

Select Board Meeting Packet

January 27, 2020

This is the Select Board preliminary preparation information packet. The content of this package is subject to change between when it is released and the start of the Select Board meeting. Such changes will not be posted to the web site before the meeting. If you see an item or items in the preliminary preparation package that are important to you, please attend the meeting in person.



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1111
Fax: (978) 448-1115

Select Board

Alison S. Manugian, *Chair*
Joshua A. Degen, *Vice Chair*
John F. Reilly, *Clerk*
John R. Giger, *Member*
Rebecca H. Pine, *Member*

Town Manager
Mark W. Haddad

**SELECT BOARD MEETING
MONDAY, JANUARY 27, 2020
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL**

- 7:00 P.M. Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:10 P.M. Town Manager's Report
1. Select Board's Agenda Schedule
 2. Consider Approving Amendment to Committee Vacancy Policy
 3. Approve Letter or Support to DCR for the Squannacook River Rail Trail Project.
 4. Approve Request from the Nashoba Chamber of Commerce for a One Day All Alcohol Liquor License for the Annual Taste of Nashoba Event to be held on Tuesday, March 24, 2020 at Lawrence Academy from 5:30 p.m. to 8:00 p.m.
 5. Consider Ratifying the Appointments of Emily Navetta, Virginia Reinap, Michael LaTerz and Carrie Bolton as Election Workers
 6. FY 2020 Second Quarter Financial Update
 7. Review of Select Board Annual Goals
 8. Executive Session Minute Review Update
 9. FY 2021 Budget Update
- II. 7:15 P.M. Assessor Presentation on Available Property Tax Exemptions

OTHER BUSINESS

ON-GOING ISSUES – For Review and Informational Purposes

- A. Senior Center Building Project – Final Accounting
- B. Prescott School Sprinkler System Project
- C. Water Department – Manganese Issue
- D. MS4 Permit
- E. Polystyrene Containers
- F. Green Communities Application and Implementation
- G. Florence Roche Elementary School Feasibility Study
- H. Library Roof Repair
- I. Highway Garage Renovations
- J. Pepperell Landfill

SELECT BOARD LIAISON REPORTS

- III. Minutes: Regularly Scheduled Meeting of January 13, 2020

ADJOURNMENT

Votes may be taken at any time during the meeting. The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the topics that will be discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.



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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *January 27, 2020*

1. In addition to the Town Manager's Report and an update on the on-going issues list, there is one item scheduled on Monday's Agenda. Principal Assistant Assessor Jonathan Greeno will be in to make a presentation to the Board on the available property tax exemptions for our residents. Contained in the packet is a summary of those exemptions that Jonathan will be discussing with the Board.
2. As discussed at your last meeting, I have amended the Committee Vacancy Policy to reflect the position of the Board to interview any applicant for a vacancy on a committee in which the vacancy is either a member of the Board or their designee. In addition, I have amended the Town Manager appointment section to reflect the change in the Charter to "nomination". I have attached a red-lined version of the Policy to this Report for your review and approval. I would respectfully request that the Board consider approving this revised Policy at Monday's meeting.
3. Peter Cunningham will be in attendance at Monday's meeting to seek the Board's support for the next phase of the Squannacook River Rail Trail Project. Enclosed with this report is a draft letter to the Department of Conservation and Recreation that Peter would like the Board to submit.
4. It is that time of year for the annual Taste of Nashoba sponsored by the Nashoba Chamber of Commerce. I would respectfully that the Board approve a one day all alcohol license for the event to be held on Tuesday, March 24, 2020 from 5:30 p.m. to 8:00 p.m. at Lawrence Academy.
5. At the request of the Town Clerk, I have appointed Emily Navetta, Virginia Reinap, Michael LaTerz and Carrie Bolton as Election Workers. Pursuant to Section 4.2(iii) of the Groton Charter, I would respectfully request that you ratify these appointments at Monday's meeting.
6. Enclosed for your review is the Fiscal Year 2020 Second Quarter Financial Update. I will take some time at Monday's meeting reviewing this with the Board.

**Select Board
Weekly Report
January 27, 2020
page two**

7. As is our practice when we review the quarterly financials, I have set aside time during my weekly report to review the status of the Board's Calendar Year 2019 Goals and Six-Month Goals. Enclosed with this report are a list of the goals, along with the latest update. We can discuss this in more detail at Monday's meeting.
8. In preparing the agenda for Monday's meeting, I noticed that we are due for an Executive Session minute review. Based on the fact that we have only had one Executive Sessions since the last review on November 18th (last week with the Water Commission) I am not going to schedule a review at this time. We will schedule the required review in the next Quarter.
9. As is our practice during budget season, I have set aside time on the Agenda to update the Board on the FY 2021 Budget. I will provide the Board with any necessary update at the meeting, including a review of Saturday's joint session with the Finance Committee.

MWH/rjb
enclosures



SELECT BOARD POLICY

Policy Category:	Board
Policy Number:	BOA – 2019 - 3
Latest Revision Date:	November 7, 2019 <u>January 20, 2020</u>

POLICY NAME: COMMITTEE VACANCY APPOINTMENT POLICY

I. PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure in which vacancies on all Committees appointed by the Select Board and Town Manager are advertised and filled.

II. POLICY

1. When a vacancy occurs on a Committee, the Chair shall notify the Select Board / Town Manager's Office and Town Clerk of that vacancy.
2. The Select Board / Town Manager's Office shall advertise the vacancy, along with a description of the Committee's duties as outlined in the Committee's Charge, for a period of 3 weeks. A notice of the vacancy shall be posted on the Town of Groton's website, and distributed to all local media outlets.
3. Applicants shall submit a Committee Interest Form to the Select Board / Town Manager's Office which upon receipt will be forwarded to the Committee for review. A recommendation shall be made to the Select Board / Town Manager's Office by the Committee within 3 weeks of the application deadline. The applications of all candidates to vacancies shall be treated equally during the recommendation process. If the Charge of a particular Committee states that a member of the Committee shall be a Select Board member or their representative, the Select Board shall interview all candidates prior to making the appointment.
4. Appointment Process
 - a. Select Board Appointed Committee: Once a recommendation has been made to the Select Board, the Board may choose to take the recommendation of the Committee and vote to make the appointment at a public meeting of the Board, or choose to interview the candidates themselves. Should the Board decide to interview the Candidate(s), they shall schedule the interview(s) for the next regularly scheduled meeting that all the candidates can attend. All interviews will



SELECT BOARD POLICY

be done at an open meeting of the Select Board at which time a vote will also be taken.

- b. Town Manager Appointed/Nominated Committee: Once a recommendation has been made to the Town Manager, the Town Manager may choose to take the recommendation of the Committee and request that the Select Board ratify the appointment or accept the Town Manager's Nomination for appointment, –or choose to interview the candidates himself/herself. If the Town Manager does not take the recommendation of the Committee, he/she shall notify the Committee Chairman that he has decided to appoint/nominate another candidate. Ratification of the appointment or acceptance of the Town Manager's Nomination shall be done in an open meeting of the Select Board.

5. Annual Reappointments

- a. In May of each year, the Town Manager's Office shall notify all employees and committee members that their term is expiring and ask them whether or not they would like to be reappointed. Vacancies caused by a member asking not to be reappointed shall be filled as outlined under Items 1, 2, 3 and 4 of this policy.
- b. Members wishing to be reappointed shall be brought forward to the Select Board for reappointment or ratification of the Town Manager's Appointment. Members of the Board who do wish to not reappoint any individual on the list, shall notify the Town Manager to remove said name from the list for separate consideration. Said individual shall be contacted directly by the Board member objecting to said reappointment. Should the individual wish to continue to be considered for reappointment the matter shall be discussed in open meeting as a standalone appointment during the overall reappointment considerations.



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Town Manager
Mark W. Haddad

January 28, 2020

Mr. Jim Montgomery, Commissioner
Department of Conservation & Recreation
251 Causeway Street, 9th floor
Boston, MA. 02114

Dear Commissioner Montgomery,

We are writing to convey our enthusiastic support for Squannacook Greenway's application for a Department of Conservation & Recreation (DCR) trails grant. Groton has a significant history of supporting development of the Squannacook River Rail Trail (SRRT) from funding of an feasibility study through our Community Preservation Act, assisting Squannacook Greenways in lease negotiations with the MBTA, previous letters of support from our Board and recognition of the important role trails play in our community as documented in the town's open space and recreation plan. The SRRT will serve to link two communities, Groton and Townsend, with future phases linking Ayer and the Nashua River Rail Trail (NRRT). It also will provide an additional resource for safe outdoor recreational activity that gets users off area roadways that are becoming increasingly busy.

Groton has enjoyed a very positive experience with rail trails as the DCR's NRRT passes through it. We understand the importance of that agency's trails grant program to successful completion of the SRRT and fully support your application.

Sincerely yours,

Alison Manugian, Chair
Groton Select Board

c.c.: Amanda Lewis, MassTrails Program Manager
Department of Conservation & Recreation

Town of Groton
General Fund Statement of Revenues & Expenditures
December 31, 2019

	<i>Current Budget FY20</i>	<i>July - Dec Actual FY20</i>	<i>Variance to FY20 Budget</i>	<i>% of Budget</i>	<i>Final FY19 Budget</i>	<i>July - Dec Actual FY19</i>	<i>Variance to FY19 Budget</i>	<i>Jul - Dec FY19 % of Budget</i>	<i>% of Budget Change</i>	<i>Notes</i>
Revenue										
State Aid (Lottery/Exempts/Van)	971,581	581,874	(389,707)	59.89%	909,717	503,281	(406,436)	55.32%	108.26%	FY19 Qtr4 UGGA rec'd 1st Qtr FY20
Motor Vehicle/Boat Excise	1,577,642	241,721	(1,335,921)	15.32%	1,549,739	235,194	(1,314,545)	15.18%	100.92%	
Local Option Meals Tax	150,000	109,342	(40,658)	72.89%	120,000	83,959	(36,041)	69.97%	104.17%	FY20 Budget adj to reflect 3 yr history
Local Option Room Occupancy Tax	50,000	27,368	(22,632)	54.74%						FY20 is 1st year for Room Occ. Tax
Penalties and Interest on Taxes	90,000	27,643	(62,357)	30.71%	90,000	33,301	(56,699)	37.00%	83.00%	Tax Title collection impact FY19 vs FY20
Payments in Lieu of Taxes	260,000	167,119	(92,881)	64.28%	260,000	145,000	(115,000)	55.77%	115.26%	7 Hills FY19 Pilot rec'd in July of FY20
Other Charges for Service (Dunst)	82,000	350	(81,650)	0.43%	67,000	1,489	(65,511)	2.22%	19.37%	FY20 includes SRF reimb/billed late in FY
Fees (incl CC & Van vouchers)	783,575	369,978	(413,597)	47.22%	810,840	378,908	(431,932)	46.73%	101.05%	
Rentals (CC & Cell Towers)	49,000	25,188	(23,812)	51.40%	51,012	22,959	(28,053)	45.01%	114.20%	Cell Tower Rev up slightly FY20
Library Fines	12,000	4,993	(7,007)	41.61%	12,000	5,466	(6,534)	45.55%	91.35%	
Other Departmental Revenue	700,000	281,724	(418,276)	40.25%	680,000	290,409	(389,591)	42.71%	94.24%	
Licenses and Permits	300,000	231,408	(68,592)	77.14%	306,000	274,896	(31,104)	89.84%	85.86%	permit activity trending down
Fines and Forfeits	25,000	12,079	(12,921)	48.32%	25,000	6,894	(18,106)	27.58%	175.20%	Motor Vehicle Fines trending up
Investment Income	40,000	31,794	(8,206)	79.49%	20,000	27,741	7,741	138.71%	57.31%	FY20 Budget adj to reflect 3 yr history
Misc Non-recurring (State Aid)	0	0	0		0	0	0			
Misc (Bond Prem Amort & Other)	1,263	4,244	2,981		1,650	286,788	285,138			Bond Premium rec'd FY19
Enterprise Allocation for Indirects	236,288	101,103	(135,185)	42.79%	237,633	93,768	(143,865)	39.46%	108.44%	FY19 Cable reimb rec'd 3rd Qtr
Real Estate and Personal Prop	33,723,200	15,934,168	(17,789,032)	47.25%	32,348,930	15,342,976	(17,005,954)	47.43%	99.62%	
Total Revenue	39,051,549	18,152,096	(20,899,453)	46.48%	37,489,521	17,733,029	(19,756,492)	47.30%	98.27%	
Expenditures (Operating Expenses)										
General Government	2,568,064	1,227,893	1,340,171	47.81%	2,480,565	1,270,996	1,209,569	51.24%	93.31%	Sewer debt paid 2nd Qtr FY19:\$26k, 3rd Qtr
Public Safety General Fund**	4,399,782	1,921,685	2,478,097	43.68%	4,128,335	1,777,216	2,351,119	43.05%	101.46%	FY20, Town Counsel up 38k FY19
Department of Public Works	2,237,722	1,005,884	1,231,838	44.95%	2,291,272	1,028,666	1,262,606	44.89%	100.13%	
Culture, Rec, & Citizen's Svcs	1,674,572	872,526	802,046	52.10%	1,677,500	839,084	838,416	50.02%	104.16%	CC wages up 20k, COA wages up 10k
Employee Benefits and Other*	3,867,106	2,811,528	1,055,578	72.70%	3,666,530	2,852,783	813,747	77.81%	93.43%	MCRS down 5% FY20
Total Operating Expenses	14,747,246	7,839,516	6,907,730	53.16%	14,244,202	7,768,745	6,475,457	54.54%	97.47%	
Expenditures (Non -Operating Exp.)										
Special Articles Voted for Current Yr	514,945	171,519	343,426	33.31%	963,236	405,697	557,539	42.12%	79.08%	
PY Articles/Enc(SeeUse of Enc Below)	485,672	124,031	361,641	25.54%	468,056	134,135	333,921	28.66%	89.11%	
Education	23,251,705	11,625,853	11,625,852	50.00%	22,069,389	11,174,018	10,895,371	50.63%	98.76%	
Debt Service	1,591,938	958,777	633,161	60.23%	1,009,519	503,858	505,661	49.91%	120.68%	
Intergovernmental (State Offsets)	93,392	46,696	46,696	50.00%	91,612	45,806	45,806	50.00%	100.00%	
Total Non - Operating Expenses	25,937,652	12,926,876	13,010,776	49.84%	24,601,812	12,263,514	12,338,298	49.85%	99.98%	
Excess (Deficiency) Before OFS&U	(1,633,349)	(2,614,296)	(980,947)	160.06%	(1,356,493)	(2,299,230)	(942,737)	169.50%	94.43%	
Other Financing Sources										
Transfers from Other Funds	1,465,467	1,465,467	0	100.00%	1,185,983	1,185,983	0	100.00%	100.00%	CapStab/EMS Receipts
Use of Avail. Funds: Encumbrances	482,477	482,477	0	100.00%	466,988	466,988	0	100.00%	100.00%	Funded in Prior Fiscal Year
Avail. Funds: F. C./Overlay Surplus	381,793	381,793	0	100.00%	1,034,875	1,034,875	0	100.00%	100.00%	
Total OFS	2,329,737	2,329,737	0	100.00%	2,687,846	2,687,846	0	100.00%	100.00%	
Other Financing Uses										
Overlay & Deficits to be Raised	220,799	220,799	0	100.00%	527,234	527,234	0	100.00%	100.00%	Sno&lce/Library Offset/Overlay/Recap Debt
Transfers to Other Funds	475,589	475,589	0	100.00%	804,119	804,119	0	100.00%	100.00%	Stabilization/OPEB/Capital Projects BANS
Total OFU	696,388	696,388	0	100.00%	1,331,353	1,331,353	0	100.00%	100.00%	
Excess (Deficiency) Incl. OFS&U	0	(980,947)	(980,947)		0	(942,737)	(942,737)			

Town of Groton
General Fund Statement of Revenues & Expenditures
December 31, 2019

**\$294,740= Dispatch Grants Awarded for FY20, \$222,061 offset to Dispatch Budget thru 12/31/19

**\$281,098 = Dispatch Grants Awarded for FY19, \$199,210 offset to Dispatch Budget thru 12/31/19

	<u>Current</u>	<u>July - Dec</u>	<u>Variance</u>	<u>% of</u>	<u>Final FY19</u>	<u>July - Dec</u>	<u>Variance</u>	<u>Jul - Dec FY19</u>	<u>% of Budget</u>
	<u>Budget FY20</u>	<u>Actual FY20</u>	<u>to FY20 Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual FY19</u>	<u>to FY19 Budget</u>	<u>% of Budget</u>	<u>Change</u>
Salaries/Wages Expenditures by Function of Government									
General Government:									
BOS/Town Manager	345,820	174,025	171,795	50.32%	325,323	156,693	168,630	48.17%	104.46%
Accountant	142,947	72,654	70,293	50.83%	137,297	69,083	68,214	50.32%	101.01%
Assessors	140,901	70,192	70,709	49.82%	128,351	63,767	64,584	49.68%	100.28%
Treasurer/Collector	206,599	104,598	102,001	50.63%	200,293	97,470	102,823	48.66%	104.05%
Personnel	82,673	42,674	39,999	51.62%	79,225	40,010	39,215	50.50%	102.22%
Information Technology	173,570	87,220	86,350	50.25%	166,394	82,596	83,798	49.64%	101.23%
Town Clerk/Elections	158,012	72,974	85,038	46.18%	160,646	85,222	75,424	53.05%	87.05% Election activity FY19 1st Qtr
Land Use Conservation Comm.	70,169	35,860	34,309	51.11%	66,686	33,174	33,512	49.75%	102.73%
Land Use Inspection Services	187,715	86,557	101,158	46.11%	186,352	88,651	97,701	47.57%	96.93%
Land Use (Planning/ZBA)	103,503	51,822	51,681	50.07%	100,179	49,657	50,522	49.57%	101.01%
Total General Government	1,611,909	798,576	813,333	49.54%	1,550,746	766,323	784,423	49.42%	100.24%
Public Safety:									
Police Department	2,207,440	1,097,068	1,110,372	49.70%	2,141,885	1,038,171	1,103,714	48.47%	102.54%
Fire Department	1,174,641	530,314	644,327	45.15%	1,006,019	451,973	554,046	44.93%	100.49%
Dispatch (paid from Gen Fund) **	512,769	98,740	414,029	19.26%	497,796	94,448	403,348	18.97%	101.53% Grant Support rec'd
Animal Cntrl/Dog Officer	19,164	9,582	9,582	50.00%	19,164	9,651	9,513	50.36%	99.29%
Total Public Safety	3,914,014	1,735,704	2,178,310	44.35%	3,664,864	1,594,243	2,070,621	43.50%	101.95%
Department of Public Works:									
Municipal Buildings	145,276	70,100	75,176	48.25%	135,700	66,706	68,994	49.16%	98.15%
Highway	815,890	402,861	413,029	49.38%	791,319	384,220	407,099	48.55%	101.71%
Snow & Ice	140,000	57,741	82,259	41.24%	160,886	30,822	130,064	19.16%	215.24% 12/19 winter storms FY20
Solid Waste	138,211	63,895	74,316	46.23%	129,746	63,106	66,640	48.64%	95.05%
Total DPW	1,239,377	594,597	644,780	47.98%	1,217,651	544,854	672,797	44.75%	107.22%
Culture, Rec, & Citizen's Svcs:									
COA/COA Van	208,861	102,183	106,678	48.92%	212,441	88,747	123,694	41.77%	117.12% Wages to be offset to grant FY20 \$10k
Vets Svcs/Water Safety/Graves	9,368	4,525	4,843	48.30%	9,450	3,439	6,011	36.39%	132.73%
Library	724,398	345,042	379,356	47.63%	706,203	341,023	365,180	48.29%	98.63%
Country Club	271,579	174,682	96,897	64.32%	269,999	149,275	120,724	55.29%	116.33% Xtra lifeguards/Club Attendant 1st Qtr FY20
Total Culture, Rec. & Citizen's Svcs	1,214,206	626,432	587,774	51.59%	1,198,093	582,484	615,609	48.62%	106.11%
Grand Total Salaries & Wages	7,979,506	3,755,309	4,224,197	47.06%	7,631,354	3,487,904	4,143,450	45.70%	102.98%
Benefits:									
County Retirement	1,973,053	1,973,053	0	100.00%	2,081,699	2,081,699	0	100.00%	100.00%
Health / Life Insurance *	1,732,953	778,093	954,860	44.90%	1,429,594	715,048	714,546	50.02%	89.76% FY19 Health Exp impacted by 70/30 neg.
Other Benefits (Medicare/Unemplmnt)	161,100	60,382	100,718	37.48%	155,237	56,037	99,200	36.10%	103.82%
Total Benefits	3,867,106	2,811,528	1,055,578	72.70%	3,666,530	2,852,784	813,746	77.81%	93.43%
Total Salaries/Wages/Benefits	11,846,612	6,566,837	5,279,775	55.43%	11,297,884	6,340,688	4,957,196	56.12%	98.77%

**\$200,574 = Dispatch Wage Grants Awarded for FY20, \$163,446 offset to Dispatch Budget thru 12/31/19

**\$163,484 = Dispatch Wage Grants Awarded for FY19, \$140,551 offset to Dispatch Budget thru 12/31/19

**CALENDAR YEAR 2019
SIX MONTH 2020
GOALS OF THE GROTON SELECT BOARD**

**1. Select Board Functioning
Select Board Member Assigned – Alison Manugian**

Goal: Work with Town Manager to improve Select Board functioning, including more routine workshop setting meetings. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark: A long term running agenda schedule with items to be discussed listed is created and established quarterly. Yearly meetings with all Town Boards are scheduled by the end of the first quarter and a policy is created to establish the process to select and appoint committee members.

5-15-19 Update The Select Board has established an on-going issues list that is contained on each Agenda so that the issues are routinely reviewed until such time as they are completely addressed. The former Chair of the Board has sent out issues to be addressed on future Agendas through Town Meeting. The next Chair needs to establish a future agenda schedule through the summer. In addition, a new member needs to be assigned to this goal. While we have received updates from some of our Boards and Committees, the Town Manager will provide an updated schedule after the election. No action has been taken on the policy to select and appoint Committee members.

8-26-19 Update The Chair and the Town Manager sent out future Agenda schedules for all meetings through Labor Day. Once a fall meeting schedule is established, a new schedule will be established and sent to Board members. A couple of more committees have made their annual reports to the Board. More will be scheduled this Fall. Select Board Member Pine plans on updating the Board on the proposed policy to select and appoint committee members at the Board's 8-26-19 Meeting.

10-28-19 Update A fall schedule through the end of the year was sent out with anticipated agenda items.

1-27-20 Update A spring schedule through the 2020 Town Meeting was approved by the Board with anticipated Agenda items at the Board's 1-13-20 meeting.

**2. Create a Major Initiatives, Capital and Asset Committee (MICA)
Select Board Member Assigned – Josh Degen**

Goal: Create charge and expectations for Major Initiatives, Capital and Asset Committee (MICA). The intent of this committee will be to anticipate and examine, then prioritize all major upcoming projects and capital acquisitions with cost outside of operations. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark: Committee charge is established by March 31, 2019 with the expectation for Committee to create and discuss a 5-20 year window and begin with an assessment and inventory of existing assets and processes.

5-15-19 Update No action has been taken on this goal.

8-26-19 Update Select Board Member Degen and the Town Manager drafted a proposed charge for the Committee. The Select Board adopted the Charge (subject to amendments offered by the Finance Committee) and advertised for applicants to serve on the Committee. The Select Board will consider appointments to this Committee at one of the September meetings.

10-28-19 Update Based on feedback from the Finance Committee, the Select Board changed the Charge and Name of the Committee to Capital Planning Advisory Committee. The new charge was adopted and the Select Board will interview and appoint members to the new Committee at their meeting of October 28th.

1-27-20 Update The Capital Planning Committee was appointed and assisted the Town Manager in preparing the FY 21-25 Capital Plan. Goal complete.

**3. Green Communities Designation
Select Board Member Assigned – Becky Pine**

Goal: Determine if the Groton should move forward to Achieve Green Community Designation. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark: Determination is made by end of February, 2019. If determination is made to pursue the Designation, place Article on 2019 Spring Town Meeting Warrant to adopt the Stretch Code and submit application to the Commonwealth by Fall of 2019.

5-15-19 Update The Stretch Code was adopted at the 2019 Spring Town Meeting. The next step is for the Town Manager to submit an application to

the Commonwealth by the Fall of 2019. To that end, the Town Manager will be submitting a grant application to the MRPC for a grant to assist the Town in its application process.

8-26-19 Update

The Town Manager and Town Planner, in conjunction with the MRPC, are in the process of drafting the application with the intent to file the application in October.

10-28-19 Update

The energy audit and vehicle policy adoption has been completed. The Preliminary application is now before Town Counsel for his review. We are on target to submit our application to the State by their deadline.

1-27-20 Update

Application submitted. Waiting for decision from State.

4. Determine Appropriate and Affordable Levels of Public Safety Select Board Member Assigned – John Giger

Goal:

Determine and support appropriate and affordable levels of Public Safety for Groton Residents. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark:

Decide upon appropriate Fire/EMS services and make recommendation to the 2019 Spring Town Meeting if any change in current Department make-up is necessary. Over the Summer/Fall of 2019, work with Police and Fire Chiefs to understand Public Safety Department Staffing needs and alternatives. Hold a workshop by September 30, 2019 to review and understand emergency management plans and procedures (in conjunction with Emergency Management Committee).

5-15-19 Update

Both the Finance Committee and the Select Board recommended and Town Meeting funded the addition of 2 full-time Firefighter/EMTs to the Fire Department. This will allow the Fire Department to provide 24/7/365 coverage. The next step in the process is to schedule a workshop with the Fire Chief and police Chief to continue to review public safety department staffing needs and alternatives.

8-26-19 Update

Working with Select Board Member Giger and the Town Manager, the Police Chief and Fire Chief presented their recommendations to the Select Board at their 8-12-19 Meeting. The Police Chief feels that he needs another year on Police Department Staffing since he has not had the full complement of personnel (20 Officers) since he started as Police Chief last year. He needs another year to evaluate what, if any, additional resources may be required. Overall, he believes the Department is doing a good job protecting the Town. The Police Chief believes that two additional

dispatchers are required to properly perform required dispatching duties. The Fire Chief informed the Board that he continues to recruit call firefighters and plans on starting 24/7 full time coverage effective September 16, 2019. He would like some time to determine how this impacts call responses. In addition, he will continue to recruit call firefighters (there are 10 recent applicants he hopes to put through training and eventually have them join the Department). With regard to the Emergency Management Function, the Board ratified the Town Manager's appointment of Steele McCurdy as the EM Director. He will be working over the next several months formulating an operational plan.

10-28-19 Update

No new update

1-27-20 Update

No new update

**5. Review all Select Board Policies
Select Board Member Assigned – Alison Manugian**

Goal:

Review all Select Board Policies in conjunction with Town Counsel, beginning with policies that have financial impacts, with intent to clarify procedures to assure that all Select Board decisions that carry significant financial impact are made through a rigorous process of best practice and public exposure. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark:

Review 25% of polices in each quarter of 2019, with the intent to:

- A. Delete policies that are no longer in effect or needed.
- B. Update all policies as needed.
- C. Establish a common format, including creation date, revisions dates and version number.
- D. Post all policies in an easily-accessed place on the Town's Website and remove older versions.

5-15-19 Update

In January, 2019, the Town Manager delivered to Town Counsel all policies and asked for a him to review and comment on all policies. This would be the first step in the process. We are still waiting to receive Town Counsel's review. I wrote him two weeks ago and asked for a status update and he told me he had yet to start the review but would make it a priority.

8-26-19 Update

Town Counsel has completed his review of all policies and presented his recommendations to the Board. The next step is for the Chair, Town Manager, Human Resources Director and Executive Assistant to begin to update the policies and bring back final recommendations to the Board for approval. It is anticipated that the Board will receive final proposed policies in October.

10-28-19 Update The Select Board held their first workshop to review all the policies on October 17th. They completed a review of half the policies and have scheduled another workshop for November 7th. After this second workshop, a meeting will be scheduled with Town Counsel to complete the review.

1-27-20 Update All but three policies have been approved by the Select Board. Remaining Policies to be approved, include Town Manager Review Policy, Meetings on Holiday Policy and Memorial Parks and Commons Policy. Once all policies have been approved, they will be added to e-Code for public access and ease of updating.

**6. Operating Budget of Town and School Districts
 Select Board Member Assigned – Josh Degen and Alison Manugian**

Goal: Understand long-term expenses, timing and necessary revenues needed to support both the Town of Groton and the two Regional School Districts. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark: Hold workshop(s) with Regional School Committees and Finance Committee by August 31, 2019 to develop strategy and plan (including revenue resources) to address operational needs of all Town Departments and Regional School Districts.

5-15-19 Update The Select Board, GDRSD Committee and Finance Committee have designated representatives to serve on a so-called Tri-board to address this goal. Alison Manugian, along with the Town Manager are representing the Select Board. We held the first meeting in April to develop a budget review process and the second meeting was held on May 13th. An update on the status will be provided to the Board at your meeting of May 15th.

8-26-19 Update The Tri-Board is scheduled to meet on the morning of August 26th to review latest budget data and discuss next steps. They are scheduled on the Board's Agenda for an update at the 8-26-19 Meeting.

10-28-19 Update The Select Board and Finance Committee provided the Town Manager with FY 21 budget guidance based on feedback and information provided by the Tri-board. The Town Manager will work with the School Superintendent to submit two budgets by December 31st. One budget will be a level services budget, and the second budget will stay within the confines of Proposition 2½ and not require an override.

1-27-20 Update

Budget has been submitted to FinCom and Select Board in compliance with budget guidance. It is now up to FinCom to finalize the budget in conjunction with the Select Board and Regional School Committee.

**7. Support Expansion of Residential Housing Alternatives
Select Board Member Assigned – Becky Pine**

Goal:

Support expansion of residential alternatives across the age and income spectrum in Groton. Seek input from groups such as the Affordable Housing Trust, Groton Housing Authority, Planning Board, and local realtors, to understand current housing needs and opportunities. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark:

If need is determined, over the course of Calendar Year 2019, explore and understand process options for creating Affordable/affordable and Over-55 housing on town owned and/or privately held land, including understanding potential viability of the existing Country Club parcels for development to meet community needs.

5-15-19 Update

No action has been taken on this goal.

8-26-19 Update

No new update.

10-28-19 Update

No new update.

1-27-20 Update

This goal has been replaced by goal #9 Housing Production Plan Implementation.

**8. Improve Effectiveness & Efficiency of Data Management & IT – Town Government
Select Board Member Assigned – John Giger**

Goal:

Understand and make recommendations to Town Meeting around adoption of a Munis type software package to improve effectiveness and efficiency of information technology handling throughout Town Government by reducing duplication of spreadsheets, forms and data entry. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark:

A decision on whether or not to move forward is made by the 2019 Fall Town Meeting.

5-15-19 Update

A Committee of Department Heads have been meeting with various companies to determine if new software should be recommended for this purpose. They are in the process of

finalizing their recommendation and we anticipate making a formal presentation to the Select Board sometime this summer.

8-26-19 Update

The Committee of Department Heads presented their findings and recommendations to the Board in July. They recommended to stay with all current software packages and look at purchasing additional capabilities from the Town's current vendors. A request for additional funding (approximately \$20,000) will be made to the 2019 Fall Town Meeting for this purpose.

10-28-19 Update

Town Meeting has appropriated the necessary funding to purchase the software as recommended. The next step is implementation.

1-27-20 Update

Goal complete

9. Housing Production Plan Implementation Select Board Member Assigned –

Goal:

Work with Planning Board, Land Use Director and Housing Coordinator to review final approved Housing Production Plan and determine next steps to implement the Plan. Said implementation will include working with the Planning Board to determine how to review and consider amendments to the Town's Zoning Bylaw to increase opportunities for more affordable housing and develop a strategy on how to leverage Community Preservation Housing Funds to create more affordable housing.

Measurable Benchmark:

A meeting is scheduled with all stakeholders on the Housing Production Plan in early Spring. Implementation Plan is created and approved by June 30, 2020. Zoning Bylaw is reviewed with the Planning Board and funds within the Community Housing "Bucket" of the Community Preservation Act should be reviewed and a determination should be made whether or not to leverage these funds to assist in the implementation of the Plan.

1-27-20 Update

Waiting for completion of Housing Production Plan. Workshop will be scheduled as soon as plan received.

10. Review Town's Participation in Community Preservation Act Select Board Member Assigned –

Goal:

Schedule Workshop with Community Preservation Committee and a Representative from the Community Preservation Coalition to review Town's participation in the Community Preservation Act.

Measurable Benchmark:

A workshop should be scheduled in Spring, 2020 with the Community Preservation Committee and Community Preservation

Coalition to have a full discussion on the Town's participation in the Program. A review of the Town's contribution, along with a projection of State Reimbursement should be reviewed to determine if any changes to the Town's percentage (currently 3%) are warranted, including continuing in the program when the Surrenden Farm Debt Service is paid off.

1-27-20 Update

First discussion with Community Preservation Committee on this issue will take place at the Board's meeting of February 3rd.



TAXPAYER’S GUIDE TO LOCAL PROPERTY TAX EXEMPTIONS

VETERANS

Clauses 22, 22A, 22B, 22C, 22D, 22E, 22F

The Department of Revenue (DOR) has created this fact sheet to provide general information about local property tax exemptions for veterans. **It is not designed to address all questions or issues and does not change any provision of the Massachusetts General Laws. To find out about the specific eligibility and application requirements in your city or town, you must contact your local board of assessors.** The DOR cannot determine your eligibility or give you legal advice. Property taxes are assessed and collected by cities and towns, not by the DOR. Under state law, only your board of assessors, as the local tax administrator, can decide whether you qualify for an exemption. If you disagree with its decision, you may appeal to the state Appellate Tax Board (or county commissioners if your county’s government has not been abolished).

INTRODUCTION

Cities and towns may give property tax exemptions to some individuals as defined by state law. An exemption discharges the taxpayer from the legal obligation to pay all or a portion of the tax assessed for the fiscal year. Exemptions are found in various clauses of Massachusetts General Laws Chapter 59, Section 5 ([M.G.L. c. 59, § 5](#)).

Clauses 22, 22A, 22B, 22C, 22D, 22E and 22F provide exemptions to some veterans, their spouses who own the domicile and their surviving spouses, and some surviving parents and spouses of active duty military personnel who died during or due to military service.

<p>APPLICATIONS</p>	<p>You must file an application for each fiscal year with the assessors in the city or town where your property is located. The application is due on April 1, or three months after the actual tax bills are mailed, whichever is later. Filing on time is required. By law, the assessors may not waive this filing deadline, nor act on a late application, for any reason. Filing an application does not entitle you to delay your tax payment.</p>
<p>DOCUMENTATION</p>	<p>You must provide the assessors with whatever information is reasonably required to establish eligibility. This information may include, but is not limited to:</p> <ol style="list-style-type: none"> 1. Evidence of residency, ownership, domicile and occupancy. 2. Certification of a service-connected disability or death from the U.S. Department of Veterans Affairs (VA) or branch of U.S. military service from which discharged or in which served.

For more information, please contact your local assessors.

NUMBER OF EXEMPTIONS	With limited exceptions, you may only receive one exemption under M.G.L. c. 59, § 5 for each fiscal year. If you qualify for more than one, you will receive the one that provides the greatest benefit. You may receive an exemption and if qualified, defer all or a part of the balance of the reduced tax.
VETERAN	Veterans are individuals who served on active duty in the Armed Forces of the United States for certain time periods during peace or wartime eras and were discharged from military service. Their last discharge or release must have been under other than dishonorable conditions.
ELIGIBILITY REQUIREMENTS	You must satisfy tests relating to residency, domicile, ownership and service-connected disability or awards. You must meet all eligibility requirements as of July 1 of the tax year. <i>(The fiscal year of cities and towns begins July 1 and ends the following June 30.)</i> If you do not meet all requirements as of July 1, you cannot receive all or any portion of the exemption for that tax year.
RESIDENCY	Veterans must have (1) been domiciled in Massachusetts for at least 6 consecutive months before entering military service, <u>or</u> (2) lived in Massachusetts for at least 5 consecutive years before the tax year begins (or at least 1 consecutive year before the tax year begins, if the legislative body of your city or town has voted, subject to local charter, to accept this local option).
DOMICILE	You must occupy the property as your domicile. If you are a spouse of a veteran, you and the veteran must occupy the property as your domicile. Your domicile is where your principal and legal home is located, your family, social, civic and economic life is centered and you plan to return whenever you are away. You may have more than one residence, but only one domicile.
OWNERSHIP	You must own the property. <ol style="list-style-type: none"> 1. Your ownership interest must be worth at least an amount ranging from \$2,000 to \$10,000, depending on the exemption. You may own this interest solely, as a joint owner or as a tenant in common. 2. If you hold a life estate in the domicile, you are the owner. 3. If your domicile is held in a trust, you are the owner only if: <ol style="list-style-type: none"> a. You are a trustee or co-trustee of that trust, and b. You have a sufficient beneficial interest in the domicile.

<p>EXEMPTION CREDIT</p>	<p>If the assessors decide you are eligible and grant an exemption, the amount granted is credited toward and reduces the tax assessed on your domicile for that fiscal year. You will only receive a refund if the entire tax for the year has already been paid at the time the exemption is granted.</p>
<p>SALE OF DOMICILE</p>	<p>If you are selling your domicile, you should make your attorney aware that you receive a property tax exemption that reduces the tax owed for the fiscal year. The sale is a private financial transaction and as a party, you are responsible for seeing that the exemption is properly credited at the closing, through escrow or other arrangements, when the parties make adjustments for local property taxes or charges. Your city or town is not responsible for seeing that you and the buyer allocate the property taxes so you get the benefit of the exemption.</p>
<p style="text-align: center;">WHO IS ELIGIBLE AND EXEMPTION AMOUNTS</p>	
<p>Clause 22 - \$400</p>	<ol style="list-style-type: none"> 1. Veterans with a service-connected disability of 10% or more. 2. Veterans awarded the Purple Heart. 3. Surviving parents of military personnel who died in military service (Gold Star Parents). 4. Spouses (where the domicile is owned by the veteran's spouse), and surviving spouses (who have never remarried), of veterans entitled to exemption under Clause 22. 5. Surviving spouses (who have never remarried) of World War I veterans as long as their assets (whole worth), less any mortgage on the property, do not exceed \$20,000.
<p>Clause 22A - \$750</p>	<ol style="list-style-type: none"> 1. Veterans who (1) suffered in the line of duty the loss or permanent loss of use of one foot or one hand or one eye, or (2) received the Congressional Medal of Honor, Distinguished Service Cross, Navy Cross or Air Force Cross. 2. Spouses (where veteran's spouse owns the domicile) or surviving spouses of veterans entitled to exemption under Clause 22A.
<p>Clause 22B - \$1,250</p>	<ol style="list-style-type: none"> 1. Veterans who suffered in the line of duty the loss or permanent loss of use of both feet, both hands or both eyes. 2. Spouses (where veteran's spouse owns the domicile) or surviving spouses of veterans entitled to exemption under Clause 22B.
<p>Clause 22C - \$1,500</p>	<ol style="list-style-type: none"> 1. Veterans who suffered total disability in the line of duty and received assistance in acquiring "specially adapted housing" which they own and occupy as their domicile. 2. Spouses (where veteran's spouse owns the domicile) or surviving spouses of veterans entitled to exemption under Clause 22C.

<p>Clause 22D – Full</p>	<p>Surviving spouses (who have never remarried) of (1) military personnel (including members of the National Guard on active duty) who went missing in action during active duty and are presumed to have died, or (2) military personnel (including members of the National Guard on active duty) or veterans who died as a proximate result of an injuries sustained or illnesses contracted during active duty service.</p> <p>A surviving spouse must have lived in Massachusetts for at least 5 consecutive years before the tax year begins (or lived in Massachusetts for at least 1 consecutive year before the tax year begins, if the legislative body of your city or town has voted to accept this local option). If not, the deceased military or guard member or veteran had to have been domiciled in Massachusetts for at least 6 consecutive months before entering the service.</p>
<p>Clause 22E - \$1,000</p>	<ol style="list-style-type: none"> 1. Veterans who have a service connected disability of 100%. 2. Spouses (where veteran’s spouse owns the domicile) or surviving spouses of veterans entitled to exemption under Clause 22E.
<p>Clause 22F – Full</p>	<ol style="list-style-type: none"> 1. Veterans who are paraplegics, or have a 100% disability for service-connected blindness. 2. Spouses (where veteran’s spouse owns the domicile) or surviving spouses of veterans entitled to exemption under Clause 22F.
<p>Clause 22A, 22B, 22C, 22E and 22F exemptions are prorated for a domicile greater than a single-family house. The exemption is the same percentage of the tax as the part of the house occupied by the veteran, or if deceased, the surviving spouse, for example, 50% if one unit of a two-family house is occupied by the veteran or surviving spouse.</p>	

<p style="text-align: center;">APPEALS</p>	
<p>Appellate Tax Board</p>	<p>The Appellate Tax Board (ATB) is an independent, quasi-judicial state board that hears taxpayer appeals from local assessors’ decisions on property tax abatements and exemptions. If county government has not been abolished, appeals may be made to the county commissioners instead, but assessors may and usually do transfer those appeals to the ATB. ATB decisions may be appealed to the Appeals Court and, ultimately, to the Supreme Judicial Court.</p> <p>You can obtain the ATB’s guide to the property tax appeal process from its website (www.mass.gov/atb) or by calling 617-727-3100.</p>

<p>Appeal of Action of Assessors</p>	<p>You have three months from the date of the assessors' decision on your exemption application to appeal to the ATB. This includes decisions to deny any exemption or to grant an exemption that provides a lesser benefit. If the application was deemed denied, your appeal must be filed within three months of the deemed denied date. As a general rule, if the real estate tax on your domicile is over \$5,000, you must also have paid all preliminary and actual tax installments on time for the ATB to hear your appeal.</p> <p>The assessors may grant the exemption or higher exemption in final settlement of your application during the three month period for filing an appeal. In that case, you do not have to have filed an appeal with the ATB. However, if a settlement is not reached and an exemption not granted during that period, you must have filed your appeal by the deadline. If not, the ATB cannot hear the appeal.</p>
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<p align="center">ASSESSMENT AND EXEMPTION CALENDAR</p>	
<p>January 1</p>	<p>Property Tax Assessment Date for Next Fiscal Year</p>
<p>July 1</p>	<p>Fiscal Year Begins Real Estate Exemption Eligibility Date for Fiscal Year</p>
<p>October - December</p>	<p>Actual Tax Bills Mailed for Fiscal Year</p>
<p>November 1 (Semi-annual Payment Communities) February 1 (Quarterly Payment Communities)</p>	<p>1st Actual Tax Installment Payment Due ¹</p>
<p>April 1, or 3 Calendar Months from Mailing of Actual Tax Bill if later</p>	<p>Personal Exemption Applications to Assessors Due ²</p>

¹ Contact your assessors. The due date depends on the payment system used in your community and the date actual tax bills were mailed for fiscal year.

² Some assessors may accept applications before actual tax bills are mailed. If not, or your application is not approved, you must apply by this deadline to claim the exemption.

3 Calendar Months from Filing of Application (or Date of Written Extension Given by Taxpayer)	Assessors Grant or Deny Exemption Application Deemed Denied if Assessors Have Not Acted
3 Calendar Months from Assessors' Action on Application, or Deemed Denial of Application	Appeal to ATB Due

**SELECT BOARD MEETING MINUTES
MONDAY, JANUARY 13, 2020
UN-APPROVED**

SB Members Present: Alison S. Manugian, Chair; Joshua A. Degen, Vice Chair; John F. Reilly, Clerk; John R. Giger, Member; Rebecca H. Pine, Member
Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant

Ms. Manugian called the meeting to order at 6:00pm and reviewed the agenda.

ANNOUNCEMENTS

Mr. Haddad said he was going to ask the Board to authorize the Town Manager and one Select Board member to sign the warrants due to an upcoming holiday.

Ms. Pine said that she attended an event at the Nashua River Watershed. She said that it was very informative and had to do with the Forest Legacy Plan. She said it was in their interest to have this program expanded and thought the federal government would approve this expansion.

Ms. Pine said that she sent out the invitation for the Non-Profit Council Meeting to be held on January 31st at 9am at the Center.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that voting in Precinct 1 was moved to Town Hall during the Senior Center Construction Project. He said that with the Center being open, the Board needed to notify the Town Clerk if it was their intention to return voting in Precinct 1 to the new Center. Mr. Haddad said that he and the Town Clerk had been talking about polling locations and some complaints they received from the voters. Mr. Haddad said that they were recommending that Precinct 1 vote at the Center in West Groton, Precinct 2 vote at the Country Club and Precinct 3 vote at Town Hall.

Ms. Pine said that they did not have perfect solutions but good ones. She asked if Mr. Bouchard could speak to parking conditions at Town Hall. Mr. Bouchard said that at Town Hall and the Country Club, his major concerns would be for the November election adding he was expecting 80% turnout. Mr. Haddad said that Town Hall employees would be asked to park behind Prescott School. Ms. Pine asked about access to the GELD parking lot and the old Bank of America. Mr. Haddad said that those were all possible options. Ms. Pine asked about detail officers at the entrance to the Country Club and Town Hall. Mr. Haddad said that there would be an additional cost for that but that it could be done. Mr. Bouchard said that he would also like to beef up the lighting in the lobby at Town Hall for better visibility.

Mr. Haddad said that the vote Mr. Bouchard would be looking for would be that Precinct 1 voting be done at the Center in West Groton, Precinct 2 voting would be done at the Country Club and Precinct 3 would be voting at the Town Hall. Mr. Bouchard said that he would like to keep this for the foreseeable future to keep the confusion down.

Mr. Giger moved to declare that Precinct 1 vote at the Center in West Groton, Precinct 2 vote at the Country Club and Precinct 3 vote at Town Hall Ms. Pine seconded the motion. The motion carried unanimously.

BLOOD FARM EARTH REMOVAL PERMIT APPLICATION

Mr. Degen moved to reopen the public hearing for the Blood Farm Earth Removal Permit application for Richard Blood. Ms. Pine seconded the motion. The motion carried unanimously.

Mr. Haddad said that the Earth Removal Stormwater Committee had recommended unanimously to reissue the permit to Richard Blood with the standard conditions. Ms. Collette said that the earth removal at this point going on there was incidental.

Ms. Pine moved to close the public hearing for the earth removal permit for Blood Farm. Mr. Reilly seconded the motion. The motion carried unanimously.

Mr. Haddad asked the Board to renew the permit application through January 12, 2022. Mr. Giger moved. Ms. Pine seconded the motion. The motion carried unanimously.

TOWN MANAGER'S REPORT - CONT.

2. Mr. Haddad said that he worked with Select Board Member Pine on revising the Committee Vacancy Policy to address the issue of interviewing candidates should the Board decide not to accept the recommendation from a particular committee. He said that the Policy had been amended to require the Board to schedule the interviews at the next regularly scheduled meeting when all candidate(s) were available to be interviewed. He respectfully requested that the Board consider adopting the revised Policy

Ms. Manugian said that in scheduling interviews for the next regularly scheduled meeting, it could possibly delay things. Mr. Haddad said that that could be a problem. Mr. Degen said that it could address a recommendation made by a Committee but didn't think it addressed direct appointments of the Select Board. He said he would like to see language added that would address that. Mr. Degen suggested wording such as if the Select Board had a seat on the Committee or designated a representative, that they be interviewed by the Select Board first. Mr. Haddad said that he would make another edit and bring it back.

3. Mr. Haddad said that Building Commissioner Ed Cataldo had notified him of his intention to retire on September 8, 2020. He said that filling this vital position was a top priority adding he wanted to make sure they got the best possible candidate. Mr. Haddad said that he had been watching similar vacancies in other neighboring towns and found that finding a competent Building Commissioner was a difficult proposition. Mr. Haddad said that he would like to follow the same process he used when he appointed Patricia Dufresne as the Town Accountant. He said that he instituted an internal process and after an internal posting and interviews, they appointed Patricia Dufresne as the Accountant-In-Training who worked under Valerie Jenkins for two years. He said that when Valerie retired, Patricia stepped right in as the Town Accountant and the transition was seamless. Mr. Haddad said that he would like to post the position internally and consider appointing a current employee as the Building Commissioner-In-Training. Mr. Haddad said that in order to apply, the applicant would need to be certified as a Local Inspector. He said that they currently had two employees who would meet this requirement. He said that this person would work under Mr. Cataldo for six months adding he was hoping for a March 1st starting date and work towards being certified as a Building Commissioner during this period and take over as Building Commissioner when Mr. Cataldo retired in September. Mr. Haddad said that they had 2 qualified individuals who would be eligible to apply. He said he anticipated the cost of this training program would be \$40,000 (six-month salary). Mr. Haddad asked the Board to allow him to advertise internally and go to the Finance Committee for a line item/reserve fund transfer.

Ms. Manugian asked if both applied, would both be trained or only one picked. Mr. Haddad said that they would interview both but only choose one. Mr. Degen said that this was an important job adding they wanted someone detailed oriented. He said that to get someone who had the time to ramp up in a training program, only benefited the Town. He said that the duplicity bothered him but that there was an advantage to doing so. He said that this gave them a high level of promoting within. He said he would support this so long as they received funding from the Finance Committee. Ms. Pine said that the training would be great and that they had 2 potential applicants but thought they wouldn't lose anything by advertising externally. Mr. Haddad said that ordinarily he would agree with her but if they advertised, they wouldn't advertise as early because he wouldn't pay 2 Commissioners. He said that advertising for someone internally, they could train and advertise now. Mr. Reilly said that if they didn't use this process, he wanted to know what the cost was to advertise externally. Mr. Haddad said that it cost approximately \$3K to advertise externally and should they not find someone, there would be a cost to keep Mr. Cataldo on for a bit of time if he was willing to do that. Mr. Giger said that they had turned over Building Commissioners at a high rate. He said that they had gone through 4 Building Commissioners in the last 10 years. Mr. Degen said he agreed with Mr. Giger adding they had the largest building project going on in this Town which was something to consider. Mr. Giger said he supported this but asked that if they went this route, that the agreement have a clause that says they

would stay a certain amount of time and if not pay them some money. Mr. Degen said that they could not do that. Mr. Haddad said he didn't think they could either but could talk to Town Counsel. Mr. Haddad asked the Board to vote to authorize him to advertise internally and approach the Finance Committee for a reserve fund transfer. Mr. Degen said that he was all for advertising externally but that this was an important position adding that there was a lot going on in Town right now as far as building went right now.

Mr. Degen moved to authorize the Town Manager to advertise internally and for a cost not to exceed \$40K over 2 Fiscal Years. The motion was seconded and carried unanimously.

4. Mr. Haddad reviewed the schedule of the Select Board through the Spring Town Meeting. Ms. Pine suggested using the March 30th no meeting date as a workshop meeting. Ms. Pine had some questions about the items proposed.
5. Mr. Giger said that it was great that Mr. Easom was serving on the steering committee for the Community Preservation Coalition but thought there may be a potential conflict of interest.
6. Mr. Haddad said that it was time to call for the Spring Town Meeting and reviewed the timeline for Town Meeting with Town Meeting to be held on April 27, 2020. He asked for the Board to call for the Town Meeting on April 27, 2020 and have a second vote to open the warrant tomorrow, January 14th and close it on February 21st.

Mr. Degen moved to call for the Spring Town Meeting on April 27, 2020. Ms. Pine seconded the motion. The motion carried unanimously.

Mr. Degen moved to call for the opening of the Town Meeting warrant tomorrow, January 14th and close it on Friday, February 21st. Mr. Giger sponce the motion. The motion carried unanimously.

7. Ms. Pine asked if the sewer debt was to be cut from the Select Board minor capital, she asked where the money would come from. Mr. Haddad said that the sewer department would have to raise it. Ms. Pine said that she did not want to see them do that adding the rate payers would be
8. Mr. Haddad asked the Board if they would be willing to authorize him and one board member to sign the next warrant. The Board said they could make themselves available.

OTHER BUSINESS

Ms. Pine said that she would be working with a member of the Park Commission to work on the Park & Common Naming Policy and would bring it back.

Ms. Pine asked for a list of the Department Head goals for this year.

ON-GOING ISSUES

B: Mr. Haddad said that he thought he had found a sprinkler company that was willing to bid on the Prescott School and would keep the Board updated.

D: Mr. Haddad said that the Earth Removal Stormwater Committee would be holding a public hearing on February 4th at 7pm at the Town hall to discuss the MS4 permit process and funding sources.

F: Mr. Haddad said that they reached the 15% on the Green Communities application and would be hearing from the state.

MINUTES

Ms. Pine moved to approve as amended. Mr. Reilly seconded the motion. The motion carried 4-0-1 with Mr. Degen abstaining.

Mr. Haddad asked the Board to enter into Executive Session and not return to Open Session Pursuant to M.G.L. c. 30A, §21(a)(3) "To conduct strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares" – purpose - DEP Consent Order.

Ms. Pine made the motion at 7:08pm. Mr. Giger seconded. Roll Call: Pine-aye; Manugian-aye; Giger-aye; Degen-aye; Reilly-aye

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: