

**Charter Review Committee (CRC)**  
**Town of Groton, 173 Main St., Groton, MA 01450 978-448-1111**

**DRAFT Meeting Minutes - August 17, 2016**  
At Town Hall, 1<sup>st</sup> Floor Selectmen's Meeting Room, 173 Main St., Groton

**Present:** Jane Allen, Robert Collins, John Giger (Secretary), Michael Manugian (Chair), Michael McCoy, Bud Robertson (Vice-Chair), Stuart Schulman

**Recorder:** Fran Stanley

**Visitors:** Judy Anderson, Russ Harris, Peter Cunningham, Anna Eliot, Pat Woods

**Call to Order:** Chair Michael Manugian called the meeting to order at 7 PM. Mr. asked members to review the August 10, 2016 draft minutes. Bud Robertson suggested two wording changes that were accepted by Committee members.

**Approval of Meeting Minutes:**

Ms. Allen moved to approve the draft minutes of August 10, 2016, as corrected. Mr. McCoy seconded. The minutes were approved 6:0 (Mr. Collins abstained because he was not present at the August 10<sup>th</sup> meeting).

**Tally**

Remaining To Present:	0
Remaining To Complete:	9
<u>Completed:</u>	<u>207</u>
Total:	216

**Completed**

Accepted	58
Referred	14
Previously addressed or dismissed	135

**Reconsideration of motions ending in a 3-3 Tie**

Committee members reconsidered the following motion that ended in a 3-3 tie when last considered by the Committee:

Mr. McCoy moved and Mr. Robertson seconded the motion to add a new

Subsection 5 to Charter Section 3-2(b) as follows (and as amended), “sign all payroll and expense warrants; provided, however, that the Board of selectmen at its sole discretion may delegate this authority to the Town Manager or acting Town Manager for a period not to exceed 30 days by a vote of the Board at a posted meeting.”

Mr. McCoy stated that he continues to support the motion. Mr. Collins stated that he is inclined to support the motion because the Selectmen’s signatures are largely a ministerial act considering the fact that the expenditures would already have been vetted by department heads and relevant boards with the additional check to ensure that the funds to cover the expenditures in the approved budget.

Mr. Robertson said that the provisions of the new law concerning warrant articles is relevant to this discussion. Specifically, either the majority of the Selectmen sign in open meetings or one Selectmen is designated to sign. Mr. Schulman shared that the convention in Groton has been that a majority of the Selectmen sign the warrant. However, signatures have typically been collected outside of an open meeting. Mr. Robertson highlighted the fact that the new law requires signature of the warrants in an open meeting which will require a change in BOS practice.

Mr. Giger commented that delegation of signing to a single Selectman to sign in open meeting does not allow for a back-up if the designated Selectman is unavailable. Mr. Schulman said that ideally for him the majority of the Selectmen would sign while allowing the Town Manager to be designated to sign should a majority of the Selectmen not be available to approve a warrant.

Ms. Allen said that she would like to see that in an emergency the Town Manager plus two Selectmen can sign the warrant. She does not want one person to sign whether they be the Town Manager, a Selectman or a Library Trustee.

Mr. Giger wants the Selectmen to be given the authority to delegate. He does not support the 30-day rule limiting the delegation. Mr. Collins said that the time that he wants a focus on the expenditure is when the board is voting to spend the money in the first place. Mr. Robertson stated that he would like Selectmen to have the freedom to delegate.

Mr. Manugian endorsed the Mr. Collins’ previously proposed language whereby the Selectmen can delegate from time to time and for cause. Mr. Manugian explained that he sees a value to the educational piece of viewing the expenditures from warrant to warrant. Mr. Manugian also cautioned of the temptation presented by a power to delegate rather than assuming and carrying that continuing responsibility.

Further, Mr. Manugian stated that he wants a body outside of the Town Finance Department to be a part of the process to sign off on the warrant. Mr. Giger said that with the Town Manager as the chief procurement officer ideally should not be signing off on expenses and charges that he has procured on behalf of the town. Mr. Giger said that he wants at least one Selectman to sign off on the warrant.

Committee member questioned and the group agreed that a reference to a decision of the Selectmen is to be read as implicitly a reference to a majority of the Selectmen.

No amendments were made and Mr. Manugian opened the discussion up to the public.

Ms. Allen moved to amend delegation to “a Selectman and the Town Manager”. Mr. Giger seconded the motion. The amendment to the motion carried 4:3 (Ms. Allen, Mr. Giger, Mr. Collins and Mr. Manugian voted in favor; Mr. Robertson, Mr. McCoy and Mr. Schulman voted against).

Mr. Robertson stated that he sees no reason to add a Selectman to this delegation. Mr. Cunningham commented that all Selectmen presently receive a list of all payroll and expense warrants by email. Mr. Giger questioned whether this was simply current practice or a necessary distribution because all Selectmen are currently signing the warrants.

Mr. Manugian called for a vote on the main motion as amended. Motion carried 6:1 (Mr. Manugian voted against).

Discussion ensued about whether this language limits delegation to one Selectman and the Town Manager but would current law also allow the Selectmen to delegate to one Selectman only. Mr. Collins will ask Town Counsel at a later date. The desire of the Committee is that delegation not be permitted to a single Selectmen and hope that the proposed wording conveys this prohibition.

Mr. Manugian noted that there was a second motion that ended in a 3-3 tie:

A second motion on 20160803 to require a majority of Selectmen to sign the expense and payroll warrants which ended in a tie was re-moved and passed by a vote of 5-1. Because the motion ultimately passed, it did not require reconsideration.

Mr. Schulman moved to rescind the second motion on August 3, 2016 to require a

majority of Selectmen to sign the expense and payroll warrants which ended in a tie was re-moved and passed by a vote of 5-1 because it was covered by the motion to delegate to the Town Manager and a Selectmen. Mr. McCoy seconded. Motion carried 7:0.

Mr. Harris asked for clarity on this issue (signing by a majority of Selectmen) because some voters have found this to be a sensitive issue and want to retain Selectmen only signing authority. Mr. Schulman said that he objects to that statement and the sentiment that because some voters oppose a submission that the Committee must extend special deference to those views. Mr. Schulman understood the process to involve Committee recommended changes to the Charter that would all need to be voted on at Town Meeting in order to result in a change to the Town's Charter. That would be the time for voters to express their views.

Also, the matter of references to the Selectmen signifying a majority of the Selectman was revisited.

Mr. Collins moved to add wording to the Charter stating that any action taken by a multiple member body requires an affirmative vote of the majority unless otherwise specified. Mr. Robertson seconded.

Mr. McCoy asked whether there is a difference between approval and affirmative vote. Mr. Schulman said that while in favor of this motion he is concerned that with the kinds of changes that the Committee is making now, that a risk is run of rippling effects throughout the Charter document that will create unforeseen consequences. Mr. Manugian agreed.

Mr. Collins withdrew his motion. Mr. Robertson (second) concurred.

### **Definition and Usage of Term Officers**

Ms. Allen reviewed the Charter document to see how the term officer was used and she proposed a number of changes for clarity and consistency. Ms. Allen stated that the definition of elected officer remains while she proposes removing references to the term "Town Officer", generally substituting the term "Department Head" instead. Specific changes proposed were reviewed one by one:

During the discussion of Section 2-7, Ms. Allen suggested having the Town Manager select which employees should attend Town Meeting. Ms. Eliot responded that the townspeople want Department Heads to attend Town Meeting. This is one example of more substantive changes that Ms. Allen is proposing and the Committee will consider as it makes this pass through the Charter document.

The changes proposed by Ms. Allen that were adopted by consensus of the Committee were as follows:

Line 41 Ethical Standards -- remove “and appointed”  
Line 155 - replace “any town officer” with “any department head”  
Line 186 -- remove “Town Officer”  
Line 189 – remove “Town Officer”  
Line 192 – remove “the office”  
Line 258 -- replace “town” with “elected”  
Line 267 – “elected town officers” should be “elected officers”  
Line 270 – replace “town officers” with “elected officers”  
Line 385 -- “elected town officers” should be “elected officers”  
Line 392 -- replace “town officer” with “department head”  
Lines 575 to 578 -- replace “appointed officers” with “department heads”  
Line 583 -- remove “officers and”  
Line 612 – remove “town officers and” from the verbiage  
Line 624 -- remove “or officers”  
Line 694 -- replace “capable officer of the town” with “elected officer or department head”  
Line 754 -- remove “town officers and”.

Other proposed changes that were addressed by motions and other means were as follows:

Mr. Collins said that the term deputy in Section 2-7(a) should be replaced with the word individual instead. Group discussed that when in doubt, this Committee will avoid changes. Mr. Collins abandoned his request for the change.

The Committee discussed whether references to “division” should be retained. The “division” language was originally included to allow for the Town Manager to reorganize employees under a division model.

Mr. Giger moved to expunge the term division throughout the Charter document. Mr. Schulman seconded. Motion carried 7:0.

Action item: Mr. Giger volunteered to make this change throughout the Charter document.

Action Item for Mr. Manugian: propose better placement for the Personnel Section 3-10 which is presently located at lines 524 to 528.

In Lines 253 to 254, Committee members discussed desirability of making changes to the “officers and other representatives to regional authorities” language.

Mr. Manugian motioned to leave the represent, etc. language as is. Mr. Schulman seconded. Motion carried 6:1 (Mr. McCoy against).

The intent of the Committee was that the Town Manager be considered a Department Head wherever the term was used in the Charter. The Committee discussed whether this needed to be explicitly stated. The Committee decided by consensus that the Town Manager would be viewed as a department head and this did not need to be explicitly stated.

The definition of agency was reviewed by the group. The Committee decided by consensus that a definition of agency was not required.

Next meeting: August 24, 2016 at 7 pm.

Mr. Schulman and Mr. Collins are expected to miss next week's meeting.

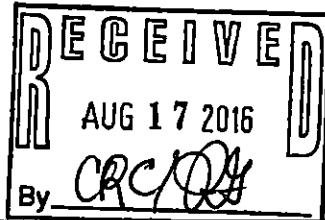
Mr. Collins moved to adjourn at 9 pm. Ms. Allen seconded. Motion carried 7:0.

**Exhibits:**

- A. Email message from Barry Pease to Town Charter Review Committee, et al, dated August 17, 2016, subject: Delegation of Expense and Payroll Warrant Authority.
- B. Letter from Attorney Robert Collins to The Groton Charter Review Committee, ATTN: Michael Manugian, Chairman, Subject: Personnel Policy Negotiating Team.

**Exhibit A to Charter Review Committee**  
**07-17-16 Meeting Minutes**

**From:** Barry Pease  
**To:** [Town Charter Review Committee](#)  
**Cc:** Mark Haddad; Dawn Dunbar  
**Subject:** BoS Delegation of Expense & Payroll Warrant Authority  
**Date:** Wednesday, August 17, 2016 12:10:54



Dear Members of the Town Charter Review Committee,

As I am boarding a plane in 4 hours and was not able to get on the earlier flight from Los Angeles, I will not be able to attend this evening's meeting. I was even on the jet-bridge obtaining the final seat when the inconsiderate passenger showed up and was allowed to board.

In light of your agenda item tonight, I would like to restate my opinion that the BoS be given such ability to delegate authority for signing payroll and expense warrants, even if it is for a period of limited time.

I would bring to your attention a current example - I am aware, as you might be, that the BoS had to move its August 22nd meeting to the 29th since 3 of its members will not be present on the 22nd due to geographic dispersion. While I don't know for certain, it might also make it difficult for expense and/or payroll warrants to achieve the 3 necessary signatures.

Additionally, from a democratic point of view, if the people imbue their power and trust in the BoS, it seems counter-intuitive to remove authority which is granted by the Massachusetts General Laws. In fact, one might ask if we are so afraid of autocratic measures that it is reasonable to deploy another form of extreme restriction in response.

Instead, please allow me to present a few compromises for your consideration:

- 1) The BoS may delegate authority for a limited time. Such authority is automatically rescinded at the end of the term, and must be renewed by a public vote of the board as a regularly scheduled agenda item.
- 2) The BoS must have at least one member signing in addition to the appointed authority.
- 3) Only a super-majority, 4 or more members, may authorize such delegation.

Perhaps with such restrictions, such potential delegation enjoys a challenging passage, and would only be used in the most appropriate of circumstances.

Thank you for your time and consideration.

Best regards,

Barry A. Pease  
Member, Board of Selectmen

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From: Mark Haddad  
Sent: Wednesday, August 17, 2016 5:57 AM  
To: Jack Petropoulos ([jack.petropoulos@gmail.com](mailto:jack.petropoulos@gmail.com)); Josh Degen-Home; Anna Eliot; Peter Cunningham-home;  
Barry Pease  
Subject: FW: Connie is correct. This is a disgrace.

FYI

From: Michael Manugian [<mailto:Mike@ManugianInc.com>]  
Sent: Tuesday, August 16, 2016 7:28 PM  
To: Russ Harris; CSartini; John Giger (CRC)  
Cc: Pat Woods; Bud Robertson; Jane Allen-Home; Michael McCoy; Robert Collins; Stuart Schulman home; Mark Haddad

Subject: RE: Connie is correct. This is a disgrace.

Hi All,

It's important to remember that there were two separate issues being discussed and two sets of motions. Also, that there were two 3-3 votes. Here are the details.

**Issue 1: Delegate signing of warrants to the Town Manager**

The first motion was to allow the BOS to delegate signing of warrants to the Town Manager. This was amended to set a time limit. The main motion then resulted in a 3-3 tie. I indicated that the motion failed to pass. However, I had forgotten that a majority of the Committee had voted to table a tie and bring it up at the next meeting where all Committee members were present. That is why this motion for this issue is on the agenda for this week.

**Issue 2: Require three signature of BOS on warrants**

Sections 57-58 of the Municipal Modernization Bill which was signed by the governor on August 9, 2016 allows the BOS to delegate the signing of warrants to one of its members. The Committee felt that warrants signed by the BOS should be signed by three members as was required prior to the passage of this bill. A motion to require three signatures resulted in a 3-3 tie. Mr. McCoy asked if he could change his no vote to a yes. I said that he had to remake the motion. He did and this motion passed 5-1 in favor. This ended the consideration of this issue.

Issue 1 ended in a tie; issue 2 passed. That is why we are reconsidering issue 1.

Thanks,

Mike

From: Russ Harris [mailto:[russ@lostincosmos.com](mailto:russ@lostincosmos.com)]  
Sent: Tuesday, August 16, 2016 2:39 PM  
To: Michael Manugian; CSartini; [john.crc@cybergiger.com](mailto:john.crc@cybergiger.com)<<mailto:john.crc@cybergiger.com>>>  
Cc: Pat Woods; Bud Robertson; Jane Allen-Home; Michael McCoy; Robert Collins; Stuart Schulman  
Subject: Re: Connie is correct. This is a disgrace.

Hi Mike,

Michael McCoy clearly stated that he wanted to change his vote on the 3-3 tie. You said he could not change a vote that already took place but he could reintroduce the same motion. He then reintroduced the motion with language clarifying his intention. The motion Mike McCoy introduced was clearly made to allow him and the committee to change its vote on the 3-3 tie and you told him that was how to proceed. By voting on Mike McCoy's motion by 5-1, effectively the committee changed their vote on the 3-3 tie vote; they were linked votes with the second majority vote overruling the 3-3 tie. I don't see any other way to interpret it.

If the 3-3 tie was a standalone vote, you would be correct. In this case the clear intent of the second vote was to overrule the 3-3 tie.

Russ

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From: Michael Manugian <[Mike@ManugianInc.com](mailto:Mike@ManugianInc.com)<<mailto:Mike@ManugianInc.com>>>  
To: Russ Harris <[russ@lostincosmos.com](mailto:russ@lostincosmos.com)<<mailto:russ@lostincosmos.com>>>; CSartini  
<[sartini38@verizon.net](mailto:sartini38@verizon.net)<<mailto:sartini38@verizon.net>>>;  
<[john.crc@cybergiger.com](mailto:john.crc@cybergiger.com)<<mailto:john.crc@cybergiger.com>>>  
<[john.crc@cybergiger.com](mailto:john.crc@cybergiger.com)<<mailto:john.crc@cybergiger.com>>>  
Cc: Pat Woods <[woodsds@aol.com](mailto:woodsds@aol.com)<<mailto:woodsds@aol.com>>>; Bud Robertson  
<[BudRobertson@charter.net](mailto:BudRobertson@charter.net)<<mailto:BudRobertson@charter.net>>>; Jane Allen-Home

<janemrm@gmail.com<<mailto:janemrm@gmail.com>>>; Michael McCoy  
<michael@riality.com<<mailto:michael@riality.com>>>; Robert Collins  
<rlcesq@verizon.net<<mailto:rlcesq@verizon.net>>>; Stuart Schulman  
<stuartschulman@hotmail.com<<mailto:stuartschulman@hotmail.com>>>; Mark Haddad  
<mhaddad@townofgroton.org<<mailto:mhaddad@townofgroton.org>>>  
Sent: Tuesday, August 16, 2016 2:18 PM  
Subject: RE: Connie is correct. This is a disgrace.

Hi Russ,

The motion to require that three selectmen sign was in response to a bill on the governor's desk (we were told) which would allow the BOS to delegate signing to a single Selectman. This was a separate matter from delegation of signing to the Town Manager. It was a separate motion from the one delegating to the Town Manager.

The matter of re-voting on a tie vote is strictly procedural. I had forgotten that the Committee had voted to do this. Mr. Schulman reminded me of the procedure after the meeting. I should have stated that the tied motion would be brought up again when all Committee members were present. In particular, there was no request to reconsider this issue from the Town Manager that I am aware of.

Thanks,

Mike

From: Russ Harris [<mailto:russ@lostincosmos.com>]  
Sent: Tuesday, August 16, 2016 2:04 PM  
To: Michael Manugian; CSartini; john.crc@cybergiger.com<<mailto:john.crc@cybergiger.com>>  
Cc: Pat Woods; Bud Robertson; Jane Allen-Home; Michael McCoy; Robert Collins; Stuart Schulman  
Subject: Connie is correct. This is a disgrace.

Hi Michael,

Either you or I am confused on this issue. Hopefully you can explain. My recollection [and notes] show that a motion to allow delegation of warrant signing did initially end up in a tie vote, but then Michael McCoy reintroduced the same motion because he wanted to change his vote. The Charter Review Committee then voted 5-1 to require Selectmen to sign the warrants. If I am correct in this sequence events, in my view the only way [legally] this could be brought back up to the committee is by a majority vote of the whole committee. The intent and recorded vote of the committee with a full quorum was clear. To reconsider this issue at the request of the Town Manager seems wrong unless there is a majority vote of the committee

It certainly appears to me that [if my understanding of the events is correct] this is a matter of undue influence.

Russ Harris

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From: Michael Manugian <Mike@ManugianInc.com<<mailto:Mike@ManugianInc.com>>>  
To: CSartini <sartini38@verizon.net<<mailto:sartini38@verizon.net>>>;  
"john.crc@cybergiger.com<<mailto:john.crc@cybergiger.com>>"  
<john.crc@cybergiger.com<<mailto:john.crc@cybergiger.com>>>  
Cc: Pat Woods <woodsd@att.net<<mailto:woodsd@att.net>>>; Russ Harris  
<russ@lostincosmos.com<<mailto:russ@lostincosmos.com>>>; Bud Robertson  
<Robertson@charter.net<<mailto:Robertson@charter.net>>>; Jane Allen-Home  
<janemrm@gmail.com<<mailto:janemrm@gmail.com>>>;  
"john.crc@cybergiger.com<<mailto:john.crc@cybergiger.com>>"  
<john.crc@cybergiger.com<<mailto:john.crc@cybergiger.com>>>; Michael McCoy

<[michael@riality.com](mailto:michael@riality.com)<mailto:[michael@riality.com](mailto:michael@riality.com)>>; Robert Collins  
<[rlcesq@verizon.net](mailto:rlcesq@verizon.net)<mailto:[rlcesq@verizon.net](mailto:rlcesq@verizon.net)>>; Stuart Schulman  
<[stuartschulman@hotmail.com](mailto:stuartschulman@hotmail.com)<mailto:[stuartschulman@hotmail.com](mailto:stuartschulman@hotmail.com)>>; Mark Haddad  
<[mhaddad@townofgroton.org](mailto:mhaddad@townofgroton.org)<mailto:[mhaddad@townofgroton.org](mailto:mhaddad@townofgroton.org)>>  
Sent: Tuesday, August 16, 2016 1:43 PM  
Subject: RE: [CRC] Charter Review Committee Agenda for 08-17-16 Meeting

Hi Connie,

The Committee agreed long ago that a motion ending in a tie vote would be brought up again at the next meeting where all Committee members were present. The motion to allow delegation of warrant signing authority to the Town Manager did end up in a tie vote.

The Town Manager had absolutely nothing to do with this reconsideration process.

Thanks,

Mike

From: CSartini [<mailto:sartini38@verizon.net>]  
Sent: Tuesday, August 16, 2016 1:31 PM  
To: [john.crc@cybergiger.com](mailto:john.crc@cybergiger.com)<mailto:[john.crc@cybergiger.com](mailto:john.crc@cybergiger.com)>; Michael Manugian  
Cc: Pat Woods; Russ Harris  
Subject: RE: [CRC] Charter Review Committee Agenda for 08-17-16 Meeting

Gentlemen,

I just read the agenda for this coming Wednesday night Charter Review Committee meeting with dismay and disbelief - in particular that Mark Haddad has asked for yet another vote on his effort to gain control and signatory authority over both payroll and expense warrants. I watched the meeting where he argued for it and I do not recall a tie vote among the Committee members that were present - Of course Stewart was not there and perhaps Haddad thinks that Stewart might have some impact in turning the vote with a reconsideration.

If I am reading this correctly, it is a disgrace.

Connie Sartini

From: John Giger [<mailto:john@cybergiger.com>] On Behalf Of [john.crc@cybergiger.com](mailto:john.crc@cybergiger.com)<mailto:[john.crc@cybergiger.com](mailto:john.crc@cybergiger.com)>  
Sent: Tuesday, August 16, 2016 11:55 AM  
To: "Anna Eliot"; 'Art Prest'; 'Barry Pease'; 'Berta Erickson'; 'Connie Sartini'; 'Dolores Alberghini'; 'John Ellenberger'; 'John Petropoulos'; 'Judy Anderson'; 'Marlena Gilbert'; 'Michelle Collette'; 'Peter Cunningham (Email)'; 'Pierre Comtois'; 'Russ Harris'; [4rgdrskids@gmail.com](mailto:4rgdrskids@gmail.com)<mailto:[4rgdrskids@gmail.com](mailto:4rgdrskids@gmail.com)>; [grotonpines@gmail.com](mailto:grotonpines@gmail.com)<mailto:[grotonpines@gmail.com](mailto:grotonpines@gmail.com)>; [sheff170@hotmail.com](mailto:sheff170@hotmail.com)<mailto:[sheff170@hotmail.com](mailto:sheff170@hotmail.com)>; [newseditor@grotonherald.com](mailto:newseditor@grotonherald.com)<mailto:[newseditor@grotonherald.com](mailto:newseditor@grotonherald.com)>; [edstrachan@alum.mit.edu](mailto:edstrachan@alum.mit.edu)<mailto:[edstrachan@alum.mit.edu](mailto:edstrachan@alum.mit.edu)>; [eln7nt@gmail.com](mailto:eln7nt@gmail.com)<mailto:[eln7nt@gmail.com](mailto:eln7nt@gmail.com)>; [pdufresne@townofgroton.org](mailto:pdufresne@townofgroton.org)<mailto:[pdufresne@townofgroton.org](mailto:pdufresne@townofgroton.org)>; [ginger.vollmar@oracle.com](mailto:ginger.vollmar@oracle.com)<mailto:[ginger.vollmar@oracle.com](mailto:ginger.vollmar@oracle.com)>; [torcutt@townofgroton.org](mailto:torcutt@townofgroton.org)<mailto:[torcutt@townofgroton.org](mailto:torcutt@townofgroton.org)>; [jimg\\_bothendsnow@hotmail.com](mailto:jimg_bothendsnow@hotmail.com)<mailto:[jimg\\_bothendsnow@hotmail.com](mailto:jimg_bothendsnow@hotmail.com)>; [jwallens\\_era@hotmail.com](mailto:jwallens_era@hotmail.com)<mailto:[jwallens\\_era@hotmail.com](mailto:jwallens_era@hotmail.com)>; [yrnpedlar@verizon.net](mailto:yrnpedlar@verizon.net)<mailto:[yrnpedlar@verizon.net](mailto:yrnpedlar@verizon.net)>;

john.ellenberger@gmail.com<<mailto:john.ellenberger@gmail.com>>;  
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mbouchard@townofgroton.org<<mailto:mbouchard@townofgroton.org>>;  
mhartnett@townofgroton.org<<mailto:mhartnett@townofgroton.org>>;  
ggreen@freetobegreen.com<<mailto:ggreen@freetobegreen.com>>;  
repbobh1@verizon.net<<mailto:repbobh1@verizon.net>>; dmanugian@gmail.com<<mailto:dmanugian@gmail.com>>;  
marknjodybacon@verizon.net<<mailto:marknjodybacon@verizon.net>>; 'judy schuster'; "Barry Pease"; "David  
Melpignano"; 'Patricia Woods'; "Mark Haddad"  
Cc: Bud Robertson; Jane Allen (Home); Michael Manugian; Michael McCoy; R. Eibye (for B. Collins); S.  
Schulman (BoS); Steve Legge; 'Michael Chiasson'; Bob Coleman; Fran Stanley  
Subject: [CRC] Charter Review Committee Agenda for 08-17-16 Meeting

Greetings, you are receiving this email because you submitted one or more recommendations to the Charter Review Committee, expressed interest in the Charter Review process or asked that you be added to the distribution list. The review of submissions continues. Please note that our meetings begin at 7 PM. A copy of the meeting agenda is attached for your information.

**Whether you have submitted a submission on a topic or not, you are welcome to attend the meeting.**

If you wish to reply to this message, please send your message to:

[towncharterreviewcommittee@townofgroton.org](mailto:towncharterreviewcommittee@townofgroton.org)? Subject=Town%20Website%20User%20Contact%20re%20Charter%20Review%20Committee>.

If you know someone who would like to be added to this distribution list, please have them send an e-mail to the committee's clerk ([john.crc@cybergiger.com](mailto:john.crc@cybergiger.com)) and include in the body of the message the exact e-mail address you would like added.

If you would like to be removed from this distribution list, please send an e-mail to the committee's clerk ([john.crc@cybergiger.com](mailto:john.crc@cybergiger.com)) and include in the body of the message the exact e-mail address you would like removed.

Regards, John

<<<<<<>>>>>>>  
John R. Giger, Member & Clerk  
Charter Review Committee  
152 Whiley Road  
Groton, MA 0145 USA  
Phone: +1 978-448-9628  
Mobile: +1 508-320-7330  
Fax: +1 978-448-9629  
E-mail: john.crc@cybergiger.com<<mailto:john.crc@cybergiger.com>>  
>>>>>>>>

Public Record Notice: Please note that the Commonwealth of Massachusetts has determined that most e-mail messages, including their attachments, to and from public officials are public records (see <http://www.sec.state.ma.us/pre/prepdf/guide.pdf>). Based on my role as an appointed member of the Groton Charter Review Committee, I am categorized as a public official by the Commonwealth of Massachusetts. Accordingly, confidentiality of this e-mail message must neither be expected nor assumed.

This email was sent on 16/08/16 at 11:55 EDT [UTC-4] by John Giger.

*Robert L. Collins  
Attorney At Law  
P.O. Box 2081  
Westford, Massachusetts 01886*

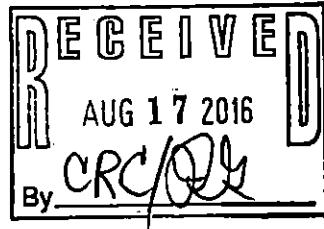
*Telephone (978) 448-3511  
Facsimile (978) 448-8511*

17 August 2016

*Groton Office:  
204 Gay Road  
Groton, Massachusetts 01450*

The Groton Charter Review Committee  
Michael Manugian, Chairman  
Town Hall  
173 Main Street  
Groton, MA 01450

Dear Committee Members:



I wish to offer the following language for the Committee's consideration:

**1. Personnel Policy Negotiating Team**

Submission number 42 dealt with the creation of a Personnel Policy Negotiating Team; this group would be responsible for creating policies and procedures associated with those policies involving municipal employees. This group would also ostensibly be involved in an advisory capacity in employee (both union and non-union) contracts.

May I suggest the following language:

There shall be a Personnel Policy Negotiating Team consisting of the Town Manager, one member of the Board of Selectmen, one member of the Finance Committee, one member of the Personnel Board, the Human Resource Director, and such other individuals as the Team deems advisable. It shall be the responsibility of this group to develop and approve policies relative to municipal employees as well as the procedures as may be needed to implement those policies. This group shall also serve in an advisory capacity to any committee or group responsible for the negotiation of union and non-union employment agreements and contracts.

Very truly yours,

Robert L. Collins