



# TOWN OF NEW LONDON, NEW HAMPSHIRE

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## BOARD OF SELECTMEN MEETING MINUTES May 13, 2011

### **PRESENT:**

Mark Kaplan, Chair, Board of Selectmen  
Tina Helm, Selectmen  
Peter Bianchi, Selectman  
Linda Hardy, Interim Town Administrator

### **ALSO PRESENT:**

Search Committee Members: Cicely Markoff, Dan Snyder, Dave Cook, Doug Lyon, Erle Blanchard, Stefan Timbrell, and Lisa Carlin (Missing: Karen Ebel)  
Barry Cox, LGC Representative

Chair Kaplan called the meeting to order at 4:03pm. Mr. Bianchi indicated that they would review the procedures they would use in the search process, come up with a time schedule of when they would meet, and go over the scoring system. When they discuss actual questions that may be asked of the applicants, the meeting will move into non-public session so as to not give any advantage to an applicant who may be reading the minutes of the meeting.

Mr. Bianchi said they had 86 candidates apply for the job. LGC narrowed it down to 13, and at the last Selectmen's meeting, they reviewed them and eliminated four more. In total, there were nine candidates that they would like to interview.

Ms. Helm thanked the group for joining the Board of Selectmen in the search. She could not emphasize enough the need for confidentiality. If just one person's name got out, it could default the whole process.

Mr. Barry Cox from LGC was given the floor to advise the group of the process they were about to start. Mr. Cox said that in the packet he handed out, were some sample questions which they would review during the non-public session. Mr. Bianchi noted that the Board of Selectmen would not be present at the interviews. Mr. Cox would be at each interview to facilitate.

Mr. Cook asked if they were supposed to come back with three names, or a listing of candidates in order of preference. Mr. Cox felt they should try to identify the top three. He added that they may want to schedule a time together after the last interview to go over their thoughts on the candidates.

It was determined that the times and dates for the interviews would be as follows:

Monday, May 23: 3pm, 4pm and 5pm

Tuesday, May 24: 10am, 11am and 12pm (location TBD)

Wednesday, May 25: 6pm, 7pm and 8pm, plus ½ hour to discuss the candidates.

Chair Kaplan said perhaps they could plan a fourth meeting day to get together after reflecting on the candidates. Mr. Cox said it may not take as much time as they think once they are done scoring and rating

the applicants. A meeting date was scheduled for Friday, May 27 at 8am to discuss the candidates and how the group rated them.

Mr. Cox assured the group he would provide the information for them to be prepared with times, locations and resumes, etc. before each interview. He commented that the first sheet in the packet was the classified ad that was used, the approved job description for the Town Administrator position, as well as guidelines for pre-employment inquiries showing proper and improper questions. Mr. Cox said he would re-direct any discussion during the interview which may be prompted by either the applicant or anyone from the committee which may be inappropriate. Mr. Cox added that they will conduct in-depth background and reference checks for each final applicant. He emphasized that confidentiality is extremely important.

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to go into non-public session to discuss interview questions, pursuant to RSA 91:A.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

**IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to adjourn.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at 5:27pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London