

**Hartford Town Manager Search Committee**  
**DRAFT Minutes**  
**January 6, 2016**

Attending: Kevin Raleigh, Kye Cochran, Elizabeth Rathburn, Margy Becker, Martha McDaniel, Gabrielle Lucke, John Clerkin, Chris Hultquist.

**1. Call to Order:** Chair Kevin Raleigh called the meeting to order at 6:35PM.

**2. Approval of Minutes:**

**Elizabeth Rathburn made the motion to approve the minutes of December 16, 2015. Gabrielle Lucke seconded. Motion carried.**

**3. Committee Member Reports:**

John Clerkin provided a brief update on Town Office activities, noting that with Steve Locke's imminent departure from the Town of Hartford at the end of January – appointment of a successor Interim T.M. as soon as possible would be most helpful to staff.

**4. Executive Session: Personnel**

**John Clerkin made the motion that the Search Committee has agreed that the topic to be discussed in Executive Session complies with the intent of the Open Meeting Law. The motion was seconded and carried unanimously.**

**Gabrielle Lucke made the motion to enter Executive Session at 6:45pm. Motion was seconded and carried unanimously.**

The Search Committee exited Executive Session at 7:28PM. Committee members agreed that Jim Mercer should be asked to coordinate candidate interviews for the evening of Friday, January 15 and Saturday, January 16<sup>th</sup>. The Committee is not requesting that candidates be interviewed in any particular order. A backup date for interviews may be needed, to allow for bad weather or candidate schedules. All committee members will participate in first round interviews. Selectboard members will conduct final interviews.

It was noted that The Mercer Group will conduct background screening of candidates prior to interviews.

Kevin Raleigh and/or John Clerkin will follow-up with James Gerjevic regarding use of Go-To-Meeting as the forum for interviews. The new screen in Meeting Room 2 will be utilized. Committee members will assure some sort of temporary screening on the windows for the duration of the interviews.

**5. Develop Questions for Candidate Interviews:**

Search Committee members spent the next hour reviewing and selecting questions to be asked of candidates. Committee members expect that the Selectboard will develop its own list of questions for more extended interviews. Jim Mercer will be in attendance at the Selectboard interviews.

**6. Next Meeting: to be 6:30pm Wednesday, January 13, 2016** in the Town Offices.

It was agreed the Committee would meet Wednesday the 13<sup>th</sup> in order to make final preparations for first-round interviews. Any changes to the proposed interview schedule can be reviewed and discussed at that time. Gabrielle Lucke noted that she will not be in attendance, as her responsibilities to the community as a State Representative dictate that she remain in Montpelier that evening.

**7. Adjournment: John Clerkin made the motion to adjourn at 8:22pm. Gabrielle Lucke seconded. The motion carried.**

Submitted by, Margy Becker