



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: *August 6, 2018*

1. Please note that Monday's meeting will commence at 6:00 p.m. with a joint meeting between the Select Board, Finance Committee and Fire Department Task Force Study Committee. The purpose of this joint meeting is to discuss the staffing issue we are currently experiencing in the Fire Department. Enclosed in your packet are two memos from the Fire Chief explaining the issue in more detail. In addition to the Town Manager's Report and a review of On-going Issues list, I have scheduled an Executive Session at the conclusion of Monday's meeting for the Board to review and take action on a Step 3 Grievance filed by SEIU 888 Town and Library Employees on behalf of a former employee. Enclosed with the packet is all relevant materials concerning this issue.
2. At the request of Chief Luth, I have appointed Casey O'Connor as a Reserve Police Officer and Bernadette Georges as a Police Matron. Pursuant to Section 4-2(c) of the Groton Charter, I would respectfully request that the Board consider ratifying these appointments Monday's meeting.
3. We have conducted a search to fill a vacancy on the Highway Department caused by the resignation of Evan Boucher. We received 10 applications for the position. A Search Committee made up of DPW Director Tom Delaney, Highway Foreman Troy Conley and Human Resources Director Melisa Doig interviewed several of the candidates. Based on their interviews, they have recommended that I appoint William Morris of Groton to this position. I have, in fact, made this appointment. 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 directed by the Select Board, I contacted both Brooks & DeRensis and KP Law to discuss the Board's vote last week to appoint Brooks & DeRensis as Town Counsel and Brian Maser of KP Law as Labor Counsel. Mr. Degen joined me on the call with Paul DeRensis. Brooks & DeRensis has agreed to perform Town Counsel services for the Town of Groton for Fiscal Year 2019 with a retainer of \$4,000 per month and an hourly rate for litigation and real estate at \$190 per hour. I asked Lauren Goldberg of KP Law if they would agree to perform Labor Counsel services for the Town of Groton at an hourly rate of \$180 per hour. They have agreed as well. I will be seeking an additional \$20,000 at Town Meeting to increase the appropriation for Town Counsel to from \$70,000 to \$90,000 in anticipation of the higher costs. I asked Paul DeRensis to put together a transition plan for the Board's approval should the Board confirm this appointment. He will work directly with David Doneski for this purpose upon Board approval. I would respectfully request that the Board act on this matter at Monday's meeting.

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5. As discussed at last week's meeting, I have attempted to revise the Fee Waiver Policy to address the Board's concerns with the original draft. I have simplified the Policy to allow the Board to waive, defer or reduce fees. Any fee reduction in excess of \$5,000 would require Town Meeting to act on the waiver, reduction or deferral. I have attached a copy of the revised policy to this report for your review and consideration. Should it be acceptable, I would ask the Board to consider adopting this policy at Monday's meeting.

6. As the Board is aware, the Groton Dunstable Regional School Committee has voted to appoint me as a voting member on the Florence Roche Building Committee and Select Board Member Manugian as a non-voting member of the Committee. The School Committee did say that if the Select Board wished to change the voting status of Alison and me, they would be agreeable. Select Board Member Pine asked for the make-up of the Committee (voting and non-voting membership). The following is the make-up of the Committee and their voting status on the Committee:

Dr. Laura Chesson – School Superintendent - Voting Member
Michael Knight – Business Manager – Voting Member
Fay Raynor – School Committee – Voting Member
Marlena Gilbert – School Committee – Voting Member
Ryan McLane – School Committee (Dunstable) – Voting Member
Mark Haddad – Groton Town Manager – Voting Member
Brian O'Donahue – FloRo Principal – Voting Member
Lorraine Leonard – Groton FinCom – Voting Member
Gail Charmers – Senior Citizen – Voting Member

Luke Callahan – Director of Technology – Non-Voting Member
Adria Fisher – Dunstable Advisory Committee – Non-Voting Member
Ron Mikol – Dunstable Selectman – Non-Voting Member
Alison Manugian – Groton Select Board – Non-Voting Member

I would ask the Board to confirm my appointment as the Voting Member and Alison Manugian as the Non-Voting Member of the Committee.

7. Enclosed with this report is the first draft of the October 1, 2018 Special Town Meeting Warrant. I would like to spend some time at Monday's meeting reviewing this Warrant with the Board.

8. As you know, the Warrant for the 2018 Fall Town Meeting closed on Thursday, August 2, 2018. Since I was off Friday and there was a potential that some Articles could come in at the deadline, I will provide with you with the Draft under separate cover. I would like to bring to the Board's attention that there may be the need for an additional Article concerning constructing a parking lot behind the Prescott School. Whether or not this will come forward is still not known. I want to insert a place holder on the warrant should the need arise. I would like to take some time at Monday's meeting reviewing the draft Warrant with the Board at Monday's meeting.

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9. As you are aware, we received only one Proposal (Friends of Prescott) for the lease and operation of the Prescott School. In order to review the Proposal for compliance with the criteria set forth in the RFP, I asked Bud Robertson and Greg Sheldon to help me review the proposal. Attached to this report is a memorandum from me outlining our findings and recommendations. We have concluded that the Friends' Proposal meets the criterion set forth in the RFP and is worthy of award, subject to successfully negotiating a three-year lease with the Friends. Please note that there are some concerns with the proposal that should be brought to the Board's attention. I would like to spend some time at Monday's meeting reviewing this with the Board and requesting that the Board vote to commence negotiating a lease with the Friends of Prescott.

10. As discussed at last week's meeting, I provided the Board with the tape of the 2015 Spring Town Meeting to review the debate when the Town Meeting voted to approve engineering funding for the Four Corner Sewer Project. The Board was interested in determining if the issue of repayment of the engineering funding was discussed as part of the proposal to Town Meeting. I watched the entire debate and found that there was never any mention of repayment. It was made very clear to Town Meeting that the engineering funding was the Town's commitment to the project. Based on this I would respectfully request that the Board withdraw its request to enter into a Memorandum of Understanding with the Sewer Commission for repayment of these funds. We can discuss this further at Monday's meeting.

MWH/rjb

enclosures