

## New City Manager Search Committee

### Minutes of April 29, 2019 Meeting.

The meeting was held in Claremont city council chambers and was called to order at 4:30 pm. In attendance were the following committee members:

Allen Damren, Jon Stone, Claire Lessard, Mark Limoges, Joe Osgood, Ray Gagnon, Kristen Kenniston, Debora Matteau, Mark Chase, Mark Brislin, and Lloyd Smrkovski.

The meeting began with discussion of ground rules and public meeting laws. Specifically, strict confidentiality of applicant identity; confidentiality of any non-public sessions and the need to seal any minutes of non-public sessions; and meetings must be publicly warned. After further discussion of the applicable parts of NH RSA 91-A, Mr. Damren first distributed copies of a letter from Primex, offering the committee certain areas of support in the search for a new city manager and secondly a letter received from community member Rebecca MacKenzie discussing her suggestions for attributes a new city manager should possess to be effective in Claremont.

The on-line community questionnaire was discussed. (123 responses on-line as of 5/2/2019) It was noted that the three strong areas of the questionnaire did fit in nicely with previously identified strengths. The committee also briefly discussed a draft process timeline prepared by Mr. Damren. The timeline draft is tight and could possibly end in mid-July, so the search committee must be very time conscious. After some discussion regarding a date for candidate applications to be submitted by, it was agreed, on a suggestion by Mr. Limoges, that a date would be specified 30 days after an advertisement was first on line.

After discussion regarding the candidate profile, the committee then started discussing the draft ad as prepared by committee member Mr. Smrkovski. In the draft submitted, it was generally felt that there was a lack of mention regarding Claremont and the strengths of the community. Mr. Smrkovski stated that he felt it important to be discussing the surrounding area and the close proximity to major airports and health providers, i.e. Dartmouth Hitchcock. After much further discussion, it was agreed that a revised draft ad would be prepared and that it would discuss Claremont's strengths and attributes while also discussing the fact that Claremont is a part of the upper Connecticut River Valley and is in close proximity to many of the area's major attractions. The revised draft, prepared by Mr. Smrkovski, would be discussed at the next committee meeting now scheduled for Thursday May 2, 2019 at 5 pm in council chambers. Before this meeting, Mr. Damren was to obtain a list of advertisers used by MRI in the previous city manager search and to clarify with city manager MacLean what could be done on the city website to have a separate area for news updates of the search process. Also, Mrs. Kenniston was going to get a list of advertisers Lebanon used in its last search process.

The meeting adjourned at 6:00 pm.

Submitted by Allen Damren

MINUTES APPROVED AT MAY 2, 2019 MEETING

May 2, 2019

