

The City Manager Search Subcommittee

Conference Room A
Date: Tuesday, July 9, 2019

Portsmouth, NH
Time: 4:30 p.m.

I. Call to Order

Mayor Blalock called the meeting to order at 4:30 p.m.

II. Attendance

Present: Mayor Blalock, Assistant Mayor Lazenby, Councilors Pearson and Dwyer

Staff: Nancy Colbert Puff, Deputy City Manager, Kimberly Cox, Human Resources Director; Kelli L. Barnaby, City Clerk

Other: Joellen Cademartori, GovHR USA (via conference call)

At 4:30 p.m., Mayor Blalock called the meeting to order.

III. Acceptance of Minutes – May 24, 2019 & June 10, 2019

Assistant Mayor Lazenby moved to approve and accept the minutes of the May 24, 2019 and June 10, 2019 meetings. Seconded by Councilor Dwyer and voted.

IV. City Manager Profile

Joellen joined the meeting via conference call.

Deputy City Manager Colbert Puff said we are reviewing the Candidate Profile which was prepared with information from a variety of sources, stakeholders, department heads, general public and results from Survey Monkey.

A detailed review was conducted by the Search Subcommittee of the proposed City Manager Profile. Various suggestions were brought forward by Councilor Dwyer relative to type of community Portsmouth is, Pease being an economic driver and engine of Portsmouth, the number of people that travel here to work, which causes an increase in our population, the number of capital projects we have undertaken as a City, and the opening of the new Peirce Island Waste Water Treatment Plant. Councilor Pearson stated we need to note the number of Capital Improvement Projects that have been completed.

Discussion followed with Joellen regarding how to specifically refer to the desire and ability to work with the Arts. Discussion was held on the amount of experience the candidate should have and that there is a desire to have 5 years of experience. The Subcommittee felt it was important to note that the new City Manager would be working with a separate Police and Fire Commissions and School Board. Assistant Mayor Lazenby asked if we should mention the McIntyre as part of the profile. Mayor Blalock stated that Deputy City Manager Colbert Puff is handling that matter and doing very well. Councilor

Dwyer said the McIntyre is a major development in the downtown. After discussion, the Subcommittee members decided to include the McIntyre as part of the profile.

Assistant Mayor Lazenby asked if the new City Manager should be a social media expert. The Search Subcommittee said the individual does not need to be an expert with social media but they should know how to have social engagement with the community.

Human Resources Director Cox said that the salary range may need to be adjusted. Councilor Dwyer said maybe we want to indicate we might offer a higher salary based on the level of experience. Mayor Blalock said we should not limit the salary to \$185,000.00. Joellen said she will be asking candidates if this is a good salary range.

Deputy City Manager Colbert Puff reviewed the advertising and costs for the position. Discussion followed regarding where to advertise and which states to include or not include. Joellen stated that this is just casting the net. She indicated there are 25 consultants in the firm and they may have someone in mind that would be good for the position. Councilor Dwyer stated she wants to receive a list of everyone that applies for the position. Assistant Mayor Lazenby asked if the Subcommittee will have a status update to review those that are applying. Joellen stated most individuals will apply towards the end of the process. She stated that she would provide an updated email to Deputy City Manager Colbert Puff every Friday to share with you. Mayor Blalock stated if anything seems odd to Joellen that she bring it to the attention of the Committee right away.

Mayor Blalock stated the City Council will vote on the City Manager Profile at their meeting on Monday, July 15th.

V. Adjournment

At 5:30 p.m., Assistant Mayor Lazenby moved to adjourn. Seconded by Councilor Dwyer and voted.

Respectfully submitted by:

Kelli L. Barnaby, MMC/CNHMC
City Clerk