



Selectmen's Meeting Summary December 8th, 2010

Selectman Ken Ross-Raymond, Chair	Present
Selectman Joe Laycox	Present
Selectwoman Karen Sheldon	Present
Administrative Assistant Margaret Warren	Present
Office Assistant Kathie Downes	Present

Visitors: see attached sheet

Chairman Ross-Raymond called meeting to order at 6:30 PM. Board and Kathleen Doyle recording the meeting.

REGULAR BUSINESS:

- **Review and Approve Meeting Summaries:** Tabled until next meeting.
- Review Accounts Payable & Payroll registers. **Select board motioned to accept.**

Hiring Process for Police Department Personnel:

Discussion with representatives from LGC- Barry Cox and MCSO – Harry Thornley.

Thornley from MCSO reported that Sheriff Hilliard has agreed to help with process in anyway the Board asks. Advertise, do a job description, screening all applicants and bringing forward top candidates for interview process. MCSO would help with interview process and upon selection would do background. Common goal is to select a qualified candidate.

Cox from LGC noted that they would do about the same as what MCSO provides except they charge for the service. Initially would review and come up with updated job description; advertise – with LGC reviewing all resumes and screening all candidates. Come up with list of qualified candidates to be part of the second process of interview with oral board and perhaps essay question. LGC would be happy to have MCSO a part of the process. Once a selection is made will do background check, psychological tests and polygraph.

After general discussion and questions it was agreed to start the process immediately. Board motioned to go contract with LGC for their services in the recruitment process. The MCSO would also be involved and work with the LGC and Selectmen in this process as needed.

Selectman Ross-Raymond also emphasized that the MCSO has agreed to help with day to day activities such as reviewing mail, messages, etc. as well as to continue to help with pistol permit process. He thanked Lt. Thornley for helping with the police department inventory earlier this week. Lt. Thornley noted any pending cases or subpoenas should not be dropped through the cracks. AA Warren will contact Crime Star to get electronic data.

Selectman Ross-Raymond also mentioned that he will be speaking with surrounding police departments regarding shared services. He also asked AA Warren to get out a thank you letter to Troop D of State Police for their presence in town.

2011 Budget Preparation:

Selectmen -Proposed 2011 Budget Discussion:

- 4130 – Executive - AA Warren is requesting a 2% salary increase for the selectmen's office staff. Total executive proposed 2011 budget is \$84,358 – up by \$1,507.
- Selectman Laycox noted that as a reminder – no final decision at this time regarding requested increase until proposal is discussed with budget committee.

New Business:

- Cemetery Trustees have asked that a representative from BOS be at meeting Monday December 13th at 1 PM with Charlotte and Shirley Mitchell re: cemetery plot issue. Board agreed to Ken attending this meeting.
- Selectman Ross-Raymond suggests the Fire Dept be given a key to both police vehicles housed at the Safety Complex. He has spoken with Chief Gilman about this and he has agreed it is a good idea and they will start the vehicles periodically.

Old Business:

- Selectman Ross-Raymond asked AA Warren if she had drafted letters of understanding with surrounding towns re: police help in cases of emergencies. AA Warren will contact MCSO to get help drafting these letters.

Public Comments:

Maria Laycox: Franklin has a huge police dept – may want to contact them for help.

Other: All business that shall legally come before the Board

NEXT MEETING: December 29th, 2010

Selectman Laycox made motion to adjourn at 7:10 PM; Selectwoman Sheldon seconded. All voted in favor.

Meeting Summary reviewed and accepted at the December 29, 2010 Meeting.

Selectmen, Town of Salisbury