



TOWN OF GROTON

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Board of Selectmen

Joshua A. Degen, *Chairman*
Barry A. Pease, *Vice-Chairman*
Alison S. Manugian, *Clerk*
John G. Petropoulos, *Member*
Rebecca H. Pine, *Member*

Town Manager
Mark W. Haddad

To: *Board of Selectmen*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *February 26, 2018*

1. Please note that Monday's meeting will start at 6:00 p.m. with an Executive Session for both litigation and collective bargaining. The regular meeting will commence at 7:00 p.m. Scheduled on Monday's Agenda is just one item. The Board will be meeting in joint session with the Sewer Commission to consider appointing Evan Boucher to the Commission to fill the vacancy on the Commission until the 2018 Spring Election. The vacancy was advertised and Mr. Boucher was the only applicant.
2. The Water Commission and Water Superintendent have requested that I appoint Stephen Straker of Pepperell as a Water Operator. This is an additional position that has been authorized by the Commission for the next year and one half. George Brackett has announced his retirement in June, 2019 and the Water Commission has decided to bring on an additional operator to be trained so that when George retires he will have been trained and ready to take over. This is very similar to what we did with the Accountant in Training Program. I have made this appointment. Pursuant to Chapter 4-2(c) of the Groton Charter, I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.
3. As you are aware, the Florence Roche School has received preliminary authorization from the MSBA to start a feasibility study. At this time, since Florence Roche School is owned by the Town of Groton and all the students attending the school are from Groton, the Town is responsible for 100% of the costs associated with this project. The Groton Dunstable Regional School Committee has been working with the State to consider whether or not the Study should be expanded to review both Florence Roche and Swallow Union. The School Committee is requesting that the Groton Board of Selectmen consider taking a position on whether or not the Feasibility Study should be a joint venture between the two communities and paid for through the proportional allocation of the budget as called for in the Regional School Agreement. We can discuss this further at Monday's meeting.
4. As I have previously informed you, we need to re-advertise and RFP for the Prescott School to comply with Chapter 30B of the General Laws. I have drafted the new RFP and enclosed it with this report for your review. I would like to advertise this RFP in next week's Central Register with a due date of April 9, 2018. I would respectfully request that the Board vote to issue the RFP at Monday's meeting.

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5. Now that Chief Palma has announced his intention to retire on May 28, 2018, I need to begin planning the Search for his replacement. As you are aware, Section 4-2(d) of the Groton Charter reads as follows:

"4-2(d) Whenever a vacancy occurs in the office of police chief....., to select and present at least 2 qualified candidates to the board of selectmen for appointment by the board to the office, as provided for in section 3.2(d)."

It is my responsibility as Town Manager to conduct the initial search and bring at least 2 candidates to the Board of Selectmen from which the Board will select the next Police Chief. Similar to the search I conducted for Fire Chief four years ago, I plan on utilizing the following search process:

- Working with Human Resources Director, develop an advertisement and Ideal Candidate Profile. We would then advertise it in the MMA Beacon Newsletter, Boston Globe, Local Newspaper and Police Chief Association.
- Establish a Nine Member Screening/Search Committee made up as follows:
 - a. Two Members of the Board of Selectmen (Josh Degen, Chair and Barry Pease, Public Safety Liaison)
 - b. Two Department Heads (Fire Chief/Town Clerk)
 - c. One Member of the Personnel Board (Bud Robertson)
 - d. One Member from the Police Department (A Sergeant that is not an applicant)
 - e. Human Resources Director
 - f. Two Citizens At Large (John Amaral, Jason Kauppi)
- Screening/Search Committee would conduct initial interviews and narrow candidates down to 3 to 5 finalists.
- These finalists would then appear before a review panel made up of area police chiefs.
- Based on input from the Screening Committee and Chief's Panel, I would narrow the list to two or three finalists to bring before the Board of Selectmen for interviews and Assessment Center Review (we have contacted the MMA Consulting Group, who has conducted this in the past, and asked them to provide a quote to conduct the Police Chief Assessment Center).
- Board of Selectmen would then make the appointment.

This is the identical process we followed to great success when we hired Fire Chief McCurdy. Please note that we will need a reserve fund transfer of about \$10,000 - \$15,000 to cover the cost of advertising and Assessment Center. We can discuss this in more detail at Monday's meeting.

6. As I have done for the last couple of meetings, I have set aside time on the Agenda for the Board to continue its review of the Proposed FY 2019 Operating Budget. Please note that the Finance Committee will be continuing its review on Tuesday, February 27th at 6:30 p.m. We have posted this as a Selectmen's Meeting as well. One issue that we need to discuss is the submittal of the following Citizen's Petition Warrant Article that will appear on the 2018 Spring Town Meeting Warrant:

ARTICLE: CITIZEN'S PETITION – SCHOOL RESOURCE OFFICER

To see if the Town will vote to require the Board of Selectmen to include an additional safety personnel position in the FY 19 municipal budget to be assigned as a School Resource Officer, whereas increasing the total of School Resource Officers in the FY19 budget from one (1) full time School Resource Officer to two (2) full time School Resource Officers without decreasing the FY19 proposed school budget, or to take any other action relative thereto.

CITIZENS' PETITION

We need to determine how this impacts the budget and how to address this prior to Town Meeting. I look forward to discussing this in more detail, along with other budget issues, at Monday's meeting.

MWH/rjb
enclosures