

DRAFT

Selection Committee
Minutes for July 25, 2016

Present: Councilor Pope (Chair), Councilor Towle (Committee Member), Mayor Lovett (Committee Member)

No Absences

Chair Pope called the meeting to order at 4:05pm.

Chair Pope noted that Assistant Mayor Bergeron had volunteered to chair the committee; however, elected to step down due to personal reasons and requested that Mr. Pope, who had already volunteered to serve on the committee, chair it in his absence. Chair Pope asked Mayor Lovett to sit on the committee as the third member.

Chair Pope stated the purpose of the committee - to review the RFQ responses and provide a recommendation to the Council as to which is the best company to perform the city manager search. He listed the five companies that submitted responses – Municipal Resources, David Gomez & Associates Inc, Novak Consulting Group, Waters & Company and RandiFrank Consulting, Inc.

Mayor Lovett offered her suggestions as to the process timeline and decision matrix. She distributed handouts to both the committee members and members of the public who attended. Committee members agreed with the process timeline as presented with one change. Chair Pope changed the next meeting date of the committee from Aug 2nd to Aug 1st at 5pm. Chair Pope will coordinate with Ms. Russell to ensure Council Chambers are available at that time.

Much discussion was given to the selection criteria comprising the suggested decision matrix. During the discussion, Chair Pope reviewed the RFQ requirements, and Mayor Lovett noted that the omission of those requirements from the responses would be grounds for eliminating that company's proposal. Chair Pope confirmed that those requirements had been met in each company's response.

Several additions to the selection criteria were presented by both committee members and members of the public. Delineation between primary and secondary selection criteria was also discussed. It was agreed that value added items and cost, though factors, should be considered only after primary selection criteria were weighted. This would ensure that the qualifications of the company were the primary focus, and cost and value-added items were secondary in the selection process.

Mayor Lovett will modify her handout to reflect the selection criteria changes agreed to during the discussion, and send it along with the minutes to Ms. Russell for posting on the website.

Ms. Hall, a member of the public, asked the Committee if it would want a reference from her regarding one of the companies that had submitted a response. She had worked with the company on a professional basis in the past. Councilor Towle stated that she would like any such reference in writing, and this was echoed by the rest of the Committee.

The Committee will present its work to date to the Council on July 27th. Committee members will use the attached decision matrix to review the company responses, and meet again on Aug 1st to prepare its recommendation to the Council. A special meeting of the Council is tentatively scheduled for Aug 3rd. At that time, the Committee will present its recommendation and the Council will take a vote as to which company will be awarded the contract to conduct the city manager search.

Mayor Lovett made the motion to adjourn, seconded by Councilor Towle.

Meeting adjourned at 4:50.

Respectfully submitted,
Charlene Lovett, Mayor and member of the Selection Committee

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