

Fire and Ambulance Building Project
Meeting Minutes
Friday March 3rd, 2023
Noon - Peterborough Public Library

Members Present: Bill Taylor – Select Board, Chief Ed Walker – Fire, Mandy Sliver – Town Treasurer, Carl Mabbs-Zeno – Chairman of Budget Committee, Carol Nelson – Co-Chair of Affordable Housing Committee, Sarah Steinberg Heller – Planning Board, Tim Herlihy – Code Enforcement. By Zoom: Tony Cassady – Co-Chair of Community Power Committee.

Absent: Seth MacLean – DPW Director

Minutes Taken by: Gretchen Rae – DPW staff

Detailed handouts provided for discussion:

- February 17th, 2023 Meeting Minutes for review and approved for posting.
- Updated draft of interview questions to consider – Ed
- Updated draft of presentation evaluation sheet – Ed
- Draft of notes template for each person to use during the interviews.

Interview Information:

- **Tuesday, March 7th, 11am and 2pm. Friday, March 10th, 11am and 2pm** (with Tony Cassady by Zoom for all 4 interviews).
- All four interviews will be held in the **Select Board Room** at the Town House.
- Seth will be asking each question so committee members can focus on listening to the answers and taking notes.
- Presentations will be held to the 20min time limit.
- Presentation evaluations will be scored at each interview (scored 1-5 in points) and held by committee members until the final interview on Friday March 10th. Each firm will be scored again as a comparison to all interviews. The Presentation Evaluation sheets will be turned in as records of the hiring process.
- Each firm will be asked all 8 questions (1 optional question if not explicitly covered as part of the presentation) and not stopped to meet a time limit.
- The interviews will not be recorded. Each committee member will have their own note taking matrix to reference when doing final evaluation of interview questions. The notes will not be turned in in conclusion of the interviews.

Next Steps and Action Items:

- Gretchen will post approved February 17th, 2023 meeting minutes on the Projects website.
- Ed will make the suggested updates to all documents reviewed and update Seth on the changes.
- Gretchen will ensure that the Select Board room is reserved and set-up for each day of interviews.

Meeting Adjourned