

Hartford Town Manager Search Committee Meeting Minutes
Thursday, May 11, 2023, 6pm
Hartford Town Hall, Room 2 171 Bridge Street, White River Junction

1. Open meeting - 6:06pm

In Attendance: Gabrielle Lucke, Joe Major, Dennis Brown, Sara Campbell, Tim Fariel, Scott Hausler, Cathy Melocik, Gayle Ottmann, Dominic Cloud

Community Members: Geri Williams

2. Identify Minutes Recorder for the meeting. - Sara Campbell

3. Review of 4/27 meeting minutes - **Gail Moved to Approve Minutes, Seconded by Cathy, passed unanimously**

4. Report of next steps in the process of collecting feedback from Town employees

- Dominic has started via connecting with Department heads.
- Scott and Connie developed preliminary staff survey questions compiled via a list of feedback from staff and department heads
- Survey would be sent via Tow Manag to entire workforce
- Potentially do a raffle/giveaway to encourage participation

Tim Moved for Cathy to work with Scott and Connie to develop a survey focused for Town Staff

Discussion

- Cathy will draft and send to Scott and Connie to narrow the focus down to ± 5 questions. The town and community surveys will be different.

Seconded by Dennis - passed unanimously

5. Update status and confirm launch of Community Feedback Survey

- Cathy reviewed the survey questions
- Survey would open May 15th and Close May 28th
- Discussed advertising methods
- Poster - Cathy/Sara to draft
- Town website
 - Scott will talk with Dillon to post on website

Sara Moved to empower Scott to speak to Dillion about posting on town website. Joe Seconded, Passed Unanimously

Dennis Moved to approve survey questions with a window of May 15-28. Gail Seconded, Passed Unanimously

6. Discuss residency preference

- there have been requests for requiring residency
- Charter does NOT require residency
- Proposed Timeline - Post opening in June, Interviews in July, offer by end of summer

Cathy Moved to open Executive Session for the purpose of discussing the appointment of a public officer or employee. Tim Seconded, Passed Unanimously

7. Executive Session: Purpose of discussing the appointment of a public officer or employee

Entered Executive Session at 7:04 PM

Dennis Moved to leave Executive Session, Cathy Seconded, Passed Unanimously

Left Executive Session at 7:50 pm

Tim Moved to empower Gabrielle to request the SB have the Town Manager Executive session earlier in the agenda on 5/16, ?? Seconded, Passed Unanimously

Tim moves we empowers Gabrielle request the SB have the Dominick early in the agenda on 5/16

8. Closing committee member comments Round table

8. Next meeting Thursday, 5/25, 6pm Town Hall Rm.2

9. Gail Moved to Adjourn at 8:00 pm, Cathy Seconded.

2023 Town Manager Search Committee Members

Chair: Gabrielle Lucke

Vice Chair: Joe Major

Member: Dennis Brown

Member: Sara Campbel

Member: Tim Fariel

Member: Cathy Melocik

Member: Gayle Ottmann

Staff (non-voting) Member: Scott Hausler

Staff (non-voting) Member: Connie Kelley

Selectboard (non-voting) Member: Kim Souza

Term limits are not specified because this committee's term shall be dissolved once the Town of Hartford has entered into an employment agreement with a candidate per the committee's charge.