

**TOWN MANAGER SEARCH COMMITTEE MEETING**  
**Thursday, February 23, 2023 - 6:00 PM**  
**Veterans Conference Room**

**Minutes**

Committee Members in Attendance: Committee Chairman David Adams, Terri Colognesi, Clr Rivas, Evelyn Velez, and Peter Cournoyer  
Others: Clr Marketti, Dan Wasiuk, Noor Elgaderi, and Adriana Robaina

6:00 PM meeting called to order.

**1. Roll Call**

**2. Discuss and approve the draft minutes from February 16, 2023.**

Motion by Ms. Colognesi, Seconded by Mr. Cournoyer, 4-0-0.

**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 had been recommended the week before. Ms. Colognesi recommended we review the entire packet as size and fonts were not the same throughout. Clr Rivas recommending revisiting the committee add that the Town Manager Search Committee had the right to not recommend any candidate the firm brought forward. Much was discussed about relevancy and ultimately recommended by the committee to add to the RFP. HR asked about the CORI check, would it be provided by the firm, would it be given before or after being hired on. Committee responded this would be a question they would ask after hiring them on. Clr Marketti wanted to reconfirm the end of the contract would be July 31, 2023 and not July 30, 2023, Clr Adams agreed stating it was typo. There were questions/concerns about the hiring date and many agree the goal would be to have someone identified and hired on by the Town Council before the new fiscal year and before new Councilors were sworn in but with an understanding the reason behind due date of July 31, 2023 is to allow the firm time and not rush the process according to Mr. Cournoyer. Clr Adams stated he would forward the RFP to HR, TM and Executive Assistant to review for accuracy to be sent out on March 1, 2023.

The following motions were made:

Vote to approve the RFP as amended.

Motion by Ms. Colognesi, Seconded by Clr Rivas, 5-0-0.

Vote to recommend to the Town Council requesting up to \$25,000.00 from the Town Council Reserve for the Town Manager Search Committee to hire a third party firm.

**4. Discuss/review Position Statement and take any action thereof.**

Discussion was continued on the Position Statement and was recommended that the committee add updates throughout as much of this statement no longer applies. There was also an understanding the firm would do much if not all of this once hired on. Clr Adams stated he

would just start adding the updates recommended by the committee and provide an update at the next meeting.

**5. Next Meeting** – March 16, 2023 @ 6:00 pm

**6. Adjourn**

Motion by Mr. Cournoyer, Seconded by Clr Rivas, 5-0-0. 6:47 pm

Respectfully submitted,  
David Adams