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## 2019 Town of Milford – Police Chief Search Committee

### Minutes for September 17, 2019 Meeting

- Meeting called to order at approximately 7:03pm by Chairman DeBartolomeis
- Members of Committee in attendance: Dino DeBartolomeis, Dr. Richard Heller, Chris Fritts, Donato Niro, Ed Bertorelli, Chris Morin, Jodie Nosiglia, Acting Chief Mike Pighetti, Jim Heron
- Members absent: Donna Niro, Scott Harrison and David Brutsch
- The Chairman referenced the minutes from the August 13<sup>th</sup> meeting. Dr. Heller made a motion to accept the minutes and it was seconded by Mr. Bertorelli. There was no discussion and the motion passed.
- The Chairman then referenced the minutes from the August 27<sup>th</sup> meeting. Dr. Heller made a motion to accept the minutes and it was seconded by Mr. Heron. There was no discussion and the motion passed.
- The Chairman reviewed actions taken since the last meeting. Score were tallied from the three groups that had presented and Resource Management Associates (RMA) was the company that had received the highest overall score from the Committee. The sealed bid presented by RMA was well within the budget for the Committee.
- The Chairman again introduced Sheldon Cohen from RMA to give a presentation as to what the Committee could expect from RMA throughout the process.
  - Mr. Cohen started by greeting the Committee and stressing that the whole search was going to an “open process.” He stated that they were going to conduct a nationwide search, as directed by the Committee, but that internal candidates would be given the same chances as anyone in the process.
  - Mr. Cohen presented a tentative timeline and then described each item individually while also taking questions.
  - The next meeting of the Committee was determined to be on October 1, 2019. At that meeting, Mr. Cohen will present the Committee with proposed final drafts for the job description and job posting. The Committee will review those items and after the meeting, there will be a 30 day advertisement period from October 8, 2019 until November 8, 2019.

- Mr. Cohen explained the process that would take place once applications were received by RMA.
- On Tuesday, November 19, 2019, RMA would again meet with the Committee and bring roughly the top ten candidates before the Committee to try to narrow the number down to about five.
- Mr. Cohen informed the Committee that an Assessment Center would be conducted for the determined amount of candidates on Monday, December 16 through Wednesday, December 18<sup>th</sup>, 2019.
- Mr. Cohen explained the Assessment Center process, what it is designed to do and why it is helpful in determining an individual's suitability and capability.
- Mr. Cohen then discussed the Agility Test requirement in the town by-law. He said that in 38 years, RMA has never administered an agility test as part of a Chief of Police search process. There was discussion and then a motion by Dr. Heller to suggest to Town Meeting that the agility test portion of the Chief of Police search be removed. The motion was seconded by Mr. Bertorelli and passed unanimously.
- Mr. Cohen answered several detailed questions from Committee members regarding the process and what to expect from it.
- The Chairman stated that there were no bills that had come due since the last meeting.
- The Chairman stated that there was no new correspondence that needed to be addressed by the Committee.
- Motion to adjourn by Dr. Heller and seconded by Mr. Morin. No discussion and motion passed unanimously.

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Next meeting at Milford Senior Center at 7pm on Tuesday, October 1, 2019.

Respectfully submitted,

Christopher Fritts