

Meeting Minutes Hartford Town Manager Selection Committee

Location: ZOOM Meeting Room # 9255 0335

Date: October 29, 2020

Time: 6:00 pm

TOWN OF HARTFORD TOWN MANAGER SELECTION COMMITTEE MINUTES

Thursday, October 29, 2020, 6:00pm

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. A video of this meeting can be found here:

Present on Site: none

Present online: Jo Alexander; Erik Krauss; Sandy Mariotti, chair; Brett Mayfield; Steven Pomije, secretary; Allene Swienckowski; Don Jutton, MRI Consultant; Simon Dennis, Select Board member

I. Call to Order:

Sandy Mariotti, Committee Chair, called the meeting to order at 6:02pm.

II. Public Comments:

No public comments. Committee Member Erik Krauss expressed concern that this meeting's agenda was not yet up on the Town of Hartford website, and questioned if the meeting could go forward as planned, while recommending we break into subcommittees. The secretary shared the public agenda with Town Hall on October 28 at 9:27am, which conforms to public special meeting laws. Don Jutton, MRI (hiring consultant), recommended proceeding as scheduled with the full committee due to the live and taped public access video. The Chair requests that if the meeting continue that a link to the video be included in the public minutes.

A motion was made by Erik Krauss to proceed with the meeting as planned. Allene Swienckoski seconded the motion. All were in favor and the motion passed.

III. Town Manager Phase 2 Timeline Discussion:

Town Select Board member, Simon Dennis, proposed a compressed timeline commencing immediately, with the Selection Committee meeting and conducting 7-8 semifinalist interviews on November 22, and choosing 3-4 finalists on November 23, in order to meet the Selectboard's final interview target date of December 7.

Don Jutton, MRI, proposed sharing all candidates' resumes and cover letters with the Committee by November 10, when the Town Manager position closes. MRI proposed to tally Committee

member's candidate assessments to expedite the selection of semifinalists, based on the following 1 to 4 ranking: "1" = not a viable candidate; "4" = interview candidate. MRI recommended an all-day interview schedule consisting of 45 minutes per candidate, separated by 15 minute breaks. The committee would then meet on November 23 to choose 3 candidates to move forward for final interviews with the Selectboard.

Chair Sandy Mariotti asked for committee comments. Committee member, Erik Krauss, shared his concern that the timeline was too compressed but thinks the Committee can make it work. Committee member Brett Mayfield believed the timeline actionable. Committee Member Jo Alexander was concerned the timeline is quite tight, and recommended extending the deadline. Committee member Allene Swienckoski and the Chair expressed that they would want the Committee to meet to discuss candidates and rankings prior to first interviews.

Committee member Erik Krauss asked if the Committee would be involved in the essay part of the interviewing process, and who is preparing the questions. Don Jutton, MRI, confirmed the MRI is preparing the essay questions, which require Selectboard approval. The committee's general consensus was to discuss this at a future meeting.

Secretary Steven Pomije agreed that the MRI process is doable, but recommended extending the Committee deadline to November 30, which would require the SelectBoard's final interview deadline to be moved from December 7 to December 14.

Per the discussion, the Selection Committee proposed the alternative timeline below. MRI stated this was actionable. SelectBoard member Simon Dennis consented, pending confirmation of Selectboard availability per the new schedule.

Selection Committee Meeting Schedule, Phase 2:

November 6: Further discussions re Committee Involvement with essay questions, and round one assessments from Selectboard representative (6pm)

November 16: Selection of semifinalists (7 candidates), personnel discussion

November 23: Semifinalist Zoom interviews, personnel discussion (9am)

November 30: Selection of finalists (3 candidates), personnel discussion (6pm)

Due to scheduling conflicts at Town Hall, MRI will host (via Zoom) all meetings

Don Jutton, MRI, reminded the Committee that the original confidentiality agreement is still valid during this selection phase.

Action Items:

- The Selection Committee will meet on November 6, November 16, November 23, and November 30
- MRI will share candidate resumes and cover letters with the Committee starting immediately

- Committee members should assess and rank each candidate and report this data to MRI, who will maintain a running tally of the results in order to determine 7-8 semifinalists for first interviews
- MRI to share candidate essays with committee for assessment prior to November 23
- Selection Committee will put forward 3-4 final candidates to the Town Selectboard on or near November 30

III. Adjournment:

Committee Member Allen Swienckowski made the motion to adjourn the meeting. Committee Member Jo Alexander seconded the motion. All were in favor and the motion passed.
meeting adjourned at 7:18pm.

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
