

**SPECIAL TOWN COMMISSION MEETING MINUTES  
SEPTEMBER 29, 2022**

**CALL TO ORDER**

The meeting was called to order by Mayor Hurlburt at 6:03 p.m.

**ROLL CALL**

Town Clerk Avery led the roll call, which was answered by the following:

Commissioner Coz	Present
Vice Mayor de Haseth	Present
Mayor Hurlburt	Present
Commissioner Pugh	Present
Commissioner Wiescholak	Absent

**PLEDGE OF ALLEGIANCE**

Mayor Hurlburt led the pledge of allegiance.

**ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA**

**Commissioner Pugh moved to approve the agenda as submitted; seconded by Commissioner Coz Motion carried 4-0.**

**PUBLIC COMMENT - (3 minute individual limit)**

Mayor Hurlburt opened Public Comment.

There were no Public Comments.

Mayor Hurlburt closed Public Comment.

**ACTION ITEMS**

**1. Approve Unbudgeted Expenditure of \$2,450 for Soil Boring testing for Public Works storage building**

Mayor Hurlburt asked Interim Manager Ladner to explain the item. Interim Manager Ladner explained the item.

Mayor Hurlburt opened the floor for public comment. There were no comments, so Mayor Hurlburt closed the floor for public comment. She asked Chief Jones for further comment.

Chief Jones explained that this was a requirement for getting the building done and would not advise proceeding without it.

Mayor Hurlburt opened the floor for Commissioner's comments.

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**Commissioner Pugh moved to approve the unbudgeted expenditure of \$2,450 for Soil Boring Testing for the Public Works storage building; seconded by Commissioner Coz. Motion carried 4-0.**

### 2. Town Manager Candidate Selection

Mayor Hurlburt asked Mr. Dan Kleman, Senior Advisor, to give an update on the selection of Town Manager. Mr. Kleman gave an update on the selection process. He mentioned the five candidates that he was recommending to the Commission and the possible other two options. He reviewed the outline for the interview process.

Mayor Hurlburt opened the floor for public comment.

Zoanne Hennigan spoke regarding the interview process and her suggestions.  
Ken Kaleel spoke about the locations of the candidates and other options.

Mayor Hurlburt closed the floor for public comment. She asked Mr. Kleman to address the recruitment process that had taken place thus far. Mr. Kleman explained the process.

Commissioner Wiescholek joined the meeting at 6:19 pm.

Mayor Hurlburt asked each of the Commissioners to give their opinions on the process, the candidates that they want, and why.

Commissioner Coz mentioned his opinion on the inclusion of Interim Manager Ladner, the reception, and how the selection of candidate process should go.

There was a discussion regarding the reception and the reasons for and against it. Each of the Commissioners gave their opinions on having the reception and involving the public in the decision-making process.

There was a consensus to not have a reception for the candidates.

Mr. Kleman asked what the Commissioners meant by giving Ms. Ladner “a pass.” The Commissioners explained what they were referring to. There was a consensus to have Ms. Ladner go through to the final interview round.

There was a discussion regarding travel expense reimbursement for the candidates as well as narrowing down the top candidates.

There was a consensus on each Commissioner writing down the top three choices for candidates and Town Clerk Avery would tally up the candidates.

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Mayor Hurlburt opened the floor for public comment.

Ken Kaleel spoke on the decision-making/interview process.

Mayor Hurlburt closed the floor for public comment.

Town Clerk Avery tallied up the choices and reported on the top candidates as follows: Crowell, Fabbri, Berger, Tibbs, and Bossert. There were to be six total candidates to be interviewed, which would include Ms. Ladner.

There was a discussion on whether or not to have Zoom interviews for the first interviews. There was a consensus to have the Zoom interview with the option to narrow down the selection.

There was a discussion on background checks and when to schedule the interviews. There was a consensus to schedule the Zoom interview on Oct. 12, 2022, at 10:00 am and have the second in-person interview on October 19, 2022, at 10:00 am.

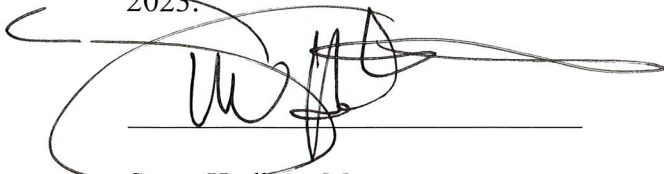
Vice Mayor de Haseth suggested having the contract available before the in-person interview for candidates to review. Attorney Goddeau mentioned that she would have the sample contract available for them.

Attorney Goddeau reviewed the consensus decisions that had been made.

ADJOURNMENT

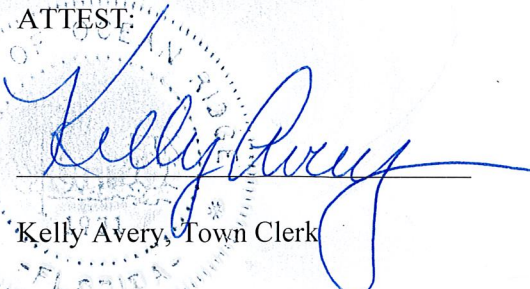
Meeting Adjourned at 7:48 p.m.

Minutes prepared by Town Clerk Avery and adopted by the Town Commission on January 9, 2023.



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Susan Hurlburt, Mayor

ATTEST:



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Kelly Avery, Town Clerk

