

**CITY MANAGER SEARCH SCREENING COMMITTEE
OCTOBER 27, 2016, 6:30 PM
CLAREMONT SAVINGS BANK COMMUNITY CENTER
MINUTES**

Members present: Jeremy Biggs, Donald Clarke, Martin Davis, Margaret Hurley, Lawrence Johnson, Donald Limoges, Debora Matteau, Kyle Messier, Robert Porter, Brian Rapp, and Bethany Yurek (by roll call).

Members absent: Melissa Richmond

Also present: Alan Gould and Pat MacQueen, Municipal Resources, Inc. (MRI)

Co-chair Messier called the meeting to order at approximately 6:37 pm. Roll call was taken. Mr. Gould of MRI introduced Patrick MacQueen, MRI who has been assisting with the telephone interviews of the candidates.

Citizen Input

Bernie Folta, Ward III, distributed a handout regarding "Move the Question" motion under Roberts Rules of Order. He noted that Committees are not allowed to use "Move the Question".

Adoption of Minutes

A motion was made by Mr. Limoges, seconded by Mr. Rapp, to accept the minutes as presented. Motion carried by unanimous voice vote.

Notes from the Chair

Co-Chair Messier noted that she had asked for City Solicitor Jane Taylor's advice on how to handle a member who would be absent at this meeting and wanted to contribute her preferences for the top six. She read an email from Ms. Taylor that stated that according to state law, the member would have her comments mentioned at the meeting, however, in order to have a formal vote, the member needed to be physically present, or present electronically, therefore this member's choices would not be counted in the final tally. A few members expressed dissatisfaction regarding the meeting being moved from Wednesday to Thursday. Co-Chair Yurek expressed that it could not be avoided as her boss, Senator Shaheen's mother had passed and she needed to be at the wake and funeral.

Reading into the record of pertinent statements and discussion.

Ms. Hurley said she had sent two articles dealing with public art/economic development and climate change to Co-Chair Yurek. Co-Chair Yurek will forward those to the Committee.

A motion was made by Mr. Limoges, seconded by Mr. Clarke, to accept the resignation of Cheryl Jones from the Committee (which had been emailed to all members). Motion carried by voice vote, with all members voting in favor, with the exception of Mr. Rapp who voted no.

MRI Overview of process

Mr. Limoges said he did not receive the packet of resumes on Friday, and that he was having trouble with his email. Mr. Gould gave him copies of the top 12 resumes, but did not have the complete packet that included answers to the essay questions. Co-Chair Messier said that in the future, if members are told they should expect to receive something that is critical to review for a future meeting, and they don't, they must contact one of the co-Chairs immediately and they will get it to you. The material submitted was extremely comprehensive and required several hours of reading, which needed to be done to be adequately prepared to deliberate at this meeting.

Mr. Gould explained that a profile had been developed, and resumes received and reviewed by MRI. That group was narrowed after vetting and telephone interviews to the final 12 before the Committee. The Committee will now narrow that field to six, who will be interviewed by both the Committee and a panel from MRI. After the six are interviewed, the Committee will narrow it down to three finalists to be sent on to the City Council.

Mr. Rapp asked MRI what they felt their role is in this process, and then read from a few emails that had gone between the Mayor and MRI regarding the process. The Committee also discussed how the profile was built, and the limited public input that was used. This input was done in private and that input was never shared with this Committee. Mr. Gould said the Committee was not limited in using that profile in their reviews and rankings.

Enter into Non Public

A motion was made by Mr. Limoges, seconded by Ms. Matteau, to go into non-public session pursuant to RSA 91-A:3, II (b), the hiring of any person as a public employee.

Motion carried with a unanimous roll call vote. The Committee entered non-public session at approximately 7:35 pm after taking a five minute break.

Return to Public Session

Public session reconvened at approximately 9:10 pm.

A motion was made by Mr. Porter, seconded by Mr. Johnson, to seal the minutes of the non-public session in perpetuity because it regards a confidential personnel matter. Motion carried unanimously by roll call vote.

Schedule Next Meeting

The next meeting of the Committee will take place **Thursday, November 3, 2016, at 6:30 pm** at a place to be determined. The Committee will discuss interview questions to ask (which will be held in non-public session) and the logistics of that day long interview session.

Interviews with the final six candidates will take place **Thursday, November 10, 2016, starting at 9:00 am**, each lasting an hour, and lasting likely through 5:00 pm that day. Lunch will be provided. We will need to find a venue that can accommodate video conferencing of perhaps two to three of the candidates. Venue to be determined.

Adjournment

Motion made by Mr. Limoges, seconded by Ms. Matteau, to adjourn. Meeting adjourned at approximately 9:20 pm.

Respectfully submitted,

Debora Matteau
Secretary