



TOWN OF GROTON

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Board of Selectmen

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John G. Petropoulos, *Member*
Rebecca H. Pine, *Member*

Town Manager
Mark W. Haddad

To: *Board of Selectmen*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *January 29, 2018*

1. Scheduled on Monday's Agenda are three items. First, Joan Reardon, owner of the Natural Market on Main Street has requested that the Board of Selectmen create 15-minute parking zones on Main Street in front of the Natural Market. I have invited Chief Palma and DPW Director Delaney to the meeting to discuss this request with the Board. Second, the Personnel Board will be in to present their annual report to the Board. Finally, as directed by the Board, I have scheduled time on the Agenda for the Board to discuss and consider adding an additional annual goal to address the Prescott School.
2. I would respectfully request permission from the Board of Selectmen to take sick leave from January 30, 2018 through February 5, 2018. I will be out of the office for a total of five days. As I have done in the past, I will be appointing Michael Bouchard as Acting Town Manager during my absence. Enclosed with this report is my official notification to the Board as required by the Charter. I appreciate the Board's consideration of this request.
3. In compliance with the Board's policy to fill vacancies, the Great Pond Advisory Committee has requested that I appoint Remi Kaleta of 228 Whiley Road to the Committee. I have in fact made this appointment. Pursuant to Section 4-2(c) of the Groton Charter, I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.
4. The Board established a goal in 2018 to implement the recommendations of the Operational Audit. As part of reaching this goal, I asked all impacted departments to review the recommendations and provide me with their feedback. Attached to this report is a document I prepared that lists all of the major recommendations (both formal and best practice), provided the Department Head's response to the recommendation and my comment relative to the particular recommendation. I believe this will be a useful tool for the Selectmen to determine which recommendations to pursue. I do not have a direct proposal on how to move this forward, but I believe this will be a good tool for the Selectmen to utilize as you decide how to proceed. We can discuss this in more detail at Monday's meeting.

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5. I am pleased to inform the Board that Patricia DuFresne and I have come to an agreement on a new three-year contract for her to remain as our Town Accountant. I could not be more pleased as Patricia has been an outstanding employee of the Town as our Town Accountant for the last five years. As stated in her current agreement, she provided me with written notice of her intent to renew the agreement by January 15, 2018. Melisa Doig and I conducted a Salary Survey of the position and shared those results with the Personnel Board for their input. Based on this, we have agreed to the following terms:

- A. Three Year Contract.
- B. A salary of \$88,900 in FY 2019 and a 1.5% increase in both FY 2020 and FY 2021.
- C. An increase in her carryover of vacation of 5 days.
- D. Health Insurance Cost Share at 30%.
- E. Longevity and Personal Days to Match the Supervisors Contract

I have enclosed a copy of the red-lined contract with this report for your review. I would respectfully request that the Board consider ratifying this contract at Monday's meeting.

6. **REPEATED FROM LAST WEEK'S WEEKLY REPORT:** Last month, Selectman Pease requested that I provide the Board with an update as to the Negotiations with the Friends of Prescott to lease the Prescott School. Currently, the negotiations are on hold. An issue that has arisen relative to the reuse of Prescott that has impacted our negotiations the Lease. As you are aware, the Friends have been marketing and seeking tenants for the building as part of the development of their business plan. The response has been encouraging and has caused exploration on costs and permits for the specific possibilities. As a result of these efforts it has been called to our attention that the proposed mix of use may trigger building code compliance issues that may require a change to their near-term business plan and may affect the way a lease is constructed. The Friends have consulted with Attorney Robert Collins and he has been meeting with the Building Commissioner to determine the parameters of the permissible uses for the Structure. I expect Attorney Collins to provide an update to the Board on the status of these discussions at Monday's meeting.

7. Since we have met with the Finance Committee in joint session on Saturday, January 27th to review the Proposed Operating Budget, I have set aside time on Monday's Agenda for the Board to discuss any follow-up to the meeting.

MWH/rjb
enclosures