



# TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1111  
Fax: (978) 448-1115

## Select Board

Alison S. Manugian, *Chair*  
Rebecca H. Pine, *Vice Chair*  
Peter S. Cunningham, *Clerk*  
John F. Reilly, *Member*  
Matthew F. Pisani, *Member*

**Town Manager**  
Mark W. Haddad

**SELECT BOARD MEETING  
MONDAY, JULY 1, 2024  
AGENDA  
SELECT BOARD MEETING ROOM  
2nd FLOOR  
GROTON TOWN HALL**

- 6:00 P.M.**      **Announcements and Review Agenda for the Public**
- 6:05 P.M.**      **Public Comment Period #1**
- I.**      **6:06 P.M.**      **Town Manager's Report**
- 1.**      **Consider Accepting the Nomination of the Town Manager and Appoint Josh LoPresti and Dan Pierpont to the Trails Committee with terms expiring on June 30, 2025**
- 2.**      **Update on Select Board Meeting Schedule through Labor Day**
- II.**      **6:10 P.M.**      **Items for Select Board Consideration and Action**
- 1.**      **Consider Appointing a Fire Chief for the Town of Groton Pursuant to M.G.L. Chapter 42, Section 48**
- III.**      **6:15 P.M.**      **Public Hearing – Consider Setting a Special Rate Development Fee for the Chicopee Row/North Street Development Water Main Extension Project**

### OTHER BUSINESS

**ON-GOING ISSUES – Review and Informational Purposes – Brief Comments - Items May or May Not Be Discussed**

- A. PFAS Issue
- B. Green Communities Application and Implementation
- C. Florence Roche Elementary School Construction Project
- D. PILOTS

### SELECT BOARD LIAISON REPORTS

- IV.**      **Public Comment Period #2**
- V.**      **Minutes:**      **Regularly Scheduled Meeting of June 24, 2024**  
                              **Special Meeting – Fire Chief Assessment Center of June 25, 2024**
- VI.**      **Executive Session –**      **Pursuant to M.G.L., c.30A, §21(a), Clause 2 – “To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel” – Purpose – Prepare for Negotiations with Selected Fire Chief Candidate**

### ADJOURNMENT

*Votes may be taken at any time during the meeting.* The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the topics that will be discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Weekly Agenda Update/Report*

**Date:** *July 1, 2024*

### TOWN MANAGER'S REPORT

In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues List, there are two items scheduled on Monday's Agenda. First, the Select Board will be holding a Public Hearing to consider adopting a Special Rate Development Fee for the Chicopee Row/North Street Development Water Main Extension Project. Enclosed with this report is the proposed Special Rate Development Fee Regulation for your consideration. Second, I have scheduled an Executive Session for the end of the meeting. Should the Select Board choose a Fire Chief, the Executive Session will be used to prepare for negotiations with the chosen candidate.

1. The Trails Committee has requested that I nominate Josh LoPresti and Dan Pierpont for appointment to the Committee. I would respectfully request that the Select Board accept these nominations and appoint Mr. LoPresti and Mr. Pierpont to the Trails Committee.

2. Please see an update to the meeting schedule that will take the Select Board through Labor Day:

Monday, July 8, 2024	-No Meeting
Monday, July 15, 2024	-In Joint Session with Finance Committee – Approve FY 2024 Line Item Transfers -Call for the 2024 Fall Town Meeting -Update from Diversity Equity and Inclusion Committee
Monday, July 22, 2024	-No Meeting
Monday, July 29, 2024	-Regularly Scheduled Meeting
Monday, August 5, 2024	-No Meeting
Monday, August 12, 2024	-Regularly Scheduled Meeting
Monday, August 19, 2024	-No Meeting
Monday, August 26, 2024	-Regularly Scheduled Meeting – Remote Meeting
Monday, September 2, 2024	-No Meeting

**Select Board**  
**Weekly Agenda Update/Report**  
**July 1, 2024**  
**page two**

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

1. I have set aside time on the Agenda for the Select Board to consider appointing either Arthur Cheeks or Jon Belanger as Groton Fire Chief. This appointment will be made pursuant to Massachusetts General Laws, Chapter 42, Section 48, the so-called "Strong Fire Chief Law".

MWH/rjb  
enclosures

**TOWN OF GROTON  
CHICOPEE ROW/NORTH STREET DEVELOPMENT FEE  
WATER MAIN EXTENSION PROJECT**

Pursuant to the vote of Article 12 of the 2023 Spring Town Meeting, as amended by Article 9 of the 2023 Fall Town Meeting, the Town of Groton has approved the creation of the Chicopee Row/North Street (Groton) and Kemp Street/Groton Street (Dunstable) Water Extension to bring potable drinking water to the Groton Dunstable Regional High School and private homes, required for the treatment of per- and polyfluoroalkyl substances (PFAS) in said water supply sources due to the contamination of the well located at the Groton Dunstable Regional High School. The Select Board will be considering setting a special rate development fee for this Project. A public hearing will be held on Monday, July 1, 2024 at 6:15 p.m. in the Second Floor Meeting Room of the Groton Town Hall, 173 Main Street, Groton MA for this purpose. All interested residents are invited to attend.

**GROTON SELECT BOARD**

Alison S. Manugian, Chair  
Rebecca H. Pine, Vice Chair  
Peter S. Cunningham, Clerk  
John F. Reilly, Member  
Matthew F. Pisani, Member



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**Town Manager**  
Mark W. Haddad

## SELECT BOARD REGULATION

### Chicopee Row/North Street – System Development Fee

**Date Adopted: July 1, 2024**

Pursuant to the vote of Article 12 of the 2023 Spring Town Meeting, as amended by Article 9 of the 2023 Fall Town Meeting, the Town of Groton has approved the creation of the Chicopee Row/North Street (Groton) and Kemp Street/Groton Street (Dunstable) Water Extension to bring potable drinking water to the Groton Dunstable Regional High School and private homes, required for the treatment of per- and polyfluoroalkyl substances (PFAS) in said water supply sources due to the contamination of the well located at the Groton Dunstable Regional High School. The Select Board has adopted the following System Development Fee Schedule for domestic water services for this new water main.

1. This defined service shall be Chicopee ROW and North Street in Groton and Groton Street and Kemp Street in Dunstable. This defined service area shall not include new building construction and/or future developments on the streets mentioned above.
2. Customers connecting a new service line (domestic or fire service) typically pay a System Development Fee and connection costs, including materials and labor, incurred by the Groton Water Department and/or other private contractors.
3. The collection of all water usage, rates, fees and charges shall remain with the Groton Board of Water Commissioners and are not subject to this System Development Fee Schedule. All new users under this agreement shall pay the same water usage rates, fees, and charges as other Groton Water Department Customers.
4. All System Development Fees are payable in full to the Town of Groton prior to the installation of the water meter.
5. All water service lines installed on private property shall conform to the Groton Water Department's Rules and Regulations and be done by a competent and properly licensed experienced excavation personnel. The Groton Water Department reserves the right to accept and/or reject any installation contractor it deems unfit for installation of the water service lines.

6. The Town of Groton shall provide water service to homes that are within the current water pressure zone of the Groton Water Supply System. The Town of Groton and/or the Groton Water Department shall not be responsible for increasing the water pressure to any dwelling unit serviced by this water line beyond the property line. Augmentation of pressure due to elevation and/or distance from the Right of Way shall be the responsibility of the homeowner.
7. There shall be no cross connections between private well water and the Groton Water Supply System.
8. All fire service connections shall serve as dedicated fire lines and shall not have domestic water connections made to them.
9. Each dwelling unit and/or structure shall be serviced by a single and separate water line. Water service line sizes shall conform to the Groton Water Department's schedule. Furthermore, each dwelling unit and/or structure shall be separately metered. In cases where there is a multi-family structure, a single larger sized water line may service the building, however each dwelling unit shall be assessed a separate water connection fee as set forth and be separately metered where practical.
10. Each dwelling unit shall have a residential water meter, shut-off valve, and check valve, to be paid for by the homeowner. All water meters, shut-off valves and check valves shall be purchased directly through the Groton Water Department to ensure uniformity with materials used by the Groton Water Department and meter reading equipment.
11. Groton Water Department inspectional fees shall be paid for by the homeowner
12. A Massachusetts licensed plumber shall make all internal water connections from the new water line to the homeowners internal plumbing. This and all other internal plumbing needs shall be the responsibility of the Homeowner. In some instances, a expansion tank may be required on the hot water tank.
13. The Groton Water Department shall invoice all Fire Service Lines which are not part of any revenue sharing between the Town of Groton and the Water Department.

All System Development Fee revenue for domestic water services collected shall be shared on a 50/50 cost share between the Town and the Water Department for a period of 1 year after the completion of the Water Main Installation but no later than December 31, 2026. If the Town of Groton receives a State or Federal Grant for the Phase 1 construction, the Select Board may adjust the revenue sharing costs identified above.

Groton Select Board have instituted a reduced System Development Fee Structure under this agreement thru December 31, 2026 for existing structures. There shall be no reduced fee for Fire Service Lines. The proposed System Development Fee Schedule is for domestic water service lines and is as follows:

1" Service Line	\$ 2,000.00	
1-1/4" Service Line	\$ 2,352.00	If greater than 300 feet from the Right of Way
1-1/2" Service Line	\$ 3,058.00	
2" Service Line	\$ 4,704.00	
3" Service Line	\$ 5,880.00	
4" Service Line	\$ 8,232.00	

The Groton Select Board shall waive all System Development Fees for all properties in Groton and Dunstable that have had their well water contaminated by Aqueous Film-Forming Foam related to the Groton Dunstable Regional High School contamination plume. In these cases, the Town of Groton shall purchase from the Groton Water Department, at cost, a water meter, shut-off valve and check valve. The Town of Groton shall also pay for the internal plumbing required to connect the new water service line to the plumbing.

**Duly Adopted by the Groton Select Board**

**July 1, 2024**

Alison Manugian, Chair

Rebecca H. Pine, Vice Chair

Peter S. Cunningham, Clerk

John F. Reilly, Member

Matthew F. Pisani, Member

**SELECT BOARD MEETING MINUTES**  
**MONDAY, June 24, 2024**  
**UN- APPROVED**

**SB Members Present:** Alison Manugian, Chair; Becky Pine, Vice Chair; Peter Cunningham, Clerk; Matt Pisani; John Reilly;

**Also Present:** Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Patricia DuFresne, Assistant Director of Finance/Town Accountant; Art Cheeks and Jon Belanger, Fire Chief Candidates; Melisa Doig, Human Resource Director; Groton Fire Lieutenant James Crocker; Groton Fire Lieutenant Chase Lundgren; Tom Orcutt, Groton Water Superintendent, Brian Callahan, DPW Director in Training

Ms. Manugian called the meeting to order at 6:00 PM.

**ANNOUNCEMENTS**

Ms. Pine wanted to compliment the Diversity, Equity, and Inclusion Committee for displaying the Juneteenth flags on Main Street and for organizing the Annual Juneteenth Celebration, which took place last Wednesday, June 19th, at Lawrence Academy. She also wanted to thank Representative Margaret Scarsdale and Senator Pavel Payano for attending the session for local business leaders at the Groton Hill Music Center earlier today.

Due to the July Fourth holiday, Mr. Haddad announced that the Groton Town Hall will be closed to the public on Thursday, July 4th, and Friday, July 5th. On Friday, July 5<sup>th</sup>, employees will work remotely, take personal time, or take a vacation day. He also announced that Groton's Annual Fireworks show will take place on Monday, July 8, 2024, starting at 6:00 PM at Town Field.

Mr. Haddad read aloud a proclamation dedicated to Mr. Robert DeGroot for his many years of service to the Town of Groton. Mr. DeGroot has been a member of the Community Preservation Committee since 2004 and the Historical Commission since 2003 and has decided not to be reappointed for his next term. This proclaims June 24, 2024, as "Bob DeGroot Appreciation Day."

**PUBLIC COMMENT PERIOD #1**

Ms. Laura Hankin, of 82 Duck Pond Dr., was present to ask about the status of the Home Rule Petition. Mr. Haddad said that Town Counsel was currently drafting it. He also mentioned that the Warrant would open for the Fall Town Meeting on July 15<sup>th</sup>. Ms. Hankin wanted to know if the Board was in favor of a Home Rule Petition. Mr. Haddad clarified that the Board would decide on their position on the Home Rule Petition once they receive and review it from Town Counsel.

Mr. Francisco announced that at the Groton Transfer Station Tire Drop event on June 22, 2024, they received 77 tires and thanked residents who participated.



## **TOWN MANAGER'S REPORT**

- 1. Consider Ratifying the following appointments of the Town Manager: Samuel Rivet, Jackson Malloy, Ryan Huang, and Evan Fitzgerald-GCC Golf Staff; Alexander Lampe, Rachel Holland, Siyu Chen and Jacob Misner – GCC Lifeguard; Mackenzie Waisnor-GCC Camp Staff.**

*Mr. Cunningham made a motion to ratify the Town Manager's Appointments of Samuel Rivet, Jackson Malloy, Ryan Huang, and Evan Fitzgerald-GCC Golf Staff; Alexander Lampe, Rachel Holland, Siyu Chen, and Jacob Misner – GCC Lifeguard; Mackenzie Waisnor-GCC Camp Staff. Mr. Pisani seconded the motion. The motion carried unanimously.*

- 2. Review Anticipated Line-Item Transfers.**

Assistant Director of Finance/Town Accountant Ms. Patricia Dufresne was in attendance for this discussion. Mr. Haddad said the Board would meet in Joint Session with the Finance Committee on July 15<sup>th</sup> to approve the final FY 2024 Line-Item Transfers. Ms. Dufresne prepared a preliminary list and provided it to the Board for review. She walked the Board through the list. Mr. Haddad explained that the list may change once the final FY 2024 invoices are submitted. Ms. DuFresne said that Enterprises are included with the Line-Item Transfers as well. Ms. Dufresne presented a proposed amount of \$168,838 in line-item transfers to the Board.

- 3. Consider Ratifying the Employment Agreement with Police Chief Michael Luth.**

Mr. Haddad said that he would like to align the Police Chief's contract with the Town Manager's contract. He clarified that the employment agreement with Police Chief Michael Luth would cover the period from July 1, 2024, through June 30, 2025. The contract stipulates an annual salary of \$158,000 in Fiscal Year 2025. He respectfully requested that the Board ratify the employment agreement.

*Mr. Cunningham made a motion to ratify the Employment Agreement with Police Chief Michael Luth, effective July 1, 2024, through June 30, 2025. Ms. Pisani seconded the motion. The motion carried unanimously.*

- 4. Consider Ratifying the Employment Agreement with Treasurer/Collector Hannah Moller.**

Mr. Haddad explained the employment agreement with the Treasurer/Collector Hannah Moller would cover the period from July 1, 2024, through June 30, 2027. The contract stipulates an annual salary of \$98,110 in Fiscal Year 2025.

*Ms. Pine made a motion to ratify the Employment Agreement with Treasurer/Collector Hannah Moller, effective July 1, 2024, through June 30, 2027. Mr. Reilly seconded the motion. The motion carried unanimously.*

**5. Update on Select Board Meeting Schedule through Labor Day.**

Tuesday, June 25, 2024	Fire Chief Finalists Assessment Center
Monday, July 1, 2024	Appoint Fire Chief Water Rate Public Hearing
Monday, July 8, 2024	No Meeting
Monday, July 15, 2024	In Joint Session with Finance Committee- Approve FY 2024 Line-Item Transfers Call for the 2024 Fall Town Meeting
Monday, July 22, 2024	No Meeting
Monday, July 29, 2024	Regularly Scheduled Meeting
Monday, August 5, 2024	No Meeting
Monday, August 12, 2024	Regularly Scheduled Meeting
Monday, August 19, 2024	No Meeting
Monday, August 26, 2024	Regularly Schedule Meeting
Monday, September 2, 2024	No Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

**1. Initiate the Annual Performance Review of the Town Manager.**

Mr. Haddad said it was that time of year for the Select Board to begin the Annual Performance Review of the Town Manager. He said the Chair needed to certify which members could participate in the Annual Review and direct the Town Manager to begin his self-evaluation. Ms. Manugian commenced the review of the Town Manager and confirmed that Members Manugian, Pine, Pisani, Reilly, and Cunningham were eligible to participate in the review. Mr. Haddad will provide his portion of the review within the next 15 days to the HR Director. Ms. Doig was present and explained that she would then forward it to the Board.

**2. Consider Adopting the Annual Goals of the Select Board for FY 2025.**

Mr. Haddad drafted the proposed Annual Goals of the Select Board based on input from the various members. The members reviewed the proposed Annual Goals and made some suggestions to Mr. Haddad. One Annual Goal is to support the various Boards and Committees. Two competing goals for the DEI Committee (Diversity, Equity, and Inclusion Committee) were developed after a discussion with the following focus:

Version #1—Collaborate with DEI on consistent, unified responses to incidents of hatred, bigotry, or injustice. Develop a phased approach to increasing awareness of and inclusion of individuals, groups, and cultures in Groton now and in our history who may have previously been unrecognized or marginalized.

Version #2 – Provide guidance and assistance in identifying policies and documents that have worked to suppress cultural and socioeconomic diversity. Develop a phased approach to create inclusionary practices.

Mr. Haddad said he plans to invite the DEI Committee to a future Select Board meeting to discuss the goals and Committees' charge, and the Board can determine the final wording.

Here are the Annual Goals assignments for the Select Board members:

1. Support Board and Committees

Assigned Board Member: Becky Pine

2. PILOTS

Assigned Board Members: Matt Pisani and Alison Manugian

3. FY 2026 Budget Development/Implementation

Assigned Board Member: Alison Manugian

4. Provide Tax Relief for Seniors

Assigned Board Members: John Reilly and Peter Cunningham

5. Charter Review

Assigned Board Member: Peter Cunningham

After discussing and deliberating the Annual Goals, the Board agreed with the suggested changes and found them acceptable. Mr. Haddad respectfully asked the Board to adopt the Annual Goals. Please reference the attached finalized Goals of the Groton Select Board for Fiscal Year 2025.

*Ms. Pine moved to adopt the Groton Select Board's Annual Goals for Fiscal Year 2025, as discussed that evening. Mr. Pisani seconded the motion. The motion carried unanimously.*

**3. Consider Reappointing Gregory Baran to the Board of Registrars.**

The Town Clerk provided a memo to the Board requesting that the Select Board appoint a member to the Board of Registrars. Mr. Haddad said that based on the Committee's political party makeup, the Select Board needed to appoint a Republican. He respectfully requested that the Board reappoint Gregory Baran to the Board for a three-year term ending June 30, 2027.

*Mr. Pisani made a motion to appoint Gregory Baran to the Board of Registrars, with a term expiring on June 30, 2027. Ms. Pine seconded the motion. The motion carried unanimously.*

**4. Consider Appointing Deanna Kass to the Complete Streets Committee.**

*Mr. Cunningham made a motion to appoint Deanna Kass to the Complete Streets Committee, with a term expiring on June 30, 2025. Ms. Pine seconded the motion. The motion carried unanimously.*

**OTHER BUSINESS**

**Pursuant to the Charter, Authorize the Town Manager and One Member of the Select Board to Sign Warrants for the Next 30 days.**

*Mr. Pisani made a motion to authorize the Town Manager and one member of the Select Board to sign the Warrants for the next 30 days. Ms. Pine seconded the motion. The motion carried unanimously.*

**ON-GOING ISSUES**

PFAS Issue—Mr. Haddad announced a public hearing to set a special rate for the Chicopee Row/North Street Development Fee for the Water Main Extension Project will be held on Monday, July 1, 2024, at 6:15 p.m. in the Second Floor Meeting Room of the Groton Town Hall.

Also, he explained there will be a Water Main Information Session on Thursday, July 11th, at 7:00 p.m. at the PAC (Performing Arts Center). This session will discuss the major water main extension from Hollis Street up Chicopee Row to the Groton Dunstable Regional High School and then continue into Dunstable. The extension project will bring clean, potable water to the High School to address PFAS contamination.

**SELECT BOARD LIASON REPORTS**

**Public Comment Period #2**

None

**Approval of the Regularly Scheduled Meeting Minutes from June 10, 2024, and the Virtual Meeting of June 17, 2024.**

*Ms. Manugian made a motion to approve the minutes of the regularly scheduled meeting of June 10, 2024, and the virtual meeting of June 17, 2024. Mr. Reilly seconded the motion. The motion carried unanimously.*

The Board briefly recessed at 6:53 p.m. before the Fire Chief Interviews scheduled for 7:00 p.m. Member Pisani recused himself from the interviews and left the meeting.

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**7:00 P.M. Interview Finalists for Groton Fire Chief- 7:00 P.M.- Jon Belanger**

Mr. Jon Belanger, the current Deputy Fire Chief for the Town of Oxford, MA, was in attendance. Mr. Belanger received a list of interview questions from the Board. Ms. Manugian, as the Chair of the Select Board, welcomed Mr. Belanger and asked the questions, while other Board members asked additional questions as needed. Mr. Belanger has previously been acting Lieutenant, Lieutenant, Captain, and

Training Officer. The Board proceeded to go through the interview questions with Mr. Belanger and thanked him for attending the meeting. Mr. Belanger thanked the Board for their time. (Please refer to the Groton Fire Chief Questions and Mr. Belanger's resume).

**7:45 P.M. Interview Finalists for Groton Fire Chief -Art Cheeks**

Mr. Art Cheeks, the current Full-Time Deputy Fire Chief for the Town of Groton, MA, was in attendance. Mr. Cheeks received the same interview questions from the Board. Ms. Manugian welcomed Mr. Cheeks. Mr. Cheeks has served in several roles throughout his fire service career. Additionally, he has served as a conduit between call, per-diem, and career personnel. Ms. Manugian proceeded to go through interview questions with Mr. Cheeks. At the end of the interview, the Board thanked him for attending the meeting, and Mr. Cheeks thanked them for their time. (Please refer to the Groton Fire Chief Questions and Mr. Cheeks's resume).

Mr. Haddad announced that both Candidates will participate in the Assessment Center at the Groton Town Hall on Tuesday, June 25, 2024, starting at 8:00 a.m. Mr. Haddad explained that the Select Board will have the opportunity to deliberate on choosing a Fire Chief on July 1<sup>st</sup>. An Executive Session will also be held that evening to set the parameters for contract negotiations with the chosen candidate. He explained the remaining process: the Human Resource Director, Ms. Melisa Doig, would conduct a reference check after an offer is made to the chosen candidate, pending a successful background check. The Board requested Mr. Haddad and Ms. Doig to contact the references before making an offer. Ms. Doig confirmed that she would conduct the reference checks and report them to the Board.

The meeting was adjourned at 8:47 p.m. Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager.

**SELECT BOARD MEETING MINUTES  
FIRE CHIEF ASSESSMENT CENTER  
MONDAY, JUNE 25, 2024  
UN- APPROVED**

**SB Members Present:** Becky Pine, Vice Chair; Peter Cunningham, Clerk; John Reilly;

**Also Present:** Badge Quest, Assessment Center; Art Cheeks and Jon Belanger, Fire Chief Candidates; Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Melisa Doig, Human Resource Director.

The Assessment Center began at 8:00 a.m.

The two finalists for the position of Groton Fire Chief, Mr. Arthur Cheeks, the current Deputy Fire Chief for the Town of Groton, and Mr. Jon Belanger, the current Deputy Fire Chief for the Town of Oxford, took part in the Fire Chief Assessment Center at the Groton Town Hall on Tuesday, June 25, 2024. The Assessment Center was conducted by Badge Quest.

Please refer to the attached final Report for the results.

Respectfully submitted by Kara Cruikshank, Executive Assistant to the Town Manager.