

Board of Selectmen  
September 17, 2007

Present: Panny Gerken  
Curt Plante  
Kenneth F. Troup

#### ORGANIZATIONAL STUDY

Jane Moosbrucker, chairman of the Personnel Committee was present.

Peter Jones and Jerry Wasserman, of Future Management Systems, Inc. met with the Board of Selectmen to discuss their proposal to provide the town with an organizational study of selected municipal positions. Mr. Wasserman stated his philosophy would be to review the various positions to determine how best to distribute the workload and develop good working relationships.

Mr. Jones' philosophy is to start by understanding the needs of the town and then reviewing job descriptions and verifying work being done and by whom.

Mr. Jones stated that it is company policy not to release studies done for other communities. Mr. Wasserman stated, in addition to Bolton, he has done a similar study for the town of Westford and within his own town of Needham where he is a selectman. Mr. Wasserman agreed to forward copies of the study previously done for the Town of Bolton.

Mr. Wasserman has the in-depth municipal experience and Mr. Jones has the organizational and human resource experience. They provided the Board with a copy of their timeline for the project. Mr. Wasserman will take the leadership role and Mr. Jones will be the technical consultant. Mr. Lyle Kirkman, President of FMS, Inc. will also be involved in the process.

Mr. Wasserman defined a "desk audit" as going through the employee's day to verify actual work performed.

Mr. Plante explained that he was looking for the consultants to provide their recommendations based on their assessment and not make recommendations based on input from the Board of Selectmen. Mr. Wasserman stated there are two parts to the study, 1. is the assessment and 2. is the implementation which must be a give and take approach.

On a motion made by Gerken and seconded by Plante, the Board of Selectmen voted to include the Tax Collector position in the study. (Gerken – yes, Plante – yes, Troup – yes)

Overall, the Board of Selectmen was pleased with all three proposals. Mr. Troup said he could accept any of the three, but leaned toward Future Management because of their past work in Bolton. Mr. Plante was also comfortable with all three, but said he liked Michele's experience even though she had not done this type of study. Ms. Gerken was also impressed with Michele and liked her town hall experience. Ms. Moosbrucker thought the HRS proposal was best, but noted that she had not been able to attend the

interview with Michele. After discussion, on a motion made by Troup and seconded by Plante, the Board of Selectmen voted to contract with Michele Ciccolo of the John W. McCormack Graduate School of Policy Studies at Umass Boston. (Gerken – yes, Plante – yes, Troup – yes)

It was the Board's opinion that Ms. Ciccolo would provide a new point of view. She has direct town hall experience working with town hall functions and has classification experience. She provided additional information as a demonstration of her writing. They felt she had a high energy level, appears to be more accommodating to meet our schedule and will work hard to do a good job. They also thought she would relate well to the various employees to be interviewed.

The proposals were rated as follows except that Mr. Plante rated 2. & 3. as equal:

1. Michelle Ciccolo, John W. McCormack Graduate School of Policy Studies in Umass Boston
2. Jerry Wasserman & Peter Jones of Future Management Systems, Inc.
3. Tom Groux of Groux Associates and Sandy Stapczynski of Human Resources Services, Inc.

The Board of Selectmen opened the price proposals for the organizational study as follows:

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|----|---|------------|
| 1. | Human Resources Services, Inc.  | \$6,200.00 |
| 2. | McCormack Graduate School,<br>Umass Boston (with MAPC and<br>the Ciccolo Group, LLC | \$8,700.00 |
| 3. | Future Management Systems, Inc.   | \$9,900.00 |

With the selected firm being in the middle on price, the board was comfortable with its decision.

Meeting adjourned 5:55 p.m.