

September 23, 2020

**Police Chief Search Committee Meeting**

**September 23, 2020**

**Town Hall**

**1:00 p.m.**

**Virtual Meeting**

**Present:**

Mr. Klaus Hachfeld  
Ms. Kristen Leo  
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 began by thanking Mr. Hachfeld for the spreadsheet of results for the Police Chief position. Mr. Bridges asked if any of the participants had questions or comments on the rating sheet, asking for input on the way it was scored. The Committee did not have any questions or comments.

Mr. Bridges pointed the Committee to the summary page saying that there were the top five candidates and two were tied at three. Mr. Bridges said that the next step in the process would be to interview the candidates. Mr. Bridges asked the Committee if they were satisfied with how the

rating was done and how the comparison was made, asking the Committee if they wanted to interview the top two, the top four, or the top five candidates, saying that they cannot interview the top three since there are two tied for the top three. Mr. Hillman said that there are four good candidates, and originally he thought that three would be best. Per Mr. Hillman, the top two candidates are local people with strong ties to the community but opening it up to one more who does not have that would bring the committee to three and since three is not an option he thought that four would be best.

Chief Woodson agreed with Mr. Hillman. Mr. Hachfeld also agreed, saying that as soon as there are two people found in the third position, you do not have a choice. Ms. Leo also agreed.

Mr. Bridges agreed, saying that they would interview the top four candidates. Mr. Bridges asked the committee their thoughts on the interviewing timeline. Ms. Leo asked how long Mr. Bridges thinks each interview will last and what the process is, asking if they will be asking a set list of questions to each candidate or if each candidate will get their own set of questions. Mr. Bridges responded saying that the Committee would prepare a fixed set of questions that each candidate would be responsible for answering so that they can be consistent across in the search. Mr. Bridges said that he would put together questions and asked the Committee to think of questions of their own to put together. Mr. Bridges stated that the consistency of the questions is important and that he thinks the interviews would probably be about an hour and a half each, as a good opportunity to not only ask questions but have some conversation and give the applicant enough time to give the Committee their philosophy, point of view, and elaborate on their background on how they can support the Town of Sturbridge.

Ms. Leo said that she could do two interviews a day and said that she would not be able to take up a whole day unless it conducted on the weekend. Mr. Bridges asked Ms. Leo if the morning or afternoon would be better and she replied saying that she could make either work. Both Chief Woodson and Mr. Hillman agreed that they could make either time work as well. Mr. Hachfeld said that he would prefer breaking up the interviews into two days, as opposed to one so that the Committee would be more mentally alert, rather than doing one six-hour day of interviewing. Mr. Bridges said that they could split the four interviews into two days and that he will get the process started of reaching out to the applicants to see their availability and if they are still interested.

Mr. Bridges said that he would reach out to his Town Administrator's group to get questions for the Police Chief interviews and reminded the committee that if they had any questions, he could take those and put them together.

Mr. Bridges said that he would go to the Board of Selectmen at the next meeting with a background check contract, saying that they had one company who responded to the solicitation. Per Mr. Bridges, it is about \$600 to do one background check with that company, so Mr. Bridges decided to go with them. Mr. Bridges said he thinks there is some incentive to do the background check on only the top candidates and Chief Woodson agreed.

Mr. Bridges asked the Committee if they had anything else to add and Mr. Hillman asked when these names would become public, wondering if it was before or after the interviews. Mr. Bridges said that they have had public meetings and finalists, and thinks that those names are absolutely

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considered public and would imagine that the interviews would have to be public as well. Mr. Bridges said that he would find out about the public nature of the applicants at this point from Town Counsel.

Chief Woodson asked if the interviews were going to take place remotely or in person, spaced out. Mr. Bridges said that he would have the applicant with him at the Town Hall and the Committee would be interviewing virtually.

Mr. Bridges said that he would try to get this process wrapped up by mid-October and would have minutes from the prior meeting prepared for review and approval for documentation at the next meeting.

Mr. Bridges said that they would reach out with dates and times and for the Committee to send him their questions to start the process of setting up the interviews.

### Adjourn

**Motion: To adjourn at 1:13 pm By: Mr. Bridges**

**2<sup>nd</sup>: Mr. Hillman**

**Roll Call Vote:**

**Mr. Klaus Hachfeld: YES, Ms. Kristen Leo: YES, Mr. Reed Hillman: YES, Mr. Shane Woodson: YES, Mr. Jeff Bridges: YES**

**Vote: 5-0**

**Adjourned at 1:13pm**

**Minutes prepared by: Alex McConnon**

**Date approved:** \_\_\_\_\_



**Signed:** \_\_\_\_\_

11/18/2020