

# CITY OF LEWISTON

**CITY COUNCIL**

**AUGUST 30, 1999**

## **SPECIAL MEETING FOR DISCUSSION OF CITY ADMINISTRATOR SELECTION PROCESS IN THE COUNCIL ROOM AT 5:00 P.M.**

THE HONORABLE KAILEIGH A. TARA, MAYOR, PRESIDING.

PRESENT: Councilors Kelly, Carignan, Albert, Samson, Bilodeau, Putnam and Assistant City Administrator Phil Nadeau.

Also in attendance were Human Resources Director Denis Jean and City Attorney Robert Hark.

Pledge of Allegiance to the Flag.

Moment of Silence.

City Attorney Robert Hark and City Councilors discussed the possibility of entering into executive session to review potential candidates to serve on the search committee. It was noted that many people on the list of prospective members are not aware they are being considered for this committee, and whether or not it would be it fair to discuss these people publically without their knowledge. It was determined the Council had the authority to have this discussion in executive session.

### **VOTE (1)**

Motion by Councilor Samson, seconded by Councilor Carignan:

To enter into executive session to discuss individuals, who may or may not be interested in serving on the city administrator search committee, under circumstances which will not cause embarrassment, potential damage to their reputation or invasion of privacy.

Councilor Lynch arrived at this time.

Passed - Vote - 5-1-1. Councilor Bilodeau opposed, Councilor Lynch abstained.

Council entered into executive session at 6:10pm.

Council exited executive session at 7:00pm.

Motion by Councilor Carignan, seconded by Councilor Samson:

1) At the next City Council meeting, to have an agenda item to review and discuss the criteria for the new city administrator position.

2) To authorize the Human Resources Director to contact prospective members of the search committee to determine their interest in serving on the committee.

3) That the search committee, which includes the Mayor, City Councilors and additional appointees, once appointed will decide how to proceed.

4) At the next meeting of the search committee, a presentation will be made to the search committee from Human Resources Director Denis Jean and School Committee Chairperson Margaret Rotundo regarding past selection procedures.

There was a great deal of discussion about the size of the committee and the need to have community representation on the search committee. It was noted members of the committee should represent the following categories: education, business, government, social services, professional, enterprise community and citizen at large. Several Councilors questioned whether the search committee should determine their process or if the Council should determine the selection process and procedures to be used.

Mayor Tara left at this time.

**VOTE (2)**

Motion by Councilor Lynch, seconded by Councilor Bilodeau:

To table the motion until additional information is available.

Passed - Vote - 4-3

Councilors Lynch, Kelly, Samson and Bilodeau in favor.  
Councilors Carignan, Albert and Putnam opposed.

Councilors discussed the time frame involved with the search process and the need to move forward with the selection of the search committee. Several Councilors expressed concern about the delay the tabling of this action would create.

**VOTE (3)**

Motion by Councilor Kelly, seconded by Councilor Lynch:

To reconsider the tabling of the previous motion.

Passed - Vote 7-0

Councilor Lynch withdrew his original motion to table the item. Councilor Bilodeau withdrew her seconding of the motion to table.

Councilors discussed in great detail the need to define the duties and responsibilities of the search committee for this process and the duties and responsibilities of the City Council. It was noted several times that the City Charter states the City Council shall appoint a City Administrator.

**VOTE (4)**

Amendment to original motion:

Motion by Councilor Lynch, seconded by Councilor Kelly:

To strike number three from the original motion ("That the search committee, which includes the Mayor, City Councilors and additional appointees, once appointed will decide how to proceed") and to amend number four to change "search committee" to "city council meeting of September 7".

Passed - Vote 5-2 (Councilors Carignan and Albert opposed.)

**VOTE (5)**

Vote on Original motion as amended:

1) At the next City Council meeting, to have an agenda item to review and discuss the criteria for the new city administrator position

2) To authorize the Human Resources Director to contact prospective members of the search committee to determine their interest in serving on the committee

4) At the next meeting of the City Council to be held on September 7, 1999, a presentation will be made to the Council from Human Resources Director Denis Jean and School Committee Chairperson Margaret Rotundo regarding past selection procedures. Passed - Vote 7-0

**VOTE (6)**

Motion by Councilor Carignan, seconded by Councilor Bilodeau:

To adjourn at 7:50 P.M. Passed - Vote 7-0

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A true record, Attest:

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Kathleen M. Montejo  
City Clerk  
Lewiston, Maine