Ad-Hoc City Manager Search Committee
Draft Meeting Minutes
September 28, 2026
City Council Chambers
37 Green Street
6:00 PM

1. Mayor Champlin called the meeting to order at 6:01 p.m.

2. Roll Call.

   Present: Mayor Champlin, Councilors Davie, Foote, Grady-Sexton, Horne, Kalob, Kretovic, Schlosser, Sekou and Todd.

   Late: Councilors Brown, Keach, Kurtz and Schultz.

   Excused: Councilor Fennessy

   Staff Members Present: Janice Bonenfant City Clerk, John Conforti City Solicitor and Jennifer Johnston Director of Human Resources and Labor Relations.

   Councilor Schlosser left the meeting at 7:14 p.m.

3. Mayor Champlin provided a brief overview of the Ad-Hoc Committee's goals, noting that he hoped the committee would discuss and plan for issuing a Request for Proposal (RFP) to engage a qualified private firm to provide executive recruitment services, as well as the potential use of an in-house anonymous survey to solicit input from municipal employees.

4. Non- meeting with legal counsel in accordance with RSA 91-A:2, I (b).

   Action: at 6:05 p.m. Councilor Todd moved to enter a non-meeting with legal counsel in accordance with RSA 91-A:2, I (b). The motion was duly seconded by Councilor Kretovic and passed with no dissenting votes.

   At 6:30 p.m. Councilor Grady Sexton moved to exit the non-meeting with legal counsel. The motion was duly seconded by Councilor Kalob and passed with no dissenting votes.

5. Workshop regarding Request for Proposal (RFP).

   Action: Committee members reviewed a draft Request for Proposals (RFP), presented by Ms. Johnston, to solicit proposals from qualified private firms to provide executive recruitment

services and assist the City in all aspects of recruiting the next City Manager for the City of Concord.

Committee members discussed the proposed RFP and offered amendments to the draft. Following discussion and incorporation of the proposed amendments, members approved the final draft RFP as amended.

By consensus, committee members agreed to move forward with issuing the RFP and directed staff to issue the RFP as soon as possible to initiate the recruiting process.

The RFP is intended to secure the services of a qualified professional recruitment firm to assist the City throughout the executive search process, including identifying and attracting qualified candidates and supporting the City Council in its efforts to select the City's next City Manager.

Potential Appointment of an Interim City Manager: The Council discussed the potential need to appoint an interim City Manager to provide continuity in executive leadership during the recruitment and transition period.

Members noted that the estimated timeline for completing the recruitment process and having a new City Manager on board may extend to July 2027. In light of this anticipated timeline, the Council discussed the importance of considering interim leadership arrangements to ensure the continued effective administration of City operations and the delivery of municipal services. Consensus was that the committee would discuss an interim manager at a future meeting.

Confidential Municipal Employee Survey Regarding City Manager Recruitment: Committee members discussed distributing a confidential survey to municipal employees, anticipated release date to be Friday, October 2, 2026, to solicit input regarding the recruitment of the City's next City Manager.

Members discussed the value of employee feedback as one source of information to help identify organizational priorities and inform the qualifications, experience, and leadership qualities sought in the next City Manager. The survey was intended to encourage candid and constructive responses, with the results providing additional perspective to inform the City's recruiting process.

6. Adjournment.

Action: Councilor Brown moved to adjourn the meeting at 7:14 p.m. The motion was duly seconded by Councilor Grady Sexton and passed with no dissenting votes.

Prior to committee members leaving Council Chambers, Mayor Champlin noted that he would be in contact once the next meeting had been scheduled. He further clarified that although several dates had been reserved for potential meetings, the Committee would not be meeting on all of the reserved dates. The dates had been reserved solely to ensure that meeting space would be available as needed.

A true copy: I attest.

Janice Bonenfant
City Clerk