

BOARD OF SELECTMEN
Sub-committee on TA Consultants
Town Hall
Minutes of February 25, 2013

At 10:15am, as directed by the Board of Selectmen, Town Administrator Virginia Wilder and Selectmen Laura Powers and Dick Gandt met with Richard Kobayashi, of the UMass Boston Edward J. Collins, Jr. Center for Public Management of Boston to understand the proposal's variable costs and determine if those costs, and therefore the total cost of the proposal, were reasonable. Ken Vogel was also in attendance at the meeting.

Minutes

Mr. Kobayashi explained the variable expenses as follows:

- Background checks which are conducted by an outside firm; \$350 per individual checked. For example, the BOS could request all finalists be checked (e.g., 5 x \$350 = \$1,750) or perhaps only the selected applicant (i.e., 1 x \$350 = \$350).
- Advertising fees
- Profile assembly
- Travel/mileage

Mr. Kobayashi estimated the total cost for latter three items (advertising, assembly, travel) would be between \$800 and \$1500.

The sub-committee determined that the total cost of the proposal (fixed plus estimated variable) was acceptable and will recommend to the Board of Selectmen acceptance of the UMass proposal.

The meeting adjourned at 11:55am.

Approved as filed by the members of the sub-committee March 1, 2013.

Documents distributed to the sub-committee before the meeting or at the meeting were:

1. Proposal from UMass Boston Edward J. Collins, Jr. Center for Public Management of Boston dated 2/20/13.

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the sub-committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.</p>
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