



## 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:** *January 7, 2019*

1. In addition to the Town Manager's Report and a review of the On-going Issues List, there are two items scheduled on Monday's Agenda. First, the Board will be meeting in joint session with the Finance Committee to hear the Town Manager's Presentation of the Proposed Fiscal Year 2020 Operating and Capital Budgets. Second, at the conclusion of the meeting, I have scheduled an Executive Session for the Board to review and consider finalizing the proposed new contract with the Fire Chief. I have provided the Board with information relative to this matter under separate cover.
2. Pursuant to the Board's Town Manager Performance Evaluation Policy and Procedure, I have set aside time on the Agenda for the Board to instruct the Town Manager to start the process. Specifically, the policy states that: *"The Town Manager's performance review shall commence in January and will be prepared on the form attached hereto, entitled 'Town of Groton Annual Performance Evaluation – Department Heads'. In January, following discussion on the subject at a public meeting, the Chair shall request that the Town Manager prepare a self-evaluation. The time period in which the Town Manager shall complete the self-evaluation shall be thirty (30) calendar days. The time period may be extended by mutual agreement of the Board and the Town Manager."* I have attached a copy of the full policy with this report for the Board's information. I would ask the Board to consider starting this process at Monday's meeting.
3. It is that time of year for the Board to call for the 2019 Spring Town Meeting. Pursuant to the Town Bylaw, the meeting shall take place on the last Monday of April, unless the Board chooses another date. I would respectfully request that the Board call for and set the date for the 2019 Spring Town Meeting on Monday, April 29, 2019. The warrant shall close on Friday, February 22, 2019. For the Board's information, attached to this report is a memorandum outlining the proposed schedule. We can discuss this in more detail at Monday's meeting.
4. As discussed by the Board at your last meeting, I have updated and revised the Snow Policy and Sidewalk Snow Removal Policy of the Select Board and Public Works Department. They are attached to this report for your review and approval. I would respectfully request that the Board vote to adopt both of these revised policies at Monday's meeting. We can then determine where to place them on the Town's website for the public's review and information.

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5. Pursuant to the Board's procedure, I have met with the Select Board Chair and Vice-Chair to discuss and establish the Town Manager's Goals for Calendar Year 2019. They are attached to this report for your review and approval. We can discuss this in more detail at Monday's meeting.
  
6. The Board was scheduled to meet on Thursday, February 3, 2019 to review and discuss the Board's goals for Calendar Year 2019. I have set aside time on Monday's Agenda for the Board to take any additional action necessary to finalize the goals.

MWH/rjb  
enclosures