



TOWN OF GROTON

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Board of Selectmen

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Peter S. Cunningham, *Member*
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Town Manager
Mark W. Haddad

To: *Board of Selectmen*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *May 2, 2016*

1. Please note that we will be holding an Executive Session on Monday at 5:30 p.m. in my office. The purpose of this Executive Session will be to update the Board on the status of the Police Chief Contract Negotiations, as well as receive further direction from the Board. The regular meeting will commence at 6:00 p.m. in the Selectmen's Meeting Room. There is nothing specifically scheduled on the Agenda.
2. As discussed with the Municipal Building Committee for the Prescott School, they have drafted a proposed charge for the new Committee that will be known as the Prescott Community Center Committee. They have also prepared a "to do" list as discussed as well. Both documents are enclosed with this report for your review and approval. I would ask the Board to consider approving this new Committee Charge at Monday's meeting. Greg Sheldon will be in attendance to address this in more detail.
3. Recently, it has been brought to my attention that the Charter Review Committee and others, are questioning the waiving of Passport Fees by the Town Manager. For those of you who are not familiar with the process, my office serves as a Passport Acceptance Agent for the United States Department of State. We have been providing this service since 2011 when the State Department no longer allowed the Town Clerk's Office to provide this service. We process approximately 550 passport applications a year. We collect two fees from individuals seeking a passport. The first fee of \$110 (or \$80 for children 15 years of age or younger) is collected by check and sent to the State Department with the passport application. The second fee of \$25 is collected either by cash or check and kept by the Town of Groton as our fee for processing the passport. We collect anywhere from \$12,500 to \$14,000 per year. These fees go into the general fund and is part of our estimated receipts for the year. From the time my office has served as the Passport Acceptance Agent, I have had the policy to waive the Town's \$25 fee for Town employees and their families. As a matter of fact, I have waived these fees for members of the Board of Selectmen's families. At no time have I received any complaints from anyone regarding this policy. This has never been an issue and is just something we thought was a nice thing to do for our employees. There has been one exception to this policy. When I applied for a Passport in February, I paid the Town \$25 as I did not want to be accused of waiving my own fee. Attached is a copy of my receipt. Unless directed by the Board, I will continue to provide this courtesy as it has no material impact on our budget or estimated receipts. I look forward to discussing this in more detail with the Board at Monday's meeting.

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4. Enclosed with this report is our Third Quarter Financial Statement. The Town Accountant and I would like to take some time at Monday's meeting reviewing it with the Board.
5. As has been the recent practice of the Board, I have scheduled time on the Agenda for the Board to review the status of the Board's and the Town Manager's annual goals and objectives. I have enclosed with this report a copy of both documents. We can review these in more detail at Monday's meeting.
6. First Parish Church has requested a One Day Beer and Wine Liquor License for a Poetry Night to be held on Saturday, May 6, 2016 from 6:30 p.m. to 9:30 p.m. I would ask the Board to consider approving this request at Monday's meeting.
7. First Parish Church has also requested a One Day Beer and Wine Liquor License for a Concert by Russell Watts and Joseph Foster on Saturday, June 4, 2016 from 6:30 p.m. to 9:30 p.m. I would ask the Board to consider approving this request at Monday's meeting.
8. I have made the following appointments:

Patrick O'Reilly – Groton Country Club Summer Staff
Tim Newman – Trails Committee
Judith Anderson – Election Worker
Donna Piche – Election Worker
Jeffrey Upton – Election Worker

Pursuant to Section 4-2(c) of the Groton Charter, I would respectfully request that the Board consider ratifying these appointments at Monday's meeting.

MWH/rjb
enclosures