



TOWN OF GROTON

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

Board of Selectmen

John G. Petropoulos, *Chairman*
 Anna Elliot, *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: August 25, 2015

- Please note that we will be meeting on Tuesday this week. Scheduled on Tuesday's Agenda is just one item. Steve Boczenowski has requested time on the Agenda to update the Board on Project Interface. The Town is providing funding to this organization in FY 2016.
- As the Board will recall, we made significant changes to the Country Club Operation this year. We brought on a new full-time General Manager/Golf Professional, made some capital improvements to the Club and leased out the Function Hall. This was all done in an effort to eliminate the financial loss we have faced the last several years. I thought it would be a good idea to update the Board on how this new model is working. The following Chart shows a comparison of income and expenses during May – July, 2014 and May – July, 2015. I chose this time frame because May – July is usually the busiest time of year for the Club (I will update this spreadsheet when the month of August closes). You will see that revenues are up over 7%, while expenses are down over 30%. It appears that our new model is working very well. Our new General Manager/Golf Professional Shawn Campbell is off to a great start and I expect this revenue/expense trend to continue. We can discuss this in more detail at Tuesday's meeting.

<u>Category</u>	<u>May - July 2014</u>	<u>May - July 2015</u>	<u>Dollar Change</u>	<u>Percent Change</u>
<u>Income</u>				
Full Memberships	\$ 3,823	\$ 5,540	\$ 1,717	44.91%
Golf Memberships	\$ 9,265	\$ 7,298	\$ (1,967)	-21.23%
Swim Memberships	\$ 32,137	\$ 36,688	\$ 4,551	14.16%
Green Fees - Golf	\$ 52,399	\$ 56,834	\$ 4,435	8.46%
Driving Range - Golf	\$ 1,484	\$ 2,738	\$ 1,254	84.50%
Cart Revenue - Golf	\$ 15,859	\$ 22,693	\$ 6,834	43.09%
Pro Shop Revenue - Golf	\$ 60	\$ 5,744	\$ 5,684	9473.33%
Pool Revenue	\$ 67,633	\$ 63,971	\$ (3,662)	-5.41%
Camp Revenue	\$ 42,197	\$ 40,824	\$ (1,373)	-3.25%
Total - May - July	\$ 224,857	\$ 242,330	\$ 17,473	7.77%
Total Expenses - May - July	\$ 241,717	\$ 167,483	\$ (74,234)	-30.71%

3. Selectman Degen and I have been working with representatives from Dunstable and the Groton Dunstable Regional School District reviewing the Regional School Agreement. The Board had previously authorized up to \$10,000 to hire a consultant to help review the Agreement and recommend changes, if necessary. The School Department advertised an RFP for this service and one company responded to the RFP. The Massachusetts Association of Regional Schools (MARS) submitted the only proposal, at a cost of \$13,500, which was accepted (Groton's share will be \$4,500). To assist in the review, it has been recommended that Groton and Dunstable designate three individuals for this purpose (the Groton Dunstable Regional School Committee will also have representation on the Review Committee). It is recommended that one representative be from the Board of Selectmen, one from the Finance Committee and one resident at large. I will be reaching out to the Finance Committee for their representative. I would ask the Board to designate one member of your Board to serve as well as consider advertising for a community representative. Jared Stanton, Tracey Hutton (the new Dunstable Town Administrator), and I will serve as Staff Support to this Review Committee. They would like to start the review right after Labor Day. We can discuss this further at Monday's meeting.
4. As requested by the Board, I have drafted the following article to be added to the 2015 Fall Town Meeting Warrant:

Article: Create Kinder Morgan Pipeline Legal Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money to be expensed by the Board of Selectmen, for the purpose of securing legal resources to affect the impact of the proposed Kinder Morgan pipeline to the Town of Groton, including its land, open space and the property and lives of its residents, or to take any other action relative thereto.

BOARD OF SELECTMEN

**Board of Selectmen:
Finance Committee:**

Summary: *The Board of Selectmen believe that the Town needs additional expert legal resources to address the impact of the proposed Tennessee Gas Pipeline Project in the Town of Groton. These funds would be administered by the Board of Selectmen, who would create a policy for the expenditure of these funds. Use of these funds would be solely for supporting legal challenges that would have a significant probability of affecting the impact of the proposed pipeline on the Town of Groton and its interests including its assets, open space and the property and lives of its residents. It would require a 4/5's vote of the Board of Selectmen before these funds could be expended. It is the intention of the Board of Selectmen to encourage other Towns affected by the proposed Pipeline to consider allocating similar funds. Any unused funds would be returned to the Town.*

However, we have since heard that since Groton is part of the alternative route, the Federal Energy Regulatory Commission will not start scoping meetings on this route unless it is considered the primary route. Therefore, this article may not be necessary. We can discuss this in more detail at Monday's meeting.

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5. I would ask the Board to consider making the following appointments:

- Michael Roberts - Community Preservation Committee – Term to Expire June 30, 2018
- Karen Riggert - Local Cultural Council – Term to Expire June 30, 2021
- Patricia Lawrence - Local Cultural Council – Term to Expire June 30, 2021

The Chairmen of both Committees are recommending these appointments.

6. In an effort to make sure we are making progress on the annual goals and objectives of both the Board of Selectmen and Town Manager, the Chairman thought it would be a good idea to perform quarterly reviews of these goals. I think this is a good idea. Enclosed with this report is a copy of both the Board's Goals and Town Manager's Goals. I can provide the Board with an update of our progress at Monday's meeting.
7. At your July 6, 2015 meeting, Selectman Schulman provided the Board with a copy of my annual Performance Review and asked that it be placed on a future agenda for the Board to discuss and approve. Enclosed with this report is another copy of the review. We can discuss this further at Monday's meeting.
8. Selectman Petropoulos had proposed at a previous meeting that the Selectmen consider creating business liaisons to meet with the various businesses in Town in an effort to give them public exposure. We had hoped to have a discussion with the Economic Development Committee on this proposal, but we have had a hard time scheduling them to meet with the Board. Selectman Petropoulos would like to continue this conversation with the Board at Monday's meeting.
10. Another initiative of the Board is to create a monthly newsletter. I have set aside time on this week's Agenda for the Board to continue that discussion. Please note, as discussed at your last meeting, I have posted this report on the Town's website for Public Review and information.
11. We will be meeting next week (August 31st) and then we have two holiday's that will prevent the Board from meeting until September 21st. The Board may want to schedule a meeting for September 8th if necessary. That said, I am proposing the following meeting schedule that will take the Board through the end of the year:

Tuesday, August 25, 2015	Regularly Scheduled Meeting
Monday, August 31, 2015	Regularly Scheduled Meeting
Monday, September 7, 2015	No Meeting (Labor Day)
Tuesday, September 8, 2015	Tentative Date for Meeting
Monday, September 14, 2015	No Meeting (Rash Hashanah)
Monday, September 21, 2015	Regularly Scheduled Meeting (Public Hearing on Warrant)
Monday, September 28, 2015	Regularly Scheduled Meeting
Monday, October 5, 2015	Regularly Scheduled Meeting
Monday, October 12, 2015	No Meeting (Columbus Day)
Monday, October 19, 2015	2015 Fall Town Meeting

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11. **Continued:**

Monday, October 25, 2015	No Meeting (Second Night of 2015 Fall Town Meeting)
Monday, November 2, 2015	Regularly Scheduled Meeting
Monday, November 9, 2015	Regularly Scheduled Meeting
Monday, November 16, 2015	Regularly Scheduled Meeting
Monday, November 23, 2015	Regularly Scheduled Meeting
Monday, November 30, 2015	No Meeting
Monday, December 7, 2015	Regularly Scheduled Meeting
Monday, December 14, 2015	Regularly Scheduled Meeting
Monday, December 21, 2015	Regularly Scheduled Meeting
Monday, December 28, 2015	No Meeting
Monday, January 4, 2016	Regularly Scheduled Meeting (FY 2017 Budget Pres.)

Please let me know if this schedule is acceptable to the Board.

12. I want to apologize for failing to fully check the Fall Holiday Calendar before setting the schedule for the 2015 Fall Town Meeting. I had proposed that the public hearing for the Board of Selectmen and Finance Committee take place on Monday, September 14, 2015. While I had looked at the Calendar to make sure it didn't conflict with Yom Kippur, I failed to notice that Rosh Hashanah starts on September 14th. Therefore, I am proposing that we change the date of the Public Hearing on the Warrant to Monday, September 21, 2015. (Yom Kippur starts on September 23rd). Thank you for your attention to this matter.
13. Please remember that the Board has a Work Session scheduled for Thursday, August 27, 2015 at 8:00 a.m. to review responses to the Town Counsel RFP, as well as discuss the Board's vision for the surplus Light Department Property on Station Avenue. Enclosed with this report for your review and consideration is a matrix to help you review the proposals, along with potential interview questions. We can discuss this further at the Workshop on Thursday.

MWH/rjb

enclosures