

County of Sullivan, NH

**Type of meeting:** Board of Commissioners Executive Session Meeting Minutes  
Per RSA 91-A:3.II.b. – Hiring of Person as Public Employee  
**Date & Time:** Monday, September 9, 2013; 4:21 PM  
**Place:** Newport, NH – County Administration Building, 14 Main Street,  
Newport, NH, 03773 – 1<sup>st</sup> Floor Commissioners Conference Room

**Attendees:** Commissioner Jeffrey Barrette – Chair, Bennie Nelson – Vice Chair, and Ethel Jarvis – Clerk, Carl Weber – Primex Director of Members Services and Sharon Callum – Minute Taker.

**Agenda Item No. 4. Probable Executive Session Per RSA 91-A:3.II.b. The hiring of any person as a public employee.**

**4:21 Motion: to go into Executive Session Per RSA 91-A:3.II.b. as it pertains to the hiring of any person as a public employee. Made by: Jarvis. Seconded by: Nelson. Roll call vote was taken. The motion carried unanimously, in favor. Those in Executive Session included: all three Commissioners, Carl Weber, and the minute taker - Callum.**

Copies of the 33 candidate applications, with a cover sheet listing all applicants, were distributed to the three Commissioners and Mr. Weber. The Board discussed an application received after the deadline and decided they would not consider it as it was late - Callum will send a message to the applicant to advise of the Board decision. Callum confirmed a receipt was sent to all applicants, except the ones that mailed their application only by post, to advise that their application was received. Weber noted it would be good to send an e-mail that confirms the procedure at this point, and when they will be contacted. Mr. Weber briefed the Board on the results of the DISC assessment they took on-line. They discussed 'real world' sample situations to present to the selected candidates. The Board will take 10 days to score all applications using the ranking sheets provided. Weber was provided a copy of the updated County Manager job description and will receive an e-mail copy. The Board will submit a bank of candidates and Weber will submit proposed questions to them by September 13<sup>th</sup>. The Board decided to schedule a meeting Monday, Sep. 16<sup>th</sup> 3:00 p.m. They will, tentatively schedule the first day to start interviews October 7<sup>th</sup>. They decided they would have no more than seven sit on the interview panel and will finalize the list to be on the panel at their Monday meeting. Weber encouraged them to 'think about a real world project and options on how the candidate could present, before going on to the second interview phase'. Various 'real world' ideas included issues that pertained to: the Newport parking lot, the different employee cultures within the County, the Sanders Building, Central Dispatch, and use of excess heat generated from biomass project. Weber discussed customary travel reimbursement, and the possibility of using Skype for those too far away to travel – Primex would set Skype up if needed.

**5:01 Motion: to come out of Executive Session. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.**

Respectfully submitted,

  
Ethel Jarvis, Clerk | Board of Commissioners

Date approved and released: Sep. 23, 2013