

**PERSONNEL BOARD MINUTES**

**MEETING MARCH 2, 2018**

**9:00 AM 1<sup>ST</sup> FLOOR MEETING ROOM, TOWN HALL**

Board Members Present: Bud Robertson, Chair

Kevin Brogan, Member

Mary Jennings, Member -Absent

Also Present:

Melisa Doig, HR Director

Mark Haddad, Town Manager

Dawn Dunbar, Executive Assistant to the Town Manager

1. Meeting called to order 9:00 AM
2. The board voted to approve the minutes from the Personnel Board Meeting with the Board of Selectmen (BOS) on January 29, 2018. Mr. Robertson moved to approve minutes and Mr. Brogan seconded the motion. Unanimous vote.
3. Mr. Robertson asked about the status of the New Hire Policy. Mr. Haddad updated the members and said that he received the draft copy from the HR Director and he is reviewing and is planning on send it to the Personnel Board soon.
4. Mr. Haddad explained the process he was recommending for the hiring of a new Police Chief. He made reference to the Town Charter that the Search Committee has to bring two candidates forward. Mr. Haddad used the example of the process used to hire the Fire Chief. Mr. Haddad talked about succession planning and would like to conduct an internal search first. He felt that there are at least three candidates that would meet the qualifications. He is concerned about the morale of the department and feels that an internal candidate would carry out the legacy of the department.

Mr. Brogan stated that from his experience that posting internally and externally is a better practice. He agreed with Mr. Haddad that we should encourage internal candidates and they will have a "leg up" on the outside applicants. Mr. Robertson agreed with Mr. Brogan and felt that this position hiring process is different to the rest and should be a full search. Mr. Robertson said that there are three "big" positions in Town that should always have an outside search; Town Manager, Police Chief, and Fire Chief. These positions are the most high profile and feels the town should look internally and externally. The members agreed that their recommendation to the BOS would be to post internally and externally.

Mr. Robertson made the motion that the Personnel Board advises the BOS to advertise internally and externally for search for a new Police Chief.

5. Mr. Robertson made a motion to adjourn, seconded by Mr. Brogan, unanimous vote. Meeting adjourned at 9:50 AM.

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Bud Robertson, Chairman

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Respectfully submitted,  
Melisa Doig, HR Director

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