

TOWN OF SEABROOK

SELECTMEN'S SPECIAL MEETING

APRIL 22, 2013

Present: Aboul B. Khan 10:00AM
Edward J. Hess, Jr.
Raymond Smith
Joseph Titone

Chairman Khan opened the meeting at 10:00AM.

Mr. Hess said he would like to take a moment of silence for Boston and the victims of the terrorist attack.

TOWN MANAGER HIRING PROCESS

Mr. Khan requested that they post the position and ask for 3 copies of the cover letter and resumes for each Selectman to review.

Mr. Khan asked the Board if they wanted to establish a committee or not for the initial interviews. Mr. Smith said he would like to have criteria set by the Selectmen. He suggested letting the executive secretary and interim town manager go through the resumes with the criteria the Selectmen establish. Mr. Khan said he would like the Selectmen to open the resumes and decide who is or isn't qualified. Mr. Smith said he can agree with that but he would like the names blacked out so they are being fair to all candidates and once they narrow down to top 5 or so they can then review the names.

Mr. Khan is asking that no one try to influence the Selectmen and to allow the Selectmen to review and handle with no influence.

Mr. Hess said they should look at all of the resumes as they may not have one thing but could have something else that they might want to bring the individual in for an interview.

Mr. Khan said he would like the candidates to have knowledge of the NH RSA's so they are not calling Town Counsel every 5 minutes.

Mr. Smith discussed the criteria that he is looking at. Mr. Hess said his main criteria are communication with the Selectmen and the other departments. Mr. Khan feels each Board member should have their own set of criteria and if someone meets that they can recommend bringing that person in for an interview.

MOTION: Edward J. Hess, Jr.
Second: Raymond Smith

To move the Selectmen
take the resumes and

Unanimous

interview without the
use of a committee.

Paula Wood commented that this process has always been done through the use of an agency and asked what guidelines they were going to follow. Mr. Hess said the agencies cost in excess of \$18K its not \$5K anymore and he feels they can do just as good a job as the agency. Mr. Smith commented that the cost was key and discussed how the process would be effective with the Selectmen reviewing the resumes. Mr. Khan said the Selectmen have the authority to hire a town manager and it is their choice on how to get there.

Paula Wood asked Mr. Smith when they discussed this. Mr. Smith said they had a non-meeting with legal counsel who advised them as to what the options would be. Paula Wood commented that with the new members she feels they should hire an agency. She asked where the position would be posted. Mr. Titone said he would follow the same process from the previous agency that was utilized.

Angeljean asked about the deadline and stated it was a short timeframe. The Board agreed to extend the deadline until May 22 at 3PM.

Angeljean asked if the Selectmen considered bringing in an individual personnel director so the town is not held liable for inappropriate questions that may or may not be asked. Mr. Smith said he doesn't feel there would be inappropriate questions he just wants to know if they can do the job. Mr. Hess said they can consult with the attorney on this matter at a later date.

Paula Wood commented on the communication and said that it important and expressed how well things worked this past year.

Mr. Khan requested to add "working knowledge of NH RSA's" into the posting. Mr. Hess said he looks at this differently and feels it would limit the candidates from applying. There was discussion on whether or not to add this. They discussed having this as criteria only. The Selectmen agreed to add this.

MOTION: Edward J. Hess, Jr.
Second: Raymond Smith
Unanimous

To post the Town Manager
position effective 4/22.

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APRIL 22, 2013

MOTION: Edward J. Hess, Jr.
Second: Raymond Smith
Unanimous

To adjourn the meeting
at 10:45AM.

Meeting adjourned at 10:45AM.
Minutes taken by Kelly J. O'Connor

Approved and endorsed

Raymond Smith, Clerk

Date: _____