



TOWN OF GROTON

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Board of Selectmen

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Town Manager
Mark W. Haddad

To: Board of Selectmen
From: Mark W. Haddad – Town Manager
Subject: Weekly Report
Date: August 28, 2017

1. There is nothing specifically scheduled on Monday's Agenda.
2. I would respectfully request that the Board ratify my appointment of Victor Sawyer as a Police Officer for the Groton Police Department and Jacquelyn Stiles for the Country Club Staff. With regard to the Police Officer appointment, Mr. Sawyer is a current Reserve Officer on the Department and has been an excellent employee for the Town. As you know, Corey Waite has filed his retirement papers for a medical disability retirement. It could take up to six months for it to be approved by Middlesex County. Chief Palma would like to get Victor into the academy as soon as possible so that he can be ready to go once Corey's retirement is approved. In order to obtain placement in the academy, you need to be officially appointed as Police Officer. He would not be paid as a full-time officer until he starts the academy. We can discuss this further at Monday's meeting.
3. The Board had requested an opinion from Town Counsel on whether or not the Investigation Policy can address anonymous complaints. The following is Town Counsel's opinion:

"I am familiar with the Investigation Policy given our assisting the Town in the drafting of the policy and our past experience with it. In my opinion, yes, the Board, the Town's chief policy-making authority, may include an additional section in the policy and procedure to specifically address the handling and processing of anonymous complaints should such a complaint be received by a member or members of the Board. In my further opinion, however, the existing policy language could be broadly interpreted to currently provide a procedure for the Board to follow not only when it comes to requests advanced by a person "on the record" but also requests received by a member or members of the Board by an unnamed individual. In my opinion, whether a request is received anonymously or by a named individual, the request would be processed pursuant to Paragraph 1 of the existing procedure. The anonymity of the complainant may possibly sway the Board members in deciding whether to initiate an investigation but the initial request would be processed the same as a request from a named individual, in my opinion. With respect to your question relative to whether the Board should entertain an anonymous request to initiate an investigation, it would be advisable not to completely disregard anonymous requests merely based on their anonymity. Whether the Board decides to initiate an investigation as a result of the receipt of a request from an anonymous source should be made, in my opinion, on a case-by-case basis."

We can discuss this further at Monday's meeting.

4. The Board had requested that I provide you with a summary of my recruitment/hiring process for both Department Heads and Non-Department Head employees. The following is the summary as requested. Please note that the Department Head process varies a little if the Department Head works for a Board or Committee. It is also important to point out that when filling a Department Head vacancy, I inform the Board of the process prior to recruitment.

Department Head Recruitment Process

When a vacancy occurs for a Department Head who works for a Board or Committee, the Town Manager provides the Board or Committee, along with the Board of Selectmen a proposed recruitment process. The first step in the process is to determine where to advertise the position. All Department Head positions are advertised with the Massachusetts Municipal Association, either on their web site or in their print edition (depending on timing, etc.). The vacancy is also posted on our website and advertised on Indeed, Monster and the Groton Herald. Finally, we also post the vacancy within trade magazines/websites related to the position. For example, for the recent Conservation Administrator vacancy, we advertised with the Massachusetts Association for Conservation Commissions.

The Town Manager then appoints a Search Committee made up of the Town Manager, Human Resources Director, a Member of the Board of Selectmen, a member of the Personnel Board, one or two Department Heads that work closely with the vacant department head position (for example, should the vacancy be the Town Treasurer/Collector, the Town Accountant and Principal Assessor would serve on the Search Committee), the Town Manager's Executive Assistant and a member or two from the Board or Committee, if applicable. The Town Manager, Human Resources Director and a member of the Board or Committee (if applicable) screen the resumes and determine who will be brought in for a preliminary interview before the Search Committee. If requested, all resumes are provided to every member of the Search Committee.

The Search Committee conducts the first round of interviews and chooses up to three finalists to move forward with the process. The next step in the process depends on whether or not the position reports to a Board/Committee. If this is the case, the finalists are sent for a public interview before the Board/Committee. Those finalists are then ranked by the Committee and a recommendation is made to the Town Manager. The next step is for the finalists to be interviewed by the Department Heads. This is a very important part of the process to determine "fit" within the organization. The Department Heads also rank the finalists.

The Town Manager then takes all of this input into consideration and makes a decision on who to appoint, subject to ratification by the Board of Selectmen. Prior to bringing the appointment to the Board of Selectmen, the selected candidate is subject to a thorough background check conducted by the Police Department (including a CORI check) along with individual reference checks by the Human Resources Director.

4. Continued:

With regard to the Police Chief and Fire Chief, the Town Manager is required to bring two finalists to the Selectmen. The above process is followed; however, the Town Manager not only brings them before the Department Heads for an interview, but a panel of experts is also used to interview the final candidates. In addition, the Selectmen add a step in which an Assessment Center is conducted.

Non-Department Head Recruitment Process

This process is a little simpler than the Department Head Recruitment Process. All vacancies are advertised on Indeed, Monster, the Groton Herald and our Town Website. In some instances, it will be advertised in trade magazines similar to Department Heads (for example, the recent vacancy in the Assessor's Office was advertised with the Massachusetts Association of Assessing Officers).

A Search Committee made up of the Human Resources Director, the Department Head that oversees the position and another related Department Head or Foreman is appointed by the Town Manager. This Search Committee conducts all preliminary interviews and brings finalists to the Town Manager for consideration. Background and reference checks are done by the Human Resources Director, including a CORI check. Based on the recommendation from the Search Committee, primarily by the Department Head who oversees the position, the Town Manager brings an appointment to the Board of Selectmen for ratification.

It is important to understand that each recruitment is tailored to the particular position. While the overall Search Process is extremely thorough and efficient, variations can be made depending on the particular circumstances related to the position. I look forward to discussing this in more detail with the Board at Monday's meeting.

5. The Sargisson Beach Committee is requesting that Lynda Moore be appointed to the Committee. I would respectfully request that the Board make this appointment at Monday's meeting.
6. Enclosed with this report, please find the Fiscal Year 2017 Fourth Quarter Financial Update. I would like to take a few minutes at Monday's meeting reviewing this with the Board. As is our practice, I would also like to take a few minutes updating the Board on the status of the Board's and Town Manager's annual goals and objectives. Enclosed with this report are the goals with an August 21st update. We can discuss this in more detail at Monday's meeting.

MWH/rjb
enclosures