

**SPECIAL TOWN COUNCIL MEETING
AUGUST 28, 2019**

I. ROLL CALL

A special meeting of the Jamestown Town Council was held on August 28, 2018. Town Council Members present were as follows: Michael G. White, Mary E. Meagher, Nancy A. Beye, Randall White, and William J. Piva, Jr. Also present Interim Town Administrator Christina Collins, Town Solicitor Peter Ruggiero, Chief of Police Edward Mello, Public Works Director Michael Gray and IT Consultant Michael Glier.

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Town Council President White called the special meeting of the Jamestown Town Council to order at 9:09 a.m. in the Jamestown Town Hall, Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, and led the Pledge of Allegiance.

III. NEW BUSINESS

A) Town Administrator's Search (Not all items were taken in agenda order)

- 1) Discussion regarding the Town Administrator, future search process for full-time appointment. Discussion and possible votes and/or actions.

Council President White announced we are here to discuss the process of hiring a Town Administrator. He also suggested the use of a flip chart as a potential tool to facilitate conversation.

- 2) Review information/documents from prior Town Administrator search. Discussion and possible votes, and/or actions.

Previous advertisements were reviewed.

- 3) Establish Criteria/Qualifications for Candidates. Discussion and possible votes, and/or actions.

Vice President Meagher suggested discussions regarding criteria should be held in Executive Session.

- 4) Determine Advertisement Scope. Discussion and possible votes, and/or actions.

Council President White suggested advertisement in the ICMA.

Town Solicitor Ruggiero advised on other sources, so that members outside the field would receive notice.

Discussion ensued on search outside of New England.

It was the consensus of the Council to advertise within New England.

Councilor Piva questioned the amount of time for advertisement.

Town Solicitor Ruggiero advised four weeks would be appropriate. He also suggested the Council nominate a member to provide assistance in preparing the materials.

Councilor Piva questioned if applications would be sent to Administrative Assistant Debbie Shea.

Town Solicitor Ruggiero stated it would be processed through the Town Clerk and applicants would be sealed and labeled Town Administrator Search Committee. He also advised on the confidentiality that would be needed during the process.

The Council concurred with the confidentiality needed to attract potential applicants.

A motion was made by Councilor Beye with second by Vice President Meagher to nominate Councilor White as contact person of the Town Administrator's Search Committee. Vote: President White, Aye; Vice President Meagher, Aye; Councilor Beye, Aye; Councilor Piva, Aye; Councilor White, Aye.

Councilor Piva agreed with the previous advertisement criteria and qualifications regarding BA/BS in public administration or related field.

The following items were discussed with regard to the advertisement :It was noted 7 years of municipal experience would be changed to 5 years; combine the two previous advertisements and include the following: local government operations, employee citizen relations, strong interpersonal, written, and verbal skills are essential.

It was noted that the language on bonds is outdated and can be stricken.

It was determined the tentative deadline for applicants would be September 30th.

Town Solicitor Ruggiero advised he would draft the advertisement in conjunction with Interim Town Administrator Collins and they would send for the Council's review and for approval would be held at the next meeting.

Discussion ensued on salary.

Interim Town Administrator Collins advised on the current salary. She further explained the base salary.

Vice President Meagher suggested the salary start lower than \$125,000.

Discussion ensued on salary range.

The Council's consensus was to start at \$120,000.00.

Discussion ensued on timeline and procedure to process.

Councilor White questioned his roll.

Town Solicitor Ruggiero advised Councilor White would be the liaison for questions and to assist on communications to the candidates.

Town Solicitor Ruggiero also cautioned the Council on speaking to prospective candidates.

Discussion ensued on advertisement locations. It was determined to be ICMA, Providence Journal, Boston Globe, Newport Daily, Jamestown Press, and Indeed (if can be placed locally).

Alma Davenport of Clinton Ave questioned the legality of requiring the Administrator to be a resident of Jamestown.

Council Vice President Meagher advised it is not required in the Charter, but they must be a resident of Rhode Island.

Town Solicitor Ruggiero advised you could request, but not require residency.

Discussion ensued on residency.

Joe Cannon of Capstan Street urged the Council to not have a number of limiting factors. He further discussed you may find a North Kingstown Administrator who would like to reside in North Kingstown that would do a fine job.

Councilor Beye suggested a rubric system.

- 5) Schedule Future Sessions – dates and times.
Discussion and possible votes and/or actions.

Town Solicitor Ruggiero suggested setting a date to convene again at the September 16th regular meeting, and further advised on the need to convene in Executive Session.

Vice President Meagher stated she had a reservation with starting the salary at \$120,000. She would like to start at \$115,000; as Andy had reached the current salary after five years of service.

Discussion ensued on salary range.

Interim Town Administrator Collins advised on the Municipal Salary Survey; however that information would be a year old.

It was noted the advertisement would be approved at the September 3rd meeting.

The Council did not convene in Executive Session.

IV. NEW BUSINESS/EXECUTIVE SESSION

The Town Council may seek to enter into Executive Session for review, discussion and/or potential action and/or vote on the following:

- A) Pursuant to RIGL § 42-46-5(a) Subsection (1) Personnel (Town Administrator); review, discussion and/or potential action and/or vote in executive session and/or open session

V. ADJOURNMENT

A motion was made by Vice President Meagher with second by Councilor Beye to adjourn the meeting. Vote: President White, Aye; Vice President Meagher, Aye; Councilor Beye, Aye; Councilor Piva, Aye.

The special meeting was adjourned at 9:49 a.m.

Attest:

Erin F. Liese, CMC, Town Clerk

Copies to: Town Council
 Interim Town Administrator
 Town Solicitor