

July 15, 2020

Police Chief Search Committee Meeting

July 15, 2020

Town Hall

1:00 p.m.

Virtual Meeting

Present:

Mr. Klaus Hachfeld

Ms. Kristen Leo (ABSENT)

Mr. Reed Hillman

Mr. Shane Woodson

Staff:

Jeff Bridges, Town Administrator

Mr. Jeff Bridges called the meeting to order at 1:00pm.

Mr. Bridges read the following statement: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting law, G.L. c. 30A Section 18, and the Governor's March 15, 2020 Order imposing strict limitations on the number people that may gather in one place, this meeting of the Sturbridge Police Chief Search Committee will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation can be found on the Town's website at <https://www.sturbridge.gov/town-administrator/pages/how-access-virtual-meeting>. For this meeting, members of the public who wish to listen and or watch the meeting either online via the Town's on demand video broadcast, on cable television on channel 191, or dial into the meeting at 774-304-1455, enter 1428# for the meeting number and 12345 for the access code. (This phone number is only active for the public during public meetings). No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.

Mr. Bridges started the meeting saying that the town has posted the advertisement that the committee had worked on for the position and the due date is July 27, 2020. Mr. Bridges said that his office has already received some applications. Mr. Bridges asked to speak to the committee about how to select the applicants as a group, selecting the interviewees, and the process in selecting the company to do the background investigations.

July 15, 2020

Mr. Hachfeld said that Mr. Bridges had mentioned in one of his emails that there would be a system where the committee would assign points, relating to the appropriate issues that the committee thinks is important for selecting the new Chief, stating that he is familiar with rubrics. Mr. Hachfeld stated that if they would have to create a table where the committee would bring up issues, followed by asking questions to get answers, then the committee would assign an appropriate number of points to that. Mr. Hachfeld said that it would give the committee a numerical comparison between the various applicants, suggesting that it could be helpful in the selection process. Chief Woodson said that they use a matrix with points and he could send it to the committee to edit for their own use, as necessary. Chief Woodson listed different examples of points that they could use while rating the candidates. Mr. Bridges said that it would be a good tool because he believes that the points would give the committee information about who they should pick for an interview and then who would be a good fit for the position.

Mr. Bridges said that he sent out a draft request for proposal (RFP) for the pre-employment screening services and asked the committee if they had any feedback of anything that he should add. Chief Woodson said that the RFP is standard, saying that he is comfortable with it and the rest of the committee agreed. Mr. Bridges asked if the RFP needs to say something about what they will use for the selection criteria for the consultant and how they will pick or confirm with the most experience addressing their need. Chief Woodson said that he could check what they use for backgrounds for the past, saying that there are about three to four companies in the state that will probably be doing the bidding.

Mr. Bridges said by July 27, 2020, they will probably still be in the virtual meeting mode of rating and scoring points and hopes that in the future, they will have an opportunity for in-person interviews with the final candidates. Mr. Bridges said that he is not sure where things will be with COVID-19 in the Fall and asked the committee with how they feel about in-person interviewing.

Mr. Hachfeld said that whether the options are having the finalists go to the Town Hall for an in-person interview, or have a virtual interview, the mechanism works either way. Mr. Hillman said that he is on the Judicial Nominating Commission where they interview potential judges and have gone to a new platform, which has worked really well for everyone. Per Mr. Hillman, the interviewee comes in and meets with the Chair of the Board in-person and all of the commissioners are remote. Mr. Hillman said that it works really well because you can see and hear everyone just as you would being three-feet away from them in person. Mr. Hillman said that he wants to be careful about where he goes in public.

Chief Woodson suggested that either Mr. Bridges or someone else in the committee should be in the room with the finalists are being interviewed while maintaining proper social distancing guidelines since appointing a Police Chief is a big decision. Mr. Bridges agreed.

Adjourn

Motion: To adjourn at 1:14 pm By: Mr. Hillman

2nd: Mr. Hachfeld

Roll Call Vote:

July 15, 2020

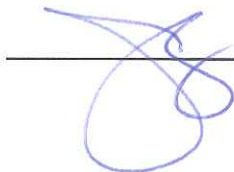
Mr. Klaus Hachfeld: YES, Mr. Reed Hillman: YES, Mr. Shane Woodson: YES, Mr. Jeff Bridges: YES

Vote: 4-0, Ms. Kristen Leo (ABSENT)

Adjourned at 1:14 pm

Minutes prepared by: Alex McConnon

Date approved: _____

A handwritten signature in blue ink, consisting of a stylized 'S' or 'J' shape with a loop, written over a horizontal line.

Signed: _____

11/18/2020