

Meeting Minutes Hartford Town Manager Selection Committee

Location: ZOOM Meeting Room 946 4165 1945

Date: July 13, 2020

Time: 6:30 pm

TOWN OF HARTFORD TOWN MANAGER SELECTION COMMITTEE MINUTES

Monday, July 13, 2020, 6:30pm

Hartford Town Hall, 171 Bridge Street, White River Junction, VT 05001

This meeting will be conducted in compliance with Vermont Open Meeting Law with electronic participation.

Present on Site: none

Present on-line: Jo Alexander; John Clerkin, vice chair; Erik Krauss; Sandy Mariotti, chair; Brett Mayfield; Steven Pomije, secretary; Allene Swienckowski; Don Jutton, MRI Consultant

I. Call to Order:

A Sandy Mariotti, Committee Chair, called the meeting to order at 6:36pm.

II. Public Comments:

No public comments.

III. Approval of Minutes:

The chair requested that the action item to post the job publicly on the Town Hall website be extended to next week.

A motion was made by Committee Member Erik Krauss to approve the minutes. Committee Member Jo Alexander seconded the motion. All were in favor and the motion passed.

IV. Review Selectboard Guidelines:

The Chair read the Selectboard's guidelines that were solicited after last week's meeting, which included:

- *Receive all resumes and materials from MRI*
- *Do web research on candidates, ensuring that confidentiality of scrupulously maintained*
- *Interview, via zoom, all top tier candidates who the committee feels are suitable for the job. (perhaps five to seven would be a good number) It is customary to have pre-agreed upon a standard list of questions to start off with followed by follow up questions that occur to the committee in the interview.*
- *After interviews, rank candidates and send along 2-4 candidates to the Selectboard for a decision accompanied by as much information as you have been able to gain about the recommended candidates.*
- *Once the Selectboard receives the candidates, we will re-interview, and bring in department heads if a candidate is preferred for the job.*

Additionally, the Chair had asked the current Town Manager and department heads would be available to offer the committee commentary, and asked the committee for their input. No objections were given, and the Chair recommended either meeting with them at one of their future meetings per the Vice Chair's suggestion, or inviting them to attend the committee's next meeting.

Erik Krauss made an inquiry into polling other business leaders in the community for input, as they can give a current picture of the town's deficiencies in terms of personnel, and asked if there was any support for the project. Allene Swienckowski felt polling organizations and people functioning here in Hartford would be helpful, and the committee generally agreed. Erik Krauss will compile a preliminary list of Hartford organizations and businesses to poll to garner information that may be helpful to the committee's selection process by next week, and share with the committee for discussion and planning.

V. Updates on Interim Town Manager Plan:

The Chair shared the Selectboard's Interim Town Manager Plan which will go into effect August 2nd, 2020 should the current hiring process exceed that date. The Selectboard, in tandem with MRI, the hiring consulting firm, have arranged J. Patrick MacQueen to step in as Interim Town Manager upon the current Town Manager's exit, and prior to that, to meet with the current Town Manager to expedite the transition. Previously, MacQueen was City Manager of Keene, NH for 17 years, in addition to stepping in as the role of Interim Town Manager here in Hartford within the last five years.

VI. Executive Session*: Personnel Discussion

Committee Member Allene Swienckoski made a motion to enter Execution Session. Vice Chair John Clerkin seconded the motion. All were in favor and the motion passed.

*Closed session.

Vice Chair John Clerkin made a motion to exit the Execution Session. Committee Member Brett Mayfield, seconded the motion. All were in favor and the motion passed.

Committee Member, Erik Krauss, made a motion to request MRI to arrange informal 30 minutes with three (3) candidates during next week's Executive Session, and continue with 6 candidates at the committee meeting a week later. Brett Mayfield seconded the motion. All were in favor and the motion passed.

VII. Candidate Selection Matrix Discussion:

Committee Member Jo Alexander motioned to reschedule the Candidate Selection Matrix and the Interview Question Discussion for a later date. Vice Chair John Clerkin seconded the motion. All were in favor and the motion passed.

Primary Action Items

- I. The Chair will approach the Town Hall department heads to seek input or meeting participation at the next, or at a future meeting.

- II. Erik Krauss will compile a preliminary list of Hartford organizations and businesses to poll to garner information that may be helpful to the committee's selection process by next week.
- III. Committee members will be prepared to discuss candidates further at the next meeting.
- IV. Committee members will continue their individual candidate assessments by numerically ranking the full list for MRI.
- V. Committee members will review the Candidate Selection Matrix for discussion at the next meeting.
- VI. Committee members will review the current commentary from the Town Hall department heads for discussion at the next meeting.

Other Notes

None.

VIII. Adjournment:

Vice Chair John Clerken made the motion to adjourn the meeting. Committee Member Brett Mayfield seconded the motion. All were in favor and motion passed. The meeting adjourned at 8:40pm.

All Meetings of the Hartford Town Manager Selection Committee are open to the public. Citizens wishing to address the committee should do so during the Citizen Comments period. *An Executive Session is a closed session.

Respectfully submitted,

Steven Pomije, Secretary
