



## TOWN OF GROTON

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## Select Board

Barry A. Pease, *Chair*  
Alison S. Manugian, *Vice-Chair*  
John R. Giger, *Clerk*  
Joshua A. Degen, *Member*  
Rebecca H. Pine, *Member*

**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Weekly Report*

**Date:** *July 30, 2018*

1. Other than the Town Manager's Report and a review of the On-going Issues List, there are no scheduled Agenda Items.
2. Attached, please find a proposed OPEB Investment Policy (what types of securities the Town will invest OPEB funds) that our actuarial firm is recommending that the Town adopt. This policy is important to comply with GASB-75 (OPEB Valuation Audit) that ties the discount rate to the funding policy and investment policy. The Town has just completed our bi-annual Fiscal Year 2018-2019 GASB-75 valuation audit with our actuarial firm, Odyssey Advisors. It is extremely important for the Town to adopt a specific OPEB investment policy in conjunction with the Town having dedicated permanent funding (\$100,000 in both FY18 and FY19) to its OPEB Trust Account. This is important because GASB-75 ties the discount rate to the funding policy and investment policy. By adopting a specific OPEB funding policy which possibly earmarks specific revenues and/or other considerations, we will then be in solid compliance with respect to MGL 32B/20 and GASB-75 guidelines. I would respectfully request that the Board adopt the OPEB Investment Policy. Michael Hartnett will be in attendance at Monday's meeting to answer any additional questions or concerns you may have.
3. As you are aware, Robin Eibye has submitted her resignation as our Interdepartmental Administrative Assistant. As this is an extremely important position that serves the Board of Health and Community Preservation Committee, as well as serving as the primary Passport Acceptance Agent and back up to the Town Manager's Executive Assistant, we needed to move quickly to fill the position. We advertised the position on the MMA Website, as well as Monster and the Groton Herald. We received 74 applications. I, along with Dawn Dunbar, Takashi Tada and Melisa Doig, interviewed 8 of the applicants and have decided to offer the position to Samnag (Sammie) Kul of Pepperell, MA. Ms. Kul has a strong background in customer service, finance and multiple responsibilities that makes her a great candidate for this position. I have made this appointment and pursuant to Section 4-2(c) of the Groton Charter, I would respectfully request that the Board ratify this appointment at Monday's meeting.

4. As you know there is a vacancy on the Finance Committee caused when Jon Sjoberg decided not to seek reappointment in June. The Finance Committee is recommending that the Board appoint Colby Doody of 501A Boston Road to the Committee to fill this vacancy. I would respectfully request that the Board consider making this appointment at Monday's meeting. This is a three-year term effective from July 30, 2018 through June 30, 2021. For the Board's information, this will be the final appointment the Select Board will make to the Finance Committee as once the Charter is approved by the Legislature and Governor, a three-member Board made up of the Chairs of the Select Board and Finance Committee, along with the Town Moderator will appoint the Finance Committee.
5. There are currently two vacancies on the Personnel Board caused by the resignation of Kevin Brogan (who moved out of Town) and the decision by Mary Jennings not to seek reappointment in June. There is a full three-year term available (Jennings seat) and a two-year term available (Brogan's seat). Mary Livingston of Chestnut Hill Road has submitted an interest form to serve on the Committee. Both Bud Robertson (remaining member on the Board) and Human Resources Director Melisa Doig met with Ms. Livingston and are recommending that the Select Board appoint her to fill one of the two vacancies on the Personnel Board (the Board can decide which term to fill). I would respectfully request that the Board consider making this appointment at Monday's meeting.
6. The Council on Aging is recommending that the Select Board appoint Sheila Nash of Rockwood Lane to the Council to fill the Under 60 vacancy on the Council. I would respectfully request that the Board consider making this appointment at Monday's meeting.
7. I have requested that our Council on Aging Director Kathy Shelp attend Monday's meeting to review the recommendations for the Senior Center as contained in the Matrix Operational Audit. Enclosed with this report are the recommendations and the responses from the Council on Aging Director and Town Manager. We can discuss this in more detail at Monday's meeting.
8. As we discussed when the Board ratified the Collective Bargaining Agreement between the Town of Groton and AFSCME, Local 93, the Town Supervisors Union, we have removed the Principal Assistant Assessor and Treasurer/Tax Collector positions from the Union, pursuant to M.G.L., c.41, §108N½. This law allows the Town Manager, with the approval of the Select Board (to comply with our Charter) to enter into separate three-year employment agreements with these two positions. Enclosed with this report for your approval are the proposed employment agreements between the Town and Jonathan Greeno as our Principal Assistant Assessor and Michael Hartnett as our Treasurer/Tax Collector. The terms of these agreements are the same as the Board ratified with the Supervisors Union. I would ask the Board to consider approving these Agreements at Monday's meeting.

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9. As the Board is aware, we have been notified by the owners of 162 Martins Pond Road of their intention to sell the property. Since this property is currently under a Chapter 61A designation, the Town of Groton has the right of first refusal to purchase the property at the same price that is under Agreement (\$1,430,000). As is our policy, we have asked for a recommendation from the Conservation Commission and Planning Board as to whether or not to exercise this right. The Conservation Commission voted to forgo it and the Planning Board took no position. Attached to this report are letters from both Boards on this issue to the Select Board. Based on this, I would respectfully request that the Board vote to release its option to purchase. We can discuss this further at Monday's meeting.
10. The Board had voted to enter into a memorandum of understanding with the Board of Sewer Commissioners for the repayment of the engineering fees for the Four Corner Sewer Project. The Select Board wanted the taxpayers reimbursed for the \$192,000 spent to develop the design of the \$2.1 million Sewer Project that was funded through a MassWorks Grant. As directed, I met with the Sewer Commission to discuss this proposed MOU. Enclosed with this report is a letter from the Sewer Commission to the Select Board outlining their opposition to the MOU and asking the Board to reconsider its request. Based on this, I would respectfully request that the Board reconsider their position on this repayment. We can discuss this further at Monday's meeting.
11. Select Board Member Pine, Finance Chair Gary Green and I have drafted a proposed Bylaw to establish a Capital Planning Advisory Committee. I have enclosed a copy of the proposed Bylaw to this report for your review and consideration. Should the Board be in support of this proposal, I would ask the Board to vote to include the Bylaw on the 2018 Fall Town Meeting Warrant.
12. In an effort to assist the Board in developing a Fee Waiver Policy, I have provided a draft for the Board's review, edits and consideration. It is attached to this report. I look forward to discussing this in more detail with the Board at Monday's meeting.
13. As you know, proposals in response to the Prescott School RFP were due on Thursday, July 26<sup>th</sup>. We received one proposal in response to the RFP from the Friends of Prescott. I have appointed a Review Committee made up of myself, Annika Nilsson Ripps, Greg Sheldon and Bud Robertson to help me review the proposal and determine its compliance with the requirements of the RFP. I hope to have a formal recommendation to the Board at your August 6<sup>th</sup> meeting.
14. As the Board is aware, when we developed the FY 2018 Country Club Budget in December 2016, we estimated that the Club would not need any taxpayer subsidy and generate enough revenue to cover all operational expenses, including those contained in the General Town Budget. I would like to spend some time at Monday's meeting reviewing the final Budget and its outcome. Enclosed with this report is a memorandum I prepared explaining the costs and the final budget. I look forward to reviewing this in more detail with the Board at Monday's meeting.

15. The Board requested that I set aside time on this week's meeting Agenda for you to make a decision on Town Counsel. The Board needs to decide from among the following firms:

KP Law  
 Brooks and DeRensis  
 Mead, Tallerman & Costa, LLC

As directed by the Board, I reviewed the last two fiscal years' legal bills and applied the proposed fees against what we actually spent. The following is as summary of the actual vs. anticipated legal expense:

<b>Town Counsel Fee Comparison</b>						
<b>FY 2017 and FY 2018</b>						
	<b>KP LAW ACTUAL</b>	<b>KP LAW NEW RATE</b>	<b>MEAD TALLERMAN COSTA FEE PROPOSAL #1</b>	<b>MEAD TALLERMAN COSTA FEE PROPOSAL #2</b>	<b>BROOKS DERENSIS</b>	
<b>FISCAL YEAR 2017</b>						
General Legal Retainer	\$ 16,500	\$ 18,950	\$ 78,000	\$ 54,000	\$ 60,000	
Outside Legal Retainer	\$ 18,344	\$ 19,423	\$ -	\$ 18,810	\$ 19,800	
Labor Retainer	\$ 13,750	\$ 16,050	\$ -	\$ -	\$ -	
Outside Labor Retainer	\$ -	\$ -	\$ 16,682	\$ 16,682	\$ 17,560	
<b>Total Bill</b>	<b>\$ 48,594</b>	<b>\$ 54,423</b>	<b>\$ 94,682</b>	<b>\$ 89,492</b>	<b>\$ 97,360</b>	
<b>FISCAL YEAR 2018</b>						
General Legal Retainer	\$ 15,000	\$ 17,500	\$ 78,000	\$ 54,000	\$ 60,000	
Outside Legal Retainer	\$ 9,592	\$ 10,156	\$ -	\$ 9,880	\$ 10,400	
Labor Retainer	\$ 15,000	\$ 17,500	\$ -	\$ -	\$ -	
Outside Labor Retainer	\$ 3,893	\$ 4,122	\$ 10,890	\$ 11,362	\$ 11,960	
<b>Total Bill</b>	<b>\$ 43,485</b>	<b>\$ 49,278</b>	<b>\$ 88,890</b>	<b>\$ 75,242</b>	<b>\$ 82,360</b>	

To help the Board understand how this was developed, enclosed with this report are the actual spreadsheets I developed to generate the above summary. We can discuss all of this in more detail at Monday's meeting.

16. I have appointed the following individuals: Ryan McMeniman to the Trails Committee and Richard VanDoren, Gina Ryan and Wendy Jones as Election Workers. I would respectfully request that the Board vote to ratify these appointments.

MWH/rjb

enclosures