



TOWN OF GROTON

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Board of Selectmen

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Anna Eliot, *Vice-Chairman*
Stuart M. Schulman, *Clerk*
Peter S. Cunningham, *Member*
Joshua A. Degen, *Member*

Town Manager
Mark W. Haddad

To: *Board of Selectmen*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *April 4, 2016*

1. Scheduled on Monday's Agenda is just one item. As discussed at last week's meeting, Jeff Kubic, Chairman of the Groton Dunstable Regional School Committee will be in to review and discuss the revenue issue relative to the School Department's Proposed Budget.
2. As you are aware, the First Parish Church received a CPA Grant last year to make various improvements to their facility. Since this is a construction project, they would be required to receive a Building Permit from the Town of Groton. They are requesting that the Board of Selectmen waive the Building Permit. Al Collins, who is the Project Manager, will be in attendance at Monday's meeting to discuss this in more detail with the Board.
3. The Conservation Commission is requesting that the Board appoint Olin Lathrop of 55 Sunset Road to the Commission to fill the vacancy caused by the resignation of Rena Swezey, whose term was to expire on June 30, 2018. I would ask the Board to consider this appointment.
4. Enclosed with this report is the final draft of the 2016 Spring Town Meeting Warrant. This draft has been updated to reflect all recent recommendations by the Board of Selectmen and Finance Committee. It also contains the Budget Report of the Town Manager and the Budget Report of the Finance Committee. I would ask the Board to closely review this draft and let me know if there are any additional recommendations or changes to the document. If acceptable, I would ask the Board to vote to approve the Warrant at Monday's meeting. It will be delivered to the Printer first thing Tuesday morning and mailed to our residents on Friday.
5. At last week's meeting, it was determined that the second night of Town Meeting would be held on Monday, May 23, 2016 (pending Town Meeting approval). The Board asked me to determine the best location, either at the Middle School Gym or the High School Gym. In addition, you asked if it was possible to reschedule the event held at the PAC on the 23rd. We reached out to Karen Tuomi and she stated that the dance studio that has the PAC booked for the 23rd has a signed contract and not something that we can change. The North Middle School gym is available, however, Karen is concerned about parking, as not only is there a rehearsal that night, there is basketball scheduled in the other gym. She is also unsure about the suitability of the sound system in the gym at the Middle School. I discussed this with the Chairman and he and I are in agreement that it makes the most sense to hold the second night at the GRDSD High School Gymnasium. Therefore, that is my recommendation. We will prepare for that location.

6. At last week's meeting, Selectman Degen made a request that the Board of Selectmen's Policies and Procedures be amended to add a section that would require all contracts be sent to Town Counsel for approval before being presented to the Board for acceptance. I have drafted the following language and would ask the Board to consider adopting it at Monday's meeting:

"CONTRACT NEGOTIATIONS

According to the Charter of the Town of Groton, it is the responsibility of the Town Manager to negotiate all contracts in which the Board of Selectmen is a party, with the one exception being the contract of the Town Manager, which is negotiated by the Board of Selectmen. Before any contract is finalized and approved by the Board of Selectmen, it shall be delivered to Town Counsel for his review and approval. Once Town Counsel approves the Contract, it shall be presented to the Board of Selectmen for final approval."

7. As the Board is aware, we have been working on developing a Records Policy. We will be presenting the final policy to the Board of Selectmen for approval within the next couple of months. During the development of this policy, we spent time reviewing what records would be available on the Website, including Board and Committee meeting minutes. It was brought to our attention that several committees were behind in approving minutes. We have done a complete inventory of all Boards and Committees and are in the process of reaching out to them and asking that their meeting minutes be brought up to date. We will continue to work with everyone to make sure that we stay current. In addition, we are working on a change to our website that will allow for the better tracking of the approval of meeting minutes. It is our hope to have this ready for your review sometime in the Fall, 2016. We can discuss this further at Monday's meeting.

MWH/rjb

enclosure