

Town of Hartford
Town Manager Search Committee

Special Meeting: Thursday, March 30, 2023, 6:00 pm
Hartford Town Hall, 171 Bridge Street, White River Junction
Room 317

Draft Minutes

Members present: Joe Major, Kim Souza, Dennis Brown, Gayle Ottmann, Cathy Melocik, Tim Fariel, Scott Hausler, Sara Campbell, Connie Kelley.

J. Major called the meeting order at 6:00. Through consensus it was decided that D. Cloud would take the minutes going forward unless he is not in attendance in which case it would default to the order established at the first meeting. J. Major called for additions or deletions and it was unanimously decided to add approval of minutes to the agenda and adjust the adjournment time to 7:45. Both items were unanimously approved and the minutes were approved with minor corrections.

J. Major moved the committee on to an explanation of the Town Manager search process. D. Cloud led a discussion of the role of the manager within the organization and the community; the importance of finding the correct fit, and the different phases of the project. Cloud explained that the Committee would focus on phase 1, launching the search and first round interviews, after which the Selectboard would take the lead on phases 2 and 3, which involve a second round of interviews and finalizing a contract with a selected candidate. Cloud highlighted the importance of confidentiality in the process since many of the strongest candidates may be working in another community.

Cloud explained that the next step in the process is development of a recruitment brochure and that he would take the lead in drafting the brochure and working with a graphic designer to assemble the description and the community photos. To assist with this document, he explained the committee should enter Executive Session for a candid, unvarnished discussion of the Town's Strengths, Weaknesses, Opportunities and Threats, which could compromise the Town's recruitment process if prematurely disclosed.

The Committee passed two motions unanimously: a finding that premature general public knowledge would clearly place the Town at a substantial disadvantage (Brown/Ottman); and a motion to enter Executive Session for purpose of discussing the appointment of a public officer or employee (Brown/Ottman).

The Committee emerged from Executive Session at 8:00 pm, noted the next meeting was on April 13, and passed a unanimous motion (Melocik/Ottman) to adjourn.