

Hartford Town Manager Search Committee meeting

Mon. July 30, 2018- Hartford Town Hall.

Simon Dennis, Selectboard Chair, called the meeting to order at 6:31.

Present: Asma Elhuni, Mike Morris, Frank Klymm, Scott Farnsworth, Simon Dennis (Selectboard Chair and liaison to the committee), Elizabeth Rathburn, Dan Fraser.

- Simon is a non-voting member.

Absent: Chuck Wooster, Gabrielle Lucke and Courtney Cook Williamson.

1. Elizabeth called the meeting to order at 6:30pm
2. Public Comment- no one in attendance other than committee members.
3. Approval of Minutes from July24 meeting. Correction made to the spelling of Dan Fraser's name, otherwise notes approved as written. Moved by Mike, Second by Frank with all in favor.
4. Review and Approval of Changes to Job Posting. Goal was to create/review job posting. As expected each member of the committee had very different ideas on what should be included, language and wording are very important. Elizabeth shared the guidelines/limitations from MRI, which resulted in the direction that the committee pursued creating the job posting. There is an opportunity for the Board to provide additional information about Hartford on the MRI website and the Committee will work on this effort for discussion at the next meeting.

-Interviews will start in September and the posted will remain up until someone is hired.

- MRI will edit the brochure that we submit before publication.

-Elizabeth will reach out to Leo so he is able to share information on how the process worked for him when he was hired as Town Manager. This will help the committee make the process smoother for new potential hires.

- It was suggested to post the job on the old drive in movie sign on Sykes Ave. so the public is reminded of the search.

Here is the draft of the job posting: (Moved by Dan, Second by Mike, with all in favor)

Hartford, VT (9,500 pop.) is seeking a proactive and progressive community leader, with a demonstrated commitment to collaboration, inclusive practice and community engagement, to serve as its next Town Manager. This community, with a rich history located on Abenaki territory, beautiful natural assets and is located two hours from Boston and minutes from the cultural and educational resources of Dartmouth College, the Geisel School of Medicine and the world class medical facilities of Dartmouth

Hitchcock Medical Center. The Town is home to a regional Veterans Administration Medical Center, a revitalized downtown area boasting international cuisine, arts and theatre district, which reflects an emerging cultural diversity and sensitivity.

Hartford's five unique villages have experienced a 2% growth in the grand list and anticipates more in the coming years. Hartford is at the intersection of interstates 89 and 91 and borders New Hampshire, with easy access to rail, air, and public transportation.

The Town Manager is responsible for the preparation and general oversight of an operating budget of approximately \$16M which funds multiple departments employing ~100 FTEs. The successful candidate must have a Bachelor's degree in a related field (Master's preferred) and should have a minimum of 5 years of progressively responsible experience in public administration or a profession requiring similar skills managing a complex and diverse organization or an equivalent combination of education and proven senior management experience. Salary for this position will be \$100,000 - \$130,000 depending on experience and qualifications. Hartford is an equal opportunity employer.

Information: www.mrigov.com/hartfordvt

Resume and cover in confidence to recruitment@mrigov.com; subject line Hartford TM. Position is open until filled. First round of interviews are anticipated to take place in September, 2018.

5. Review and Approval of Changes to MRI Survey- tabled until we have more information from Don Jutton of MRI.
 6. Other Business: Courtney Cook Williamson – has resigned from the committee due to a family situation requiring her time and attention.
 7. Selection of Future meeting dates/times. Don Jutton is available on Aug. 13, 14 and 15. The Committee will meet again on Tues. 8/7/18-at 5:30pm at Hartford Town Hall.
 8. Next meeting agenda will include Survey, Additional posting information for MRI, coordinate further follow-up with Town Manager regarding process.
 9. Meeting adjourned at 8:48pm
- Notes respectfully Submitted by:

Dan Fraser- Clerk.