

**City of Claremont
City Manager Search Committee**

Public Meeting Minutes

Thursday May 2, 2019

@

*Claremont City Hall
58 Opera House Sq
Claremont, NH*

I. Roll call & Call to Order: The meeting was called to order at **5:00pm**. The following Committee members were present for this meeting:

Allen Damren <i>(City Council)</i>	Jon Stone <i>(City Council)</i>	Claire Lessard <i>(City Council)</i>
Joe Osgood <i>(Citizen Representative)</i>	Mark Limoges <i>(Citizen Representative)</i>	Lloyd Smrkovski <i>(Citizen Representative)</i>
Kristin Kenniston <i>(Citizen Representative)</i>	Raymond Gagnon <i>(Citizen Representative)</i>	Debora Matteau <i>(Citizen Representative)</i>
Mark Chase <i>(Department Head)</i>	Mark Brislan <i>(Department Head)</i>	

**At the start of the meeting Allen Damren addressed the committee with an oversight from the previous meeting. He stated that the group has not picked a chair for the committee but he has been acting as that person but did not want assume that was the committee's intention or direction. There were several members that spoke up for this course of action to continue and a motion was made to continue with Allen Damren to act as the chair of the committee.

Allen Damren then asked if a secretary for the committee could either volunteer or be nominated. Mark Chase stated he would act as the secretary for the committee.

II. Correspondence or documentation provided prior to meeting and at meeting:

- Allen Damren had provided over email a copy of the updated advertisement that had been completed by Lloyd Smrkovski. This was discussed at the prior meeting.
- Kristin Kenniston provided at the meeting a copy of a draft of a City Manager posting that she completed.
- Mark Limoges provided at the meeting a copy of a draft of a City Manager posting that he completed
- Kristin Kenniston provided at the meeting a list of potential outlets for a City Manager job posting

III. Old Business:

The committee was provided time to read and study the three drafts that had been provided. Once everyone had time to review the provided documents each committee member discussed what they either liked or did not like on the documents. The overall consensus was that the draft that was provided by Kristin Kenniston had the overall best language and content that is needed for the advertisement. The committee members had some additions that were requested to be placed in the document. Some of the items discussed included:

- TIF District explained
- Salary language in the advertisement to be clarified
- Addition of private experience to be added to the acceptable experience level
- More specific comment about City Manager having to report to 9-member City Council

These items were discussed and additions were read into the record and will be added to the job advertisement. With these additions Debora Mateau then made a motion to adopt the advertisement and move forward in posting the position. The motion received a second from Kristin Kenniston. After a brief discussion the motion was voted on and all members approved the motion to adopt the job posting.

The committee had a discussion about some additional items that could be placed on the city website for the potential applicants for his opening. Promotional videos that had been produced by the planning office should be included as it promotes what has or is occurring in Claremont.

The committee then discussed what outlets would be used for promotion of the approved advertisement. Kristin Kenniston provided a list of outlets for consideration. This list included

- Strategic Government Resources
- GovtJobs.com
- Vermont League of Cities and towns
- Main Municipal Association Members
- Connecticut Municipal Association members
- Massachusetts Municipal Association

The committee discussed other outlets that should be considered. Mark Chase was aware that the City of Claremont currently uses INDEED as a resource for job openings. The

committee briefly discussed the fact that newspapers would not be the direction of the committee for this advertisement. The use of E-Ticker of Claremont was discussed and is a potential resource to use. This will be looked into. Ray Gagnon expressed his belief that the committee should consider NH Business Review as it could be a good resource for this search. All members were supportive of this direction with the exception of GovtJobs.com

Acting City Manager MacLean had expressed to Allen Damren that the Committee could use H.R. Bette Shattuck as a resource for job posting and resources. Allen Damren will lead this initiative in the posting.

Ray Gagnon then asked about the use of MRI and the reference of MRI often in this process and how it should work or the direction it should go. A brief overview of the desire of the Claremont City Council to use local resources for the search similar to a recent search completed by the Sullivan County Commissioners for a County manager

IV. New Business:

The committee then discussed the need to have the information available for the potential applicants on the city website. This also included a discussion of the process and interviewing and what is expected from the candidate to include essay questions to be completed by the candidate. The committee then discussed who the candidate is going to speak to when seeking additional information. Allen Damren commented that he could be that person and it was the consensus of the committee that he be that person. There may be further discussion on this at the Claremont City Council.

The committee discussed past practices of the selection Committee. Debora Mateau was on the previous selection committee and gave a historical account of what the committee did for the last opening. Kristin Kenniston also provide examples that she was aware of from other City Manager or leadership level openings in another jurisdiction. It was agreed that the committee should accept the offer from Primex and have them in a future meeting to discuss what guidance and resources they could offer.

V. Future meeting goals and objectives:

- Review approved job posting at next meeting and send out for publication
- Identify needed information for package of information for applicant
- Determine essay questions and establish who candidate can contact with application questions.

VI. Set Future meetings:

Next meeting to be May 7th, 2019 at 5pm at Claremont City Hall

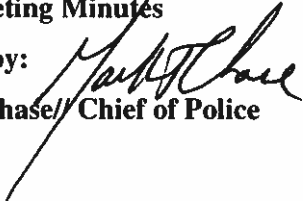
Next scheduled meeting May 14th, 2019 at Claremont City Hall. A special request to have a representative from Primex at this meeting.

Adjourn: At 6:02 pm Debora Matteau made a motion to adjourn, the motion was seconded by Allen Damren and the motion passed.

Public Meeting Minutes

Prepared by:

Mark T. Chase// Chief of Police

A handwritten signature in black ink, appearing to read "Mark T. Chase", is written over the printed name and title.