

AGREEMENT FOR SERVICES
TOWN OF PRINCETON

AGREEMENT between the Town of Princeton, a Massachusetts municipal corporation with a usual place of business at Town Hall, 6 Town Hall Drive, Princeton, Massachusetts 01541, acting through its Selectboard (Town), and Municipal Resources, Inc., 66 Main St Suite B, Plymouth, NH 03264 Company).

WHEREAS:

- A. The Town solicited quotes for the procurement of a services regarding the recruitment and selection of a new Police Chief as outlined in your proposal dated May 12, 2022.
- B. COMPANY submitted a quote to provide the Services and the Town has decided to award the contract to the COMPANY;

NOW THEREFORE, the Town and COMPANY for mutual consideration agree as follows:

COMPANY shall provide and/or deliver to the Town the following:

- 1. the Goods and Services described in the Invitation for Bids, as well as all necessary or incidental services.
- 2. Payment. The Town agrees to pay to the Company the sum of twelve thousand nine hundred fifty dollars (\$12,950) as set forth in its proposal.
- 3. Invoices. The Company shall submit to the Town monthly invoices for payment for the Goods provided and Services rendered. The Town shall make payments within thirty (30) days after its receipt and approval of the invoice.
- 4. Contract Term. The Company agrees to commence the performance of its obligations hereunder upon the date of execution of this Agreement by the Town and to complete its obligations under this Agreement as soon as practicable thereafter as set forth in the specifications, time being of the essence.

5. Claims. The Company shall be responsible for and pay all claims for damages resulting from failure to furnish the Goods and Services as provided by the Agreement; and it will conform to the determination of the Town relative to the suitability and quality of the Goods and Services provided.
6. Laws. This Agreement is made subject to all applicable laws of the Commonwealth of Massachusetts; and if any provision of this Agreement does not conform to such laws, such provision of the Agreement shall be void and the applicable provision of the General Laws shall be operative. Any suit shall be filed in the Worcester County Superior Court or a District Court in Worcester County.
7. Contract Documents. The Contract Documents consist of this Agreement, the solicitation of bids and the Company's price proposal. In the event of conflicting provisions, the language of this Agreement shall govern, provided that, if the conflict relates to the quality of the Goods and Services, the higher quality or quantity specified shall be required.
8. Provision of Goods and Performance of Services. The Company shall furnish all equipment, staffing, and materials to provide the Goods and Services in strict conformity with all applicable federal, state, and local laws, each of which is incorporated herein by reference and shall be responsible for obtaining all necessary approvals and permits as required for the provision of the Goods and the performance of the Services.
9. Warranties. The Company guarantees that the Goods and Services provided are fit for the purpose for which they are being purchased and that all the Goods and Services will be provided in strict conformity with the Contract Documents.
10. Indemnification of the Town. The Town's liability shall be limited to the amounts due the Company for the Goods actually furnished and the Services actually rendered. The Company shall indemnify, defend, and hold harmless the Town, its officers, boards, agents, and employees from any liability, loss, charge, or expense resulting from any employee's or third-party contractor's or supplier's claim for payment for wages, labor, materials, goods or services rendered to the Company or from any claim for injury to person or property, which may be made as a result of any act, omission or default on the part of the Company or any of its agents or employees, and will pay promptly on demand all costs and expenses of any investigation, including attorneys' fees and expenses. If any such claim is made,

- the Town may retain out of any payments due to the Company a sufficient amount to protect the Town against such claims, costs, and expenses.
11. Company's Standard of Care. The Company shall provide the Goods and Services and perform its obligations in conformity with the standard of professional skill and care applicable to established providers of such Goods and Services. The Company warrants and represents that it is familiar with the Goods and Services specified.
 12. Company's Personnel. The Company shall utilize only its employees and shall not utilize any third-party contractors without prior written approval of the Town.
 13. Insurance. The Town requires that the Company provide a Certificate of Insurance indicating evidence of General Liability and Automobile Liability with minimum limits of \$1,000,000.00, all as set forth in the Specifications, and Worker's Compensation in accordance with the General Laws. The Town requires that the Certificate of Insurance name the Town as an additional insured and that it provide that coverage cannot be changed or cancelled except on thirty (30) days' written notice to the Town.
 14. Successors. This Agreement is binding upon the parties and their successors. Neither the Town nor the Company shall assign or transfer any interest in the Agreement without the written consent of the other.
 15. Inspection and Reports. The Town shall have the right at any time to inspect the records of the Company relative to the Goods and Services provided to the Town pursuant to this Agreement. This shall include the right to enter upon any property owned or occupied by the Company whether situated within or beyond the limits of the Town. Upon request, the Company shall immediately furnish to the Town any and all written reports relative to the Goods and Services arising out of its operations under this Agreement during and/or after the termination of the Agreement.
 16. Termination.
 - a. For Cause. The Town shall have the right to terminate this Agreement:
 - (i) if the Company neglects or fails to perform or observe any of its obligations and a cure is not effected by the Company within seven (7) days next following its receipt of a notice of breach, non-performance, or poor performance issued by the Town; (ii) if an order is entered against the

Company approving a petition for an arrangement, liquidation, dissolution or similar relief relating to bankruptcy or insolvency and such order remains unvacated for thirty (30) days; or (iii) immediately if the Company shall file a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation, or dissolution relating to bankruptcy, insolvency, or other relief for debtors, or shall seek or consent or acquiesce in appointment of any trustee, receiver or liquidation of any of the Company's property.

The Town shall pay all reasonable and documented costs incurred prior to termination, which payment shall not exceed the value of the Goods and Services provided.

- b. For Convenience. The Town may terminate this Agreement at any time for any reason upon thirty (30) days' prior written notice of its intention to terminate. Upon receipt of such notice, the Company shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the Town's termination notice. The Company shall promptly notify the Town of costs incurred prior to the date of termination, and the Town shall pay all such reasonable and documented costs which payment shall not exceed the unpaid balance due on this Agreement.
 - c. Return of Property. Upon termination, the Company shall immediately return to the Town, without limitation, all documents and items of any nature whatever supplied to the Company by the Town or developed by the Company in accordance with this Agreement.
17. Notice. All notices or other communications required or permitted under this Agreement shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail, or by other reputable delivery service, to the parties at the address set forth on Page 1 or furnished from time to time in writing by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand; if mailed, three days after deposit with the United States Postal Service; or the day following deposit with a private overnight service.
18. Severability. If any term or condition of this Agreement or its application shall to any extent be held invalid, illegal, or unenforceable by a court of competent

jurisdiction, the legality and the enforceability of the remaining terms and conditions of the Contract shall not be deemed affected unless one or both parties would be substantially or materially prejudiced.

Other Terms and Conditions: None

IN WITNESS WHEREOF, the Town and the Company, by authorized officers of the parties, have executed this Agreement this _____, day of _____, 20__.

TOWN OF PRINCETON

COMPANY

By: _____

By: _____

Its Town Administrator, by vote of
the Selectboard on 7/13/2022


Date: _____, 20__

Approved as to availability of funds:

Jenny Lin
Town Accountant

Date: _____, 20__

Approved as to form:


Thomas Mullen
Town Counsel

Date: 7/28, 2022



SOLICITATION OF QUOTATIONS POLICE CHIEF SEARCH

INTRODUCTION

The Town of Princeton is seeking proposals from a qualified consultant to provide services in connection with the recruitment and selection of an appropriate candidate for the position of Police Chief. Quotations must be submitted no later than **2:00 pm on Thursday, May 26, 2022**. The Town reserves the right to reject all bids as determined to be in the best interests of the Town and to waive minor informalities.

Please submit quotation electronically and forward all inquiries pertaining to this matter to:

Nathan Boudreau, Special Projects Coordinator
VIA EMAIL

TOWNCLERK@TOWN.PRINCETON.MA.US

BACKGROUND

Rich in history and nestled along the south face of Wachusett Mountain, Princeton is a rural community with small yet thriving pockets of agriculture, conservation land, and open space. Its scenic beauty has been sought by travelers as a refuge from the city for hundreds of years. Princeton's Town government is organized with an elected 3-member Selectboard, who serve as the executive branch, a Town Administrator tasked with overseeing the Town's day-to-day operations and policy enactment, and an Open Town Meeting legislative branch.

Princeton provides its citizens with municipal highway services, a regional school system, sanitation, health, recreation, planning, zoning, public improvement services, and police and fire protection. In 2021, these local services were supported with an \$11,165,632.34 operating budget.

The mission of the Princeton Police department is to maintain law and order, provide community assistance, and investigate crimes. The responsibilities of the police also extend to enforcing laws that exist by ensuring drivers are obeying traffic laws, patrolling high-traffic areas and communities within the department's jurisdiction to protect the safety of community members, and

questioning suspicious activity while on patrol. Police are also responsible for responding to emergencies that require medical attention and may need to perform first-aid duties until medical assistance arrives on the scene. This service is provided with four full-time and seven part-time officers.

The Princeton Police Department currently serves out of a Police Station that does not meet police safety standards. The Town has been advancing towards a new Public Safety Building, with the most recent proposal narrowly denied in 2021. In addition to staffing and infrastructure limitations, the Commonwealth of Massachusetts recently passed criminal justice reform legislation that imposes new and costly changes to rural policing. As a result, Princeton is considering adding two full-time police officers to its roster this coming fiscal year and relying on fewer part-time officers. Further requirements on the department are predicted as the law is implemented.

The Princeton Police Department is led by a Police Chief who has given notice of retirement effective December 31, 2022. Therefore, an experienced candidate is sought to guide the department into the next era.

SCOPE OF SERVICES

- A) The vendor will conduct a substantial search for a new Police Chief and seek professional assistance with recruitment logistics.

The project should include but not be limited to the following tasks:

Phase I – Advertising/Recruiting

The town will work with the consultant to assess the current hiring market and establish advertising and recruiting materials and processes.

Phase II – Pre-Screening

The Police Chief Screening Committee will evaluate the applicants' submittals and determine which applicants continue in the search process.

Phase III – Screening Committee Structured Interview

Committee will meet with agreed-upon applicants in a structured panel interview. The interview would consist of pre-established questions that would focus on the candidates' interests and qualifications, leadership and management style, budget and strategic planning experience, and other job-related subjects. Developed questions would be shared with the search firm to help eliminate redundancy and identify questions better suited to the Assessment Center Process.

Phase IV - Assessment Center

The top tier of candidates, most likely between three to five, would be invited to participate in a series of exercises designed, administered, and rated by the chosen search firm. The various activities would be prepared to reflect upon issues relevant to the Town of Princeton and our community needs and provide an additional opportunity for the candidates to demonstrate their work experience, training, and readiness to take on the position of Police Chief in the Town of Princeton. The consultant would deliver the results of the Assessment Center exercises to the Screening Committee, who will review the results along with comments by the hiring consultant and recommend forward candidates for the final interview.

Phase V – Hiring Interview

The Police Chief Search Committee would recommend finalists to the Selectboard for their final consideration.

Phase VI – Hiring

The Selectboard will vote to hire the new Chief following their Hiring Interview.

QUOTATION SHALL INCLUDE:

- Quotation should include a brief history and introduction of the vendor
- Names of references from other municipal organizations for which comparable services have been rendered.
- A clear written scope of the projected costs and a detailed schedule.

66 Main Street, Suite B
Plymouth, NH 03264

119 International Drive
Portsmouth, NH 03801



Telephone: (603) 279-0352
Toll Free: (866) 501-0352

all@mrigov.com
www.mrigov.com

May 12, 2022

Nathan Boudreau, Special Projects Coordinator
6 Town Hall Dr
Princeton, MA 01541

RE: Response to RFP – Police Chief Recruitment and Assessment Consultant

Mr. Boudreau,

Municipal Resources, Inc. ("MRI") is pleased to submit this response to your Request for Proposals to provide assistance to the Town for the recruitment and an assessment for the selection of the next Police Chief for the Town of Princeton.

Municipal Resources, Inc. has 30 years of experience with public sector executive recruitments and our record for helping towns identify and select candidates with the right "fit" is impressive. When you engage MRI, you are engaging a team of professionals that are all employees of MRI. By investing time and energy to learn about the specific challenges of the job and understand the personality of the community, we can identify candidates with the right blend of management skill, leadership style, values, philosophy, and approach to ensure a "fit" for success and long tenure. Because the scope of services offered by MRI across the region and our many contacts, particularly in Massachusetts, MRI can leverage those contacts to directly recruit quality candidates.

MRI has been serving municipalities and school districts for more than 30 years. During that time, we have provided services to more than 500 public sector organizations. In conducting recruitment and selection services, we endeavor to do more than merely match candidates to job openings:

- We work closely with the client to understand the leadership and management aspects of the position that may be unique to your community in order to establish and clarify job expectations.
- We work closely with each applicant to help them understand the position requirements and the expectations you have for the successful candidate while keeping them abreast of their status at each step in the selection process.
- We recognize that the client is not only hiring a senior executive but may very well be bringing an entire family into the community. Consequently, we work with the

applicants to enable them to learn as much as possible about the region as well as the client community, and we help the client prepare to support the assimilation of the new manager. We are also careful to ensure that economic expectations and family needs or special circumstances are clearly understood early in the selection process.

- We stay actively involved through the final selection and formal appointment. Our objective is to initiate and establish long-term, successful relationships between the individuals we help place and our clients.
- We understand that every community is different; therefore, every search is different. MRI works hard to understand the intricacies and uniqueness of each client's organization, and then tailors the process to meet their specific needs and expectations.

It is important to note that MRI has managed a number of recruitments and a wide variety of consulting projects throughout the COVID pandemic and have developed processes and procedures in conjunction with our clients to ensure a successful outcome while meeting the needs of the Town and the safety of MRI staff, town staff and the public. When necessary due to local restrictions, these measures have included Zoom interviews, and online surveys for info gathering.

Any questions regarding this proposal may be directed to me at skelly@mrigov.com, (603) 279-0352 X321 or Cell (207) 459-6435.

Respectfully submitted,

MUNICIPAL RESOURCES, INC.

By:



Sean F. Kelly, Director of Police Services
Municipal Resources, Inc.
66 Main Street, Suite B, Plymouth NH 03264
119 International Drive, Portsmouth, NH 03801
(603) 279-0352 Ext. 321
(603)707-4819 Fax
skelly@mrigov.com
www.mrigov.com

66 Main Street, Suite B
Plymouth, NH 03264

119 International Drive
Portsmouth, NH 03801



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Toll Free: (866) 501-0352

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www.mrigov.com

PROPOSAL

Municipal Resources, Inc. (MRI) is pleased to provide this proposal for assistance to the Town of Princeton for the recruitment and assessment of Police Chief candidates. MRI was established 30 years ago and is very well known for its expertise in policing. MRI has completed police projects from Aiken South Carolina to Presque Isle Maine and is well known for Police Chief Recruitment and Selection Processes, having completed selection processes throughout New England. Over the last few years MRI has assisted many other New England communities with recruiting and selecting executive level positions, including the following:

- Bedford, MA – Town Manager Recruitment
- Swampscott, MA – Police Chief Recruitment
- Haverhill, MA – Police Chief Recruitment
- Northfield, MA – Police Chief Assessment Center
- Concord, MA – Police Chief and Town Manager Recruitment
- North Andover, MA – Police Chief and Town Manager Recruitment
- Manchester-by-the-Sea, MA – Police Chief and Fire Chief Recruitments
- Westwood, MA – Police Chief Recruitment
- Middletown, RI – Police Chief Recruitment
- Portsmouth, RI - Police Chief Recruitment and Town Administrator Recruitments
- South Portland, ME – Police Chief Recruitment

ADVERTISING and RECRUITING

1. We will work with the Client to develop a timeline for the recruitment process so that the Client and all candidates can plan accordingly.
2. We will work with the Client to develop ad copy, recommend advertising venues, and coordinate placement of the ads. Resumes are typically received for at least 30 days.
3. We will research MRI's database and contact potential candidates from other similar recruitments we have conducted in the past 12 months. It should be noted that MRI's advertising is targeted at venues that are most likely to engage candidates with the professional training and experience



desired by the client. Since some of these advertising venues will be viewed nationally and even internationally, we expect to have many states represented in the candidate pool. MRI's recruitment efforts go well beyond the team identified in this proposal as we leverage our entire consulting group for the benefit of the client.

4. We will canvas MRI's professional network to identify and actively recruit promising potential candidates.

PRE-SCREENING

1. We will receive, acknowledge, and hold all resumes in confidence, forwarding to the hiring authority as desired. We have found that assured confidentiality will increase the number and quality of applicants rather significantly. We acknowledge receipt of all resumes and keep candidates apprised of their status at each selection point throughout the process.
2. We will provide regular updates to the Client which will provide an overview of relevant information about the candidate pool, answer questions, and review selection criteria at each decision point throughout the process.
3. We will establish a team of professional consultants who will screen and review all resumes for minimum qualifications.
4. We will conduct telephone interviews of candidates who meet the minimum qualifications.
5. We will conduct preliminary background screening of candidates.
6. We will submit resumes of qualified candidates to the Client for dissemination to the Town's Police Chief Screening Committee.

SCREENING COMMITTEE STRUCTURED INTERVIEW

If desired, MRI will provide the Screening Committee with model questions for use during the Town administered structured interview phase of the selection process.

ASSESSMENT CENTER

Concurrent to the Screening Committee interview phase, MRI will formulate, design, and administer an Assessment Center for three (3) to five (5) candidates to include at least five (5) assessment exercises most appropriate for identifying the strengths and weaknesses of the candidates. The assessors are all MRI police management consultants, *employed by MRI*, that are experienced in administering the process and evaluating candidates.

A typical assessment center consists of a number of exercises, each designed to measure the skills, knowledge and abilities of each candidate within the most critical dimensions required of the position. The primary consideration in developing exercises is to determine those which best identify the potential of a candidate if appointed to the position of police chief. Since every community is different, MRI develops each assessment center exercise specifically for the client community. We will work with designated officials/staff to develop specific exercises that are most relevant to the position in Princeton. The Assessment Center Examination is viewed as a much better process than oral interviews and/or written examinations for determining a candidate's suitability for a position because it combines elements of both with an assessment of written communication skills, performance under pressure, and critical thinking in a real time, relative real-world setting.

Each job-related exercise will measure critical skill dimensions, such as communication, planning, problem solving, administrative skills, leadership, and negotiation skills. While there are a variety of possible exercises, a typical assessment center consists of some combination of:

1. In-basket exercise
2. A technical procedural exercise
3. Tactical operations exercise (incident simulation)
4. An impromptu presentation
5. Exercises to evaluate written problem-solving
6. Group discussion with assigned, or unassigned, roles
7. Employee counseling skills
8. Staff meeting exercise
9. Community presentation
10. Labor relations/negotiation exercise
11. Budget preparation/control exercise
12. Program development exercise
13. Disciplinary meeting exercise
14. Structured oral interview

At the conclusion of the Assessment Center the MRI team will meet with the client/designated officials to fully discuss the performance of each candidate and to provide a scoring matrix. This will be followed up with a written scoring overview for consideration by the Police Chief Screening Committee.

ASSESSMENT CENTER-COMMUNITY PANEL HYBRID OPTION

MRI has had developed a "hybrid" assessment center which merges a community interview panel with an Assessment Center. This option provides for a panel, designated by the Town, to interview the

candidates (prepped and facilitated by MRI) and for the panel to participate in one of the role-playing exercises. This option has been very well received by client communities.

TIMELINE

We have significant experience structuring and conducting all sorts of executive recruitment projects for municipalities, and we are very willing and able to customize our approach to accommodate any unique requirements of a community or to fit within budget constraints. With planned retirement date of the incumbent Chief being at the end of calendar year 2022, the following proposed timeline can be adjusted accordingly.

TASK	WEEK #											
	1	2	3	4	5	6	7	8	9	10	11	12
Contract Awarded to MRI. Start date of "Week #1" can be adjusted to fit the needs of the Town.												
Calls with Client and/or Police Chief Search Committee												
Develop Position Advertisement												
Place Advertisements												
Finalize Timeline for Assessment Center Delivery												
Active Recruitment and Review of Submissions												
Accept and Review submissions												
Recruit qualified candidates from MRI's professional network												
Deadline and Final resume scoring.												
Preliminary background work on candidates												
Telephone Interviews												
Delivery of qualified candidates resume to Police Chief Search Committee												
Delivery of Assessment Center												

Since there is little room for "compression" of this schedule, any delays will need to be added to the end of the assessment center proposed schedule.

REFERENCES

Municipal Resources, Inc. has extensive experience providing recruitment and assessment center services to clients. A complete list of client communities may be found in **Appendix A**.

Reference: TOWN OF SWAMPSCOTT, MA	
Period of Performance	2022
POC Name and Title	Sean Fitzgerald, Town Administrator
Telephone	(781) 596-8850
Summary of Services	Performed a national police chief recruitment process and assessment center similar to the scope of services in our proposal.

Reference: TOWN OF NORTHFIELD, MA	
Period of Performance	2021
POC Name and Title	Andrea Llamas, Town Administrator
Telephone	(413) 498-2901
Summary of Services	Performed a national police chief recruitment process and assessment center similar to the scope of services in our proposal.

Reference: TOWN OF MIDDLETON, MA	
Period of Performance	2020
POC Name and Title	Andy Sheehan, Town Administrator
Telephone	(978) 777-3617
Summary of Services	Performed a national police chief recruitment process and assessment center similar to the scope of services in our proposal. The assessment center was completed virtually, given COVID restrictions.

Reference: TOWN OF CONCORD, MA	
Period of Performance	2015
POC Name and Title	Stephen Crane, Town Manager
Telephone	(608) 778-3831
Summary of Services	Performed a national police chief recruitment process and assessment center similar to the scope of services in our proposal.

Reference: TOWN OF WESTWOOD, MA	
Period of Performance	2013, 2014, 2018, 2019, and 2022
POC Name and Title	Jeffrey Silva, Police Chief
Telephone	(781) 320-1000
Summary of Services	Performed a national police chief recruitment process and assessment center similar to the scope of services in our proposal. Performed additional assessment centers for positions of police lieutenant and police sergeant.

FEES

Our services for the recruitment and assessment center process with all items outlined above are offered for a lump sum cost of Lump Sum Cost of **\$12,950.00**.

If optioned by the Client, the recruitment and *hybrid assessment center* process with all items outlined above are offered for a lump sum cost of Lump Sum Cost of **\$15,950.00**.

The fee does not include the cost of advertising or reimbursement of candidate travel expenses. We suggest an advertising budget of **\$1,200.00**

Fees associated with attendance at meetings beyond the scope of work requested by the Town will be calculated at the billable hourly rate of \$135 for personnel assigned. Travel time associated with attendance at additional meetings requested by the Town will be billed at half the usual rate after the first hour round trip and mileage will be billed at the current IRS per mile travel rate after the first 30 miles round trip.

In addition, the Client is responsible for providing food and interview rooms for the assessment center team and candidates.

Respectfully submitted,

MUNICIPAL RESOURCES, INC.

By:



Sean F. Kelly, Director of Police Services

Municipal Resources, Inc.

66 Main Street, Suite B, Plymouth NH 03264

119 International Drive, Portsmouth, NH 03801

(603) 279-0352 Ext. 321

(603)707-4819 Fax

skelly@mrigov.com

www.mrigov.com

APPENDIX A



**Municipal
Resources, Inc.**



Municipal Resources, Inc.

Executive Recruitment Services

Today's market for top talent is extremely competitive. Historically low unemployment rates, combined with the 'greying' of senior municipal managers and a generation lost to the private sector make it more challenging than ever to fill essential municipal management positions.

How can MRI assist your community?

MRI offers a full range of executive recruitment services. From our unsurpassed comprehensive recruitment package to single day assessment centers, MRI can tailor our services to your specific needs and budget.

Why choose MRI?

- MRI is the leading consulting and recruiting firm in New England
- We have completed hundreds of public sector recruitments
- Our dedicated project teams have specialized experience serving in the positions for which we are recruiting
- We have dedicated support staff who work exclusively on the recruitment process
- We take the time to understand the unique needs of each community
- We understand that we are representing *your* community and treat every candidate with respect

Serving municipalities in the Northeast for over 25 Years

Since 1989 MRI has had a proven track record of helping municipalities provide efficient and effective services because we understand the challenges facing local governments in New England.

Municipal Resources, Inc. | 603.279.0352 | mrigov.com | all@mrigov.com



Relevant Experience | Effective Solutions | Valuable Results

MUNICIPAL RESOURCES, INC.
POLICE RECRUITMENTS
AND
ASSESSMENT CENTER
REFERENCES

MAINE

South Portland, ME

Police Chief Assessment Center 2021
Stephanie Weaver, Director of HR
City of South Portland
25 Cottage Road
South Portland, ME 04106

MASSACHUSETTS

Andover, MA

Police Chief Assessment Ctr. 2013
Police Chief Assessment Ctr. 1998
Town Manager
Town of Andover
36 Bartlet Street
Andover, MA 01810
(978) 623-8225

Assumption College

Worcester, MA
Public Safety Director 2013
Peter Wells
Executive VP and Treasurer
Finance Office
500 Salisbury Street
Worcester, MA 01609
(508) 767-7424

Berlin, MA

Police Chief Recruitment 2021
Margaret Nartowicz, Town Administrator
Town of Berlin
23 Linden Street
Berlin, MA 01503

Concord, MA

Police Lieutenant Assessment Ctr. 2015
Police Chief Recruitment and
Assessment Center 2014
Christopher Whelan, Town Manager
Town of Concord
PO Box 535
22 Monument Square
Concord, MA 01742
(978) 318-3000

Dartmouth, MA

Police Chief Recruitment and
Assessment Center 2009
David G. Cressman
Town Administrator
Dartmouth Town Hall
400 Slocum Road
Dartmouth, MA 02747
(508) 910-1813

Dedham, MA

Deputy Police Chief Assessment Center 2017
Police Job Task Analysis 2016
Police Department Mentoring 2015
Public Safety Study 2013
Police Dept. Data Analysis 2011
Nancy Baker, Interim Town Administrator
26 Bryant Street
Dedham, MA 02026
(781) 751-9100

East Longmeadow, MA

Police Chief Recruitment 2005
Town Administrator
60 Center Square
East Longmeadow, MA 01028-2457
(508) 835-3490

Greenfield, MA

Police Captain Assessment Ctr. 2005
Dennis Helmus, HR Director
Town Hall Annex
253 Main Street
Greenfield, MA 01301
(413) 772-1577

Haverhill, MA

Police Chief Recruitment 2021
James J. Fiorentini, Mayor
City of Haverhill
4 Summer Street
Haverhill, MA 01830

MASSACHUSETTS - CONTINUED

Hubbardston, MA

Police Chief Recruitment 2005
Dennis Perron, Police Chief
Hubbardston, MA 01452-0206
(978) 928-1405

Longmeadow, MA

Police Professional Development Assessment
Center 2015
Stephen J. Crane, Town Manager
20 Williams Street
Longmeadow, MA 01106
(413) 565-4100

Manchester-by-the-Sea, MA

Police Chief Recruitment & Assessment Ctr. 2016
Fire Chief Recruitment & Assessment Ctr. 2016
Police/Fire/EMS Studies 2015
DPW Director Recruitment 2014
Dispatch Study 2014
Town Administrator 2012
Police Chief 2007
Interim Police Chief 2007
Gregory Federspiel, Town Administrator
10 Central Street
Manchester-by-the-Sea, MA 01944
(978) 526-2000

Marlborough, MA

Police Chief Assessment Center 2017
David Brumby, Human Resources Director
140 Main Street
Marlborough, MA 01752
(508) 460-3770

Middleton, MA

Police Chief Recruitment and Assessment Center
2020
Andy Sheehan, Town Administrator
Middleton Town Hall
48 S Main Street
Middleton, MA 01949
978-777-3617

Mendon, MA

Police Officer Entry Level Assess. Center 2018
David H. Kurczy, Chief of Police
Mendon Department of Public Safety
22 Main Street
Mendon, MA 01756
(508) 478-2737

Middleton, MA

Police Chief Recruitment 2020
Andrew Sheehan, Town Administrator
Town of Middleton
48 South Main Street
Middleton, MA 01949

Millville, MA

Interim Police Chief;
Organizational Assessment; and
Police Chief Assessment Center 2007
Helen M. Coffin
Executive Secretary
Town of Millville
PO Box 703
Millville, MA 01529
(508) 898-4843

North Andover, MA

Police Chief Assessment Center 2016
Andrew Maylor, Town Manager
120 Main Street
North Andover
Massachusetts, MA 01845
(978) 688-9500

Northfield, MA

Police Chief Recruitment 2021
Andrea Llamas, Town Administrator
Town of Northfield
69 Main Street
Northfield, MA 01360

Uxbridge, MA

Police Chief Recruitment 2018
Angie Ellison, Town Manager
Town of Uxbridge
21 South Main Street
Uxbridge, MA 01569

Wenham, MA

Police Captain Recruit & Assess. Ctr. 2017
Peter Lombardi, Town Administrator
138 Main Street
Wenham, MA 01984
(978) 468-5520, x-2

MASSACHUSETTS - CONTINUED

Westwood, MA

Police Sergeant Assessment Ctr. 2014
Police Sergeant Assessment Ctr. 2018
Police Sergeant & Lieutenant Assessment Ctr. 2019
Police Chief Assessment Ctr. 2013
Michael Jaillet, Town Administrator
580 High Street
Westwood, MA 02090
(781) 340-5012

NEW HAMPSHIRE

Ashland, NH

Police Chief Recruitment 2001
Board of Selectmen
PO Box 517
Ashland, NH 03217
(603) 968-4432

Barrington, NH

Police Chief Recruitment 2015
John Scruton
Town Administrator
PO Box 660
Barrington, NH 03825
(603) 664-9007

Bedford, NH

Police Chief Recruitment and
Assessment Center 2011
Organizational Assessment 2006
Keith Hickey, Salem Town Mgr.
(Former Bedford Town Mgr.)
33 Geremonty Drive
Salem, NH 03079
(603) 890-2000

Bow, NH

Police Chief Recruitment 2021
David L. Stack, Town Manager
Town of Bow
10 Grandview Road
Bow, NH 03304

Center Harbor, NH

Police Consultant Services 2018-2019
Mark Chase, Police Chief
Center Harbor Police Department
PO Box 140
36 Main Street
Center Harbor, NH 03226

Durham, NH

Police Chief Recruitment 1996
Board of Selectmen
15 Newmarket Road
Durham, NH 03824
(603) 868-5571

Enfield, NH

Police Chief Recruitment 2018
Ryan Aylesworth, Town Manager
Town of Enfield
23 Main Street
Enfield, NH 03748
(603) 632-5026

Fitzwilliam, NH

Police Chief Recruitment 2013
Jane Wright, Town Administrator
13 Templeton Turnpike
PO Box 725
Fitzwilliam, NH 03447
(603) 585-7723

Goffstown, NH

Police Chief Recruitment and
Assessment Center 2014
Sue Desruisseaux
Town Administrator
16 Main Street
Goffstown, NH 03045
(603) 497-8990

Gorham, NH

Police Lieutenant Recruitment 2018
Robin Frost, Town Manager
Town of Gorham
20 Park Street
Gorham, NH 03581
(603) 466-3322

Grantham, NH

Police Chief Recruitment 2016
Grantham Board of Selectmen
300 Route 10 South
Grantham, NH 03753
(603) 863-6021

NEW HAMPSHIRE - CONTINUED

Hanover, NH

Police Sgt. Assessment Center 2017
Julia Griffin, Town Manager
41 South Main Street
Hanover, NH 03755
(603) 643-4123

Hinsdale, NH

Police Chief Recruitment 2012 and 2019
Jill Collins, Town Administrator
PO Box 13
Hinsdale, NH 03451
(603) 336-5710

Hooksett, NH

Police Chief Recruitment 1999
Board of Selectmen
35 Main Street
Hooksett, NH 03106
(603) 485-8471

Hudson, NH

Police Chief Assessment Center 2008
Police Synergy for Sgt. & Lt.
Stephen Malizia, Town Adm.
12 School Street
Hudson, NH 03051
(603) 886-6024

Lincoln, NH

Police Chief Recruitment 1998
Police Study – 1999
Board of Selectmen
PO Box 25
Lincoln, NH 03251
(603) 745-2757

Littleton, NH

Police Detective Assessment 2021
James Gleason, Town Manager
Town of Littleton
125 Main Street, Suite 200
Littleton, NH 03561

Madison, NH

Police Chief Recruitment 2003
Board of Selectmen
PO Box 248
Madison, NH 03849
(603) 367-4332

Newbury, NH

Organizational Assessment &
Police Chief Recruitment 2005
Dennis Pavlicek, Town Adm.
PO Box 296
Newbury, NH 03255
(603) 763-4940

Pelham, NH

Police Lt. and Sgt. Assessment Centers 2014
Joseph Roark, Police Chief
14 Village Green
Pelham, NH 03076
(603) 635-2411

Richmond, NH

Police Chief Recruitment 2018
Board of Selectmen
Town of Richmond
105 Old Homestead Highway
Richmond, NH 03470
(603) 239-4232

Rindge, NH

Police Chief Recruitment 2014 & 2012
Jane Pitt, Town Administrator
30 Payson Hill Road
Rindge, NH 03461
(603) 899-5181

Somersworth, NH

Police Chief Assessment Center 2016, 2022
Robert Belmore, City Manager
One Government Way
Somersworth, NH 03878
(603) 692-9502

Stratham, NH

Police Chief Recruitment 2009, 2019
Board of Selectmen
Town of Stratham
10 Bunker Hill Avenue
Stratham, NH 03885
(603) 772-7391

Thornton, NH

Police Chief Recruitment 2016
Tammie Beaulieu, Town Administrator
16 Merrill Access Road
Thornton, NH 03285
(603) 726-4232

NEW HAMPSHIRE - CONTINUED

Tilton, NH

Police Chief Recruitment 2021
Jeanie Forrester, Town Administrator
Town of Tilton
257 Main Street
Tilton, NH 03276

Weare, NH

Police Chief Recruitment 2013, 2019
Organizational Assessment &
Interim Police Manager 1994, 2019
Naomi Bolton, Town Administrator
PO Box 190
Weare, NH 03281
(603) 529-7525

Wolfeboro, NH

Police Chief Recruitment 2004
David Owen, Town Manager
PO Box 629
Wolfeboro, NH 03894
(603) 569-8161

PENNSYLVANIA

Villanova University

Public Safety Director Recruitment &
Interim Director Services 2007
Kenneth Valosky, Vice President
Finance and Administration
Villanova University
The American College
Huebner Hall
270 So. Bryn Mawr Avenue
Bryn Mawr, PA 19010
(610) 519-4532

RHODE ISLAND

Middletown, RI

Police Chief Recruitment 2018
Shawn J. Brown, Town Administrator
Town of Middletown
350 East Main Road
Middletown, RI 02842

Portsmouth, RI

Police Chief Recruitment and
Assessment Center 2013
John Klimm, Town Administrator
2200 East Main Road
Portsmouth, RI 02871
(401) 683-3255

VERMONT

Hartford, VT

Police Chief Selection Facilitation
And Background 2015
Town Manager's Office
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001
(802) 295-9353

Rutland, VT

Police Chief Assessment Center 2017
Suzanne Ellis, Director – HR
One Strongs Avenue
PO Box 969
Rutland City, VT 05702
(802) 774-7811

Windsor, VT

Police Chief Recruitment 2014
Tom Marsh, Town Manager
29 Union Street
Windsor, VT 05089
(802) 674-6786