

BOARD OF SELECTMEN
Francis A. Hegarty, Chairman
Steven P. Rose, Clerk
Robert F. Brady, Jr., Associate

Francis T. Crimmins, Jr.
TOWN ADMINISTRATOR

Town of Avon Massachusetts

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BOARD OF SELECTMEN MEETING
MONDAY, MARCH 28, 2016
WORKSHOP SESSION
7:00 P.M.

Members present: Francis A. Hegarty, Chairman
Steven P. Rose, Clerk
Robert F. Brady, Jr., Associate

Others present: Francis T. Crimmins, Jr., Town Administrator
Shanna M. Faro, Executive Assistant to the Town Administrator
David Martineau, Police Chief
Scott Bettencourt, Bettencourt Law Group

Chairman Hegarty called the meeting to order at 7:00 p.m. with all members present.

Chief Martineau approached the Board. Chairman Hegarty explained to Chief Martineau that the reason for this Workshop Session was to discuss matters relating to public safety and staffing of the Police Department. Chairman Hegarty explained that the Board wanted to hear the Police Chief's suggestions and recommendations first before making any decisions on these matters.

The first matter to be discussed regarding the Police Department was the position of Deputy Police Chief. Selectman Rose asked the Police Chief to describe in detail the role of that position, the duties of a Deputy Police Chief and how the Board should proceed in filling that position. Chief Martineau informed the Board that there were plenty of duties that could be assigned to a Deputy Chief including: overseeing the officer who will eventually be assigned as the Court Prosecutor; reviewing police reports to ensure that they contain detailed descriptions to cover all the elements of an offense before the reports are sent to court; maintaining a system of checks and balances for evidence retention; updating the policies and procedures of the Police Department; and providing assistance to the Designer Selection Committee for the planning and design of the new Police Station.

Mr. Rose asked Chief Martineau specifically how filling this position would help him manage the Department. Chief Martineau informed the Board that a Deputy Chief would assist him the most in disciplinary action matters as well as the training of new officers. Chief Martineau further elaborated that the Deputy Chief would cover his shifts for vacation, personal and sick days. Chief Martineau requested of the Board that the Deputy Chief have the same shift as the Police Chief for a six-month period so that he could ensure the proper training of the Deputy Chief. Chairman Hegarty suggested that the Deputy Chief work a different shift as the Police Chief but schedule the shift in such a way that there is overlap to allow for training, but to also allow for a presence of managerial staff at all times at the station.

Mr. Rose stated to Chief Martineau and members of the Board that the position of Deputy Police Chief is a non-union, contract position. As such, Mr. Rose informed Chief Martineau that it is the duty of the Board of Selectmen to be as explicit as possible in the wording of the contract for this position in terms of

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the work hours, duties, responsibilities and expectations of the Deputy Chief. Both Mr. Rose and Mr. Hegarty concurred that a detailed contract is necessary so that there is no ambiguity in the contract so that the Deputy Chief will fully understand the requirements of the job. Mr. Rose noted that Chief Martineau had previously submitted a list of duties and responsibilities for a Deputy Chief. The Board unanimously agreed that Chief Martineau's list and job description for a Deputy Chief needs to be more detailed. Chief Martineau disagreed with the Board's opinion stating that his officers fully understand his expectations without needing to expand on his list of duties or the working hours required to do the job in a formal contract. Chairman Hegarty informed Chief Martineau that not only is detailed employment contract important for the Deputy Chief to fully understand the job responsibilities, but it's also pertinent for performance evaluations and legal action if necessary.

The next matter discussed was staffing of additional officers. Chairman Hegarty noted that the Police Department currently has eight full time officers and that it needs twelve to get back to full capacity. In addition, Mr. Hegarty noted how the Board would like to staff a School Resource Officer and a Court Prosecutor Officer. If the Deputy Chief is promoted from within the Police Department; that would mean the Town would need to hire and train potentially as many as seven new officers within a short period of time. Mr. Rose informed Chief Martineau that the Board's goal is to hire a Deputy Police Chief first and then the Board will shift focus to hiring additional officers at which time they will seek guidance from Chief Martineau in terms of how many new officers to hire at one time that will best work with the daily operations of the Police Department. There was a brief discussion in which the Board asked Chief Martineau to give some thought as to whether the position of Deputy Chief should be filled internally by one of his three Sergeants or whether the Board should post the position externally. Chairman Hegarty suggested that Chief Martineau revise the job description and duties for the Deputy Chief position so that the Board can work on drafting a new job posting with the notation that the internal candidates that previously applied for this position do not need to reapply. Chairman Hegarty further suggested that the Board reconvene in a Workshop Session with Chief Martineau in two weeks to review his edits to the job description. The Board unanimously agreed and asked Shanna Faro to schedule a meeting on April 11, 2016 at 7:00 p.m.

Finally, Chief Martineau noted that there is still a need for more part-time dispatchers. The Chief noted that this position was hard to fill, as typically the Police Department will invest in the training and certification for part-time dispatchers only to have them leave after a short amount of time to accept full-time dispatcher positions in other towns. Mr. Rose agreed with the Chief that the Board needs to address filling the part-time dispatcher position as well.

Adjournment

At 9:20 p.m., Chairman Hegarty requested the Board make a motion to adjourn the Workshop Session. Mr. Rose made a motion to adjourn the Workshop Session. Mr. Brady seconded the motion. The motion carried.

A roll call vote was taken.

Mr. Rose voted aye.
Mr. Brady voted aye.
Mr. Hegarty voted aye.

Respectfully submitted,



Shanna M. Faro
Executive Assistant to the Town Administrator