



**Selectmen's Meeting  
Town Office 10:00 A.M.  
Tuesday, September 4, 2012**

Present: Jed Brummer, Chair; Samuel Seppala, Selectman; Roberta Oeser, Selectman; Carlotta Lilback Pini, Town Administrator; Linda Stonehill, Administrative Assistant; Alan Gould, MRI

**APPROVED** Minutes

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Municipal Resources, Inc. (MRI) Scope of Work

Alan Gould, principal of MRI Resources, Inc., discussed the firm's proposed scope of work to secure vetted candidates for the position of Rindge Police Chief. He recited the extensive qualifications of MRI, including his own 26 years' experience with five years serving as the Police Chief for Rye, NH. MRI has recruited for Police and Town Administrator positions throughout New England, New York, and New Jersey, and recently completed Police Chief searches in Hinsdale and Bedford.

MRI will compile a list of questions for the public survey which will be available online and in print and will ask questions such as: What do you think are the most important traits for the next Rindge Police Chief? What does the Rindge Police Department do well and what could it do better? Do you believe the public has a positive perception of the Police Department? What are the challenges facing it now? What will they be in the next five years? The survey results will help shape the profile of the ideal candidate and determine the questions the candidates are asked. Roberta said the anonymous survey will encourage more honest input than focus groups would. The surveys will run a month while the resumes are coming in. Alan expects to receive 50-60 resumes and the survey will help to cull them.

The firm typically doesn't conduct polygraph tests for Police Chief candidates but does thorough phone and internet background checks. They also will advertise for 30 days for a cost of \$500. The final candidates will need to answer a series of essay questions within 10 days and the content of those essays will be verified. Alan will send us the final candidates' submissions and will suggest which ones to interview. Typically, the Selectmen will interview candidates in non-public sessions. Job requirements include a bachelor's degree with 10 years' progressive experience in law enforcement. The incumbent won't need to live in Rindge but may need to live within a certain distance.

Alan will develop essay questions and write an ideal candidate and profile statement. Typically, a search takes 90 days but they'll compress it as much as they can. If the deadline for resumes is Sept. 30<sup>th</sup>, they'll take two to three days to review them and then will give candidates 10 days to submit the essays—which they'll probably get back by October 16<sup>th</sup>. The search should wind up the first or second week in November, and then the conditional offer of employment can be drafted (MRI has experience with writing employment contracts and can draft one). Once the conditional offer has been accepted, the background check will take a week or two.

The cost will be \$5,000 including the background check. The Town will pay for the advertising and the full ad will be on the MRI website and numerous other places online. The psychological test will cost \$100.

MOTION: Roberta motioned to sign the contract with MRI, Jed seconded, and all were in favor.

The meeting adjourned 10:54 A.M.

*Meeting minutes respectfully submitted by Linda Stonehill, Administrative Assistant*