

**TOWN MANAGER SEARCH COMMITTEE MEETING**  
**Thursday, February 16, 2023 - 6:30 PM**  
**Rice Conference Room**

**Minutes**

Committee Members in Attendance: Committee Chairman David Adams, Terri Colognesi, Clr Rivas, Evelyn Velez, and Peter Cournoyer

Others: Clr Marketti, Ted Bartlett, Noor Elgaderi, Adriana Robaina and TM Blanchard

6:31 PM meeting called to order.

**1. Roll Call**

**2. Discuss and approve the draft minutes from January 26, 2023.**

Motion by Mr. Cournoyer, Seconded by Clr Rivas, 5-0-0.

**3. Discuss/Review Town Manager's Search Request for Proposals (RFP) and take any action thereof.**

Committee members, Human Resources and the Town Manager went over all changes that needed to be made to the RFP which included dates of when the RFP should be released, when it should be returned by possible firms, when the contract should start and end. They also discussed how much money should be requested from the Town Council on February 27, 2023 to move forward and help with the process.

The committee decided to review all changes on February 23, 2023 at the next scheduled meeting to vote on both funding request and approve the RFP.

**4. Discuss search and hiring process and take any action thereof.**

Discussion was had on the Position Statement with recommendations on population, Town Manager salary, and a few other items. Clr Adams asked that each member take the Position Statement, scan over any changes that needed to be made, recommendation they feel should be made and be ready to discuss at the next meeting in order to help whoever is hired on with their search, member agreed

**5. Next Meeting – February 23, 2023 @ 6:00 pm**

**6. Adjourn**

Motion by Mr. Cournoyer, Seconded by Clr Rivas, 5-0-0. 8:03 pm

Respectfully submitted,  
David Adams