

Special Council Meeting

Minutes

May 9, 2023

A duly warned meeting of the Newport city council was held on Tuesday, May 9, 2023, in the council room in the Newport Municipal Building. Present were Mayor Beth Barnes, Council President John Wilson, Council members Clark Curtis and Chris Vachon, City Manager Laura Dolgin, and City Clerk/Treasurer James D. Johnson. Council Member Kevin Charboneau was absent.

Mayor Barnes called the meeting to order at 3:30 PM.


Internal Discussion about the Appointment of a Public Officer 1 V.S.A. sec. 313(a)(3)


Mr. Curtis moved to enter executive session to discuss the appointment of a public officer 1 V.S.A. sec. 313 (a)(3), and to have the City Manager and City Clerk/Treasure present. Seconded by Mr. Wilson, motion carried.

In open session Mr. Wilson moved to authorize the City Manager to move forward with the proposal from Municipal Resources Inc. (MRI) for the purpose of City Manager transition and recruitment in an amount not to exceed \$10,000. Seconded by Mr. Vachon, motion carried.

Adjournment

Mr. Curtis moved to adjourn at 5:05 PM. Seconded by Mr. Vachon, motion carried.

Attested  this 15th Day of May 2023

 Mayor

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Plymouth, NH 03264

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Portsmouth, NH 03801



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PROFESSIONAL SERVICES PROPOSAL/AGREEMENT

I. PARTIES TO THE AGREEMENT

This Agreement, dated May 10, 2023, is to retain professional consulting services for the **City of Newport, Vermont (the Client)**, to be provided by **Municipal Resources, Inc. (MRI)**, and is lawfully entered into between the Client, by its authorized representative(s), and MRI, by its authorized representative, Alan S. Gould, President.

II. SCOPE OF WORK

MRI will assist the City of Newport in its search for a City Manager by completing any of the following tasks as desired by the client:

1. We can develop ad copy, recommend advertising venues, and coordinate placement of the ads (advertising costs are billed directly to the client unless otherwise agreed). Resumes are typically received for 30 days, and, with the authorization of the client, can be reviewed on a "rolling" basis in order to expedite the hiring process in an extremely competitive hiring environment.
2. We can assist the hiring authority, as desired, throughout the selection and hiring process.
3. We can research MRI's database and contact potential candidates from other similar recruitments we have conducted in the past 12 months.
4. We can canvas MRI's professional network to identify and reach out to promising potential candidates to invite their application.
5. We will receive and hold all resumes in confidence until the semi-finalists are chosen for an interview. We have found that assured confidentiality will increase the number and quality of applicants rather significantly. We acknowledge receipt of all resumes and keep candidates apprised of their status at each selection point throughout the process.
6. We can screen and review all resumes.

7. We can distribute essay questions to the top tier of candidates. The essay questions will focus on areas of special interest to the City.
8. We can conduct a web search of the top candidates and canvas our consultants, to identify potential issues or controversies in other employment situations.
9. We can conduct telephone interviews with the remaining candidates, placing the focus on current position and reasons for leaving; career history of successes and failures; future personal and professional goals; and their understanding of best practices and contemporary professional thinking in the field, and if included, essay responses. We forward the submittals of the top candidates to the client for local interviews with the hiring authority.
10. We can assist and prepare the hiring authority for interviews and facilitate those interviews, providing technical input, if desired.

III ADVERTISING ALLOWANCE

We suggest an advertising budget of **\$1,000.00**. Advertising venues will be selected upon consultation with the client and MRI will be reimbursed for advertising expenses.

IV FEES AND CHARGES

Our services for this recruitment/selection assistance process will be provided at an **hourly rate of \$105.00**. Since this is not a comprehensive recruitment package, the client will pay for only those steps in the process that are authorized by the client. Travel time required by the client will be billed at half the regular rate after the first hour round trip and mileage will be billed at the usual IRS rate after the first 30 miles roundtrip.

V. OPTIONAL – FINAL CANDIDATE BACKGROUND CHECK

Once a candidate accepts a conditional offer of employment, MRI can perform an in-depth, background investigation on the final candidate which shall include, but not be limited to, previous employment, finances, references (independently developed as well as references provided by the candidate) and criminal and motor vehicle records checks for a flat fee of **\$1,500.00**. If the client selects this option, it will be billed separately upon completion.

V. MRI PERSONNEL IN CHARGE

Alan S. Gould, President, will serve as Principal-In-Charge of this engagement.

VI. TERM

This agreement shall remain in force and effect through completion of the assignment.

Either party may terminate the Agreement with 15 days advance written notice to the other party.

ACCEPTED AND AGREED

THE CITY OF NEWPORT



Date: May 10, 2023

MUNICIPAL RESOURCES, INC.



Alan S. Gould, President

Date: 5/5/23