

STAFFING COMMITTEE
BOARD OF SELECTMEN
APPROPRIATIONS COMMITTEE
FINANCIAL PLANNING COMMITTEE

JOINT MEETING MINUTES – October 29, 2015

Northborough Free Library, 34 Main Street, Northborough, MA

BOARD AND COMMITTEE MEMBERS PRESENT

Staffing Committee

Dawn Rand, Elaine Kelly, William Pantazis, John Coderre and Kimberly Foster

Board of Selectmen

Jeff Amberson, Leslie Rutan, William Pantazis, Dawn Rand and Jason Perreault

Appropriations Committee

Elaine Kelly and Anthony Poteete

Financial Planning Committee

David DeVries

Others

Town Administrator John Coderre, Assistant Town Administrator Kimberly Foster, Police Chief Mark Leahy, Police Lieutenant William Lyver and Executive Assistant Diane Wackell

7:00 p.m. - **JOHN CODERRE, TOWN ADMINISTRATOR**

Presentation of Police Staffing Study Report by the Center for Public Safety Management, LLC.

Town Administrator John Coderre provided a review of the efforts of the Staffing Committee to date and introduced James McCabe from the Center for Public Safety Management, LLC.

Mr. McCabe presented the Police Staffing Study Report. The study found the Northborough Police Department to be professional, efficient, well managed and well organized. The study involved data collection, interviews with key police and administration personnel, on-site observations of the job environment, an employee survey, data analysis, comparative analyses and development of alternatives and recommendations.

In summary, the study determined that additional staffing is not needed for workload purposes, but rather to provide essential coverage. For this purpose, it was recommended that the Department add one additional Sergeant and one additional Police Officer. The Department would then be able to easily handle both the workload and have the presence that the community expects.

POLICE STAFFING STUDY REPORT CONT. . .

Following the presentation, questions and comments were heard from members of the Staffing Committee, Board of Selectmen, Appropriations Committee and Police Chief Mark Leahy.

Lastly, Mr. Coderre indicated that one additional Police Officer has already been added to the FY2016 budget.

ADJOURNMENT

Joint meeting adjourned at 8:30 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant

Documents used during meeting

1. October 29, 2015 Joint Meeting Agenda.
2. Police Department Operational Analysis Final Report.