

**SELECT BOARD/FINANCE COMMITTEE MEETING MINUTES**  
**2<sup>ND</sup> Fl. Select Board Meeting Room, Town Hall**  
**Beginning at 7:00 pm**

**MONDAY, JULY 12, 2021**

**APPROVED**

**SB Members Present:** Rebecca H. Pine, Chair; Alison S. Manugian, Vice Chair; Peter S. Cunningham, Clerk; Joshua A. Degen, Member; John F. Reilly, Member

**FinCom Members Present:** Bud Robertson (Chair), Colby Doody, Scott Whitefield, Mary Linskey, Gary Green, David Manugian, Art Prest

**Also Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Patricia Dufresne, Town Accountant; Raquel Majeski, Diversity Task Force Chair; Michelle Collette, Diversity Task Force Member;

Ms. Pine called the meeting at 7:00pm and reviewed the agenda.

**ANNOUNCEMENTS**

Mr. Haddad said that the fireworks were cancelled due to the weather and would be rescheduled for July 26<sup>th</sup>.

Mr. Haddad explained at the Chair's request what the TROIKA Committee was.

Ms. Pine said that they would be meeting next Monday at 4pm for a workshop to discuss their goals and reminded people they would not be taking comments from the public.

Mr. Robertson called the Finance Committee to order at 7:06pm.

**PUBLIC COMMENT PERIOD**

Ms. Sartini asked if there was any update on the easement for the Country Club. Ms. Pine said there was not.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that Margot Hammer had retired as the Zoning Board of Appeals Administrative Assistant. He said that he had previously come to the Board with a proposal to have their Land Use Administrative Assistant, Kara Cruikshank take over the ZBA duties, and reassign her Park Department Administrative duties to another employee. Mr. Haddad said that he had further proposed that they increase the newly created 15 hour per week Treasurer/Collector Office Assistant to 25 hours to take over the Park duties. The Board approved transferring ZBA Duties to Ms. Cruikshank, but directed him to fill two separate 15 hour per week positions; one in the Treasurer/Collector's Office and one for the Park Administrative Duties. He said that they were very fortunate that when they advertised for the 15 hour per week Treasurer/Collector's position, they received a couple of additional applications that were interested in the Park Position. Mr. Haddad said that he had appointed Tammi Mickel of Pepperell as the Treasurer/Collector Office Assistant and Donna Main of Shirley as the Park Administrative Assistant and asked the Board to consider ratifying those positions. Mr. Cunningham asked when the appointments would be effective. Mr. Haddad said that they would be effective July 13, 2021.

*Mr. Degen moved to approve the Town Manager's appointments of Donna Main as the Park Administrative Assistant and Tammi Mickel as the Treasurer/Collector Office Assistant, both positions not to exceed 15 hours per week. Mr. Cunningham seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to approve the Town Manager's appointment of Joseph Wang as a Lifeguard. Mr. Degen seconded the motion. The motion carried unanimously.*

Mr. Haddad asked the Board to appoint Eileen McHugh to the Earth Removal Stormwater Advisory Committee adding she was as strong member and because of some confusion, had not been brought forward during their annual appointments in June.

*Mr. Cunningham made the motion. Mr. Reilly seconded the motion. The motion carried unanimously.*

2. Mr. Haddad said that he had sent to the Board, under separate cover, the proposed Project Funding Agreement for the Florence Roche Elementary School Project. He respectfully requested that the Board authorize him to sign the agreement on behalf of the Town. He said that the Regional School Committee was scheduled to meet on July 15th to authorize the School Superintendent to sign the Agreement on behalf of the School District. Mr. Haddad said that Town Counsel, Brian Falk would prepare the necessary approvals/certification required once the Board authorized him to sign and the School Committee authorized the School Superintendent to sign. Mr. Haddad explained that this was similar to the authorization the Board granted for previous documents with the MSBA.

*Mr. Cunningham moved that the Select Board authorize the Town Manager to sign the Project Funding Agreement for the Florence Roche Elementary School Project on behalf of the Town. Ms. Manugian seconded the motion. The motion carried unanimously.*

3. Mr. Haddad reviewed the Board's meeting schedule adding that they would be meeting next week to review goals.

### **JOINT MEETING WITH FINANCE COMMITTEE – LINE-ITEM TRANSFERS**

Mr. Haddad said that the Municipal Modernization Act allowed for line-item transfers to be voted on by the Select Board and Finance Committee. He said that Ms. Dufresne had done a great job putting a list together which totaled \$107,444.

Ms. Manugian asked if they could hear about these as they were coming up and not when asked to take action on them. Mr. Cunningham asked about Squannacook Hall repaving. Mr. Haddad said that the Town was responsible for repaving as part of the purchase and sales agreement agreed upon when they sold the building. Ms. Pine asked about the Country Club deficits. Ms. Dufresne provided an explanation. Mr. Robertson said that the only one he was surprised about was the \$19K for the parking lot at Squannacook Hall adding that most of these others were expected and part of doing business. Mr. Degen said he didn't support the request to pave Squannacook Hall and suggested obtaining bids for the work. Mr. Haddad said that the Board signed a deed which stated the Town would pay to pave the parking lot.

Mr. Green said he agreed with their concerns but asked that they approve this and allow the Chief Procurement Officer to perform his due diligence. Ms. Linskey asked if there was a way to note these placeholders so that it didn't sneak up on them.

Mr. Haddad said that they received 2 quotes both for around \$18K. He said that the Town's portion was \$14,852. Mr. Manugian asked if they could look at the deed to make sure there were no other responsibilities.

*Mr. Degen moved that they approve line-item transfers totaling \$92,592 by excluding the portion to repave Squannacook Hall. Ms. Manugian seconded the motion.*

Mr. Haddad said that they signed a deed and had the responsibility to perform the work adding he wanted to in do this in FY21 and not impact FY22. He said that they had the ability to pay for this in FY21 and wanted to do so. Mr. Degen said that this would impact their free cash position. Mr. Haddad said that it would impact their free cash either now or in the fall if they brought it to Town Meeting. Ms. Linskey said this was the proper way to account for this (by spending FY21 funds) adding the liability probably should have happened years ago.

*Manugian-aye; Degen-aye; Cunningham-nay; Pine-nay; Reilly-nay. The motion failed by a 3-2 vote against.*

Mr. Cunningham moved to approve the line-item transfer request of \$107,444. Mr. Reilly seconded the motion. *Manugian-nay; Degen-nay; Cunningham-aye; Pine-aye; Reilly-aye*

*Mr. Robertson moved to approve the line-item transfer request of \$107,444. Mr. Green seconded the motion. The motion carried unanimously.*

At the conclusion of the Line-Item Transfer discussion, the Finance Committee relocated to the 1<sup>st</sup> Floor Lunch Room to address other business. Mr. Prest did not attend the Other Business Portion of the meeting.

**Re-Organization of the Finance Committee for FY2022:**

Mr. Robertson asked whether any members had nominations to offer. The members discussed the various duties expected of the Chair, Vice Chair and Clerk.

Mr. Green nominated Mr. Robertson for Finance Committee Chairman for FY22. Mr. Manugian seconded this nomination. The Vote: 5-0-1 (Mr. Robertson abstained).

Mr. Manugian nominated Mr. Doody for Finance Committee Vice Chair for FY22. Mr. Whitefield seconded this nomination. The Vote: 5-0-1 (Mr. Doody abstained).

Mr. Manugian nominated Ms. Linskey for Finance Committee Clerk for FY22. Mr. Whitefield seconded this nomination. The Vote: 5-0-1 (Ms. Linskey abstained).

**Minutes:**

On a motion by Mr. Green, seconded by Mr. Manugian, the Finance Committee voted unanimously to approve and release the minutes from their meeting of 3/29/21 as amended. The Vote: 6-0-0 (Mr. Prest was absent).

On a motion by Mr. Manugian, seconded by Mr. Doody, the Finance Committee voted unanimously to approve and release the minutes of their meeting of 5/01/21 as drafted. The Vote: 6-0-0 (Mr. Prest was absent).

*Mr. Manugian left the meeting at 8:00 pm.*

**Invoices:** The Finance Committee reviewed the invoice for FY22 Membership in the Association of Town Finance Committees. Ms. Dufresne noted that an appropriation is available to pay this bill. Mr. Robertson authorized the bill for payment with EW03.

The members briefly discussed Prescott School maintenance and reviewed an invoice paid against the Rental Revolving Fund.

Ms. Dufresne provided a brief update on FY21 end of year budget results which are generally satisfactory (the Country Club is performing above expectations and Meals/Room taxes remain slightly below). The members discussed opportunities for new growth which may present in the near future.

Mr. Robertson formally adjourned the meeting of the Finance Committee at 8:30 pm.

Respectfully submitted,

Dawn Dunbar, Executive Assistant to the Town Manager  
Patricia Dufresne, Town Accountant





**Association of Town Finance Committees**  
3 Center Plaza  
Suite 610  
Boston, MA 02108  
(617) 426-7272 ❖ Fax (617) 695-1314

**Invoice**

Date	Invoice #
07/01/2021	121445

**Bill To:**

Town of Groton  
173 Main St.  
Groton, MA 01450

Description	Amount
ATFC Annual Dues July 01, 2021 through June 30, 2022	\$210.00
<p>Warrant <u>EW3</u> Date <u>7-29-21</u> Invoice # _____ Total Amt _____ Account <u>131-5400</u> Amt <u>210.00</u> Approved By <u>[Signature]</u></p>	
<b>Total</b>	<b>\$210.00</b>



Flynn Property Services  
 582 Lowell Rd.  
 Groton, MA 01450

# Invoice

Date	Invoice #
7/1/2021	045847

**Bill To**

Town of Groton  
 Attn: Tom Delaney  
 Groton Town Hall

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
3	Mowing-Prescott (5/19,6/12,6/26)	165.00	495.00

*Prescott rent.*  
~~2700-5400-100-192-508-0000~~

Warrant 27 Date JUL 14 2021  
 Invoice # \_\_\_\_\_  
 Total Amt. \_\_\_\_\_  
 Account 192-510-072 Amt 495.-  
 Approved By [Signature]

~~Phase 3~~  
~~2,0582~~  
~~2,5820.000.023~~  
~~086-000~~

Thank you. Please send payments to: Flynn Property Services 582 Lowell Rd. Groton, MA 01450

**Total** \$495.00