

Town of Hartford Town Manager Search Committee Minutes  
Tuesday, September 11, 2018, 5:30pm  
Hartford Town Hall  
171 Bridge Street, Room 312  
White River Jct. VT 05001

Present: Elizabeth Rathburn (Chair) Chuck Wooster (Vice Chair) Asma Elhuni, Mike Morris, Frank Klymn, Gabrielle Lucke, Scott Farnsworth, Dan Fraser.

Absent: None.

1. Meeting Called to order at 5:32pm
2. Public Comment: None.
3. Approval of Minutes from Aug. 7, 2018: Elizabeth noted a couple of edits that needed to be made to the Minutes. Frank moved to approve the amended minutes, Chuck second with all in favor, except Chuck who abstained because he was absent.
4. Ideal Candidate Profile (ICP) and Challenge Statement: The Committee reviewed the Ideal Candidate Profile and Challenge Statement provided by MRI. Suggested changes to the Ideal Candidate Profile included editing for punctuation, grammar and general flow.

Chuck suggested changing the years of experience to 5 to 10 (vs. 7 to 10) as there may be people in management positions that have enough experience to take on the Town Manager role. Elizabeth noted that the job posting reviewed by the Committee was changed to 5 to 10 years of experience, so this would be in line with that document as well.

Gabe noted that the five common themes that make up this Profile and Challenge Statement are: Leadership, Character, Community, Engagement and Experience and it was noted that this will be a useful guide as we develop our questions.

Elizabeth suggested adding wording regarding Equal Opportunity Employment practices after receiving feedback from Leo Pullar that not all Town Managers deal with this. Gabe suggested adding "including Equal Opportunity and Affirmative Action" in the section that pertains to Human Resource Administration. In another section, Asma suggested adding the wording "...who values Diversity and is inclusive in their practice" as part of the leader qualities.

Chuck moved, Gabe seconded with all in favor of the proposed changes to the Ideal Candidate Profile.

The Committee reviewed the Challenge Statement.

Gabe suggested changing the wording of He/She to “They” which is inclusive of all potential candidates. Asma and Gabe crafted additional wording “to promote racial and ethnic quality in the community” which was included in the document.

Chuck moved, Dan seconded, with all in favor of the proposed changes.

5. Candidate Essay Questions: We will only see the essay questions for the candidates we select to move forward in the process. The Committee provided suggested wording for questions that address the next Town Manager’s response to controversial issues; handling of the region’s growing cultural economic, social, racial and ethnic diversity; identification of stakeholders and utilization of those stakeholders; and their experience in dealing with these issues.

Frank moved, Scott seconded, with all in favor of changes to questions.

Elizabeth will request that MRI provide the Committee with all candidate essay responses.

6. Executive Session – Public Officer Appointment/Exempt Document Discussion.

Chuck moved to enter Executive Session at 7:12pm reading the following statement:

In accordance with Vermont's Open Meeting Law Requirements, I move that the Town Manager Search Committee enter into Executive Session to discuss the employment, appointment, or evaluation of a Public Officer under the provision of Title 1, Section 313(a) (3) of the Vermont Statutes and to discuss or consider records or documents that are exempt from the public records law under the provision of Title 1, Section 313 (a) (6) of the Vermont Statutes.

Mike seconded, with all in favor of entering Executive Session.

Gabe moved, Mike seconded with all in favor of exiting executive session and returning to public session. No action was taken. The Committee exited Executive Session and returned to public session at 7:40pm.

6. Other Business: None.

7. Future Meeting Dates/times: Elizabeth will send a Doodle poll.

Scott moved, Mike seconded, with all in favor of adjourning the meeting at 7:50pm

Notes respectfully submitted by:

Dan Fraser

Secretary