



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN MEETING MINUTES March 28, 2011

### **PRESENT:**

Mark Kaplan, Chair, Board of Selectmen  
Tina Helm, Selectman  
Peter Bianchi, Selectman  
Jessie Levine, Town Administrator

### **ALSO PRESENT:**

Hardy Hasenfuss, Personnel Consultant

Chair Kaplan called the meeting to order at 9:00 AM.

Mr. Hasenfuss explained that the purpose of this meeting was to define the key “reasons” of the town administrator position – why the job exists and what needs to be done in the job. He will walk the Selectmen through a brain-storming process, followed by on-line questionnaire to explore the key elements.

Mr. Hasenfuss asked “why does the town administrator job exist?” The Selectmen brainstormed answers to the questions and then prioritized the answers as follows:

- To manage day-to-day operations (budget/finance, personnel, meet BOS objectives)
- To communicate and coordinate the various constituencies (department heads, selectmen, committees, staff, public, other agencies)
- To be an objective/unbiased contact person for the town
- To be a resource person for general government operations
- To bring new ideas/different approach

Using these key accountabilities, the Selectmen and Ms. Levine took a three-part questionnaire that rated the relative values of various skills as they relate to the roles and tasks of the town administrator position. This took approximately 45 minutes.

Mr. Hasenfuss hopes to have the results tomorrow, and the results will be the benchmark that the candidate will be compared to later in the process.

Board Appointments: Chair Kaplan reported that he had spoken to Tom Cottrill regarding reappointments to the Planning Board. Bob Brown would like to have Emma Crane and Laura Alexander reappointed to the Conservation Commission. Bill Green recommended reappointing Laurie DiClerico and Cheryl Devoe, and the third member will meet with the Selectmen. Discussion of Recreation Commission (Keith Pomkoski) and Board of Firewards (Pete Lauridsen) as well.

Job Description: Ms. Helm had suggested adding a bullet to the job description that read: “After consultation with the Selectmen, researches, recommends and implements Board and Town policies and makes recommendations regarding the administration of the Town and its operations.”

Mr. Bianchi proposed that it read: “Researches, recommends, and, with Board approval, implements Board and Town policies and makes recommendations regarding the administration of the Town and its operations.”

Ms. Levine suggested a variation that is: “Researches, recommends, and, with Board approval, implements policies regarding the administration of the Town and its operations.”

The Selectmen agreed on this last suggestion and asked Ms. Levine to communicate the change to Barry Cox. The Selectmen were otherwise in agreement that the job description is in good shape.

Procurement Policy: The Board of Selectmen discussed the possibility of a procurement policy. Selectmen agreed to postpone the policy discussion until they have a new town administrator.

The Selectmen discussed when they could meet with Mr. Hasenfuss to review the results and decided on tomorrow, Tuesday, at 10:30 AM. Ms. Levine immediately posted the meeting on the Town website and notified Linda Jackman of the additional meeting.

The meeting adjourned at 11:10 AM.

Respectfully submitted,

Jessie W. Levine  
Town Administrator