larger towns that are looking to move up in position. They will have some non-profit department heads and executives and some for-profit folks. The mission-driven folks are generally a better fit than your private sector executive. Sometimes an internal candidate can be great, but they have to have the right skill set. Woodstock is known and presents well on the internet. They can tweak the Town website somewhat. Woodstock is a great community. Somebody's spouse could find rewarding employment as well. It is an easier sell as they look to diversify the applicant pool. They have to have somebody who feels comfortable in the community. They need someone who is good with people. The manager has

to be present in the community. They have to be visible. They do not have to be in the office every single day, but they need to be there most days. They are probably going to want to have some openness to a hybrid model. They want to have a flexible workplace where someone can work remote from time to time. They may find a candidate that is not in a position to move but willing to commute. They want to have this be a confidential process until extremely late in the process. They need to have a meeting to come up with a game plan.

**E. Executive session to discuss personnel**

**Motion: by Ms. Ford to enter executive session at 10:50 am.**

**Seconded: by Mr. Bourgeois.**

**Discussion: none.**

**Vote: 3-0-0, passed.**

**Motion: by Chair McIlroy to enter executive session at 10:51 am.**

**Seconded: by Mr. Kahn.**

**Discussion: none.**

**Vote: 4-0-0, passed.**

The Select Board and Village Trustees exited executive session at 11:14 am and resumed the public meeting.

**Motion: by Mr. Kahn to hire Dominic Cloud to search for the new Municipal Manager.**

**Seconded: by Chair McIlroy.**

**Discussion: none.**

**Vote: 4-0-0, passed.**

**Motion: by Mr. Bourgeois to hire Dominic Cloud to search for the new Municipal Manager.**

**Seconded: by Ms. Ford.**

**Discussion: none.**

**Vote: 3-0-0, passed.**

**F. Other business - none.**

**G. Adjournment**

**1. Select Board**

**Motion: by Ms. Ford to adjourn the meeting at 11:15 am.**

**Seconded: by Mr. Bourgeois.**

**Discussion: none.**

**Vote: 3-0-0, passed.**

**2. Trustees**

**Motion: by Mr. Kahn to adjourn the meeting at 11:15 am.**

**Seconded: by Mr. DeLeon.**

**Discussion: none.**

**Vote: 4-0-0, passed.**

*Respectfully submitted,*

*Nikki Nourse*