

## Draft Meeting Minutes Hartford Town Manager Selection Committee

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**Location:** ZOOM Meeting Room 46 4165 1945

**Date:** June 8, 2020

**Time:** 5:00 pm

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### DRAFT

#### Attendance

Dan Fraser, Joanna Alexander; John Clerkin; Eric Krauss; Sandy Mariotti; Brett Mayfield; Steven Pomije, Allene Swienckowski

#### Agenda Items

- I. Call to Order and Introductions by the Selectboard Chair, Dan Fraser
  - A. Dan Fraser, Selectboard chair, called the meeting to order at 5:00 pm. Dan welcomed the committee and requested each committee member introduce themselves, which was done.
- II. Committee Organization: Election of Committee Chair, Vice Chair, Secretary
  - A. Dan remained a participant until a chair of the committee was elected. A motion by Allene nominated Sandy as chair, and was seconded by Jo (Joanna, prefers Jo).
  - B. Dan's next step is to contact the committee regarding scheduling a second meeting, and will provide other material for reference. After sharing this information he exited the meeting.
- III. Discussion of Selection Process with Selectboard Chair and Vice Chair, Dan Fraser
  - A. Dan gave an overview of the selection process. Utilizing the contracted placement company, MRI, the committee would then broaden the search through appropriate job posting sites, focusing on New England but potentially broadening the search nationwide. Committee responsibilities include finalizing candidate interview questions, vetting and referencing candidates, arranging interviews, and presenting final candidates to the Selectboard, and handling public and media relations tied to the search and selection.

#### Motions

- I. A motion by Allene nominated Sandy as chair, seconded by Jo. Motion passed, all voting aye.
- II. A motion by Sandy nominated John as vice chair, seconded by Brett. Motion passed, all voting aye.
- III. A motion by Sandy nominated Steven as secretary; seconded by Jo. Motion passed, all voting aye.

#### Action Items

- I. Erik recommended contacting Brannon Godfrey, current Town Manager, for more information re: the selection process, and asking him for ideas or suggestions. Sandy will contact Brannon.

- II. Allene asked about receiving public meeting laws from Brannon Godfrey. Sandy will contact Brannon.
- III. Upon Erik's recommendation, the committee members will reference archived minutes from previous Hartford Town Manager selection processes.
- IV. Committee members will develop sample interview questions and bring to future meeting for discussion.
- V. Erik recommended an online survey to garner residents' input in the process. Committee members will develop 5 sample survey questions intended for town residents and bring to next meeting for discussion.
- IV. Sandy to get information from Dan about resources available to the committee for administering a public survey and other projects that may be slated, e.g., website/s, social media, copiers/printers, etc.

### Other Notes

- I. John recommended the committee request information from the Selectboard re what kind of candidate they are looking for, and for general guidance.
- II. Steven requested a committee contact sheet be drawn up; Sandy volunteered to put one together.

A motion by Allene to adjourn the meeting was seconded by Sandy. The meeting adjourned at 6:18pm.

Respectfully submitted,

Steven Pomije, Secretary

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