



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 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: *February 22, 2016*

1. Scheduled on Monday's Agenda are two items. First, Selectman Walter Alterisio of Dunstable will be in to discuss and review the Regional Agreement for the Groton Dunstable Regional School District. Second, Attorney Robert Collins will be in attendance at the meeting to introduce a plan to the Board of Selectmen from the Groton School that would install a sidewalk on Farmers Row, Peabody Street and Old Ayer Road. Enclosed in the packet is a letter from Attorney Collins explaining the proposal, along with a map of the layout of the sidewalk.
2. As the Board is aware, we have recently advertised for a new Assistant to the Treasurer/Payroll Coordinator. Barbara Tierney, who currently fills this position, has been hired as the Treasurer/Tax Collector for the Town of Townsend. This is a great career move for Barbara and we wish her the best of luck. That said, this is a very crucial position that does payroll for the Town and needs to be filled right away. I authorized the advertisement as soon as Barbara gave me her two week notice. That said, Selectman Chairman Petropoulos asked that this be placed on the Agenda for a discussion by the Board, similar to the discussion you had when we filled the Interdepartmental Administrative Assistant's position. In hindsight, I should have brought this to the Board earlier. I look forward to discussing this with the Board at Monday's meeting.
3. Selectman Petropoulos has asked that the Selectmen consider requesting that the Economic Development Committee Charge be amended to include the creation of an Economic Development Plan. Specifically, Chairman Petropoulos would like the Board to consider asking the EDC to provide an assessment of the total potential for economic development in the Town of Groton. We can discuss this further at Monday's meeting.
4. As the Board is aware, the Board has been conducting the annual review of the Town Manager. This review has been done in conjunction with the recently adopted Town Manager's Review Policy. During the course of the review, we have noticed one issue that should be addressed. While the current policy provides specific time lines that need to be followed, there is one item that does not specifically indicate a time in which it needs to be completed. Specifically, there is no time line given to the Chairman to complete the final summary review after the Town Manager meets with the individual Selectmen. To fix this, I am proposing that we amend Paragraph 6 under Review Procedures to read as follows:

Continued on next page – Over >

**Board of Selectmen
Weekly Report
February 22, 2016
page two**

4. Continued:

6. Following receipt of each Board member's individual evaluation, including one completed by the Chair, the Chair shall prepare an evaluation that will include a summary of each section of the performance evaluation of the Town Manager using the form: Town of Groton Annual Performance Evaluation – Department Heads. The ratings of each Board member shall be reflected in the summary evaluation. *The Chairman shall complete the summary evaluation within 21 days of receipt of the individual Board evaluations.*

I would ask the Board to vote to amend the policy as proposed at Monday's meeting.

5. Selectman Petropoulos has requested that the Selectmen consider developing an Employee Cost Savings Recognition Initiative. Specifically, Chairman Petropoulos would like to develop a program where employees can propose cost savings and be recognized for their contribution. He would like to propose a financial incentive from a dedicated pool of money, or any other manner the Board deems appropriate. We can discuss this further at Monday's meeting.
6. The Board needs to decide which member will represent the Board on the Sustainable Budget Study Committee. I have put the Charge the Board adopted for this Committee in the usual format for Committees. It is attached to this report for your review. I would ask the Board to make this appointment at Monday's meeting.
7. I have been advised that Kevin Kelly has reconsidered his resignation from the Tennessee Gas Pipeline Working Group. He would like to be reappointed. I would ask the Board to consider making this reappointment at Monday's meeting.
8. The First Parish Church has requested a one day Beer and Wine License for a dance in Memory of Bill Brandt to be held on Saturday, April 9, 2016 from 7:00 p.m. to 11 p.m. I would ask the Board to consider approving this request at Monday's meeting.

MWH/rjb

enclosure