

Town of Huntington — Treasurer Selection Process Subcommittee

Monday, March 26, 2018—1 pm

Town Office - downstairs

** UNAPPROVED ** MINUTES

Agenda	<ul style="list-style-type: none"> • Public comment • Treasurer Selection Process Discussion • Adjourn
Subcommittee Members present:	Nancy Stoddard (Chair), Landel Cochran, Lucinda Hill, Roman Livak,
Others present	Kathleen Clark (<i>current Treasurer</i>), Barbara Elliott (<i>Town Administrator & minutes recorder</i>)
Call to order	Stoddard called the meeting to order at 1:03 pm
Public comment	No members of the public attended or presented comment.
Introduction to the Discussion	<p><u>Update on Current Treasurer</u></p> <ul style="list-style-type: none"> • Stoddard reported, and Clark confirmed, that Clark is willing to commit to serve as Huntington’s Treasurer through the end of the 2018 calendar year and to provide overlap training during January and February 2019, and to be available to answer questions beyond then, if need be. <p><u>Update on the Provisions of the Municipal treasurer; appointment; removal Statute</u></p> <ul style="list-style-type: none"> • VLCT and the Secretary of State’s Office have said that the legislation is not clear on many questions, which may need either legislative clarification or guidance from a court of law. Some of the questions we are not able to definitively answer are: <ul style="list-style-type: none"> ○ the legality of setting term lengths for the appointed treasurer (answers are: maybe yes, maybe no) ○ whether it would be legal to appoint an interim treasurer for a specific timeframe (statutes don’t allow for a position called Interim Treasurer, but unsure if it is possible to set an initial term length, as is done for many other Selectboard appointments) ○ whether there could be legal challenges based on having preferred candidates or requiring candidates to be residents of Huntington (answer is: no one knows for sure) ○ whether this should be handled as an appointment process or a hiring process (answer is: no one is sure) • It was noted that the overall process for the Treasurer appointment does not fit neatly into any of our current Town hiring or appointment processes.
MOTION TO RECOMMEND APPOINTMENT BY THE SELECTBOARD	<p><u>MOTION:</u></p> <ul style="list-style-type: none"> • Cochran moved and Livak seconded that the subcommittee recommend that the full Selectboard appoint Kathleen Clark to the position of Huntington Town Treasurer.

	<p><u>AMENDMENT TO THE MOTION:</u></p> <ul style="list-style-type: none"> • Stoddard moved and Livak seconded to amend the original motion to add at the end of the motion “and that this recommendation be presented to the Selectboard on April 2, 2018 and that the Selectboard vote on the appointment on April 16, 2018.” Amendment passed unanimously with 4 members present and voting. <p><u>AMENDED MOTION:</u></p> <ul style="list-style-type: none"> • The subcommittee recommends that the full Selectboard appoint Kathleen Clark to the position of Huntington Town Treasurer and that this recommendation be presented to the Selectboard on April 2, 2018 and that the Selectboard vote on the appointment on April 16, 2018. Passed unanimously with 4 members present and voting. • Cochran asked if Clark would be willing to write a letter of intent that outlines what she sees as her preferred timeline for having the Selectboard appoint a new treasurer. Clark will do so and send that to the subcommittee.
<p>Notes on Proposed Town of Huntington Treasurer Selection Process</p>	<p>The subcommittee discussed the overall process to recommend to the full Selectboard for selecting Clark’s replacement. This was based on a draft process crafted by Stoddard.</p> <ul style="list-style-type: none"> • <u>Skills needed for interview team (to be comprised of 5-8 people) and recommendations for people to fill those slots</u> <ul style="list-style-type: none"> ○ Someone with municipal accounting experience (Kathleen Clark) ○ A minimum of 3 Selectboard members (but open to all Selectboard members who would like to participate) ○ 1 or more Town Office people (Heidi Racht, Barbara Elliott) ○ Someone with an extensive HR background (Lucinda Hill) ○ Someone with knowledge of technology and the current status of technology used (Landel Cochran) ○ Someone from the general public with no specific knowledge of the treasurer position (need to identify how this slot would be advertised & selected) • <u>Position Advertising</u> <ul style="list-style-type: none"> ○ Advertise the position as “Huntington resident preferred”, with a 01/02/2019 start date ○ 1st round of advertising: Front Porch Forum, Times Ink!, Seven Days ○ If no qualified candidate found, expand advertising scope—preferably with assistance from VLCT • <u>Timeline</u> <ul style="list-style-type: none"> ○ 10/01/18: Application Deadline ○ 12/03/18: Interview Team makes candidate recommendation to the full Selectboard. ○ 01/02/19: Start Date for New Treasurer • <u>Process</u> <ul style="list-style-type: none"> ○ Add box to process flow for the Interview Team to make a recommendation to the full Selectboard prior to Selectboard decision

<p>Follow-up / Next Steps</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Elliott to send draft minutes to subcommittee by COB 03/26/18 <input type="checkbox"/> Subcommittee to return comments to Elliott by Wednesday noon 3/28 <input type="checkbox"/> Elliott to post draft minutes Wednesday afternoon 3/28 <input type="checkbox"/> Elliott to send subcommittee the 2013 original treasurer job description and the 2018 updated version (with inputs from Clark, Elliott, Hendrickson) <input type="checkbox"/> Elliott to contact VLCT for a cost estimate of having VLCT oversee the expanded advertising process and initial screening of resumes <input type="checkbox"/> Stoddard to update the process flow chart <input type="checkbox"/> Elliott to request Selectboard Chair add review/approval of the process flow to the May 7 Selectboard agenda
<p>Adjournment – MOTION</p>	<p><u>MOTION</u>: Livak moved and Cochran seconded to adjourn the meeting at 2:03 pm. Passed unanimously with 4 members present and voting.</p>
	<p>03/26/18 – 1st Pass of minutes sent to subcommittee members 03/28/18 – Draft/unapproved minutes posted on Town website</p>