

TOWN OF DERRY

Town Council
Derry Municipal Center

March 25, 2014
Tuesday - 7:00 PM

SPECIAL MEETING

7:00 PM Call to order

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

Roll Call: Councilors Fischer, Katsakiores, Bourdon, Fairbanks, Dimmock, Cardon and Chairman Osborne

13-122 Search for new Town Administrator

Ideal Candidate Profile Draft Discussion

Councilor Bourdon – Was pleased with many things he reviewed on this survey. He would like to alter the 2nd bullet (15 years or more experience) and he would like it tailored back to 5 or more years. This may incite more candidates to apply.

On page 2, the administrator must be knowledgeable in the community development area. He also questioned if the word must could be changed to should. He then referenced the last line on page 2 asking if the sentence could end with Council members.

Councilor Fischer – 2nd bullet he prefers (10 or more years). Change the word preferably to at least. ~~He doesn't feel the size of Derry wants someone new.~~ He reads the survey and candidate profile as having discrepancies. Mr. Fischer addressed the Council to see if they were willing to strive to reach a consensus on the vote for the new Town Administrator. As based on his experience, he wants to be sure there will be no nepotism due to friends, relatives or neighbors. All agreed the candidate should be based on experience and qualities.

The Council reviewed each of the bulleted items on the Candidate Profile discussing management and administrative experience of 10 or more years and preferably 5-10 years of experience as a City or Town Administrator.

Councilor Katsakiores – Named people she would like to see apply for the Town Administrator position. She went on to state she believes the town administrator should have an unblemished history of integrity and strong public ethics, demonstrate good communications and command respect. Also be able to work well with the School Department.

Review of bulleted items:

Bullet #2 - agreed to change to: Have 10 or more years of progressive management and administrative experience preferably 5+ years of experience as a City or Town Administrator.

Bullet #8 - Councilor Dimmock does not agree with having a master's degree and would like to strike this completely. After discussion it was agreed to remain in the bullet.

Review of Paragraphs:

Page 1 and 2 - Discussion entailed questioning the use of different words and their meanings within the context. Some wording was changed.

Changes to the "Ideal Candidate Profile" draft are listed in italics.

The Ideal Candidate Profile to serve as Derry's next Town Administrator will:

- Have an unblemished history of integrity and a strong public ethic;
- Have *10 or more years* of progressive management and administrative experience, preferably *five+ years* of experience as a City or Town Administrator;
- Have significant understanding of and experience with community *and economic development*;
- Have significant experience in budgeting and financial management, and in improving organizational efficiency;
- Have strong written, verbal and public presentation skills;
- Be creative and entrepreneurial;
- Have demonstrated skills as a communicator, facilitator & consensus builder;
- Have at least a bachelor's degree (master's degree preferred) in public administration, business management or a related field.

All agreed with changes and additions

The Town Administrator must lead an organization that delivers high quality municipal services (infrastructure, public safety, administration) efficiently. He or she must be an effective leader, a person whose knowledge, work ethic and vision command respect in order to inspire Town employees to achieve continuous incremental improvements in efficiency. He or she must also be a productive and responsive individual contributor.

All agreed to leave as is.

The Town Administrator must be a balanced communicator *who will* inform the Town Council of critical policy and service initiatives. He or she *must* keep all officials comprehensively informed, while staying totally detached from the political process and ensuring that the members of the administration maintain a similar detachment.

All agreed with changes

To facilitate a collaborative relationship with the school system, the Administrator must demonstrate the capacity to understand the school budget, *be sensitive to the drivers of

educational spending, and be a superb communicator and facilitator of community change efforts. * Yea 6, Nay 1.

The administrator must be knowledgeable in the community *and economic development arena*. He or she will need to *lead* the activities of community development resources, work collaboratively with public and private funding sources, engage current and future business leaders, and lead the Town Council and the community towards improving its attractiveness to new business. **All agreed with additions and changes.**

It will be critically important that the Town Administrator demonstrate the ability to work with diverse groups, acknowledge and respect divergent views and communicate openly while remaining apolitical; the skill and ability to facilitate honest and respectful dialogue between various factions when dealing with controversial or politically volatile issues is seen as essential. **All agreed to leave as is.**

It is vitally important that the candidate have relevant successful experience and a demonstrated ability to effectively communicate with people, manage employees, and provide professional, dispassionate, and objective advice and counsel. **All agreed to leave as is.**

The ideal candidate for the position will possess a strong background in employee relations and operational oversight. There is an expectation that the Town Administrator will demonstrate a “take charge” attitude and will promote teamwork while holding *department heads and staff* to a high level of professionalism and accountability. **All agreed with change.**

The ideal candidate will have a strong background in budgeting and finance management as well as the ability to guide and support the Council and department heads in analyzing the needs of the community vs. its willingness to pay. Willingness and capacity to advocate for the community’s best interest is *essential*. **All agreed with change.**

Working for a governing body of seven Town Councilors can be *both* challenging and *rewarding*. It will be important for the Town Administrator to remain objective when dealing with the Council members in order to *remain impartial* and keep them equally informed and involved. **All agreed with addition and change.**

(Recess for 5 minutes)

Motion to approve the “Ideal Candidate Profile” with changes and additions by Chairman Osborne, seconded by Councilor Fairbanks

Vote: 7-0-0

Discussion:

Chairman Osborne referenced the Town’s “Want Ad” for the Town Administrator to compare with other samples and examples for review he had previously provided.

Larry Budreau explained the “Want Ad” and its requirements. The “Ideal Candidate Profile” would be posted on the Town’s website. The advertisement would direct the

candidate for more information to go to humanresources@derrynh.org. or Town of Derry, Human Resources.

Councilor Bourdon thought it would be a good idea to have one of the online companies look at the Town's ad and tailor it to "key words" for internet searches. Everyone agreed that they were open to doing this when the time comes.

Changes to the Town Ad draft:

- Add - Please review the full Candidate Profile go to www.derrynh.org
- Add - (Pop.33,100)

All in favor of adopting this "Want Ad" for Town Administrator as discussed with changes.

Discussion ensued regarding the May 2nd deadline for applications and the timeframe involved for review. It was agreed the deadline for applications should be changed to June 1st.

There was discussion on a full sixty (60) days of submissions and changing the deadline date.

A motion was made to amend the deadline date for submission of applications to June 1st.

All agreed.

The "want ad" will be sent to NHMA for posting.

Councilor Bourdon had compiled five of the major online websites.

- Craig List
- Simply Hired (\$199 post for 30 days) it will post out to major newspaper websites.
- Indeed.com - (\$.50 to /\$1.00 per click) increases showing on search.
- Monster.com (\$275 - 30/day or \$300 - 60/day, can refresh for \$50.)
- Career Builder.com (not recommended).

Discussion on what type of a budget is needed to be managed for the Want Ads. Councilor Katsakiores made a motion of \$1,500 but then removed the motion of \$1,500.

Chairman Osborne suggested a \$2,000.00 and made a motion; however, Councilor Dimmock wanted to amend this motion to \$1000.00.

Councilor Dimmock amended, at the present time, to set the budget at \$1,000, seconded by Councilor Bourdon

Vote: 2-5-0 (Councilors Katsakiores, Fischer, Fairbanks, Cardon, and Osborne) failed

Move at, the present time, to set the budget not exceed \$2,000.00 for posting fees was made by Councilor Osborne, seconded by Councilor Fairbanks

Vote: 5-2-0 (Councilors Dimmock & Bourdon)

Chairman Osborne made the motion to leave the "Want Ad" as recommended by Mr. Budreau with the exception of changing the deadline date to June 1st.

Roll Call

Vote: 5-2-0 (Councilors Fischer & Bourdon)

Councilor Bourdon reviewed the websites of Simply Hired and Monster that he recommended and their related costs. He explained a staffing firm will go out and find people who aren't looking for a job to post for the position.

Mr. Budreau explained the differences in posting "Want Ads" and the use of NHMA, NHMMA, and relevant list services. He was looking for direction on handling the postings and list serves.

Chairman Osborne addressed the Councilors for consensus to encourage Mr. Budreau to move forward with the list serves options.

There was discussion on where and how to list.

Motion was made by Chairman Osborne to spend \$300.00 on Monster, seconded by Councilor Fairbanks. (No vote)

Motion was made by Chairman Osborne to post the approved ad with Union Leader and the funds will come from the \$2,000.00 budget. (No second, no vote)

All agreed to list in Union Leader, Simply Hired, Monster and other list serves also to allow Mr. Budreau to proceed with the process.

Councilor Cardon referenced the internal hiring process considerations information that will need to be discussed. Chairman Osborne will put that on the next agenda.

They have successfully sorted and voted for final ideal candidate list and profile. They have discussed, amended, voted on and passed the want ad and gave staff direction to venues, media and posting applications.

Adjournment 10:00 p.m.


Town Clerk


Date

Recording & Transcription by: Denise E Neale, Town Clerk
Reviewed & Changes by: Larry Budreau, Acting Town Administrator