

**SELECT BOARD MEETING MINUTES  
MINUTES JANUARY 7, 2019  
APPROVED**

**BOS Members Present:** Barry A. Pease, Chair; Alison S. Manugian, Vice Chair; John R. Giger, Clerk; Rebecca H. Pine, Member

**Members Absent:** Joshua A. Degen, Member

**Also Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant, Melisa Doig, HR Director; Patricia Dufresne, Town Accountant; Michael Hartnett, Tax Collector/Treasurer; Jonathan Greeno, Principal Assessor; Finance Committee Members: Gary Green, Bud Robertson, Art Prest, Colby Doody; Lorraine Leonard; David Manugian

Mr. Pease called the meeting to order at 7:00pm and reviewed the agenda.

**ANNOUNCEMENTS**

Mr. Pease said that Mr. Degen could not be there but reserved the right to call in at any point. He said that all votes would be taken as roll call votes.

Ms. Pine announced that there was a meeting on January 17th at 7pm to discuss Groton possibly becoming a Green Community.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that pursuant to the Board's Policy, Town Manager Performance Evaluation Policy and Procedure, it stated that: *"The Town Manager's performance review shall commence in January and will be prepared on the form attached hereto, entitled 'Town of Groton Annual Performance Evaluation - Department Heads'. In January, following discussion on the subject at a public meeting, the Chair shall request that the Town Manager prepare a self-evaluation. The time period in which the Town Manager shall complete the self-evaluation shall be thirty (30) calendar days. The time period may be extended by mutual agreement of the Board and the Town Manager."* Mr. Haddad said that he had provided the Board with a copy of the policy and asked that the Board consider beginning the review process.

Ms. Pine said that they should move forward with the Town Manager's review but that she had some scheduling issues coming up and was not sure how that would impact any deadlines. Mr. Pease asked the Town Manager to prepare his self-evaluation and they would discuss the deadlines as they came up.

2. Mr. Haddad said that it was that time of year for the Board to call for the 2019 Spring Town Meeting. He said that pursuant to the Town Bylaw, the meeting shall take place on the last Monday of April, unless the Board chose another date. Mr. Haddad respectfully requested that the Board call for and set the date for the 2019 Spring Town Meeting on Monday, April 29, 2019. He said that the warrant would close on Friday, February 22, 2019. Mr. Haddad asked for two motions, one to call for the Town Meeting and one to close the warrant on Friday, February 22nd.

*Mr. Giger moved to call for the Spring Town Meeting on Monday, April 29, 2019. Ms. Manugian seconded the motion. Roll Call: Pease-aye; Manugian-aye; Pine-aye; Giger-aye (Mr. Degen was not participating remotely at this time.)*

*Ms. Manugian moved to close the warrant on February 22, 2019. Mr. Giger seconded the motion. Roll Call: Pease-aye; Manugian-aye; Pine-aye; Giger-aye (Mr. Degen was not participating remotely at this time.)*

3. Mr. Haddad said that he had updated and revised the Snow Policy and Sidewalk Snow Removal Policy of the Select Board and Public Works Department. He respectfully requested that the Board vote to adopt both of the revised policies. He said that they could determine where to place them on the Town's website for the public's review and information. Mr. Haddad asked the Board to formally adopt this as a policy of the Select Board and DPW. Mr. Giger suggested updating the diagram to show how mailboxes should be placed on sidewalks.

*Ms. Manugian moved to adopt the snow policy as shown and modified. Mr. Giger seconded the motion. Roll Call: Pease-aye; Manugian-aye; Pine-aye; Giger-aye (Mr. Degen was not participating remotely at this time.)*

Mr. Haddad asked the Board to adopt a separate policy on Sidewalk Snow Removal as discussed by the Board at their previous meeting. Ms. Manugian asked if the map would be updated and attached. Mr. Haddad said it would. Mr. Haddad said he would bring this back to the next meeting.

#### **TOWN MANAGER'S PROPOSED BUDGET PRESENTATION**

Mr. Haddad presented the Town Manager's Proposed FY2020 Budget. (see attached)

Ms. Gilbert said that the School Committee was not in session that night due to OML posting requirements adding they did not have a quorum anyway. She said that the GDRSC provided each of the towns a 5-year budget projection. She said that the budget presented was a mere \$11,000 over their 5-year projected number. She said that they had some special education needs that was something they had to provide that would be increasing in the next fiscal year. She said she would not personally support an override and didn't believe that they needed one to fund the budget. She asked the Towns to work collaboratively to see what can be done to fund these unexpected budget issues.

Mr. Green thanked the Town Manager for his presentation. He said that they had a Saturday Meeting scheduled for January 26th at 9am and was looking forward to digging deeper into the budget. Ms. Manugian asked if they looked at past years budgets when developing the current budget. Mr. Haddad said that they used past budgets as a guide adding they didn't use a zero-based budgeting method when developing from year to year.

#### **OTHER BUSINESS**

Ms. Gilbert said that she sent an email to the Chairs to find out availability for a peer board meeting. Mr. Green asked if it made sense to have their Saturday meeting first or have a peer board meeting first. Ms. Gilbert said she thought it made sense to do it after the Town's Saturday meeting. It was asked if February 6th worked for everyone. It seemed agreeable.

Ms. An Hee Foley asked if there was something budget wise looming out there that the residents should be aware of looking past FY2020. Mr. Pease said that the Town Manager was quick to say that there were some concerns he had coming down the pike in his presentation that night. Mr. Green said that the 5-year projection had some issues anticipated.

#### **TOWN MANAGER'S REPORT - CONT.**

4. Mr. Haddad said that he had sat down with the Chair and Vice Chair of the Board to develop his goals for 2019. He reviewed those proposed goals. He asked the Board to consider approving them. Ms. Pine asked about using the word underutilized when speaking about looking at Town Owned property that was underutilized. Ms. Manugian said that her intent was of the goal was that the Town Manager didn't have to review properties like Town Hall that were not underutilized but those like the Country Club and West Groton Fire Station. Ms. Pine suggested looking at properties to provide optimal use of them. Mr. Pease said that that was not the intent of this goal. Ms. Pine said that the Country Club was not underutilized and was being looked at for alternative uses. She said it was in a different category. Mr. Giger said that his concern was that they were begging the issue of asking whether these couple (Country Club and West Groton Fire Station) should be kept at all. Mr. Haddad said he wanted to focus on the West Groton Fire Station and potential development around the Country Club. Mr. Pease suggested that they review a list of all Town (Board controlled) properties and narrow that list down as suggested by Ms. Manugian. Ms. Manugian said that she was interested in looking at the entire Country Club contradictive of what Ms. Pine had suggested. Goal #3 would be brought back to a subsequent meeting.

Mr. Rob Foley asked about the goal concerning succession planning and wondered if it made sense to look at all departments. There was a discussion about this and the possibility of adding wording to the goal.

Ms. Foley asked about the board functionality goal and if there was an issue. Ms. Manugian said that the Board had changed over the recent years. She said that many members didn't have the institutional knowledge that past

members had. She said that she struggled with pulling all information together. Mr. Haddad said that it was a process change for him as well with newer members. Mr. Foley asked how these goals were being measured. Mr. Pease said that they could put something in there adding that they could add some sort of metrics for measuring achievement. Mr. Haddad said that they reviewed these on a quarterly basis and as part of his annual review. He said he thought they did this already. Mr. Pease said he would be in favor of tabling this so that some measurement could be added in addition to rewording #4.

5. Mr. Pease said they needed to determine if the Boards proposed goals were ones they agreed on. He said that they narrowed their list down to 8 goals. The Board reviewed their proposed goals. Mr. Haddad said he was confused by goal labeled #8 adding that the discussion about a Capital Planning Committee would be discussed at their next meeting. There was a discussion about goal labeled #3 and to add that they explore the pros and cons to having software. These would be brought back on January 28th.

#### **OTHER BUSINESS - CONT.**

Mr. Pease read into the record a letter from the Town of Dunstable relative to the Town Manager's time in Dunstable during their transition period.

Mr. Haddad said that the Fire Department Task Force had a meeting earlier that night where they addressed a potential OML violation. He said that a committee member made a statement that got the better of him adding he should have handled it better and apologized for the manner in which things were handled. Ms. Sartini said that Mr. Haddad's statement also had something to do with how Committee members acted and behaved as discussed by the Board. She said that mutual respect needed to occur and should be taken into consideration when choosing committee members.

#### **ON-GOING ISSUES**

A: Mr. Haddad said that they had an important deadline of the end of January to get the Senior Center building to a certain point.

C. Mr. Haddad said that they were going to have to refile the Charter in the new session. He said that the Town Clerk was all over this adding that it was because it had not been finished before the end of the session. He said they weren't violating the old Charter but were also following the new Charter with the exception of how the Finance Committee was appointed.

G: Mr. Haddad said that the Fire Department Task Force voted 4-1 to recommend the addition of 2 additional firefighter/EMT's without adding to the operating budget.

K: Mr. Haddad said that he was wrong when he spoke last time about retiree health insurance. He said that a shift in retiree cost share did not have to go to Town Meeting adding it was a Board decision.

#### **MINUTES**

*Ms. Pine made a motion to approve the minutes of December 17, 2018. Ms. Manugian seconded the motion. Roll Call: Pease-abstain; Manugian-aye; Pine-aye; Giger-aye (Mr. Degen was not participating remotely at this time.) The motion carried 3-0-1.*

*Mr. Haddad asked the Board to enter into Executive Session pursuant to M.G.L., c.30A, §21(a), Clause 2 – “To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel to discuss the Fire Chief's Contract with the intent to not return to Open Session. Ms. Manugian made the motion. Ms. Pease seconded the motion. Roll Call: Pease-abstain; Manugian-aye; Pine-aye; Giger-aye (Mr. Degen was not participating remotely at this time.)*

Approved: \_\_\_\_\_  
John Giger, Clerk

\_\_\_\_\_ respectfully submitted:  
Dawn Dunbar, Executive Assistant

Date Approved: 1/14/19