



TOWN OF GROTON

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Select Board

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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 27, 2018*

1. In addition to the Town Manager's Report and a review of the On-going Issues list, there are three items scheduled on Monday's Agenda. The first item is the continuation of the public hearing for the October 1, 2018 Special Town Meeting and 2018 Fall Town Meeting. Enclosed with this report are the latest drafts of the Warrants. I would ask the Board to consider taking positions on the various Articles at Monday's meeting. With regard to the Warrants, please note the following:
 - A. I removed the Capital Planning Article. I will schedule this item for a future Agenda Item.
 - B. Enclosed with this report are the plans relative to the expansion of the Four Corner Sewer District. The first two maps show the two lots being added to the District. The third map is the site plan for the 11 starter homes being proposed for Lot 120-2.16.
 - C. I have updated the budget for Article 2 on the Special Town Meeting Warrant to account for the two remaining Union Contracts (in the event the Select Board ratifies the contracts Monday evening) and added the funding for the two additional firefighters approved at last week's meeting. I have updated the Five-Year Capital Plan as requested by the Finance Committee (I will share this with them at one of their upcoming meetings) and have included a copy of the updated Levy Calculation along with the revised five-year projection to this report for your review.
 - D. As voted by the Board last week, I have added an Article to pay for the Town's expense relative to the Prescott School. It is Article 10 on the Fall Town Meeting Warrant.
 - E. It is my understanding that the proponent of the Citizen Petition Article requesting that any Building Permit fee reduced by more than \$5,000 go to Town Meeting for approval is planning on withdrawing the Article. He informed the Town Clerk that he is planning on gathering the necessary signatures to remove the Article.

The second item on the Agenda is a Public Hearing for the Select Board, acting as the Four Corner Sewer Commissioners, to adjust the rates the Board set in May, 2018. After a thorough review of the anticipated expenses, the Sewer Commission is requesting an adjustment in the rates. Enclosed with this report are the proposed new Regulations and Rates. Finally, I have scheduled an Executive Session at the end of the Meeting for the Board to review and consider ratifying the Tentative Agreements reached with SEIU 888 Town and Library Employees and SEIU 888 Highway/Transfer Station/Water Employees. Enclosed with this report are the tentative agreements for your review and consideration. Should the Board agree to the terms negotiated, we will return to Open Session to vote to ratify the Agreements.

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2. At the request of Police Chief Michael Luth, I have appointed Kevin Henehan as a Sergeant for the Groton Police Department. I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.
3. Vyctoria Pantano has submitted her resignation as Payroll Clerk/Assistant to the Treasurer to accept a job with the City of Lowell. Instead of going through the expense of advertising for the position, the Treasurer/Collector, Assistant Treasurer/Collector and Human Resources Director reviewed all the resumes recently submitted for the Interdepartmental Administrative Assistant position (74 resumes) to determine if there were any qualified candidates. They found three (3) resumes that met the qualifications of the position. They were interviewed and the Treasurer/Collector has requested that I appoint Nancy Amari of Groton to the position. I have enclosed a copy of Nancy's resume to this report for your review. I have in fact made this appointment and would respectfully request that the Board ratify this appointment at Monday's meeting.
4. The Economic Development Committee is requesting that the Board consider appointing John Sopka to the Committee. I would respectfully request that the Board consider making this appointment at Monday's meeting.
5. The Chair asked that I set aside time on the Agenda for the Board to discuss and provide input to the Master Plan Implementation Committee. This Committee was established by the Groton Planning Board in December of 2017 to help assess the Town's progress in achieving the goals identified in the 2011 Master Plan. They are reaching out to the Board for your input as to what goals and tasks have been achieved, is in progress or why it is not achieved. Feedback will help the Planning Board as they begin to think about and plan for the Town's next Master Plan. We can discuss this further at Monday's meeting.
6. Bud Robertson, Alison Manugian and I have concluded negotiations with the Friends of Prescott on a three (3) year lease for the operation of the Prescott School. We made one significant change to the terms of the lease. Specifically, the Friends had submitted their proposal with an annual lease payment of \$16,000 that they believed would pay for the utilities of the building. With that cost being estimated to be around \$27,000 a year, this was an unacceptable term to the Town. Based on our goal to have the building taxpayer neutral by year 3 of the lease, we amended the terms of the lease to have the Friends cover all utilities for the building, except insurance, landscaping and snow removal which will be the responsibility of the Town (approximately \$20,000 annually). As far as the rent payment, the Friends will be required to open up their books at the end of the first two Fiscal Years and show the Town the net profits they earned over the course of the year. The Town would receive fifty (50%) percent of the profits annually, to a maximum of \$20,000. In year 3, the rent would be \$20,000. Enclosed with this report is the final lease. I would ask the Board to consider approving this lease at Monday's meeting.

MWH/rjb
enclosures