



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1111
Fax: (978) 448-1115

Select Board

Barry A. Pease, *Chair*
Alison S. Manugian, *Vice-Chair*
John R. Giger, *Clerk*
Joshua A. Degen, *Member*
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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *November 19, 2018*

1. In addition to the Town Manager's Report and a review of the On-going Issues List, scheduled on Monday's Agenda is one item. It is that time of the year for the Board to conduct the annual Tax Classification Hearing in order to set the Fiscal Year 2019 Tax Rate. Representatives from the Board of Assessors Office will be present at the meeting for this purpose.
2. Pursuant to the Board's Town Manager's Review Policy, I would like the Board to start my review process earlier than usual this year. While the policy states that it should begin in January, we didn't complete last year's review until May. I would respectfully request that the Board officially start the process at Monday's meeting by requiring me to start my Self Evaluation. We can discuss this further at the meeting.
3. My current agreement to serve as Groton's Town Manager expires on June 30, 2019. Section 1B of the Agreement states that the *"Board shall notify the Employee in writing on or before February 15, 2019, whether or not it intends to renew this Agreement. Failure of the Board to give such written notice shall result in automatic renewal of the Agreement for a one-year period, subject to appropriation and the availability of funds. Should this Agreement be automatically renewed, the same terms and conditions shall apply unless modified by written agreement of the parties."* I am requesting that the Board make the decision as early as possible so that I can prepare accordingly. I would appreciate the Board's consideration of this request. We can discuss this in more detail at Monday's meeting.
4. It is that time of the year for the Board to begin developing your goals and objectives for Calendar Year 2019. To assist the Board in developing your goals for the year, I have compiled all of the Department Head Goals for the coming year and attached them to this report for your review and information. I would respectfully request that you review this list and begin to draft your goals. If you could get them to me by the end of the week, I can draft a document with all the goals for the Board to review and approve at an upcoming meeting. I believe this is the best way to approach the development of your goals instead of trying to state and draft them at a meeting. I hope you find this helpful and productive.

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5. Based on an idea generated by Art Prest, I began to investigate the possibility of creating a senior housing development on Town owned land surrounding the Groton Country Club Golf Course. The Towns of Acton and Tyngsborough had successfully created such housing and I believe this has a lot of potential to address a housing need and generate income to make the Country Club more viable. I had brought this to the attention of the Select Board and told them I was starting to pursue such an idea. Since I did not receive any negative feedback from the Board, I started to formulate an action plan. In order to accomplish this plan, I have taken a couple of steps. First, I reached out to the Affordable Housing Trust for funding to hire an engineer to develop a conceptual plan to determine if this idea is feasible on Country Club Property. In addition, I have filed a Community Preservation Application for engineering funds to develop plans and specifications to put such a project out to bid should it be feasible. This will allow the Town to draft an RFP to seek a developer to build such a project. Unfortunately, the Affordable Housing Trust has tabled my request at this time. Apparently, Don Black attended their most recent meeting to present them with a similar proposal to put 80 units on about 20 acres that might need a zoning overlay district. While I appreciate the Affordable Housing Trust's need to obtain greater information on another proposal before deciding how to proceed, I do not want to delay the Country Club Proposal. Specifically, if I am to proceed with the Community Preservation Application, I need to prove the concept works. I cannot do this without the Conceptual Plan. I have a quote for \$4,500 from a local engineer to draft this plan and with the Board's approval and permission, I would like to hire him as soon as possible. To that end, I would like the Board to consider approving either allowing me to approach the Finance Committee for a Reserve Fund Transfer Request or receive approval from the Select Board to expend funds from Town Hall expenses and then seek reimbursement for this account at the 2019 Spring Town Meeting. I look forward to receiving direction from the Board on this exciting proposal.

MWH/rjb