

TOWN OF DERRY

Town Council  
Derry Municipal Center

January 28, 2014  
Tuesday - 7:00 PM

**Special Meeting**

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Called to order 7:00 p.m.

Pledge of Allegiance, warning of fire exits, handicap access, & turn off all cell phones

**Roll Call:** Councilors Cardon, Osborne, Dimmock, Benson, Wetherbee, Katsakiores and Chairman Fairbanks

Chairman Fairbanks has received a summons for the Dumpster Depot appeal against the Zoning Board.

Chairman Fairbanks would like to achieve two items this evening with the Town Council. They are to review goals and to initiate the requirements for a new Town Administrator.

He reviewed for the Council a summary he had previously prepared for them with some dates to achieve the order of goals. There was discussion on short term and long term goals.

Chairman Fairbanks stated that at the February 4<sup>th</sup> meeting he would like to discuss when to schedule a workshop with the Downtown stakeholders.

**Councilor Wetherbee made a motion to accept the goal setting report from Primex dated November 25, 2013, seconded by Councilor Benson**  
**Vote: 7-0-0**

**Old Business –**

**13-122** Initiate Search for new Town Administrator

The Chairman cautioned as discussion begins not to make comparisons to past administrators and to try to refrain from using names in references or Council would need to go into a non-public session.

Larry Budreau, Acting Town Administrator, presented a document to assist the Council in trying to determine the qualifications of what they should look for when hiring the next Town Administrator. This will allow for some standards to gauge candidacy.

The Council initially evaluated the following three overall goals and ranked them from 1 (don't agree) through 5 (completely agree).

- 1) Economic Development
- 2) Municipal & School District Collaboration
- 3) Organizational Leadership

The Council then evaluated nine personal qualities and twelve professional qualities and ranked them from 1 (not important) to 5 (very important). Each Councilor rated every category; some were commented upon.

Mr. Budreau will consolidate the ratings and report the results to the Town Council.

Mr. Budreau was asked what the next step would be to initiate the search. He replied that they should seek to attract a broad array of candidates that are highly qualified with relevant experience. How the Council wishes to seek candidates is up to them. The Council needs to

decide if it is prudent to do what the Town has done for the last several recruitments, or as stated in November, handle 'in-house'.

Mr. Budreau suggested that to hire someone is not an easy chore as Derry is a complex town with a complex political environment. Derry is also the 4<sup>th</sup> largest town in the state. To conduct recruitment internally would be a big task for the Human Resources Department. Candidates will want confidentiality in order to possibly not impair their relationship with their current employer. The HR Department has the skills but does not presently have the time to facilitate. There would have to be non-public sessions for review of applications, maintaining resumes and developing advertising. There would be many hours involved in this process. The Town could advertise by using newspaper ads, network through municipal association, website, and professional journals.

A recruiting agency would help. They create the ads, have vast networks of candidates, and the ability to confidentially analyze resumes for the Council's review.

Councilor Wetherbee asked if an RFP for a search firm could be done to establish the real cost of hiring an outside firm.

Mr. Budreau stated the last cost was \$15,500. The firm created the position profile and advertised through their network. Councilor Wetherbee stated what he liked about MRI was they used citizens & staff as review panels.

Councilor Benson stated that by Council taking this in-house is like managing the organization and that is not their position. There would be better diversification of candidates using a firm.

This will be on the February 18<sup>th</sup> agenda:


- 1) Discussion to review their overall rating of the qualifications.
- 2) Continue discussion on what recruiting process best suits the Town.

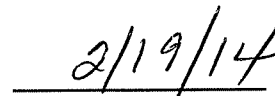
Councilor Osborne requested to allow public input during discussions. This was agreed.

Mr. Budreau will contact some search firms to get a soft cost.

The Councilors congratulated Mr. Budreau for his work on the questionnaire.

**Adjourned 9:15 pm**

  
Town Clerk

  
Date

Recorded & Transcribed by: Denise E Neale, Town Clerk  
Reviewed by: Larry Budreau, Acting Town Administrator