

Minutes of the meeting of the Burrillville Police Chief Search Committee held Tuesday, March 26, 2013 at 10:00 a.m. in the Community Room at the Jesse M. Smith Memorial Library, 100 Tinkham Lane, Harrisville, RI within the Town of Burrillville

Members Present:

Colonel Stephen M. McCartney, Chief of Police – Warwick
Major David P. Tikoian, Inspecting Officer – RI State Police
Chief Steven E. Reynolds - North Smithfield
Stephen N. Rawson, Town Council
Wallace F. Lees, Town Council

Members Absent:

Others Present:

Michael C. Wood, Town Manager

New Business to be considered and acted on:

1) Introduction of members

Members were introduced

2) Consider and act on election of a Chairman of the Committee

Wallace F. Lees will chair the committee. The vote was unanimous.

3) Review process to screen and evaluate candidates

Mr. Wood will observe and not rank or score candidates. 9 candidates will be interviewed. Interview questions will be forward to Mike Wood who will compile a draft for discussion on April 2nd.

4) Review process to rank candidates

A scale of 1 – 5, is established for each section of the scoring/ranking document. After the process is complete, a compilation and summary of all members' rankings will be available for public review. Individual members' rankings of each candidate will be maintained in the record and released to the public at an appropriate time.

Interviews will be set up for April 9, 10 and 11. Three (3) interviews will be conducted each day. Interviews are approximate 1 hour each starting at 10 a.m. The interviews will be in the Library meeting room.

Request for Executive Session:

Request for Executive Session from Michael C. Wood, Town Manager, pursuant to Rhode Island Open Meeting Law [42-46-5 (a)(1)] for discussion and considerations related to job performance and character of applicants for the position of Chief of Police.

Note: Pursuant to RIGL342-46-5(a)(1), any persons to be discussed have been so notified.

No votes were taken in Executive Session. The vote to seal the minutes of Executive Session was unanimous.

General Discussion:

The next meeting is Tuesday April 2, 10:30 AM at the Jessie M. Smith Library community room.

Adjournment:

The meeting adjourned at 11:30 a.m.

Chairman, Wallace F. Lees

Date

The Town of Burrillville will provide accommodations needed to ensure equal participation. Please contact the Burrillville Town Clerk at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it. A request for this service can be made in writing or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY).