

Hartford Town Manager Search Committee
DRAFT Minutes
January 13, 2016

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

1. Call to Order: Chair Kevin Raleigh called the meeting to order at 6:34PM.

2. Approval of Minutes:

Kye Cochran made the motion to approve the minutes of January 6, 2016. Martha McDaniel seconded. Motion carried unanimously.

3. Committee Member Reports:

Committee members provided updates regarding the recent phone conference with Jim Mercer and conversations with Selectboard members. Jim Mercer confirms that the 5 candidates the Committee selected are available for interviews on January 15 – 16 as tentatively planned. After some further consideration of the candidate screening process as originally outlined by the Selectboard, Committee members agreed to proceed with interviews of the 5 candidates as scheduled. The Selectboard has the discretion as to whether to interview the 3 top candidates, or to interview all 5. Jim Mercer has already begun background checks on all 5 candidates, and this process will take two weeks to complete.

4. Confirm Interview Schedules:

Kevin Raleigh distributed the schedule of interviews. Interviews will commence Friday evening at 6PM (2 interviews) and resume 12:30pm on Saturday (4 candidates). The Committee's meetings will be warned as executive sessions, as provided by Vermont's Open Meeting Law.

5. Review interview questions and Evaluation Forms:

Elizabeth Rathburn distributed her record of the final questions to be asked of candidates. Members discussed the order of business for interviews. Elizabeth Rathburn then distributed two forms that can be used as guidelines for evaluations. Members agreed to attend the upcoming Selectboard Meeting on January 19th to present the Committee's recommendation for the top 3 candidates. The Search Committee has an early slot on the agenda.

6. Next Meeting: Candidate Interviews January 15 – 16:

Committee members expressed satisfaction and some relief that the search process is concluding. Members extended hearty "Thank You's!" to both Kevin Raleigh and Elizabeth Rathburn for all their leadership and additional personal time devoted to the Committee's charge. Kevin and Elizabeth will meet with James Jergevic beginning at 5:30PM Friday to set up. James will also be available on Saturday, should there be 'technical difficulties' with the Go-to-Meeting setup.

7. Adjournment: Martha McDaniel made the motion to adjourn at 7:10pm. Elizabeth Rathburn seconded. The motion carried.

Submitted by, Margy Becker