

**STAFFING COMMITTEE  
MEETING MINUTES – March 19, 2014**

2:00 p.m. – Selectmen’s Meeting Room, 63 Main Street, Northborough, MA

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Members Present: Dawn Rand, Selectman  
Bill Pantazis, Selectman  
Elaine Kelly, Appropriations  
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 2:05 p.m.

Approval of Minutes

Ms. Kelly moved the Committee vote to approve the minutes of the January 15, 2014 meeting; Mr. Pantazis seconded the motion; all members voted in favor.

Discussion of Interim Report

Mr. Coderre reviewed the draft interim report that detailed the Committee’s work to date, including a summary of each Department’s staffing request and the conclusion that the Committee needs more information to better understand the operational impact of adding staff. Specifically, Mr. Coderre addressed the need to seek the services of a consultant to provide further analysis of the public safety staffing requests.

Mr. Coderre reported that he intended to ask the Board of Selectmen to release \$90,000 in mitigation funds for the consultant study at its upcoming meeting. Ms. Kelly moved that the Committee support the request for funding; Mr. Pantazis seconded the motion; all members voted in favor.

Adjournment

3:00 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. March 19, 2014 Meeting Agenda
2. January 15, 2014 Meeting Minutes.
3. Draft Interim Report