

Meeting Minutes

Litchfield Board of Selectmen

Date: 13 May 2010

Time: 7:00 PM

Location: Town Hall Meeting Room

Attendees:

J. Brunelle

F. Byron, Chair

M. P. Jewett

G. Lambert

S. Perry

Alisa Clary, Local Government Center Human Resources Associate

Cox, Local Government Center Human Resources Director

The meeting commenced at 7:05 PM. The Board of Selectmen held this meeting as a work session for the hiring of a town administrator. Present at the meeting were Ms. Clary and Mr. Cox of the Local Government Center (LGC) who have been hired by the Board to assist in the recruitment of the Administrator.

Selectman Byron explained the prior decisions of the Board for the recruitment and handed out the draft Administrator job description as well as the hiring flow which the Board wished to use for the recruitment effort.

Mr. Cox explained that the LGC does not intend to do calls to the top 10 candidates and instead rely upon the information provided by the applicant in their resume. The Board explained the reasoning for this request but it was the opinion of the LGC that they were not equipped to do this level of candidate screening. The LGC also discussed with the Board their thoughts on the hand off after the selection of the top candidate and to ensure that the Board were the individuals who were the ones handling any negotiations. LGC did agree that they would follow up with the top 5 candidates after the Board performed the interviews.

It was asked by the Board and suggested as something desirable that the Board pull together a town history for distribution to the candidates. LGC also will assemble a panel of essay questions for the top 5 candidates.

LGC suggested that the town advertise in the Union Leader Sunday Edition as well as on the LGC web site. Cost of the Union Leader Sunday Edition would be approximately \$300.

MOTION: by Selectman Perry that the town of Litchfield would advertise in the Union Leader Sunday Edition as well as on the LGC web site and list server. **Motion seconded** by Selectman Brunelle. The Board discussed the motion. **Vote: 5-0-0, Motion passed.**

LGC suggested that to assemble an ad, they would need key statistical information from the town such as population, town budget and employee numbers (FT & PT). Selectman Byron will provide LGC with that information. LGC committed that they would provide the information for approval at the Board Monday 17 May meeting. This will allow for the Board to return it to LGC first thing on Tuesday Morning; LGC's requirement is to have it back by 4:00 PM on Tuesday for the next Sunday.

LGC anticipated that they would have it in the Sunday edition of the 23rd and close the resume submission date by the 4th of June.

LGC asked if any internal candidates or town citizens would apply. The Board felt that there would be internal/town citizen candidates and that they should only be interviewed if they meet the criteria and are in the top 5 candidates as selected by LGC. LGC and the Board anticipated that interviewing of the top 5 candidates would happen around the 23rd and 24th of June. Interviews of the final 3 candidate would happen around the 30th of June.

It was agreed that the next meeting would be on the 16th of June at 6:30 PM for review of the top 5 candidate resumes.

A motion was made to Adjourn by Selectman Jewett, Seconded by Selectman Brunelle. Motion passed 5-0-0.

Meeting adjourned at 8:45 PM.

The Board adjourned the meeting with no further discussion or motions.

Minutes by: Frank Byron

Approved by:

John Brunelle

Frank Byron

M. Patricia Jewett

George Lambert

Steve Perry