

**SELECT BOARD MEETING MINUTES
MONDAY, OCTOBER 28, 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; Paul DeRensis, Town Counsel

Ms. Manugian called the meeting to order at 7:00pm and reviewed the agenda.

ANNOUNCEMENTS

Ms. Manugian thanked everyone for attending town meeting.

Ms. Manugian said that the Florence Roche Building Committee would be inviting the public to a meeting on November 16th from 8am-11am for community feedback on the project scope.

Mr. Degen said that the Senior Center opening would be on November 2nd at 1pm.

PUBLIC COMMENT PERIOD

Ms. Pine said that in light of the tragic death of one of their residents recently, she had been approached by a number of people about raising awareness of domestic abuse. She asked that this be placed on an upcoming agenda.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that the Board had voted to direct him to issue a Request for Proposals for Town Counsel services on November 1, 2019. He said that since that time, he had worked closely with Town Counsel to improve the relationship and streamline the process of access to Counsel. Mr. Haddad said that he was pleased to say that this had been very successful and recommended that they postpone the issuance of an RFP until next Spring and leave both our General Town Counsel and Labor Town Counsel in place at this time.

Mr. Degen said that as long as they were happy, he wasn't sure they needed to bring this back unless one of them wanted to discuss an RFP. Ms. Pine said she didn't see any reason to issue an RFP now or in the Spring adding they may want to revisit the use of 2 counsels at that time also. Mr. Giger said that they weren't spending as much as they had been which was nice to see. Mr. Reilly agreed with what had been said. Ms. Manugian echoed Ms. Pine's concern about having 2 separate councils.

Mr. Degen moved to rescind the Boards previous vote to issue an RFP for Town Counsel services in the Fall of 2019. Mr. Reilly seconded the motion. The motion carried unanimously.

2. Mr. Haddad said that the first quarter financial review showed that the meals tax was outstanding adding there was a \$13K increase year over year. He said that the rooms tax was for August through the end of September which came in lower than what they anticipated which concerned him. Ms. Pine asked about how to get tenants in the Shaw's Plaza. Mr. Haddad said that they would hopefully be hooking up to sewer within the next 6-8 months and were constantly reaching out to the owners. Mr. Haddad said that licenses and permits was down from last year which was troubling to him and something they would continue to monitor. Mr. Haddad said that investment income continued to do well and tax payments remained strong. He said that motor vehicle was level which was something they wanted to continue to monitor. Mr. Haddad said that General Government would level out after the second quarter because of union contract payouts during the first quarter.
3. Mr. Haddad said that he was pleased with the way in which they handled their goals. Mr. Haddad said that Town Counsel had completed their review of the Green Communities application as was required and was almost ready for Board approval and submittal to the State. Mr. Haddad said that if they were approved, the Board and School Committee would need to meet to determine what they would be spending grant money on.

4. Mr. Haddad said that the Board held a workshop on October 17th to review their policies adding they would be meeting again on November 7th to finish the review. Mr. Haddad said that they were working on the FY21 budget based on guidance he had received from the Board and Finance Committee. He said that he and the Superintendent would be meeting with the Dunstable TA to discuss the FY21 budget. Ms. Pine talked about the work of the Affordable Housing Trust and the needs for affordable housing within their community.

Ms. Manugian asked if the current goals would be for the next 18 months because of the review process or if they wanted to add to them. Mr. Degen suggested having a workshop to discuss this. Mr. Giger suggested getting started on this soon and come up with goals that could be completed within 6 months to coincide with the review period. Mr. Haddad suggested that the Board meet at 6pm prior to a meeting to discuss this.

Ms. Pine said that during performance evaluation training last week they were told that clear goals and frequent feedback was something they should be doing. She suggested adding goals to Mr. Haddad's goals but added that his goals were never approved but more so just part of his duties. Mr. Haddad said that one of his goals was to help the Board achieve their goals and they discussed their goals being his goals also.

5. Mr. Haddad said that based on what the Board and Finance Committee provided him for budget direction, he had provided the Board with a draft of the budget instructions he wanted to provide to the Department Heads, Boards, Committee and Commissions the following week. Ms. Pine said the memo sounded fine to her. Ms. Manugian asked that FY17 expended be added to the spreadsheets.
6. Mr. Haddad said that the Council on Aging met last week to finalize their dedication ceremony plans and it was asked if a champagne toast was something they wanted to do. Mr. Haddad said that they checked with the ABCC and this was something that was allowed adding it was something that was covered under their insurance policy also. Ms. Pine suggested a non-alcoholic beverage be provided also for those that do not drink champagne.

Ms. Pine moved to approve a one-day beer and wine license for a champagne toast to the Groton Council on Aging for November 2, 2019 from 1:00pm-4:00pm. Mr. Degen seconded the motion. The motion carried unanimously.

ON-GOING ISSUES

A: Mr. Degen asked that the Senior Center not be taken off until they receive a final financial update.

B: Mr. Haddad said that the Friends filed another application with the CPC for the sprinkler system.

C: Mr. Haddad said that he provided the Board with an update on the Manganese update because of a Board member's question. He said that they met with their financial advisors and had received some good numbers from them as part of their preparation.

D: Mr. Haddad said that the MS4 consultant funding had been approved at the Town Meeting. He said that he would like to work with the ERSWAC along with the consultant on the provide recommendations to the Board and ultimately Town Meeting.

H: Mr. Degen asked for Representative Harrington to be invited into a meeting to discuss the Charter.

J: Mr. Haddad said that the Library Roof project was going well.

K: Mr. Haddad said that the DPW Garage project was going well.

Ms. Manugian recused herself and departed the meeting at 7:45pm.

CAPITAL PLANNING ADVISORY COMMITTEE APPOINTMENTS

Mr. Lockett and Mr. Sweet were not present.

Stephen Lane said he worked as a consultant and a CFO. He said that he was on the Capital Planning Committee in the 1990's. Mr. Degen asked what he would do first as a member of the committee. Mr. Lane said he would think out of the box and speak with members of the Town who understood their capital needs thinking 3-5 years out. Mr. Giger said that the work would take some time and wanted to make sure he had the time available. Mr. Lane said he thought he did adding that he requested that he be given a one year term so that he could make sure he had the time required. Mr. Reilly asked what his

past experience was as far as construction, facilities, etc. Mr. Lane said that the facilities director reported to him adding he was working on a \$7M project in Pepperell right now. Ms. Pine said that differing opinions may come up and asked how he might be prepared to handle conflict disagreement. Mr. Lane said that they all had their own point of views adding that listening to differing opinions was always interesting.

Don Koski said that he had moved here from Westford three years ago adding he watched Westford go through a lot of growing changes. He said that he had a background in facility management (33 years) and retired in 2012 as senior director of facility management for Phillips Electronics. He said he was responsible for all 240 locations. He said he also work for HP and Agilent Technologies as a facilities manager. Mr. Degen asked what he would see the number one job of the Committee would be. Mr. Koski said it would be important for the team to find out what the town owns from a building standpoint. Mr. Reilly asked if he had ever volunteered on a town committee before. Mr. Koski said that he was working one day a week at the golf course in the morning and had volunteered for the history center, conservation trust, and the NRWA doing water sampling. Mr. Giger said that he gathered that time was not a restrictive thing for him and wanted to confirm that. He asked what he saw his role as. Mr. Koski said that he saw them learning more about the Town and what they owned and how to manage it. Mr. Degen said that Mr. Koski was a great asset to the Town and had not further questions.

Marlena Gilbert said that she was a small business owner of commercial real estate. She said she owned and managed apartment buildings adding this was very similar to the charge of the committee. Mr. Degen asked what Ms. Gilbert thought her number one job would be. Ms. Gilbert said that the community needed to guide what was important to them. Mr. Degen asked if she really had the time to do this. Ms. Gilbert said that she would be selling one of her companies in January which would free up more of her time and thought she could be an asset to this committee. Mr. Reilly asked how long she had owned her buildings. Ms. Gilbert said that she bought her first building in 2004 adding she also flipped homes. Mr. Reilly asked what her philosophy was in prioritizing building maintenance, etc. Ms. Gilbert said that with the community guiding them it would limit their inventory. Mr. Giger said that her interesting roles seemed to lead to quick decision making. He said that this role would be advisory and asked how comfortable she would be in an advisory role. Ms. Gilbert said that she was dying for an advisory role after years of having to make decisions. Ms. Pine asked how she would go about finding out what the community wanted. Ms. Gilbert said that there wasn't one way adding they needed to study the value now, what it was worth, etc. Ms. Pine said that the largest expense they were facing was a new school in the near future. She said that the committee needed to be perceived without any biased. Ms. Gilbert didn't see her role on the school committee as a biased adding that this was about town property and not school property. Mr. Degen said that she always did her homework and was always prepared adding he shared a certain amount of Ms. Pine's concern.

Scott Haggerty said that he was new to this adding he ran a marine construction company out of Boston. He said he came hoping he would bring value to the Committee. He said he had a fair amount of experience in capital assets. Mr. Degen asked if he had financial background. Mr. Haggerty said that he did all the accounting, estimating, etc. He said he was more interested in helping the town achieve its goals. Mr. Degen asked what the number one activity would be in his eyes. Mr. Haggerty said that the elevation of the process would be his first goal. Mr. Haggerty said that he didn't know what the Town's capital assets were adding he had only been a resident for 10 years. Ms. Pine said that anything they build was using tax dollars she wanted to know how that difference of opinion could be managed. Mr. Haggerty said that they would need to look at the financial impact and didn't see difference in opinions as an issue. Mr. Reilly asked what his philosophy in evaluating and upkeep would be. Mr. Haggerty said that his expertise was in new construction, demolition and managing facilities. He said he would like to see what that Town has for inventory adding they were talking about fiscal issues as their primary focus starting. Mr. Giger said that much of the involvement would focus around what it was they needed to look at. He said that they wrestled with surprises. He said that they wanted to do better with estimating and prioritizing. Mr. Haggerty said that estimating was his expertise adding they had to go out and engage people and see what their needs and problems they needed addressed within their facilities were.

Peter Staffon said that he was a lifelong resident of Groton and wanted to contribute to the Town. He said he was a master mechanic. Mr. Staffon said that in the past departments were given capital funding that was available adding that now departments had wants. He said that he was a hands-on person and thought the tough questions needed to be asked. He said he wanted to see the town grow successfully but not aggressively. He said that people needed to look at the problem and needed to take a hands-on approach. Mr. Giger said that this job wasn't overly hands-on. Mr. Staffon said that they needed to

look at their assets. Mr. Reilly said that he had the equipment part down but asked about building experience. Mr. Staffon said that he did facility maintenance. Ms. Pine asked about his skills dealing with conflict. Mr. Staffon said that he was on the fire department for many years adding that they had to find a way to make everything work.

David Manugian said that he didn't have the facilities experience adding he was a professional civil engineer. He said that he worked in the public sector as a planner and was now a public works director. He said that he worked with the MRPC, chair of Fitch's Bridge Committee, on the Space Needs Committee, Greenway Committee and Finance Committee. He said that he had worked on Planning Advisory Committees with other towns and why this interested him. Mr. Degen asked what he saw his role being and asked if it would be a conflict with the Finance Committee. Mr. Manugian said that he saw the Finance Committee as determining budgets and the CPAC as prioritizing the list. Ms. Pine asked about conflict. Mr. Manugian said that they wanted to get a wide variety of roles and come to some sort of consensus. Mr. Reilly asked if he had run across this in the Town he worked for. Mr. Manugian said that they had just finished their 6-year plan with the CPAC in Bedford. Mr. Giger asked if he had the time to add another committee to his list. Mr. Manugian said that he was excited about this opportunity.

Michael O'Rourke said that he was an 18-year resident of Groton and had been looking for ways to involve himself in Town. He said his career was in high tech start up. He said he had experience moving labs and thought he could round out the experience of others. Mr. Giger asked if he was a process person. Mr. O'Rourke said he was but he needed to be able to respond to things sometimes before your process things. Mr. Reilly asked if construction and building maintenance fit into his experience. Mr. O'Rourke said that moving a high-tech lab from one building to another, planning for growth, etc. was something he was familiar with. Ms. Pine asked if he had experience with budgeting. Mr. O'Rourke said that he did. Ms. Pine asked about conflicts. Mr. O'Rourke said that there was conflict in the high-tech world and good customer service was necessary. Mr. Degen said that he was trying to process how his expertise would fit in this group and asked how he saw his fit. Mr. O'Rourke said that he thought about balance and why he was interested in this Committee.

The Board was asked to vote for 5 members. *(see attached tally sheets)*

Mr. Lane, Mr. Koski, Mr. Haggerty, Mr. Manugian received 4 votes. Ms. Gilbert and Mr. O'Rourke received 2 votes each.

Mr. Degen said he was really torn about voting for Mr. Manugian and Ms. Gilbert adding he wanted to see some new faces but leaned toward Mr. Manugian after hearing about his expertise. Mr. Degen said that Mr. O'Rourke's background would bring a unique perspective. Ms. Pine said she wanted to bring new people into government and one of the things that swayed her vote toward Mr. O'Rourke. Mr. Reilly said he voted for Ms. Gilbert adding that Mr. O'Rourke would do a fine job also. Ms. Gilbert rescinded her application adding she agreed with seeing new faces.

Mr. Haddad talked about term limits.

Ms. Pine made a motion to appoint Mr. Lane to a one-year term; Mr. Haggerty and Mr. Koski to 2-year terms and Mr. Manugian and Mr. O'Rourke to 3-year terms. Mr. Reilly seconded the motion. The motion carried unanimously.

MINUTES

Ms. Pine moved to approve the October 7, 2019 meeting minutes. Mr. Reilly seconded the motion. The motion carried unanimously.

Ms. Pine moved to approve the October 17, 2019 meeting minutes. Mr. Reilly seconded the motion. The motion carried unanimously.

Ms. Pine moved to approve the October 21, 2019 meeting minutes. Mr. Reilly seconded the motion. The motion carried unanimously.

LIAISON REPORTS

Mr. Giger said that the Planning Board was reviewing the findings of the Master Plan Implementation Committee on November 7th.

Mr. Degen adjourned the meeting at 9:12pm.

Approved: _____
John Reilly, Clerk

_____ respectfully *submitted*:
Dawn Dunbar, Executive Assistant

Date Approved: 11/4/19