



City of Portland City Manager Search Subcommittee Meeting

Thursday, November 10, 2022 at 8:00 AM Via Zoom

To submit written public comment on an agenda item, email publiccomment@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the City Manager Search Subcommittee meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

REMOTE ACCESS INFORMATION:

The City Manager Search Subcommittee will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the [Agenda Center](#) following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/88069282971?pwd=Z2JwdkhQai9idFN5RU01TWs4REpoZz09>

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1. Call to order and introductions
2. Approve Minutes of previous meeting
 - a. Minutes of October 13, 2022 meeting
3. Review and finalize list of stakeholders and their contact information
 - a. Draft Stakeholder List with Contact Information
4. Determine next steps for the subcommittee
5. Determine Next Meeting date
6. New Business (5 minutes)
7. Adjournment

City of Portland

Via Zoom

City Manager Search Subcommittee Minutes
October 13, 2022

The October 13, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:00 AM via Zoom.

Mayor Kate Snyder (Chair), Councilor April Fournier, Councilor Mark Dion, Tom Caiazzo (Deputy Human Resources Director), and Jessica Grondin (Communications Director) were present. Art Davis from Baker Tilly was also present for the meeting. Councilor Ali was running late.

The Mayor opened the meeting with introductions and gave a brief update on where we are at with the work of this committee and explained that the committee is planning to move forward with the process of hiring a new City Manager but if the voters approve a new governance structure then the committee will scrap this process and wait. Mayor Snyder further stated that there were a couple of attendees from the community joining us at this meeting.

Motion to approve the minutes from the September 8, 2022 meeting. The motion was made by Councilor Dion and seconded by Councilor Fournier. Roll call vote Councilor Fournier – yes, Councilor Dion – yes and Mayor Snyder – yes. Motion passed unanimously 3-0.

The discussion today is largely to get Art Davis from Baker Tilly ready to do some outreach in regard to stakeholder groups. The Mayor explained that in the packet for this meeting is a questionnaire that was developed by Baker Tilly and the beginnings of a list of stakeholder groups articulated through committee work and multiple outreach to the full City Council.

Mayor Snyder at this point turned the meeting over to her colleagues on the committee to talk about the questionnaire and also the list of stakeholders.

Councilor Fournier stated that she was comfortable with the list of stakeholders and did not have anything more on that issue. On the questionnaire, Councilor Fournier felt that the questions were appropriate and felt that some sort of community survey might be helpful to get more community input. Councilor Fournier voiced that she was disappointed that there was not more input from the entire Council on this important issue.

Councilor Dion stated that he felt that Councilor Fournier had summarized the issues really well. He felt that the list should include Union leaders and the hospitality sector. They should be solicited early to get their input. Councilor Dion also felt that this committee needed to solicit more active participation from their colleagues on the full Council. The community needs to see that the full Council is engaged in this process moving forward.

Tom Caiazzo stated that he thought that Art Davis had suggested that he should speak with the full Council at some point in the process and that may elicit more involvement with this process.

Mayor Snyder talked about the stakeholder list and stated that it will be a heavy lift for Art Davis and Baker Tilly in order to get the work done. Mayor Snyder asked a couple of questions as to what steps that Baker Tilly will take to engage the stakeholder groups. Mayor Snyder had several questions surrounding the overall process to move forward at this initial phase of the process.

Art Davis explained the steps that he and his team will take once the stakeholder list is finalized. Some of this will depend on the timeline that this committee would like to see in order to complete this phase of the process. Art explained a community wide survey and the complications that would bring with trying to analyze the data received from such a survey.

Councilor Ali joined the meeting.

The committee members discussed not giving the appearance of trying to influence the election by sending out a community wide survey prior to the election. It was felt that if, after the election, we move forward with the process of selecting a new City Manager, we could employ some type of survey in the second phase of the process.

The Mayor discussed getting the stakeholder list along with proper contact information to Art Davis and his team to get started with engaging this group. The Mayor and Tom Caiazzo will work on getting the final list together to be sent to Art Davis and his team.

The Mayor stressed that she believed it is important to move this process along and not give the appearance that we are standing flatfooted and that is why we are doing the work prior to the election.

The issue of public comment was brought up. The Mayor said there was nothing to vote on so it is not procedurally necessary but she would be happy to listen to anyone from the public who wanted to speak.

Nancy Grant from Portland Climate Action Team (PCAT) had a question concerning the stakeholder groups, she asked how that would work. For example, if there were only two or three people from a group, are they the only people that would have input or would the group be expanded so that more input is gathered. The Mayor responded that we would open it up to other groups/people for broader input.

The committee then had a discussion on some key issues that Art Davis may face when having discussions with the stakeholder groups. Housing will be a key issue facing the next City Manager or administrator. Councilor Dion felt that the internal City workforce has to be a key issue for the next administration. Councilor Fournier feels that the unhoused population, cost of living, our partnership with our schools and equity issues are some more key issues facing the City of Portland in the near future.

Councilor Ali had to leave the meeting early to attend to a prior commitment.

The committee determined that the next meeting will be held on Thursday, November 10, 2022.

There was no new business.

Motion made to adjourn by Councilor Dion and seconded by the Councilor Fournier. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 8:52 AM.

Stakeholder Group	Contact Name(s)	Email Address	Phone #	Notes:	website for info
Faith Community					
The Jewish community	Rabbi Moshe Wilansky	rabbi@chabadofmaine.com			
Muslim Leaders					
Maine Council of Churches					http://mainecouncilofchurches.org/
Immigrant Groups					
+ state wide immigrant led or serving organizations).	Mufalo Chitam	mufaloc@maineimmigrantrights.org			
NAACP					
Equality Center of Maine					
Youth Groups					
Portland Empowered?					
Age Friendly Portland					
organizations					
	Bill Weber	wjweber77@gmail.com			
	Troy Moon	thm@portlandmaine.gov			
	Nancy Grant	nancylewisgrant@gmail.com			
Cannabis Community	Hannah King	HKing@dwmlaw.com			
	Derek Shirley	gettinghighwithcats@gmail.com			
Education Leaders					
Portland Public Schools	Xavier Botana	botanx@portlandschools.org			
USM					
UNE	James Herbert	jherbert1@une.edu			
MECA	Abby Peck	apecck@meca.edu			
Roux	Margaret Angell	m.angell@northeastern.edu			
Housing Developers					
Avesta	Rebecca Hatfield	RHatfield@avestahousing.org			
Maine State Housing	Greg Payne	Greg.Payne@maine.gov			
	Nathan Szanton	nszanton@szantoncompany.com			
Civic Groups					
ACLU					
Equality Maine Center					
Business Community					
Chamber of Commerce	Quincy Hentzel				
Immigrant Community					

City Staff					
	Anne Torregrossa - Director of Human Resources				
	Michael Goldman, Interim Corp. Counsel				
	Kristen Dow, HHS Director				
	Brendan O'Connell, Finance Director				
Service Organizations					
Preble Street	Donna Yellen, Andrew Bove				
Opportunity Alliance					
Community Housing of Maine					
Housing Developers					
Neighborhood Organizations					
	Ask City Staff for Contact List				
Union Leaders					
Police Superior Officers (PSOA)	Eric Nevins	ericn@portlandmaine.gov	207-874-8554		
Police Patrol (PBA)	Thien Duong	thiend@portlandmaine.gov	207-874-8479		
Firefighters (Local 740)	Nate Elmore	nelmore@portlandmaine.gov	207-651-8006		
Pro Tech	Joanne Lester	jcl@portlandmaine.gov	207-468-6072		
Supervisors	Jim Vance	jav@portlandmaine.gov	207-233-5452		
Labor & Trades	Don Penney	dpenney@portlandmaine.gov	207-233-9455		
CEBA	Cindy Pebenito	clp@portlandmaine.gov	207-482-5156		