

Police Chief Search Committee
Minutes of Meeting - March 15, 2012

Present: John Amato, Chuck Garman, Bob Gross, Andre Ledoux, Nicole Miller

Public: Craig Klemen, Karen Karlberg

Absent: Stephen Goetz

Meeting called to order at 7pm.

Minutes of the March 8th meeting were accepted unanimously.

John Amato was elected unanimously as Chairman of the committee. The decision was made that no other positions needed to be elected. The other committee members volunteered to rotate responsibility to take minutes of the meetings. Bob Gross offered to take minutes of the 3/15/12 meeting.

Nicole Miller discussed the three letters that the committee wants to send to applicants for the job. A letter acknowledging receipt of a resume would be sent to each applicant. The draft acknowledgement letter was accepted. After the initial screening of applicant resumes, a letter would be sent either (1) offering an invitation for an interview or (2) that the committee is not going to interview them. Drafts of the three letters were discussed. The two draft letters were discussed. Nicole will revise them and present them at the next meeting. The acknowledgement letter will be given to Nina so they can be sent upon receipt of the individual resumes.

A draft 'Community Profile' was discussed. Members were asked to make revisions to be discussed at the next meeting. The document will be included with the letter sent to applicants who will be interviewed.

Each committee member will pick up a packet containing all resumes at Town Hall on Tuesday, 3/27/12. Craig Klemen should be asked to retain the original cover letter, resume and envelope due to the open meeting laws.

A resume cover sheet was discussed and revised. It will be given to Nina to be copied for use with the resumes to be reviewed.

Karen Karlberg presented a letter requesting that the Committee consider the issue of domestic violence and sexual assault training during the interview process.

The retired Dalton Chief of Police should be invited to attend the committee's meeting on April 5th to advise in the interview process.

The committee agreed that it would be fine to have Craig Klemen to observe the interviews.

The next meeting is scheduled for Thursday, 3/29/12 @ 6pm.

The proposed Agenda is:

Approval of Minutes

Approval of letters to applicants

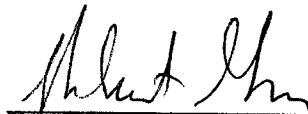
Approval of "Community Profile"

Executive Session to discuss resumes and interview questions

Will not return to public meeting

Meeting adjourned at 8:50pm

Minutes taken by



Robert Gross