

Submitted by HCT
Date 7/27/17
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TOWN OF CHARLTON
Minutes of Special Selectmen's Meeting
Tuesday – June 26, 2017

Present: Chairman – Joseph J. Szafarowicz, Vice-Chairman – John P. McGrath, Clerk – Deborah B. Noble and Members – David M. Singer and Frederick C. Swensen. Also present: Town Administrator – Robin L. Craver.

NOTE: Some matters may have been taken out of agenda order but were typed up in agenda order for ease of locating information when necessary.

I. Call to Order:

Chairman Szafarowicz called the meeting to order at 6:35pm.

II. Assessment Center – Police Chief.

- Open and/or Promotional Assessments
- Fees
- Consultant – MMA

Mr. Singer stated that the committee met and went over the different assessment centers and the town's options. The committee determined that the best course of action was using the promotional exams with MMA as the assessment center. Mr. McGrath said there was a lot of discussion on this. The first meeting they spent about three hours and the second meeting, almost two hours. When they were discussing this they asked the chief what the capabilities are and who would take the test from the police. Chief Charette stated that there were five people that would take the test which are more than capable of handling the job. They discussed this as a committee and wanted to keep it in house for the promotional center and hire from within. After review of the RFP's for the assessment center, we agreed to go with MMA. The next meeting, they had the interview with Mark Morse Associates. Mr. Morse and the chief had discussion about the department. Chief Charette explained some of the discussion that they had. He said he would never recommend the board do this unless he knew for sure there were employees that could do it. Mr. Swensen said that he could think of a few that could do a great job. He thinks an advantage of looking at someone outside is that it's someone that can come in and make the department their own. Put their own stamp on it as opposed to continuation of status quo. Mr. McGrath said that was one of his concerns. They had long discussions about this. Some of the things that have not happened is that the people haven't been allowed to show everything that they have to give us. There was no mentoring. Now there is. Mr. Swensen stated that this is a cultural change as much as anything. Chief Charette stated that everyone is doing their job as they are supposed to. They are taking care of the community. He said if you do it this way, it is structured towards Charlton. Ms. Noble feels that if we can keep the people from moving within, they keep the right character and attitude. Mrs. Craver reminded the board when they first started this process, they weren't sure if they would have anyone take the test. There were only three sergeants and the lieutenant saying they were going to take the test. Some weren't interested. The other thing the board will discuss tonight is the fees. Ms. Lewerenz said she has complete faith in the process. Mr. Singer said that we have to make our decision on what we know. Chief Charette stated that there are five people that have taken classes to study and prepare. That's why he said they are all interested. The town will save thousands and thousands by keeping this in house. You can set certain education standards. The exam can be tailored to the community. He stated that this would still be a civil service exam. Chief Charette explained what the assessment center will do. The tests will be written and maybe an interview panel. The

Assessment Consultant will come in and talk to the board. The committee and board will have a say in what we direct to the assessment center. Mr. Swensen asked if there is a salary range tied into the flyer. Mrs. Craver said we do have a classification plan which they would fall in. She would recommend if the board wants to do promotional, to rescind the vote for open enrollment. Mr. Singer said that when we went with enrollment, that was back when the state gave the tests. We were told the state doesn't do the tests and we would have to go a different route. The committee's recommendations were promotional and not charge fees. Mrs. Craver asked what the committee's rationale was for removing the fees. Mr. McGrath said they based that on two things. One is the fact that they've already vested money and time in it, the least we can do is not charge them for the time they will be taking the test. **Motion by Mr. McGrath to rescind the board's previous motion on the open tests for police chief, seconded by Mr. Singer, motion passes.** Mrs. Craver asked what the officers have done so far. She said when they met with the officers previously and asked what have they done so far to get ready, none of them had done anything yet. What changed? Chief Charette said they have been taking classes to get prepared. **Motion by Mr. McGrath to go with the promotional assessment center and not charge fees, seconded by Mr. Singer.** Chairman Szafarowicz is in favor of adding the fees. He commends people for spending their time and money to prepare. Ms. Noble doesn't want to place another barrier on town employees including morale to increasing longevity, to improving their lives. Mrs. Craver said it's civil service and there is a fee for civil service. Mr. Swensen has mixed feelings on the fees. He can see both sides of that. In a business world, you always charge. Mr. Singer stated that he has had employers that have offered to pay his fees. Mr. Swensen said that if it was an open exam, he would want them to pay the fee. This is for only five that are in house. Mrs. Craver is not arguing for or against, she just wants all the issues on the table. She said we are putting in for a Sergeant's exam right now and are checking to make sure it gets released. She doesn't know if the board has the ability to waive those fees. Mr. Singer said that we don't know if we will have an opening yet for a sergeant or lieutenant. With no further discussion, **vote on motion: motion passes. Motion by Mr. McGrath that on a recommendation from the police search committee, that we hire MMA – Mark Morse Associates to run the assessment center, seconded by Mr. Singer, motion passes.** Mrs. Craver thanked the board for their caring of the employees. She has worked with Chief Charette who will be taking some time off so that he can extend his stay to help and work with the chief and do some training. Mrs. Craver thanked Ms. Lewerenz for her work with the police department.

III. Appointments: Mrs. Craver stated that we have several positions open. She asked Jessica Lewerenz – Human Resources Director to come forward. She said that Donna Foglio has already been confirmed as the Finance Director but asked the board to re-affirm this at tonight's meeting. Her start date would be the first Monday after the fourth of July.

Mrs. Craver stated that the Department Heads met with Ms. Lewerenz and these are their recommendations.

- Light Equipment Operator – Highway – recommendation to appoint Forrest Paul McKinstry at \$24.24 hr for 40 hours a week. Start date July 10, 2017.
- Administrative Assistant – Library – recommendation to appoint Nicole Messier at \$20.17 an hour for 30 hours a week with a start date of July 3, 2017 and
- Assistant Town Clerk – Town Clerk – recommendation to appoint Eric Tully at \$20.11 an hour for 28 hours a week with a start date of July 10, 2017.

Mr. Swensen asked Mrs. Craver to go over these positions and the impact on the budget for them. Mrs. Craver stated that the Finance Director was part of the reorganization of the Finance Team. The Library is replacing someone. Ms. Lewerenz stated that the person at the Library is retiring. Highway is an added position approved at town meeting and the Assistant Town Clerk, the present Town Clerk was full time as the Assistant Town Clerk, and now as the Town Clerk, has switched the hours so that she is full time and the Assistant is part time. The Finance Committee approved adding \$10,000 to her salary. **Motion by Mr. McGrath to appoint as recommended, seconded by Ms. Noble.**

Chairman Szafarowicz asked Ms. Lewerenz, for the interview and ranking, he asked her to give a little more detail for different experience of the candidates. Ms. Lewerenz stated that the basic structure for the ranking process is just a 1, 2, 3 with 2 meeting the minimum requirements. 3 – not meeting minimum qualifications and 1 exceeds qualifications. It's based on what we are looking for in qualifications. She ranks them all and then asks the department head to rank as well. **Vote on motion: motion passes.**

IV. Other Business – unknown at time of posting

V. Adjourn: Motion by Ms. Noble to adjourn at 7:58pm, seconded by Mr. McGrath, motion passes.

XI. Next Meeting Announcement:

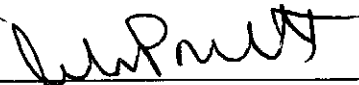
- Next Regular Selectmen's Meeting – July 18, 2017

Submitted by:
Mary C. Devlin
Administrative Assistant

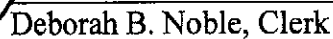
Accepted by:



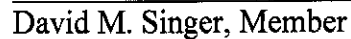
Joseph J. Szafarowicz, Chairman



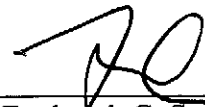
John P. McGrath, Vice-Chairperson



Deborah B. Noble, Clerk



David M. Singer, Member



Frederick C. Swensen, Member