

## **MINUTES OF THE BOARD OF SELECTMEN MEETING**

September 1, 2015

Special Meeting held at Town Hall

**MEMBERS PRESENT:** Chairman Robert Merry, Vice Chairman Joseph Perry, David Petersen, Clifford Pierce (Town Administrator Deborah Eagan, Assistant Town Administrator Amy Lydon) Clerk Robert Snow - ABSENT

**PUBLIC ATTENDEES:** None

### **CALL MEETING TO ORDER**

Chairman Robert Merry called the meeting to order at 10:10 a.m.

### **PLEDGE**

Chairman Robert Merry led the Pledge of Allegiance.

### **SPECIAL BUSINESS**

#### 1. Review and update Police Chief job description

Petersen said he was the Chairman of the Board of Selectmen the last time this was updated when Chief Barry retired. He said on page two, the third bullet point should read, "must be capable." Pierce said the description refers to the Chief as "he." Eagan said instances where it says "he" will be changed to "he/she." Pierce said on the second page, the second to the last bullet where it outlines that the Chief must be present for hearings, the following should be added, "provide input on public safety issues as requested." Petersen asked if we have contacted the Chief for guidance on where the job should be advertised. Eagan said not yet, but thinks the Mass. Police Chiefs Association, the Mass. Municipal Association and the newspaper would be appropriate. Petersen said we should check with the Chief and maybe also advertise with the Mass. Police Association. Petersen said in next year's budget, we may need to add about \$10,000 to the Personnel Board budget to cover costs of advertising and doing background checks. Eagan said if we want to do more than a CORI and SORI check, we will need to hire a firm to do the work, and it may cost around \$500 for each background check. She said CORI and SORI checks are free since we are a government entity and the Personnel Department does call prior employers, which takes time to do. Petersen said he isn't sure about using an assessment center as Chief Barker suggested. Petersen said we will probably get local sergeants, lieutenants and retired chiefs from New Hampshire, and with the low percentage paid by the Town for health insurance, the number of candidates will be limited. Eagan outlined the experience requirements on the job description. Petersen said maybe we should request that the experience be a minimum of a lieutenant. Eagan outlined some

language options and the Board agreed to include, "preferably a lieutenant or above" to the experience section.

Pierce said a Bachelor's degree is required and asked if this should be a Master's degree. Eagan said at least a Master's Degree should be preferred. Petersen said the degree is less important than the experience. The consensus of the Board was to add the language, "Master's Degree preferred."

Eagan said she will make the changes, send it to the Personnel Board for ratification, and this can be discussed at the next Selectmen's meeting. She asked the Board if they want to form a screening committee composed of a member of the Personnel Board, a Selectman, a support staff person and perhaps a retired Police Chief? Petersen said this has been handled in-house the past few years. Merry said the Chief in Georgetown would be a good person to have on a screening committee. Eagan said Bob Merry's brother, a Chief in Newbury would also be good. Merry said he didn't mention his brother since it is a conflict of interest, but he thinks he may be willing to volunteer to serve on this committee. Eagan asked how we will handle this is the position is not filled before Barker retires. Petersen said May would likely have to be the Acting Chief, or an interim Chief could be brought in. Petersen said we will have to see how Rowley's pay for the Chief compares to surrounding towns. Eagan said the Board will have to decide what the hiring process will be and where to advertise the position at the next meeting.

Dave Petersen made a motion to adjourn, Cliff Pierce second, all in favor - aye (4-0).  
Bob Snow - ABSENT

Open meeting adjourned at 10:42 a.m.

Respectfully submitted,  
Amy Lydon  
Assistant Town Administrator

**ATTACHMENTS:**

1. Police Chief job description dated December 17, 2001