



**TOWN BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
OCTOBER 3, 2017  
6:15 P.M.**

**1. Call to Order**

The Meeting was called to order by Mayor Mulvihill at 6:15 P.M.

**2. Roll Call**

Christian Samora, Town Clerk, called the roll call. Mayor Mulvihill, Pro Tempore Buckridge, Trustee Baker, Trustee Dunkelberger, Trustee Hindman, Trustee Karspeck, Trustee Laak, Mike Hart and Gregg Bell were present at the meeting.

**3. Pledge of Allegiance**

Mayor Mulvihill led the Pledge of Allegiance.

**4. Motion to Approve Agenda**

**Pro Tempore Buckridge motioned to approve the agenda as presented. Trustee Baker seconded the motion. With all in favor, THE MOTION CARRIED.**

**5. Town Administrator Position, Hiring Process and Timeline**

Mayor Mulvihill asked for an update on the contract between the Town of Berthoud and Springsted/Waters for recruitment of the Town Administrator. Hart stated that there were several phases in the contract and the Town has been billed for all except for the final phase, which is contingent upon an employment offer being accepted by the successful candidate.

The Board agreed to pay the invoice in accordance with the contract. Hindman asked if there was a list of candidates. Hart and Buckridge clarified that there is not yet a new pool of candidates for consideration. Hart clarified that all the invoices have been paid with exception to the last since an offer has not been extended to a candidate.

Chuck Rohre with Springsted/Water Executive Search was conferenced into the meeting. There was discussion regarding the timeline for advertising and screening applicants as well as the possibility of hiring an Assistant Town Administrator that could later become the Town Administrator. There was also discussion regarding extending Hart's contract on a month-by-month basis.

**The Town Board agreed to proceed with advertising only the Town Administrator position for three weeks and proceeding with the screening and interview process thereafter. Rohre will be drafting a new timeline and sending it to Town officials for consideration.**

**6. Adjourn**

The Meeting Adjourned at 6:55 P.M. this 3<sup>rd</sup> Day of October, 2017.

ATTEST:

  
Christian R. Samora, Town Clerk



  
Steve Mulvihill, Mayor