

SELECT BOARD MEETING MINUTES
MONDAY, JULY 15, 2019
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 7:00pm and reviewed the agenda. Mr. Green called the Finance Committee to order. Finance Committee Members Robertson, Green, Manugian, Whitefield, Colby and Prest were present.

ON-GOING ISSUES

E: Mr. Haddad said he asked the Board not to make any appointments to the Finance Committee until the Charter was approved. He said that David Manugian and Art Prest were serving as hold over appointments right now. He said that the Senate approved the Charter and was told by Representative Harrington that she expected that it would fly through the House.

ANNOUNCEMENTS

Mr. Degen said that the Farmers Market had started and invited everyone to Williams Barn to support local businesses.

TOWN MANAGER'S REPORT

1. Mr. Haddad asked the Board to call for and open the Warrant for the 2019 Fall Town Meeting. He said that according to their Bylaws, the Fall Town Meeting was traditionally held on the third Monday of October, unless the Select Board chose another date. After consultation with the Town Clerk and Town Moderator, Mr. Haddad said he was recommending that the Board call for the Meeting to be held on Monday, October 21, 2019 adding that the Warrant would open on July 16th and close on August 29th.

Mr. Giger moved to call for the Town Meeting to occur on Monday October 21, 2019. Ms. Manugian seconded the motion. The motion carried unanimously.

Mr. Haddad asked for a motion to open the warrant tomorrow, July 16th and close it on August 29th at the close of business.

Ms. Pine made the motion. Mr. Reilly seconded the motion. The motion carried unanimously.

2. Mr. Haddad presented the Board and Finance Committee with a list of line item transfers and reviewed them. He thanked Ms. Dufresne for her work on this list and for color coding it to make it easier to review and see where money was being transferred. Mr. Haddad asked the Select Board to approve the line items transfers for FY19. A couple of clarification questions were asked.

Mr. Degen moved to approve the line item transfers as presented totaling \$164,983. Mr. Reilly seconded the motion. The motion carried unanimously.

Mr. Robertson moved to approve the line items transfers of \$164,983. Mr. Whitefield seconded the motion. The motion carried unanimously.

3. Mr. Haddad said that he was extremely pleased to report that for the first time since the Town took over the management and control of the Groton Country Club, they had closed out the fiscal year with a surplus. He said that when they closed the books for FY 2019, the Club generated a surplus of \$48,291. He reminded the Board and Finance Committee about the three-year plan that was developed to eliminate tax payer subsidy for the operation of the Club, including all hard and soft costs (soft costs include wages in operating the budget, building costs, unemployment, insurance, payroll taxes, etc.). He said that they came very close last year, but some unanticipated capital expenses required additional taxpayer subsidy in FY 2018. He said that they assured the Select Board and

Finance Committee last year that Fiscal Year 2019 would be different; and it was. Mr. Haddad said that Shawn Campbell had drastically reduced the rates at the Club in an effort to increase memberships and use of the facilities. Mr. Haddad reviewed a membership comparison from 2018 and 2019 and reviewed the FY19 budget and the FY19 actuals. Mr. Haddad said that some had asked if they should make this an enterprise fund but said that he wanted to wait to see if this pattern continued for the next couple of years.

Mr. Degen said that this was great but that the real test in fee reductions would not be realized until the season ended. He said that there may be additional expenses due to the increase in usage.

The Finance Committee left the meeting at 7:29pm.

4. Mr. Haddad said that at their last meeting the Board inquired about the status of the State installing a lighted crosswalk sign on Route 119 at the Middle School. He said that Mr. Tom Delaney informed him that they would not install a lighted sign, but added there were unlighted crosswalk signs installed already. Mr. Haddad said that Mr. Delaney was requesting that the State repaint the actual crosswalks to make it more visible to drivers. Mr. Haddad said that if directed, they could ask the Finance Committee for \$14K to install a lighted one. Ms. Pine said that there was a crossing guard that was there but wasn't sure that was enough. Mr. Degen thought they should request money from the Finance Committee to install a lighted sign.

BYLAW - BAN SINGLE USE PLASTIC BAGS

Mr. Haddad said that the Board needed to discuss the proposed bylaw to ban single use plastic bags and consider adding it to the Fall Town Meeting warrant. Mr. Giger said that he was open to any edits the Board wanted to make. Ms. Pine said she was in favor of this and asked if Town Counsel had seen the draft. Mr. Giger said that they had seen one version of this.

Ms. Pine moved that they include the bylaw to ban single use plastic bags in the warrant for the Fall Town Meeting. Mr. Giger seconded the motion. The motion carried unanimously.

OTHER BUSINESS

Mr. Haddad said that they were still working to dry out the rear of Town Hall due to the flood. He said the trailers would be delivered on Wednesday; one for the Town Manager and one for Accounting. He said that people had been leaving messages because he and Ms. Dunbar were not in their offices and had been returning phone calls. Mr. Giger asked if the insurance company would be overseeing the repairs. Mr. Haddad said that they would. Ms. Pine asked if the use of Prescott had been considered. Mr. Haddad said that the Friends of Prescott had reached out to him adding use of the Prescott School was a very generous offer but that he wanted the offices to stay close to Town Hall. He cited the expenses in moving computer lines and phone lines, etc.

ON-GOING ISSUES

C: Mr. Haddad said that he had reached out to 6 engineering firms to look at their energy audit for their Green Community initiative but had been having trouble getting responses. He said that he would be reaching out to Left Field who was working on the feasibility study for the District to see if they would be interested.

A: Mr. Haddad said that Ms. Manugian was brought through the Senior Center on Friday. He said that the progress had been great to see.

I: Mr. Haddad said that the contractor had been moving right along on the Highway Garage project. He said that they had their first construction meeting the next day.

J: Mr. Haddad said that they had received a letter from Senator Kennedy that day on the Pepperell Landfill who completely agreed with the Board's position.

OTHER BUSINESS

Mr. Degen asked if there had been an update from Town Counsel on the review of their policies, etc. Mr. Haddad and Ms. Manugian said that they had not received an update. Mr. Degen cited looking at the Investigation Policy and Harassment Policy first adding they were in conflict with one another. Mr. Giger said that there might be an advantage to discussing a plan with them or a timeline to check on progress.

Mr. Degen said that Mr. Haddad had worked on the Municipal Planning Committee draft and would be meeting with him next week to discuss this. He asked members to review the draft once they finalized it and get any comments back to Mr. Haddad.

MINUTES

Mr. Degen moved to approve the minutes of July 1, 2019. Mr. Giger seconded the motion. The motion carried unanimously.

The meeting adjourned at 7:47pm.

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: 7/29/19