

April 21, 2009
Engineer Screening Committee- 7:02 P.M.
Moultonborough Town Offices

Present: Peter Jensen, Barbara Rando, Ed Ambrose, Don LeMien, Scott Kinmond
Absent: N/A

Scott Kinmond opened the meeting at 7:02 p.m., and begun by reviewing the minutes of the April 14th, 2009 meeting. The minutes were approved by consensus, with no errors or omissions. Minutes were accepted as printed.

- 1.) **Review of scoring questions:** The committee reviewed the questions which had been discussed at the April 14th meeting, and developed from the RFQ. These questions were reviewed and organized with the first top five questions, which the committee felt needed to have additional weight when screening the written applications.
- 2.) **Scoring Matrix:** The Committee then applied the weight values to the questions, which will be scored on a scale of 0-10, and then the score being applied to the weighted value for the cumulative score. Peter Jensen agreed to receive the score sheets and apply them to the scoring matrix, producing the total scores.

Peter J. will update the questions with the respective edits, and place them in the order by weighted value. Peter J. will forward the scoring sheets to Bonnie W. for copying for screening members to score the applicants packet. Scott K. will meet with Bonnie W. on Friday A.M. to deem if it is more feasible to duplicate the applicant packets or to have the committee members review them by appointment or relaying to one another. Scott K. will have Bonnie W. notify the committee as to the selected process.

The committee agreed to complete the scoring by 4/28 at 4 p.m., and to bring the scoring sheets for Peter J. data importing. The Committee will meet briefly, and will meet again on Tues May 5th for either a regular meeting or interviews with applicants.

The committee felt that the original time line may be delayed by one week, in providing the Selectmen finalist for their review.

Next Meeting: Tues 4/28 at 4p.m., at Town Hall.

There was no further business and the meeting was adjourned at 9:10 p.m.