

**STAFFING COMMITTEE
MEETING MINUTES – June 25, 2014**

9:00 a.m. – Selectmen’s Meeting Room, 63 Main Street, Northborough, MA

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

Members Absent: Susan LaDue, Personnel Board

The meeting was called to order at 9:00 a.m.

Approval of Minutes

Mr. Pantazis moved the Committee vote to approve the minutes of the March 19, 2014 meeting; Ms. Kelly seconded the motion; all members voted in favor.

Review of Consultant Proposals

As of the 11:00AM June 18, 2014 RFP submission deadline, the Town received four proposals in response to the Police and Fire/EMS Staffing Study RFP issued on May 23, 2014. Proposals were received from the following organizations: Center for Public Safety Management; Municipal Resources, Inc.; Public Safety Strategies Group and DI Jacobs Consulting Group.

Copies of each of the four technical (non-price) proposals were distributed to members of the Staffing Committee in advance of the meeting so that they could first individually review and evaluate each submission in accordance with the criteria contained in the RFP and M.G.L. Chapter 30B. The Committee then discussed and evaluated each proposal relative to the comparative evaluation criterion. Based on the discussion, the Committee reached a consensus opinion that the proposal submitted by the Center for Public Safety Management (CPSM) was the most advantageous technical proposal. Specifically, the Committee favored CPSM’s proposed methodology due to its management-level perspective and its focus on an in-depth analysis of our own department-level data.

The Town Administrator advised the Committee that he would review the price proposals separately (in accordance with M.G.L. 30B); however the Committee’s consensus was that the CPSM proposal was vastly superior to the others, provided the price proposal is within the allotted budget.

Adjournment

9:50 a.m. Mr. Pantazis moved the Committee vote to adjourn; Ms. Kelly seconded the motion; all members voted in favor.

Respectfully submitted,

Kimberly Foster
Assistant Town Administrator

Documents used during meeting:

1. June 25, 2014 Meeting Agenda
2. March 19, 2014 Meeting Minutes
3. June 25, 2014 memo to Staffing Committee from Town Administrator
4. Consultant Technical (non-cost) Proposals:
 - a. Center for Public Safety Management
 - b. Municipal Resources, Inc.
 - c. Public Safety Strategies Group
 - d. DI Jacobs Consulting Group