

**STAFFING COMMITTEE
MEETING MINUTES – January 8, 2014**

1:00 p.m. – Selectmen’s Meeting Room, 63 Main Street, Northborough, MA

Members Present: Dawn Rand, Selectman
Bill Pantazis, Selectman
Elaine Kelly, Appropriations Committee
Richard Smith, Financial Planning Committee
Susan LaDue, Personnel Board
John Coderre, Town Administrator
Kimberly Foster, Assistant Town Administrator

The meeting was called to order at 1:05 p.m.

Approval of Minutes

Mr. Pantazis moved the Committee vote to approve the minutes of the December 11, 2013 meeting; Mr. Smith seconded the motion; the motion was approved 4-0-1, with Ms. Kelly abstaining.

Discussion of Consultant Services Draft RFP

The Town Administrator described the Request for Proposals (RFP) process that the Town will use to engage a consultant, as required under the Procurement Statute, Chapter 30B of the Massachusetts General Laws. He then reviewed a draft scope of services and requested that Committee members provide any additional feedback on the scope at the next meeting.

M. Coderre also reviewed a potential timeline for issuing the RFP and ultimately receiving a consultant’s recommendations. The first step will involve a request to the Board of Selectmen to release funds to pay for the study. He proposed bringing forward an interim report of the Committee’s work and making the funding request at the Board’s January 27th meeting. If the Board releases funds, the RFP would then be advertised. The information from a consultant and subsequently the Committee’s staffing recommendations to the Board of Selectmen would be presented for use in the Fiscal 2016 budget process.

Discussion of Interim Report

Mr. Coderre proposed a potential outline of an interim report that would detail the Committee’s work to date, including a summary of each Department’s request, and indicated that staff would prepare a draft for the Committee’s review at an upcoming meeting.

Next Meeting Date

The next meeting date will be Wednesday, January 15, 2014, at 1:00 p.m.

Adjournment

2:10 p.m. Ms. Kelly moved the Committee vote to adjourn; Mr. Pantazis seconded the motion; all members voted in favor.

Respectfully submitted,

Kimberly Foster
Assistant Town Administrator

Documents used during meeting:

1. January 8, 2014 Meeting Agenda
2. Draft RFP