

Minutes of Compensation & Classification Working Committee

10:00 AM October 12, 2023 Meeting

Present: Chairperson Dilly DeBlase, Marie Larsen, Ben Retmier, Don Leopold. *Irene Ziebarth was not present.*

At 10:04 AM Dilly called the meeting to order in the Town Hall 2nd floor meeting room.

Dilly opened discussion on the process of evaluating the three proposals received from: Gov HR, McGrath and Collin's Center.

At 10:05 AM Tim Carroll joined the meeting. Mr. Carroll gave some guidance on the process for municipalities and how the Collin's Center is different from the other two proposals.

All members of committee have read all three proposals prior to today's meeting.

Dilly said all three proposals came in at a longer timeline than the RFQ had requested. McGrath and Gov HR both stated 4 months to complete and Collin's Center 6 months to complete study. There was discussion on why we wanted 3 months and the reality of what it will take and how it will be processed for the tow's annual budget process.

Mr. Carroll advised to complete the evaluation scoresheet for each proposal. It was determined that McGrath did not satisfy the minimum requirements but was also considered for the Highly advantageous, advantageous, and not advantageous criteria questions.

Each member read aloud their rating for Gov HR then McGrath and finally Collin's Center. The members present of the committee determined that McGrath was impressive and their qualifications especially in assessments for Fire/Police and EMS jobs would have been good for us but that they have no Massachusetts experience were removed from the running.

Ben noted the score for each while we were finalizing the evaluation but was called away on an emergency Ambulance call. Don took up the scoring. It was determined that Gov HR and Collin's are equal in the scoring evaluation step.

Mr. Carroll distributed the price proposals from each of the three companies.

There was discussion about if we submit the 2 to Select Board at their Meeting October 17th to decide. The committee (Don, Marie and Dilly) drafted some sample questions to have Town Administrator ask when doing reference checks for both Gov HR and Collin's Center.

There was discussion on the cost and the shortfall between the price proposals and the warrant article of \$25,000.

Don said we could narrow the scope to reduce the price.

The consensus was that this is worth spending the money on (Study) as an important tool for the town to have completed.

Marie said we should have the same questions for all references. Don, Marie and Dilly drafted the following:

- Did they (company who completed the study) deliver to town what was requested?
- What were they like to work with?
- Did they listen to you and respond to need?
- Would you use (hire) them again?

Marie asked if we would meet Tuesday before the Select Board meeting to finalize a recommended choice for company to do the Compensation & Classification Study. Dilly would post if we have some more information within deadline to post agenda.

At 11:21 AM Marie moved to adjourn the meeting. Don seconded the motion.

SO VOTED: 3 Ayes

Minutes submitted by Dilly DeBlase

Approved 01/03/2024

Document list:

- 4 Binders with 3 non price proposals from Gov HR, McGrath and Collin's Center
- RFQ evaluation sheets for each member to score each proposal
- Price Proposals distributed by Town Administrator during the meeting after evaluation was completed