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**Charlton Board of Selectmen  
Special Meeting – Conservation Office  
July 29, 2019**

Present: Chairman – David M. Singer, Vice-Chairman – Karen A. Spiewak, Clerk – William Borowski and Member, John P. McGrath). Absent: Deborah B. Noble. Also present: Town Administrator – Robin L. Craver.

**I. Call to Order:**

Chairman Singer called the meeting to order at 6:30pm with the pledge to the flag.

II. Ms. Craver passes out packets to all Selectmen which included 5 RFQ/RFPs and a Score Sheet. She reviews the process and ranking using Highly Advantageous, Advantageous and Not Advantageous. She says she will hold the price confidential until they are finished filling out the sheets. The Town received quotes from the following firms:

- Municipal Resources, Inc.
- Collins Center for Public Management Umass Boston, MA
- Community Paradigm Associates, LLC Plymouth, MA
- GovHR USA Northbrook, IL
- Groux-White Consulting, LLC Lexington, MA

Once all members were finished, provided their rankings as follows:

	<b>Municipal Resources, Inc. Meredith, NH</b>	<b>Collins Center for Public Management Umass Boston, MA</b>	<b>Community Paradigm Associates, LLC Plymouth, MA</b>	<b>GovHR USA Northbrook, IL</b>	<b>Groux-White Consulting, LLC Lexington, MA</b>
Bill Borowski	A	A/NA	HA/A	A	A
John McGrath	A	A/NA	HA	A	HA
Karen Spiewak	HA/A	A	HA	A	HA
David Singer	A	NA	HA	A	HA
Deb Noble (absent)					
<b>OVERALL RATING</b>	<b>A</b>	<b>A/NA</b>	<b>HA</b>	<b>A</b>	<b>HA</b>

The Board discussed their impressions of all the companies and Ms. Craver handed out the price proposals. The price as submitted were:

Municipal Resources, Inc. Meredith, NH	\$12,000
Collins Center for Public Management Umass Boston, MA	\$12,000
Community Paradigm Associates, LLC Plymouth, MA	\$11,500
GovHR USA Northbrook, IL	\$21,500
Groux-White Consulting, LLC Lexington, MA	\$8,700

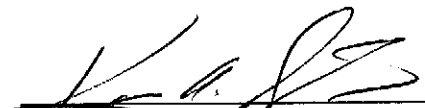
The Board discussed timelines and agreed it wished to interview the top two candidates, Groux-White Consulting, LLC Lexington, MA and Community Paradigm Associates, LLC Plymouth, MA. Ms. Craver was asked to set up the interview for the following Tuesday, August 6, 2019; one at 6pm and one at 7pm.

**VI. Adjourn:**

**Motion to adjourn made and seconded at 7:15pm; passes unanimously.**

Accepted by:

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David M. Singer, Chairman

  
\_\_\_\_\_  
Karen A. Spiewak, Vice-Chairperson

  
\_\_\_\_\_  
William Borowski, Clerk

\_\_\_\_\_  
(absent)  
Deborah B. Noble, Member

  
\_\_\_\_\_  
John P. McGrath, Member