

Hartford Town Manager Search Committee
October 2, 2018 at 4:00 p.m.
Hartford Town Hall
171 Bridge Street, Room 312
White River Junction, VT 05001

Present: Chuck Wooster, Elizabeth Rathburn, Asma Elhuni, Mike Morris, Scott Farnsworth, Dan Fraser, Frank Klymn, Gabrielle Lucke joined the meeting at 5:02 p.m. Dan Fraser left the meeting at 5:20 p.m.

1. Meeting called to order at 4:30 p.m.
2. Public Comment: None.
3. Approval of Minutes from September 25, 2018. There were no recommended changes to the Minutes. Frank MOVED to APPROVE the Minutes. Scott SECONDED the Motion. Unanimous.
4. Update: Elizabeth provided an update regarding the upcoming interview process on October 9th. She will be participating in a conference call with MRI tomorrow to outline the interview process. There will be a facilitator from MRI assisting but it is unclear at this time whether the facilitator will be here in person or through the GoToMeeting process. The next meeting is scheduled for Tuesday, October 9th at 4:00 p.m. in Room 312 and the actual interviews should start around 4:30. She suggested having two testing dates to interview no more than 3 candidates at a time.
5. Executive Session – Public Officer Appointment/Exempt Document Discussion. Scott MOVED to enter into Executive Session. “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 provisions 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 laws under the provisions of Title 1, Section 313 (a) (6) of the Vermont Statutes.” Chuck SECONDED the Motion. Unanimous.

Dan left the meeting at 5:20 p.m. and Gabe took over taking the Minutes. Frank MOVED the leave Executive Session. Mike SECONDED the Motion. The Committee unanimously agreed to leave Executive Session at 5:27 p.m.

6. Candidate Interview Questions: The Committee reviewed the candidate questions in the context of the applications that were reviewed. After the wording for each question was reviewed and edited, the Committee determined the order of the questions. Elizabeth will edit the final list of questions and distribute them to the Committee by email. She will also submit them to MRI for their review.
7. No other business was discussed.
8. Mike MOVED to ADJOURN the meeting. Frank SECONDED the Motion. Unanimous. The meeting adjourned at 6:32 p.m.

Minutes submitted by Dan Fraser and Gabrielle Lucke.