

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**October 14, 2016**

**Chairman:** Donald MacIsaac

**Selectmen:** James Moore, Frank Sterling

**Town Manager:** David Caron

**A. Call to Order**

**B. Town Manager Transition** – The Select Board reviewed a proposal from MRI to provide professional services to assist with the recruitment of a Town Manager and to provide Interim Town Manager Services. The Board discussed a number of topics on the recruitment, including:

- a. The Select Board would retain flexibility with the design of the process;
- b. The Select Board would name a Screening Committee to assist the Select Board in ensuring that the finalists would be a good fit for Jaffrey;
- c. MRI would manage advertising, screening of candidates through a process including essays, phone interviews, oral interviews and background checks;
- d. MRI would also look back to its similar recruitments over the past 12 months to identify any suitable candidates for Jaffrey.

**C. Town Manager Interim Services** – The Select Board reviewed a proposal from MRI to provide Interim Management Services. Topics/parameter include:

- a. Generally 24 hours/week, which may vary based upon the needs of the Town as determined by the Select Board;
- b. The Interim Manager would remain involved in the budget process;
- c. It was generally acknowledged that the Interim Manager’s responsibilities would focus upon continuity of operations, manage the 2017 budget process and other projects as directed by the Select Board.

**D. Non-Public Session** – By roll call vote, on a motion by Moore, seconded by Sterling, the Select Board voted to enter non-public session pursuant to RSA 91-A:3 II (b) at 10:21 AM. On a motion by Moore, seconded by Sterling, the Board exited Non-Public Session and voted to seal the minutes @ 10:40 AM.

**E.** On a motion by Sterling, seconded by Moore, the Select Board voted to enter into Professional Services Agreements with Municipal Resources Inc. for Town Manager Recruitment Services and Town Manager Interim Services. (3-0)

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**D. Adjournment**

Meeting adjourned at 10:42 AM on a motion by Sterling, seconded by Moore (3-0).

Submitted:

Attest:

David R. Caron  
Town Manager

Donald MacIsaac  
Chairman