

# **Enfield Town Manager Search Committee**

## **Meeting Minutes (Draft)**

### **January 28, 2017 9:00 am DPW Building**

**Members Present:** Dominic Albanese (Chairman), Sam Eaton, Jean Patten, Shirley Green, Bob Cusick, Melissa Hutson, Lee Carrier

**Others present:** Annabelle Bamforth

Dominic called the meeting to order at 9:05 a.m.

Approval of minutes:

Shirley and Jean pointed out that Fred's last name should be clarified. Melissa noted that in reference to the new town manager, "personal" should read "personnel".

Sam a motion to approve the minutes. Bob seconded. The minutes were approved with the changes.

New Business:

Dominic told the committee that there have been 19 applicants for this position so far. He went on to share a document to be posted to Enfield's town website. Members approved of the document to be posted.

Dominic moved on to share Alan's strategy for the selection process, and explained that he was seeking to identify individuals and groups in Enfield that Alan should interview regarding key aspects sought in a new town manager. Dominic noted that he liked Sam's idea of Alan visiting with chairs of different committees to share ideas of characteristics that they're looking for.

Dominic specified broad groups within town to reach out to including economic, planning, emergency services, and public works. He said that he wanted to find ways to engage town employees in process without it being overwhelming. Alisa Bonnette, Julie Huntley, Jim Taylor, Richard Crate, and Richard Martin were noted as people to reach out to.

Bob stated that John Pellerin, the Assistant Fire chief, would be good to reach out to as well.

Dominic asked if the committee should request these individuals to schedule discussions with Alan. Sam noted that could add up to a lot of interviews; Dominic noted that a few could possibly be grouped.

Bob pointed out that confidentiality is important.

Bob brought up projects in the works (library, Lakeside Park) that should be brought to Alan's attention on behalf of the town manager.

It was noted that add Carolee Eisener could be added to the subset that includes Alisa and Julie.

Dominic suggested reaching out to committees to have them send a statement. Committees identified by the group included the Conservation Committee, Energy Committee, Zoning Board of Adjustment, Heritage Commission, Planning board, and the Recreation Commission. Bob suggested talking to Katy Jopek, the recreation director for both Enfield and Canaan. The TIF Committee was also brought up. Bob pointed out that TIF is holding onto a lot of money; Sam agreed that they should be reached out to.

There was discussion of reaching out to the school board. Bob noted that the town boards should stick to town issues, and the same should go for the school.

Shirley noted that the lake associations should be included.

The search committee discussed the importance of ensuring that each committee of Enfield be included in the opportunity to submit statement.

Bob said that it was important to have the outreach request as visible as possible to make sure everyone has an opportunity to have a say.

Bob expressed concern about hiring locally and the possibility of conflict of interest, asking how to handle the idea of town employees being included for consideration. Jean said that it should be made clear that an employee's tenure or experience would not grant them special consideration. Sam said it's well known that this position is available and there may not be a need for a formal statement.

Dominic explained three milestones in the town manager search. The first milestone is essay submission; the second is narrowing down the candidate pool; the third milestone is the final pool to submit to the selectmen.

Dominic said he would ask Alan for a matrix for analyzing and recommending candidates.

Bob noted that it appeared Wolfeboro had gone for a town manager that was focused on commercial development. Bob added that he would like to see a manager inclined to advocate for this. The committee noted that the sewer extension had not brought in commercial enterprises, and Sam pointed out that very few people had hooked onto the sewer.

Melissa suggested a venue to allow candidates to come forward to present.

Dominic asked if there is a TIF plan; Sam said there should be.

Sam said it would be imperative to have a manager who can negotiate large contracts.

Shirley noted that it would be good to have someone who can get up to speed quickly and be made aware of all the projects, both planned and underway.

Dominic addressed Melissa's membership on the search committee. It was noted by some that it may appear that she is a town employee liaison. Melissa clarified that she chose to be on this committee as a taxpayer and resident, and explained that while she is a town employee she is governed by trustees due to the state's RSA. Melissa stated that that she does not speak for town employees.

Jean brought up the town's website; it's not very up to date. The members agreed that the new manager should be savvy with social media, web, and traditional media.

The committee moved to discussion of health care costs. Lee noted that town contribution was expected to decrease and employee contribution was to rise, but that hasn't happened. Sam said that employees were offered accounts to employees to offset increased co-pays, but this has not significantly saved money. Health care costs were identified as an important topic to be addressed by a new manager.

Jean noted that the town manager runs the ship and the selectmen do not have a lot of say. They are generally a guide for the town manager who makes the ultimate final decisions.

Dominic asked if he should reach out to the selectmen to see what their vision is for an ideal town manager.

The meeting was adjourned at 10:30 a.m.

*Minutes taken and submitted by Annabelle Bamforth.*