

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

**Public Hearing Minutes - January 18, 2017,**  
**10:00 AM at Town Hall**

**Present (4):** Jane Allen, John Giger (Secretary), Michael Manugian (Chair), Bud Robertson (Vice-Chair)

**Not Present:** Robert Collins, Michael McCoy, Stuart Schulman

**Recorder:** Stephen Legge

**Visitors (27) :** see attached list; Mistery Michael Bouchard, Town Clerk, and Thomas Delaney, Director of Public Works, acted as spokesmen on behalf of the Town's department heads

**Call to Order:** Chairman Manugian called the meeting to order at 10:03 AM.

**Administrative Issues:**

Mr. Manugian announced the Committee would conduct four public hearings, including the present meeting, over the next eight days. Their purpose is to provide opportunity to Town officers, department heads and other employees, and the public to comment on the draft revised Charter which is the product of the Committee's work to date. The other meetings will be held this evening at 7:00 in the second floor conference room, at 10:00 AM on Wednesday January 25<sup>th</sup>, again in the second floor conference room, and at 7:00 PM in the first floor conference room.

The chair will first hear from those working for the Town at this morning's meeting. Once all who wish to speak have been heard the public will have the opportunity to speak. At the second meeting, this evening, elected and appointed members of town government will be heard first. At the third and fourth meetings, next Wednesday, the public will be heard first. All wishing to speak must limit their comments to three minutes each, as long as there are others waiting to be heard. A projector is available for anyone's use, if desired. Mr. Manugian said it would be helpful if those making comments would reference relevant sections of the Charter, or line numbers in the draft revised Charter, or both. The draft revised Charter is available for all to see on the Town's website, both as a clean copy and one marked with all significant changes to the existing version.

Mr. Manugian said this is the second year of work for the Charter Review Committee (it has met weekly for most weeks), and work is drawing to a close. Over 200 comments and proposed revisions have been submitted and considered. The final draft will be submitted for approval at the Spring Town Meeting this year. If it is approved, a ballot vote will take place shortly afterward, then the draft approved by the Town will be submitted to the state legislature for approval. Once the state approves the draft, it will become Groton's new revised Charter.

## **Presentation of Comments from Town Staff, Procedural Matters:**

Mr. Bouchard said the department heads had met last week and summarized all of their comments on the revised draft Charter (flagged version dated December 30, 2016). He had been asked by the department heads to represent them in this hearing and make their presentation of comments, and he will do so now. Mr. Delaney will assist Mr. Bouchard throughout the presentation.

Mr. Bouchard passed out a five-page written summary of comments from the Groton department heads to members of the Committee, appended to these minutes. He said the comments fall into three categories, procedural, administrative and syntactical, with the first category being most important. Procedural refers to the process of town government and administrative refers to operational details of town government. Major points in the summary were presented and to some extent discussed in this meeting. Not all points were presented orally.

Under “Procedural” Mr. Bouchard first brought up **Section 4.2.4**, “Powers and Duties of the Town Manager”. The Town Manager’s appointment authorities are referenced not only in the Charter but also in the town’s by-laws. The department heads recommend the Committee review by-law language to test for conflicts with Charter language. There was also some concern that the new language “nominate and confirm”, referring to the Town Manager and Selectmen respectively, replacing “appoint and ratify” is a little confusing. It is not clear to them the difference is meaningful.

Mr. Manugian explained the Committee’s intent was to make clear the Selectmen have the final say on appointments, whereas the Town Manager presents candidates for appointment (ratification in the current language).

Mr. Delaney expressed the opinion that the new language is less clear.

Mr. Manugian explained that much time was spent by the Committee deliberating this and other issues. It was not the intent of the public hearings to be the place where all discussion of comments takes place, due to time limitations. Rather, it was the intent that all concerns and comments be heard and understood by the Committee.

Mr. Bouchard continued. It was noted that the BOS are now given the power to remove appointed people. The department heads are concerned that this new power will lead to all removals taking place in public meetings and causing undue embarrassment to those being removed. They ask the Committee to consider the impact of this. Further suggestions were made in writing.

In **Section 4.2.9**, which states the Town Manager shall have the right “to attend all regular and special meetings of the Board of Selectmen, unless excused, and have a voice, but no vote, in all discussions.” The removal of the phrase “at his request” in effect allows the BOS to remove the Town Manager from any meeting they choose, without his consent.

Mr. Manugian said the Committee thought the words removed were superfluous and had not considered the possibility raised here. He said the Committee would reconsider this change.

Mr. Bouchard moved on to **Section 4.3**, Removal or Suspension of the Town Manager, and stated the department managers' concern with changing the Selectmen's vote from 4 of 5 to a simple majority to effectuate this. In short, they believe this decision is too important and far-ranging in scope to be subject to a simple majority. They are concerned that such a new provision would eventually undermine public confidence in town government. They proposed that a preliminary resolution of removal (Section 4.3.1.1) be enabled by a simple majority vote, but that the final vote of actual removal (Section 4.3.1.3) require a super majority of four.

Mr. Manugian said one of the reasons the Committee considered this change was because the Town's experience with the Charter has matured now after eight years and it was felt the Town Manager position did not need the special protection thought necessary in the original Charter deliberations.

Mr. Robertson commented that private sector businesses commonly use a simple majority vote to remove high officers. He also mentioned other towns, more often than not, use a simple majority to remove town managers.

Mr. Delany said removal of the school superintendent of our regional school system requires a 2/3 majority.

In defense of the super majority, Mr. Bouchard said the Town Manager has to make difficult and sometimes politically difficult (unpopular) decisions. He/she may need the protection of a super majority removal vote to make these decisions in the best interest of the town.

Assistant Assessor Mr. Greeno said removing the Town Manager is a big deal in any town. Such a decision requires a higher bar than a simple majority vote.

Mr. Bouchard said this ended the procedural-type comments and began presentation of the administrative comments.

### **Presentation of Comments from Town Staff, Administrative Matters:**

Mr. Bouchard elaborated on nine of 17 different comments in writing.

In **Section 1.9.1** it was suggested to modify the definition of an "Appointed Official" inserting "vote of the Town Meeting," after "... General Laws, this Charter,".

In **Section 1.9.13** Mr. Bouchard suggested the Town Clerk be responsible for the Town bulletin Board.

Mr. Giger explained the Committee's thinking on the Town Bulletin Board issues.

In **Section 3.10** it is proposed that more comprehensive language be used as follows "no full time employee in the Assessors' Office may simultaneously hold an elected position as a member of the Board of Assessors ...".

Principal Assessor Ms. Swezey said the proposed change of title for her position to Principal Assistant Assessor would have to be approved by the Supervisors Union in Groton. She also questioned the necessity of the change.

Mr. Manugian responded that state statutes refer only to the proposed title and make no mention of the title Principal Assessor. Also, it was felt by the Committee that the revised title put the position in a more proper relationship to the Board of Assessors' responsibility to the Town and the state Department of Revenue, and the Principal Assistant's responsibility to support board decisions and policies.

Ms. Swezey challenged that interpretation and said the state recognizes her current title. She offered to provide references showing this.

Mr. Bouchard continued his presentation with comments on **Section 3.2.2.3**, Board of Selectmen's Powers and Duties. He proposed that the Board of Selectmen be limited to communications with department heads only and not subordinate employees when the BOS needed to understand town operations.

In **Section 3.2.6**, Day-to-Day Business, the Selectmen are empowered to confer with Town employees as long as they do not attempt to influence them unduly in the performance of their duties. Mr. Bouchard said it is desired that this section allow conferring with department heads instead of their employees.

Mr. Delaney reinforced this opinion, citing the possible effect of employees feeling they need to take direction from their supervisors and individual Selectmen.

Mr. Bouchard said in clarification of language in **Section 4.3.1.2**, Removal and Suspension of the Town Manager, the Open Meeting Law requires that all town meetings be open to the public unless they meet one of ten specific (and listed) exceptions.

Town Accountant Trish Dufresne cited in **Section 6.10**, Transparency of Financial Holdings, it is not clear what new information is being required. It is a function of the Accounting Department to provide summaries of town funds and indeed a great deal of it is already being made available to the public in various ways. She commented a very large amount of information is being requested the way the new language is presented. She would like to understand what the Committee is specifically looking for that is not already available.

Ms. Allen asked where the information is presented now.

Ms. Dufresne said most of it is presented in the Town Annual Report. More information is filed with the state Department of Revenue. She asked how much more information is practical to present on the Town's website.

Mr. Manugian stated the Committee's concern was that the status of all funds be accessible and accountable to the taxpayers via an annual snapshot and change summary.

Ms. Dufresne said all fund information is already available at a general level, of course not every detail. The details can be had by requesting them in her office, and she will provide them.

Mr. Manugian asked why it cannot all be on the website. Ms. Dufresne pointed out that it would be more efficient to assign the responsibility for providing this information to the Treasurer who already provides the information to the Department of Revenue rather than assigning it to the Department Heads.

With regard to the annual fund information, Mr. Delaney pointed out that the Town could be vulnerable for very large reproduction costs with such a provision in the Charter. At present the

new language not only makes no provision for charging reasonable costs to copy but actually prohibits doing so.

Selectman Mr. Cunningham commented on this. He said the BOS has recently updated its policy on public record keeping for the Town.

Mr. Bouchard said the Town should not give up its right to charge for extensive reproduction requests.

Mr. Delaney presented the next comments on **Section 5.5**, Information Technology. This is a new proposed section which establishes a department of Information Technology and describes its roles and responsibilities. Mr. Delaney said the department heads did have some concerns with security in this area. The phrase “and make accessible” is problematic in the sense that all things should not necessarily be available to all parties. It was suggested to remove this phrase or refine it.

Information Technologist Michael Chiasson spoke on the new section. He said be sure the Charter is clear about not allowing access to information which needed to be secure such as account names and passwords. Mr. Manugian asked Mr. Chiasson if he felt the new IT section was necessary. Mr. Chiasson said he felt the section was not necessary in the Charter.

Mr. Bouchard presented comments on **Section 7.10**, Waiver of Administrative Fees. Five different examples were cited of types of fees which should be allowed to be waived on occasion, and for good reason. More discretion, rather than less, was lobbied for to make things work smoothly and in concert with state enabling laws in some instances. It was recommended that this proposed Charter revision be removed and a policy be developed by the BOS for the handling of locally set fees (not state set fees).

Mr. Manugian and Ms. Allen explained the Committee’s logic for bringing forth this Charter revision. Policies can be developed and implemented under the proposed Charter revision. They stated that the proposed Charter change does not result in any restriction on waivers; rather it requires that the waivers be public either by publishing a policy or publishing the details of the particular waiver.

Tax Collector Michael Hartnett said Massachusetts State Laws allow the waiver of fees less than or equal to \$15.00 at the tax collector’s discretion.

Water Department Superintendent Thomas Orcutt said the Water Commissioners recently voted to exempt the Water Enterprise Fund from the Charter’s Waiver requirements.

Water Commissioner Jim Gmeiner said since the Water Commission is an municipal utility and the Charter should not limit its authority to waive fees.

Michelle Collette, Inspector for the Earth Moving and Storm Water Advisory Committee, said their fees are routinely not charged to other Town departments, and occasionally not for not-for profits, particularly when projects are primarily staffed with volunteers and /or benefit the Town. She also cited Boy Scout projects as candidates for fee waivers. Ms. Collette added that taking fee waivers to the Selectmen could be cumbersome and wasteful in many instances. She recommended removing Section 7.10.

Mr. Manugian said the Committee would have no problem with establishment of policies or by-laws which would allow these types of fee waivers. A general discussion and approval by the BOS in public session would be in harmony with the Committee's thinking and wording on this. There would be no need in these cases to bring individual issues to the Selectmen.

Mr. Bouchard closed this subject by saying perhaps the Committee could resolve this issue with some modifications to the language to bring it more in harmony with the thinking related tonight by the department heads.

Town Manager Mr. Haddad referred to the earlier discussion of nominations and appointments language regarding the Town Manager and Selectmen respectively. He said several Town departments, Groton Electric Light, Police and Fire, already appoint and ratify their own staff members without Selectmen involvement. He also said the Town Accountant is appointed the same way as the majority of Town employees and he wondered why additional language had been added for the Town Accountant to merely repeat what applied to all.

Mr. Manugian invited any additional comments from those present, including the public.

Chief of Police Don Palma stated his whole working life is all about rules and regulations. In view of this he asked what sanctions are to be imposed on those who would violate Charter provisions.

Mr. Manugian answered it is difficult to put sanctions in the Charter itself, and it is ill advised according to a renowned legal expert on town charter forms of government. Provisions for sanctions usually limit or sometimes eliminate discretion for special circumstances. There are often unintended consequences. Even if sanctions were specified, it would probably still require legal proceedings to apply them. So the Committee has generally stayed away from prescribing such sanctions in the Charter. There are other ways to deal with Charter violation circumstances – elected officials can be recalled; appointees can be removed (there is a procedure in place for this).

Mr. Bouchard wound up the morning's discussion by reminding all that only some of the department heads' suggestions had been presented verbally; others should be read in their letter. He offered himself and Mr. Delaney as point people for any who wish to discuss further the suggestions presented in their five-page summary.

**The meeting was adjourned with unanimous consent at 11:25 AM.**

**\*\* The next meeting is scheduled for today, January 18th, at 7:00 PM. \*\***

**Exhibit:** Document from Town Department Heads to the Charter Review Committee, undated but received by the CRC on 20170118, subject: Comments on proposed new Town Charter.

**Charter Review Committee Public Hearing, January 18, 2017 at 10:00 AM**  
**Visitor List for Town of Groton Officials/Employees and the Public**

Vanessa Abraham, Director, GPL

Judy Anderson

Don Black, Board of Assessors

Michael Bouchard, Town Clerk

Ed Cataldo, Building Inspector

Michael Chiasson, Information Technology

Michelle Collette, Inspector, Earth Removal and Storm Water Advisory Committee

Bob Colman, Director, Cable Channel

Jim Cullen, Deputy Chief, Groton Police

Tom Delaney, Director, Department of Public Works

Peter Cunningham, BOS

Melissa Doig, Director, Human Resources

Patricia Dufresne, Town Accountant

Dawn Dunbar, Executive Assistant to the Town Manager

Robin Eibye, Land Use Department

Jim Gmeiner, Water Commissioner

Jonathan Greeno, Assistant Assessor

Mark Haddad, Town Manager

Margo Hammer, BOH

Michael Hartnett, Tax Collector and Town Treasurer

Paula Martin, Building Inspection Department

Thomas Orcutt, Superintendent, Water and Sewer Departments

Don Palma, Chief, Groton Police

Nancy Pierce, Assistant Town Clerk

Kathy Shelp, Director, Council on Aging

Rena Swezey, Principal Assessor

Takashi Tada, Administrator, Conservation Commission

Charter Review Comments

Groton Department Heads

The Department Heads for the Town of Groton wish to thank you for the opportunity to comment on the proposed revisions to the Groton Charter. We appreciate the extensive work of the Committee.

The Department Head comments were made to the December 30, 2016 (flagged) version of the proposed Charter.

Comments have been categorized into three areas: Procedural, Administrative and Syntactical. Procedural refers to the process of town government, Administrative to operational details of town government, and Syntactical to suggested syntax, wording or other grammatical suggestions.

**Procedural Comments**

4.2.4 Line 505 Powers and Duties (Town Manager): Various by-laws specify that the Town Manager appoint members, for example, Chapters 153 Historic Districts Commission and 196 Signs. The Charter Review Committee should include a recommendation for the Town to review its bylaws for such conflicts. Given that, in our opinion, there appears to be no substantial or procedural difference between the current "appoint and ratify" and the proposed "nominate and confirm" procedures, the Department Heads ask the purpose for this proposed change. What problem is being solved?

Line 504: Powers and Duties (Town Manager – Removal phrase) The Town has many volunteers serving on appointed committees, dedicating much time and energy. If removal from office is to be a function of the Board of Selectmen, then removal will need to be done in a public meeting. Public "removal" of members will likely be embarrassing to the appointee and perhaps dissuade other volunteers from coming forward. As an action of removal should be "for cause", including, but not limited to, the cause defined in Section 7.8, further embarrassment potential exists. We recommend that an action of removal "not for cause" should be allowed to be appealed to the Board of Selectmen for discussion at a public meeting, with the burden on town administration to show reason for removal. We recommend against this clause as proposed. What problem is being solved?

4.2.9 Line 524 Town Manger: The proposed rewrite removes the clause "at his request". A strict reading of the re-written sentence allows the Board of Selectmen to excuse the Town Manager from attending Selectmen's meetings at its initiative, and have the potential effect of removing the town manager from Selectmen proceedings, without due process. We object to enabling this perhaps unintended consequence. What problem is being solved?

4.3 Line 544 Removal and Suspension (Town Manager): Acknowledging that some towns employ a 3-2 simple majority for the removal of a town manager, we feel this threshold falls short in some key areas. The decision to remove a Town Manager is significant and is a statement about the continuation



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of government. Should, over time, various combinations of personalities and circumstance give rise to multiple occurrences of removal, the confidence in town government by townspeople and investors may be impacted. Additionally, there may be an impact on morale and subordination if the presence of a lower bar could be exploited.

Some have cited that Zoning Amendments and for the Town to take on debt require 2/3<sup>rd</sup>s vote at town meeting. Recall of elected officials requires a three step process, with one of the steps requiring 20% of registered voters to actually call for the recall. This charter proposal for town manager removal could result in actions with perhaps more significant impacts to the Town. We feel the threshold should be high.

Certainly removal for cause needs to be allowed. We might recommend that a preliminary resolution of removal (Section 4.3.1.1) be enabled by a 3-2 simple majority, but a final resolution of removal (Section 4.3.1.3) require a 4-1 super majority. This approach would allow concerns of a majority of the Board to be explored in a deliberative process, but require an overwhelming sense of the Board to effect a termination.

**Administrative Comments**

1.9.1 Line 43 Definition of Appointed Official: Suggest inserting "vote of the Town Meeting " to read "...General Laws, this Charter, vote of the Town Meeting, or the Town's by-laws."

1.9.13 Line 66 Definition of Town Bulletin Board: Was it intended that "office notices" be "official notices"?

Line 67: recommend that the Board of Selectmen or the Town Clerk be the one to designate the town bulletin board. Since the Town Clerk posts notices and has identified the official posting methods with the Attorney General for public meeting notices, perhaps the Clerk should assume this role.

3.10 Line 451 Board of Assessors As job titles and descriptions can change over time, would it be more comprehensive to state that "no full time employee in the Assessors' Office may simultaneously hold an elected position as a member of the Board of Assessors..."

3.2.2.3 Line 329 Board of Selectmen (Policy making): Consider adding Department Heads to the list of members to be consulted when developing policy.

3.2.4 Line 356 Appointing Authority According to the Housing Coordinator, "The Housing Partnership: In Groton, the role once played by the Housing Partnership is now shared by the Town of Groton Affordable Housing Trust, the Groton Housing Authority's board and the continued involvement of the Planning Board. A number of towns have stopped appointing housing partnerships once those towns formed affordable housing trusts (see Town of Stow [http://www.stow-ma.gov/pages/StowMA\\_BComm/StowMA\\_HousingPartner/index?textPage=1](http://www.stow-ma.gov/pages/StowMA_BComm/StowMA_HousingPartner/index?textPage=1) ) as the housing trusts can serve the education and advocacy functions once done by local housing partnerships.

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If mention of the Housing Partnership is retained in the Charter, then it may be advisable to change the appointing language from "shall" to "may" so that the Board of Selectmen is not required to take action if a future need does not exist."

Even though the Personnel Board is mentioned in Section 5.6, it would be appropriate to mention the Personnel Board as an appointment of the Selectmen.

3.2.6 Line 367 Day to day Business: We would ask that inquiries and consultations be initiated with Department Heads. Department Heads are in a position to explain policy decisions and department operations with a broad view. They are responsible for these decisions. Hourly work, which is service delivery, should not be disrupted.

3.9 Line 445 Town Clerk The Town Clerk is the default Records Access Officer under MGL Chapter 66 (Public Records Law). It is not realistic that the Clerk be the not the custodian of all town public records. This concept is well defined in the Massachusetts Public records Law which became effective January 1, 2017.

950 CMR 32.05 (2): "In a municipality, the municipal clerk, or the clerk's designees, or any designee of a municipality that the chief executive officer of the municipality may appoint, shall serve as records access officers.

One responsibility of a Records Access Officer is to "(c) assist the custodian in preserving public records in accordance with all applicable laws, rules, regulations and retention schedules as issued by the Supervisor."

Line 446 Reword to "...in accordance with the provisions of MGL Chapter 66." Delete remainder of sentence as Chapter 66 Section 7 refers to historic records known as Proprietor Records.

4.2.3 Line 498 Powers and Duties (Town Manager): As Department Heads are also employees, suggest wording to read "To appoint and remove department heads, other employees and paid members of town government for whom..."

4.3.1.2 Line 556 Removal and Suspension (Town Manager): This sentence is the reverse of the Open Meeting Law. The Open Meeting Law requires that a meeting "(Purpose 1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual" be held in Executive Session, unless a public session is requested by the officer. It is not an option to enter executive session without meeting this or one of the other 9 authorized purposes. Section 4.3.1.4, as proposed by the Committee, appears to reflect the Committee's agreement with these sentiments. We recommend that Groton's Charter not conflict with the Open Meeting Law.

4.4.2 Line 586 Vacancy in the Office of Town Manager: Does limiting choice to a department head or elected officer preclude capable persons (e.g. member of Finance Committee)?

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5.3.5 Line 664 Town Accountant: Under Section 4.2.3, any appointment by the Town Manager needs to be ratified by the Board of Selectmen. This appears to be a redundant requirement.

5.3.6 Line 668 Treasurer/ Collector: Should this position also be confirmed by the Board of Selectmen, as with 5.3.5 Town Accountant?

5.3.7 Line 671 Principal Assessor Should this position also be confirmed by the Board of Selectmen, as with 5.3.5 Town Accountant?

5.5 Line 703 Information Technology: The scope and definition of a Department of Information Technology is broad, and allows for much interpretation. The definition should reflect this is a support function to deliver town services under the direction of the Town Manager. The scope should remove or refine the phrase 'and make accessible' as this is generally implied but as it stands currently does not differentiate what or to whom an item is being made accessible.

5.6 Line 706 Personnel Board: Chapter 48 of the Groton Code defines the Personnel Board to serve an advisory function to the Town. It is redundant to also articulate the Board in the Charter.

6.10 Line 836 Transparency of Financial Holdings: Not clear what is being required by this section. Discussion will be requested at Charter Review hearing.

7.8 Line 896 Loss of Office: Consider adding "or if the person does not take his or her oath of office at the beginning of the current appointment" An oath of office is required for each elected or appointed term by MGL Chapter 41 Section 107. The Town Clerk suggests that persistent non-compliance could be a reason for loss of office.

7.10 Line 906 Waiver of Administrative Fees: In the course of service delivery, occasional discretion to waive a fee is helpful to the public and to the image of the Town. Examples where discretion becomes plays a role are:

- Inter-department fees
- Tax Collector authority under MGL 60 Section 15 allows fee waiver at discretion under \$15
- A new dog arrives in town after the February 28 registration deadline. Under Groton Code Charter 128, a late registration fee is to be assessed. Currently that fee is waived by the Town Clerk.
- The Open Meeting Law encourages fees be waived during the disclosure of public information process, yet fees are authorized under the statute. This section of the Charter would appear to eliminate the discretion to waive public records fees.
- Occasionally, a "hard luck" story is brought by the Town Clerk regarding the issuance of a vital record, and a \$10 fee waived. For example, a homeless vet looking to establish residency, and requiring a birth certificate.

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Without department discretion, these fees would not be able to be waived. Does this issue rise to the level of the charter?. We would recommend a Board of Selectmen develop a policy regarding fee waivers based upon a threshold amount. This policy or charter change should be applied to locally set fees only, not state-set fees.

**Syntactical Comments**

2.1 Line 87 Town Meeting: "Annual Town Meeting" might be de-capitalized. This use is to describe the type of meeting for the Fall (i.e. as opposed to a special town meeting). In caps, it seems to take on another meaning.

2.6.1 Lines 126 and 129 Warrant Articles: the references to "town meeting" and "special town meeting" are general, and do not need to be capitalized. Similarly, spring or fall town meetings are general references. As with Line 87, capitalization makes it seem to take on another meaning.

3.1.1 Line 206: The library bylaws designate the Board of Trustees of the Groton Public Library as the official title.

3.8 Line 427 Title: Board of Trustees of the Groton Public Library (as with 3.1.1)

3.10.1 Line 449 Board of Assessors: Capitalize "board"

4.1.1 Line 468 Appointment (of Town manager): Shouldn't this committee be referred to as the "Screening Committee as described in Section 4.5"?

4.3.1.2 Line 565 Removal and Suspension (Town Manager): Delete "public" as has been done elsewhere in these sections.

Lines 761 ("Not later than Dec 31") and Line 819 ("prior to Dec 31") are slightly different.

7.6 Line 872 Periodic Charter Review: De-capitalize Annual Town Meeting as the statement refers to a general annual town meeting.

Respectfully submitted

Michael Bouchard, on behalf of Department Heads