



TOWN MANAGER SEARCH COMMITTEE MEETING MINUTES OF NOVEMBER 8, 2023

Members: Dominic Cloud, Chris Palermo - Selectboard Member, Tina Sweet - Town Finance Director, Sara Haskins - Town Clerk/Treasurer, Jamie Brewster - Citizen, Monte Mason - Citizen, Nancy Banks - Citizen and Sarah Waterman Manning - Citizen

Absent:

Guests:

**participating via Zoom*

CALL TO ORDER 6:30

1. Call to Order and Introductions, D. Cloud

Dominic Cloud called the Town Manager Search Committee Meeting to order at 6:30 PM at the Tegu Building.

AGENDA ADDITIONS/DELECTIONS 6:32

none

TOWN MANAGER SEARCH PROCESS 6:40

1. Role of Manager in community and organization, D. Cloud

Dominic Cloud explained the role of the manager in the community and organization and the committee briefly reviewed the chapter in state statute that governs managers.

2. Importance of finding correct fit, D. Cloud

Dominic Cloud gave a brief explanation of the different styles of Town Managers and the importance of finding the correct fit for Morrystown.

3. Phases of search process, D. Cloud

Dominic Cloud explained that there are various phases of the search process. The search committee will focus primarily on the first phase of creating recruiting materials, conducting initial interviews and narrowing down the candidates to proceed to second interviews with the Selectboard. The committee briefly reviewed sample recruiting materials from other towns. Dominic explained that the process could take 5-6 months before the final candidate is offered a contract of employment.

4. Ground rules, D. Cloud

Dominic Cloud explained the ground rules of the committee. It is a town-appointed committee and as a public body subject to open meeting laws. Dominic stressed the importance of confidentiality, especially in regards to the candidates.

5. Committee questions, D. Cloud

Dominic Cloud invited questions from the committee members. Jamie Brewster expressed his concern that all committee members should have a designated town email address to use for communication while on the Board. Dominic informed the committee to forward all emails to him and he will respond.

6. Explanation for Executive Session, D. Cloud

Dominic Cloud explained the reasoning for the need to go into executive session to discuss the appointment of an employee and conduct a SWOT analysis (strengths, weaknesses, opportunities, threats) of the community.

EXECUTIVE SESSION 7:00

1. **First motion: "I propose a committee finding that premature general public knowledge would clearly place the Town at a substantial disadvantage."**

Motion made by Chris Palermo to propose a committee finding that premature general public knowledge would clearly place the Town at a substantial disadvantage. Motion seconded by Sarah Waterman Manning. Motion carried (6/1). Chris Palermo (Y), Tina Sweet (Y), Sara Haskins (Y), Jamie Brewster (N), Monte Mason (Y), Nancy Banks (Y), Sarah Waterman Manning (Y)

2. **Section motion: "I move the committee enter Executive Session for purpose of discussing the appointment of a public officer or employee."**

Motion made by Chris Palermo to enter into Executive Session for the purpose of discussing the appointment of a public officer or employee. Motion seconded by Nancy Banks. Motion carried (6/1). Chris Palermo (Y), Tina Sweet (Y), Sara Haskins (Y), Jamie Brewster (N), Monte Mason (Y), Nancy Banks (Y), Sarah Waterman Manning (Y)

The committee entered executive session at 7:00 PM.

Motion made by Chris Palermo to exit executive session at 8:34 PM. Motion seconded by Jamie Brewster. Motion carried (7/0).

ELECTION OF CHAIR AND VICE / CHAIR 8:20

1. **Draft motion: I move the committee authorize the Chair (or Vice-Chair in absence) to work with the Town Manager search consultant to make administrative, non-substantive changes that further the work of the committee.**

The committee agreed that the election of a chair or vice-chair was not necessary.

OTHER BUSINESS 8:25

none

ADJOURN 8:30

Motion made by Tina Sweet to adjourn. Motion seconded by Jamie Brewster. Motion carried. (7/0)

Meeting adjourned at 8:41 PM.

Submitted and filed this November 9, 2023.

Sara Haskins, Scribe

Please note all minutes are in Draft form and are subject to approval at the next Town Manager Search Committee meeting.