



**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, I have scheduled an Executive Session at the end of the meeting for the Board to finalize the proposed contract renewal with the Fire Chief. I have provided the Board with information relative to this matter under separate cover
2. The Chair has asked me to take some time at Monday's meeting to review procurement procedures with the Board. There are several laws that cover procurement by local government bodies. To help the Board understand procurement in more detail, attached to this report is a procurement matrix that summarizes the requirements of the various laws. I plan on reviewing this in more detail at Monday's meeting. In the meantime, I would like to provide the Board with more information. The following two links will take you to the Inspector General's website and open manuals that provide excellent details on procurement under both M.G.L., c.30B and M.G.L. c.149:  
  
<https://www.mass.gov/files/documents/2016/11/qw/30bmanl.pdf> - Chapter 30B  
  
<https://www.mass.gov/files/documents/2016/11/sn/dcmanual.pdf> - Chapter 149
3. I have been working with Select Board Member Manugian, Human Resources Director Melisa Doig and IT Director Michael Chiasson to draft a Social Media Policy. Attached to this report for your review and consideration is the draft policy. I would request that the Board review this policy and develop comments and proposed edits. Based on the discussion Monday night, it would be my intention to bring the Policy back for formal adoption at your January 28, 2019 meeting. I look forward to discussing this policy in more detail with the Board at Monday's meeting.
4. I have updated the Sidewalk Plowing Policy for the Board's review and adoption. I would respectfully request that the Board consider adopting this policy at Monday's meeting.

**Select Board  
Weekly Report  
January 14, 2019  
page two**

5. At their meeting last week, the Fire Department Task Force Study Committee voted to recommend that the Select Board consider authorizing the hiring of two additional Firefighter/EMTs to bring the staffing at our Fire Department to nine (9) full-time employees to allow for full-time 24-7 coverage, as long as it does not cause an operational override of Proposition 2½. Enclosed with his report is a memorandum and spreadsheet I prepared for the Task Force to help them understand the cost impact of increasing the full-time membership of the Department. Members of the Committee will be in attendance at Monday's meeting to discuss this recommendation in more detail with the Select Board.
  
6. As discussed by the Board, I have set aside time on the Agenda for the Board to discuss the need for a Capital Improvement Planning Committee. As I have stated to the Board before, I am not favor of the creation of such a Committee as I strongly believe that for the last ten (10) years, the Finance Team and I, in conjunction with our Department Heads, have done an excellent job preparing and implementing the plan. I would respectfully request that the Board review the Proposed FY 2020 – FY 2024 Plan that I submitted to you on December 31, 2018 prior to the meeting. I do not understand how a Committee will improve this process. More importantly, the revised (and current) Groton Charter puts the responsibility of preparing the Plan squarely with the Town Manager. Specifically, Section 6.6 of the Charter reads as follows:

*"Section 6.6: Capital Improvement Plan*

*The town manager shall annually submit a capital improvement plan to the select board and the finance committee not later than December 31. The plan shall include: (i) a clear, concise and general summary of its contents; (ii) a list of all capital improvements proposed to be undertaken during the ensuing 5 years along with supporting information as to the need for each capital improvement; (iii) cost estimates, methods of financing and recommended time schedules for each improvement; and (iv) the estimated annual cost of operating and maintaining each facility and piece of major equipment involved. The information in the plan shall be revised annually by the town manager with regard to the capital improvements still pending or in the process of being acquired, improved or constructed."*

Please note that in 2009, the Groton Town Meeting voted to abolish the Capital Planning Committee based on the adoption of the Groton Charter and putting the responsibility of development of the Plan with the Town Manager. I look forward to discussing this in more detail with the Board at Monday's meeting.

7. I have set aside time on Monday's Agenda for the Board to discuss the proposed Fiscal Year 2020 Operating Budget. I will be prepared to answer any questions the Board may have with regard to the Budget. Please note that the Board will be meeting with the Finance Committee on Saturday, January 26<sup>th</sup> to review the budget in more detail.

MWH/rjb  
enclosures