

POLICE COMMISSIONERS REVIEW PANEL MEETING

Conference Room A
Date: Thursday, December 20, 2018

Portsmouth, NH
Time: 8:00 a.m.

I. Call to Order

Mayor Blalock called the meeting to order at 8:00 a.m.

II. Attendance

Present: Mayor Jack Blalock, Councilor Doug Roberts, Councilor Nancy Pearson, Thomas Ferrini, John Lyons, Robert P. Sullivan, City Attorney and Kelli L. Barnaby, City Clerk

III. Organizational/Procedural Meeting

Mr. Ferrini spoke to the previous process followed when there was a vacancy for the Police Commission. He said questions were asked of the candidates and a vote taken via paper ballot and then a recommendation to the City Council of the candidate that prevailed through the ballot process.

City Attorney Sullivan spoke to the process for filling the vacancy. He stated that the Charter process could not be followed as there are no candidates remaining from the last election, meaning this is now a decision of the City Council to make. He said this panel will follow a process and make a recommendation to the City Council on the replacement of Arthur Hilson.

Councilor Pearson asked if there were any changes that would be made from the previous process. Mr. Ferrini said he would follow the same process and it is not a good idea to get the applications and make a cold decision. He said the candidates should come before the panel and answer a set of questions with a limitation of 20 to 30 minutes per candidate.

Mr. Lyons asked if there are any particular perimeters to pick someone for qualifications.

Councilor Pearson said when she looks at candidates you want a broad range of skills to look at and to compare with for the position that is being filled.

Mayor Blalock said that the panel needs to come up with general questions so it is fair for everyone. He suggested getting general topics from the Police Chief or the Police Commission.

IV. Application Submittal Deadline

Mayor Blalock reported there are currently 7 candidates and all applications shall be submitted to the City Clerk by January 2nd no later than 6:00 p.m.

Mr. Ferrini would like candidates to submit a letter explaining why they want to be a Commissioner.

Councilor Roberts said each person should also submit a resume.

Mayor Blalock said copies of information received from the applicants will be emailed to the members.

Councilor Roberts would like to ask the same questions of each person.

Mayor Blalock said he would prefer to set up formal questions to be asked of each candidate.

Mr. Ferrini said the questions should be made available in advance.

Mayor Blalock said information from Chief Merner and the Commission will help in drafting questions.

Mr. Lyons said one question should be will you file to run for office at the end of the appointment.

Councilor Pearson said depending on the number of candidates we may need to break the meeting into two separate evenings.

Mr. Ferrini suggested looking at the top three finalists.

City Attorney Sullivan stated a secret ballot is not open to this process.

Councilor Pearson said she would like everyone to have the same opportunity and bring back the top 3 or 5 individuals.

Discussion followed on public comment regarding the candidates which was determined to take place by the City Council.

Mayor Blalock said 1 person should be recommended to the City Council to vote on to fill the vacancy.

Discussion followed on the process of determining the selection of the candidates to fill the time slots. Mr. Ferrini said the names should be put into a hat and drawn. Mr. Lyons and the Committee made the decision that the City Clerk would pull the order of candidates and times by using the ballot selection process of the State.

Mr. Lyons and the Committee spoke to what information they will be looking for from the candidates as follows:

- Letter as to why they want to be a Police Commissioner
- Completed application
- Resume
- Completed answers to questions by the Committee
- Each candidate will be allowed a 2 minute opening statement
- Each candidate would be allowed 15 minutes during the interview process

All questions will be submitted to Mayor Blalock by January 2nd with all questions being sent to the City Clerk by Friday, January 4th at 11:30 a.m. to send out to Committee members.

The Committee will meet on January 8th at 6:00 p.m. in Conference Room A for interviews. A follow up date if necessary, will be January 10th at 6:00 p.m. in Conference Room A.

VI. Adjournment

At 9:00 a.m., Mr. Ferrini moved to adjourn. Seconded by Mr. Lyons and voted.

Respectfully submitted by:

Kelli L. Barnaby, MMC, CMC, CNHMC
City Clerk