

TOWN OF HAMPTON FALLS

PRESENT: F. J. Ferreira, Jr., Chairman; S. C. Volpone, Jr., T. C. Tocci, Selectmen;
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

LGC RECRUITMENT SERVICES – BARRY COX: The deadline for submitting applications for the position of Building Inspector/CEO/Health Officer/Planning Assistant was August 18, 2006. B. Cox reported 24 applications were received. He has done a rating of the applicants and is having a co-worker perform a rating as well. He provided copies of the listing of applicants and the resumes/cover letters to the Board and requested they also perform a rating.

He noted that the standards of the Board might differ from his and that the top six to eight applicants should be interviewed. B. Cox's office will assist with the scheduling of interviews. A date of Monday, September 11, was tentatively scheduled. The location of the meeting will depend on the number of persons to be interviewed in order to have dedicated space and time without interruption of the public. Following discussion, it was agreed to have a review panel consisting of the three Selectmen, Town Administrator, Fire Chief, Interim Building Inspector, and Administrative Assistant. B. Cox will attend as moderator. A list of interview questions will be prepared by B. Cox and provided to E. N. Small in advance of the interview date.

Selectmen were asked to review and rate the candidates as soon as possible so that contact to schedule an interview can begin. B. Cox will handle reference and background checks after the interview process.

B. Cox requested preparation of information as to the salary and benefits. E. N. Small will review the salary survey, specifically with benefits in mind.

The meeting adjourned at 10:10 a.m.