

Northfield Police Chief Search Committee Meeting Minutes, September, 5, 2018

Roll Call: Ken Goslant, Sally Davidson, Rosemary Pelletier, Eilis O'Herlihy, Judy A. Wright, Philip Rowell, Merry Kay Shernock, and Lynn Doney (absent). Others present Town Manager Jeff Schulz.

The meeting started at 6:00 PM.

Introduction of Committee Members

Jeff Schulz opened the meeting and thanked the Committee Members for volunteering for the police chief search process. Next, the Committees Members introduction themselves.

Next, Jeff distributed several documents to the Committee: a list of Committee Members; the job advertisement for the police chief position, and a job description for the police chief position. Jeff noted that the job advertisement is similar to the ad used for the previous chief search in December, 2017.

Selection of Committee Chair

Jeff recommended that the Committee elect a Committee Chairperson. Rosemary Pelletier volunteered to be the Committee Chair. The Committee selected Rosemary to be the Chair.

Review Applications

Next, Jeff stated that the police chief job advertisement was posted in July and the deadline for submission of applications was August 17. The Town received five applications.

The Committee reviewed the documents Jeff distributed. The Committee agreed to have another meeting on September 12 to prepare a candidate evaluation sheet and a list of possible questions. The Committee also agreed to hold another meeting on September 26 with the goal of conducting interviews.

Adjournment

The meeting adjourned at 7:15 PM.

Jeff Schulz, Town Manager

Jeff Schulz, Clerk