

**STAFFING COMMITTEE  
MEETING MINUTES – December 11, 2013**

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

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

Also Present: Diane Wackell, Executive Assistant

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

Approval of Minutes

Mr. Pantazis moved the Committee vote to approve the minutes of the December 4, 2013 meeting; Mr. Smith seconded the motion; all members voted in favor.

Discussion of Consultant Services

The Committee discussed the need for consulting services in order to obtain more data upon which to better assess the staffing needs of the police and fire departments. The Committee discussed the difficulty in addressing the smaller departmental requests, given the overwhelming costs of the requests represented by both Chiefs. The Committee discussed the difficulty it faced trying to make recommendations to the Board of Selectmen based upon the available information and concluded that consulting services to assess staffing needs for the police and fire services would be needed.

A discussion ensued about whether or not the consulting services should include all departments or focus on police and fire. By consensus, the Committee indicated that it is comfortable with the requests of most of the departments in terms of the number of positions requested, the impact on the level of services, as well as the financial impacts. The Committee also discussed the recent DPW reorganization report and the department’s initial request to reinstate staff that was lost through attrition during the recession. Given the recent review and the supplemental information presented by the DPW Director, the Committee felt the DPW’s needs were well documented.

In contrast, the Committee discussed the police and fire departmental requests in terms of the number of positions requested and the order of magnitude of the financial impacts. Based upon the December 10, 2013 Financial Trend Monitoring joint meeting with the Financial Planning Committee, Appropriations Committee, Board of Selectmen and School Committee, it is clear that the Town will not be able to afford the police and fire requests within the confines of Proposition 2 1/2. Further, the Committee discussed the need for additional information and data beyond what the departments provided in order to make informed recommendations regarding police and fire needs.

Mr. Coderre reviewed the Request for Proposals (RFP) requirements in compliance with MGL c30B and outlined the potential timeline and process. He added that the RFP process will allow the Committee to choose consulting services based on qualifications and price, rather than just price alone. The first step would be to create a “scope of services” that outlines the work requested of the potential consultants. The Committee would then review the responding proposals, interview the top two or three firms and make a decision.

The Committee agreed to move forward with an RFP for consulting services. Mr. Coderre indicated that his office will draft an RFP for the Committee to review. Once the RFP is complete, a copy will be provided to the Board of Selectmen along with a memo requesting the release of funding to be used to hire the consultant. It was noted that at the time of the Staffing Committees creation, it was expected that consulting the Board of Selectmen’s

Next Meeting Date

The next meeting date will be Wednesday, January 8, 2014, at 1:00 p.m.

Adjournment

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

Respectfully submitted,

Diane Wackell  
Executive Assistant

Documents used during meeting:

1. December 11, 2013 Meeting Agenda
2. December 4, 2013 Staffing Committee Meeting Minutes
3. Sample RFP Template.