

BOARD OF SELECTMEN
SELECTMEN MEETING
WEDNESDAY, JULY 11, 2012 - 7:00 P.M.
SELECTMEN MEETING ROOM

Meeting came to order at 7:00 p.m. with Selectmen Troy E. Garron and Kim R. Roy present. Selectmen Michael J. Schleiff was not in attendance

The following business was discussed:

MINUTES

Moved by Garron and seconded by Roy, the Board approved the following Selectmen Minutes:

Regular Session – July 2, 2012

Moved by Garron and seconded by Roy, the Board unanimously approved for the payment the following Selectmen bill:

MIIA Property & Casualty Group, Inc. (workers comp. policy)... \$ 60,250.75

GENERAL MAIL / BUSINESS

Bids Received for Surplus Vehicles

Seelig has spoken with Schleiff and he felt that the bids we received are a bit low. Schleiff pointed out this past February a bid came in for a Crown Victoria and we received more money for it and the one up for bid now is in better shape and the town mechanic, Dave, feels it is worth more then what was offered.

Garron stated that we put the vehicles out to bid, was up for two weeks and thinks that we received the best possible price for them as they were put up for the same amount of time as the other in February. He does not think this is a budget breaker and that these vehicles are taking up space. We have the bids and he would like to accept them. Garron understands what Schleiff is saying but who is to say that we are going any bids the next time around. A minimum bid was set (arbitrarily) and they were met. Garron asked if there was any time limit as to when the bids have to be accepted by and Seelig said that he did not state how long the bids would be good for. At this point the discussion had ended.

Cancellation of Meeting

Seelig has talked with Schleiff and he would like to cancel the next meeting on July 24th and meet on August 14th. Roy does not feel comfortable not meeting for five weeks and suggested meeting on July 24th and skip the meeting on August 14th. Seelig added that he was thinking about scheduling a revocation hearing on August 14th. If the Board was to meet on July 24th Seelig would like the departments to come in regarding the vehicle usage. Garron questioned that suggestion stating that he did not think they would come in seeing as they have not responded to emails and wanted to add that he has not be approached by anyone regarding the misuse of the vehicles and Mr. Andrew's concern was if there was a policy in place.

Carryovers for Fiscal 2013

Moved by Garron and seconded by Roy, the Board unanimously voted to carry forward into Fiscal 2013 the current balances in the following accounts:

ACCOUNT NUMBER	ACCOUNT NAME	BALANCE
01-124-5241	Tree Replacement	\$1,907.00
01-124-5250	Monponsett MTBE Testing	\$1,575.00
01-124-5251	Monponsett Pond Weed Study	\$3,199.44
01-124-5252	Monponsett Pond Weeds – Monitoring	\$300.00
01-124-5253	Monponsett Algae Remediation	\$133,522.41
01-124-5292	Street Acceptances	\$2,000.00
01-124-5780-013	Payment of Claims	\$891.68
01-124-5810	Aldana Road	\$1,165.00
01-124-5840-034	Alewife Restoration	\$5,000.00
01-180-5840-041	Master Plan	\$9,322.30
01-249-5783	Secure Unsafe Property	\$45.91
01-920-5743	Retiree Medical	\$10,469.09
21-115-5430	Town Official Handbook	\$2,900.00
21-465-5430-149	Renewable Energy Trust Grant	\$1,943.77
21-590-5385-241	Monponsett Lake Management Grant	\$0.00
24-125-4840 24-125-5580	Insurance Recovery Revolving	\$21,375.25
25-154-4320 25-154-5380	Legal Advertising Revolving – Revenue Legal Advertising Revolving – Expenditure	\$64.26
25-178-4320 25-178-5380	Sand & Gravel Revolving – Revenue Sand & Gravel Revolving – Expenditure	\$3,807.71
25-640-4320 25-640-5380	Y&R Concession Stand Revenue Y&R Concession Stand Expenditure	\$825.75
26-124-5502	Selectmen – Gifts	\$3.42
26-418-5502	Tree Removal & Replacement Gifts	\$5,665.00
26-639-4830 26-639-5502	Y&R Gifts – Revenue - Holmes Street Plygrnd Y&R Gifts – Expenditures – Holmes St.	\$600.00
26-693-5502	Beautification Gift	\$58.26
26-696-5502	Folk Art Gifts	\$450.00
70-126-4820-260 70-126-5780-260	Stabilization 1 – Interest Stabilization Fund - Expenditure	\$826,659.75 + June Int
70-126-4820-261 70-126-5780-261	Stabilization 2 – Interest Stabilization Fnd#2 - Expenditure	\$5,777.40 + June Int
70-126-4820-262 70-126-5780-262	Stabilization 3 – Interest MTBE Stabilization – Expenditure	\$232,660.64 + June Int
70-126-4820-263 70-126-5780-263	Donelson Scholarship Trust	\$6,969.38 + June Int
26-680-4830 26-680-5502	Holidays In Halifax – Revenue Holidays in Halifax – Expenditure	\$0.00
26-681-4830 26-681-5280 26-681-5502	July 4 th Celebration – Revenue July 4 th Celebration – Extra Detail July 4 th Celebration – Expenditure	\$15,238.17

SCHEDULED APPOINTMENTS**Stephen Unsworth – Badgequest – Sergeants Assessment Center**

The Board asked Mr. Unsworth to tell them a little about himself. He began by saying that he was a member of the Waltham Police Department for 30 years. Rising through the ranks, he served as K-9 officer, Patrol Sergeant, Commander of the Waltham Police Department Neighborhood Unit, Police Academy Director and Accreditation Manager and served his last eleven years as the Chief of Police.

Mr. Unsworth read couple of written references he has received to the Board and provided them with a list of references. The written references spoke very highly of Badgequest and Mr. Unsworth is confident that if the Board checks on the references provided they will be informed that their services are of high quality.

Garron asked how long he has been doing this and he went on to say that that Badgequest was established in 2001 and that the team provides more than 10 years of combined law enforcement experience and they have a history of conducting assessment centers of the highest quality. Roy asked how many Sergeant Assessments he has done relative to civil service and he said four or five. Mr. Unsworth stated that this is relatively new and that Police Chief Assessments have been in existence for about 15 years and that there is more book work in the Sergeant Assessment process. He has worked with approximately sixty communities in the State and done all ranks from Police Chiefs down to Sergeants.

Roy asked how the Non-Civil Service and Civil Service process differ. Mr. Unsworth stated when you do Civil Service Assessment you need a vender that has been approved by Civil Service. He thought explaining the process would be the best way to clarify it.

Phase 1 will begin with doing a job analysis. Mr. Unsworth will spend some time with the Police Chief to get a handle on the challengers of the job and the needs of the department. He then will interview each of the Board members individually, as they are the appointing authority, to discuss what they perceive to be the needs and qualities for the next Sergeant as well as their vision of the department and the community. He would provide Roy and Garron with a list of fifteen areas pertaining to knowledge, skills, abilities and personal characteristics and ask them to pick six to eight areas that they feel are important and those qualities will be the ones evaluated during the assessment. Roy asked how long does Phase 1 take and he said about one week.

Mr. Unsworth continued to talk about Phase 2, which is designing the assessment center. For civil service he designs the exercises for HRD (Human Resource Division) to approve. Then he will ask for an extensive job analysis from the Sergeant giving his input on what he does on a daily basis. Mr. Unsworth will customize it to meet the town's needs because each community is different and they cater each one differently. With all the information that he has gathered he will design the exercises, which will then go to civil service for their review. If this was a Non-Civil Service assessment then no one would need to review it.

One weakness on the civil service process is the community only gets a numerical score and their rules. Non-Civil Service gets a score on the following:

- exercises
- knowledge
- skills
- ability
- overall score
- narrative comments on the candidates strengths

Roy was hoping that they (Badgequest) would be scoring it so that the BOS would know if they achieved everything they wanted the candidates to accomplish. She wanted to verify the areas the BOS expressed were of deepest importance to them would be the ones that they are assessed on and Mr. Unsworth said yes.

He continued explaining the process stating that about ten days prior to the assessment he would do an orientation and explain the process to the candidates such as the scoring system and the knowledge, skills, abilities and personal characteristics areas that have been selected. Listed below are exercises that the candidates will be evaluated/scored on by the consulting group.

- a written exercise (take home exercise) is emailed to them
- leaderless group exercises
- role playing/simulation exercises
- scenario interviews

Each candidate will be identified by randomly assigned names and the Assessors are not told of the candidates' actual identities or histories until after all exercises and scoring have been completed. Also the order in which candidates participate rotate for each exercise. This is done to provide a level playing field for everyone.

Roy asked if there a test given on the town's written policies. Mr. Unsworth said that they could administer a test on the policies but it may cost more because it takes a considerable amount of time to review policies and procedures. Garron stated that he likes the idea of looking at the whole person and not basing the assessment on tests because some people just do not test well in addition liked role playing because that is really of the job.

Roy added that they choose this method because they didn't want to promote the candidate based on a test score but on their ability to perform the job. She asked how long would the whole process take and Mr. Unsworth said from the time of hire, about a month and a half, subject to the availability of Civil Service and the candidates.

Roy asked Mr. Unsworth if he had a written proposal for them this evening and he stated that he does not have one with him this evening but would be happy to submit one. She added that they expect to have four officers and asked if he has a cap. He does not have a cap and continued to say that four officers are a great number and if you have six or more it results in a much extended day and he may have to bring in two teams of Assessors which may go over two days. She asked if he would work with them on the criteria and he said yes.

Garron asked how he felt about observers and Mr. Unsworth said he has no problem with it and the Board is welcome to observe. Garron asked if the members of his team were in the profession and Mr. Unsworth stated that he believes in using police chiefs (groups of seven or eight) because they are evaluating cops. He added that he brings in the very best cops who have the same values and are very proud of the profession. Roy thanked him for coming in and walking them through the process.

Bids Received for Surplus Vehicles (continued)

Before the next interview Seelig mentioned that he had spoken to Schleiff and he has asked that they continue the discussion regarding the bids received for the surplus vehicles until the Board's meeting on July 24th. Garron and Roy were fine with holding the discussion until then.

Gate at Stump Brook

Roy came across a picture of Snake River that was posted on a website with a posting from residents concerned about algae getting back into East Monponsett and ruining all the work that has been done. She asked about the gate as she was not too familiar with it and what it did. Seelig said we could ask Brockton to open the gates as fully as possible to flush Stump Brook but does not know how effective it will be. Garron said that it would need to be done constantly because it is so overgrown with weeds and one flush is not going to do it and it might make it worse because it is so packed that it could back up defeating the purpose. Roy said the concern now is that we are polluting the east side after cleaning it out. She attended the Monponsett Watershed Association meeting and they talked about the different alternatives. Garron said that it doesn't hurt but he believes and have said numerous times that when the cranberry bogs fertilized the cranberries with the poison to kill the insects they flushed it right back into the lake and you have residents who live around the lake who don't have tight septic tanks and when the water rises it seeps into the water and this is not going to change until those problems are solved. Roy understands that and stated that it hasn't been a formal request but has been mentioned to her and asked Seelig if he could check with Cathy Drinan and ask her if she would support this seeing as she is doing a lot of work with the Monponsett Watershed Association.

SCHEDULED APPOINTMENTS (CONTINUED)

Mark Morse - MMA Consulting Group Inc. - Sergeants Assessment Center
Mr. Morse handed out a informational packet to the Roy, Garron and Sgt. Broderick. He began by saying that he can give them a quick overview about what they do and the process in about seven minutes. He stated that MMCG has been providing management consulting services to local governments for about twenty five years to more than sixty Massachusetts jurisdictions. They have conducted numerous Assessment Centers for public safety executives and assisted with the selection of police chiefs, deputy police chiefs, police captains, police lieutenants and police sergeants.

He stated that an Assessment Center is basically an examination where you follow guidelines for all positions that you are interviewing for. Mr. Morse along with a number of colleagues develop the exercises, the timing, the process and the

posting of the assessment. He deals with HRD in terms of things that have to be reviewed or approved and stated that there is a range of people involved in the process such as the candidates, the assessors and observers. Mr. Morse continued to say that if you have more than five candidates he tends to run two panels composed of three people for eight or nine applicants. This way here a lot can get accomplished in one day. Listed below is the process that for the assessment.

- review background information on the Police Department and the Town
- construct a draft of the posting to be submitted to the BOS to review
- develop the exercises, which will be reviewed by HRD
- develop a Assessment Center guide which contains the exercises, the detailed schedule of activities, the evaluation framework, role players' instructions, and candidate information
- Guide is distributed to the Assessors

Mr. Morse strongly advises having an observer from the town to see if it is fair and equitably done and because the town is paying for it. MMACG will routinely video tape everything from orientation to the exercises so that they can use it to debrief the candidate after the results are out.

If a fully delegated examination is done the results are reviewed by HRD then letters are sent to the candidates. If they have five candidates five letters go out and the sixth one goes to the town by an attached file and that would be the list that they would work from. He stated that the results are usually out within 10 days from the examination and added that there is a seven wait appeal period.

Roy stated that she noticed there were two options; one that had three exercises that cost \$6,500 and the other with four exercises costing \$6,900. Mr. Morse stated that it depends on what the town is looking for and the price in the handout is based on his brief discussion with the Board and Selig. He feels that with four exercises it gives the candidate at least one area that he/she can excel in also if you do what is required by the standards then it tends to gear towards the four exercises because of the way it is structured.

Roy wanted to confirm that if MMACG was awarded the job would his first step be sitting down with the key players in the department and he said most definitely, he would do this along with his colleague Bill Soda. Together they would find out what is needed within the department and the town. She also asked how much involvement would BOS have and as he stated this is something that they are working on and as now they meet with the Police Chief and Sergeant to see what their expectations are from that it is constructed. She then asked how long would the process take from the time the contract is signed between the parties and when the promotion would take place and Mr. Morse said typically Civil Service any where between four to six weeks depending who may be on vacation.

Roy asked how many Sergeant Assessments has he done for Civil Service and he stated around fifteen. Roy also asked if he would be looking at the department procedure and policy and he said yes. He will review the staff rosters, growth of the town, job descriptions and other data.

Garron really didn't have any questions as Mr. Morse pretty much was thorough with his presentation. He did ask if the majority of his staff was human resource people. Mr. Morse went on to say that he is a examine specialist and that Bill Soda and David Cusolito are Public Safety Executives. Mr. Soda has extensive knowledge of staffing methods and the use of civilian and support personnel with police departments and James McDonagh has more that twenty five years of experience working in the field of human resources and law and is responsible for the supervision of all the legal, employment relations, and Civil Service matters relating to human resources on be half of the Commonwealth.

Roy asked Sergeant Broderick (was present for the interviews) is he had any questions and he did not. Roy then thanked Mr. Morse for coming in and talking with them.

The Board had a third interview schedule with another consulting firm but they could not make in and will not be submitting their package.

Garron had to admit that the second applicant came in well prepared but in all honesty when he stated that he could do his presentation in seven minutes that turned him off. Thinks he has well qualified people on his staff but perhaps Halifax is too small for him and felt more confident with the first candidate as he thought he was more people oriented and has the knowledge of what we are looking for as well as knowing the town's needs. Thought that Mr. Morse's specialty was in Human Resource, which he felt took you away from the police work. Garron would pick Mr. Unsworth if he falls within range the town is able to spend. Roy had to agree and was impressed with Mr. Unsworth presentation and loved the fact to that he keeps the process on a level playing ground and the amenity. Garron wanted to add that he liked how Mr. Unsworth differentiated between Civil Service and Non-Civil Service.

Garron asked Sergeant Broderick how he felt about the candidates and he was impressed with the depth of Mr. Unsworth's presentation and agreed that he was more in lines of what the department is looking for in a Sergeant.

Moved by Garron and seconded by Roy, the Board unanimously voted to accept Badgequest's offer to deliver services as long as they meet the criteria of the budget request.

There being no further business, moved by Garron and seconded by Roy, the Board unanimously voted to adjourn the meeting at 8:45 p.m.

Michael J. Schleiff
Clerk

/pjm