

July 23, 2012

12-19 wksp

The Caribou City Council held a workshop at 6:00 p.m. on Monday, July 23, 2012, in Council Chambers with the following members present: Mayor Kenneth G. Murchison, Jr., Deputy Mayor David Martin, Mary Kate Barbosa, John R. Boone, Philip McDonough II, Gary Aiken and Bryan Thompson.

Margaret Daigle, Interim City Manager.

Also attending: David Barrett from MMA, Wilfred Martin, Paul Theriault and Joan Theriault.

Time Warner covered the meeting.

Council Agenda Item #1: Discuss the search process and other pertinent information regarding the hiring of a new City Manager with Consultant, David Barrett from Maine Municipal Association.

- David Barrett asked the Council about the qualifications they want to see in City Manager applicants. He will use this information to develop an ad for the MMA website and local papers.
- The Council is seeking an individual with economic development experience, strong budget background, investment and financial management skills. Also experience with public works, solid waste operations, personnel management and labor relations.
- Advertising to start on July 25th with resumes due by the end of August 20th. Mr. Barrett will prepare the advertisement and obtain council approval before start of advertising.
- Mr. Barrett will screen resumes and pick out strong candidates to be interviewed with City Council and Interim City Manager around August 27th. These first set of interviews will be held in Executive Session.
- The Council needs to start thinking on how to promote Caribou with potential candidates. Mr. Barrett will send packets to the Councilors with list of questions to ask and not to ask. He also mentioned that the candidates would be interviewing the Councilors as well them being interviewed.

Council Agenda Item #2: Discuss process and time frame for Goal Setting for 2012-2013.

- Mayor Murchison suggested having department heads involved at the start of the budget process instead at the end. They work with their department on a day to day basis.
- Interim City Manager suggested that councilors and staff need to communicate back and forth. The staff does care and we all need to work together.
- Councilor Thompson wants more hard savings. Employees know where cost saving are available. Possibly the City could create an employee incentive program to encourage the development of cost saving procedures.

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- Councilor Aiken commented on budget process and how it is different from previous years. Hard to do budget expenses without revenue totals. Budget should start with the mil rate and go backwards.
- Councilor Martin suggests that department heads need to have a target. Council needs to give them a goal. Would also like to review Public Works summer hours.
- Councilor McDonough commented that the carrying of sick days needs to be reviewed and to make any necessary adjustments. What is driving costs and then the City needs to work to keep cost down. Councilors need to review the administrative employee policy.
- Councilor Boone stated that it is a good idea to meet with the department heads.
- Councilor Thompson stated that they should take another look at the CIP Committee.
- Councilor Martin questioned whether the City really needs a separate CIP Committee.

Adjourned at 7:12 p.m.

Kalen Hill, Secretary Pro-Tem