



CITY OF AMESBURY

TO: Amesbury City Council
c/o Council President Christian Scorzoni

FROM: Councilor Robert W Lavoie

RE: Recommendations regarding transitions needed upon the
Upcoming Retirement of City Clerk Bonnijo Kitchin

DATE: June 8, 2017

As you may recall, Councilors McClure, Sherwood and I had volunteered to work with retiring City Clerk Bonnijo Kitchin so that there could be an orderly transition upon her retirement effective June 30, 2017. The four of us worked very diligently over the past few months, starting with the Job Posting with MMA and other employment sites, progressing through review of resumes and selection of 3 candidates to interview, culminating in the unanimous recommendation by we 3 Councilors that our own Christine Dixon be brought forward to the City Council for action at the upcoming June 13, 2017 Council meeting.

These are the elements which we would recommend be adopted by the City Council:

- Effective the earlier July 1, 2017 or City Clerk Kitchin's departure (the "Effective Date"), the City Council appoint Christine Dixon as "Acting City Clerk" through December 31, 2017 (subject to all of the following stipulations, including mutual execution of the employment contract described below).
- Council President Scorzoni be authorized to negotiate and sign on behalf of the City Council a reasonable employment contract with Christine, containing terms and provisions customary in other Amesbury upper managerial contracts (Public Safety chiefs, CFO etc.) including without limitation the Amesbury standard six-month probationary language customarily used in such Amesbury contracts (provided that the form of the contract is to be provided to the other members of the City Council at least 7 calendar days prior to it being signed).
- As of the Effective Date, Christine's salary would be increased to the amount of Step 1 in the senior management grade applicable to the City Clerk Position.
- In the month of December 2017, the City Council shall conduct its "six-month review"; in the case of the Council reaching a determination that Christine has satisfactorily completed her six-month probationary period, Christine's initial three-year term as Amesbury City Clerk would commence on January 1, 2018