



# TOWN OF GROTON

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# Select Board

Barry A. Pease, *Chairman*  
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 Rebecca H. Pine, *Member*

**Town Manager**  
 Mark W. Haddad

**To:** *Select Board*  
**From:** *Mark W. Haddad – Town Manager*  
**Subject:** *Weekly Report*  
**Date:** *March 18, 2019*

- In addition to the Town Manager's Report and an update on the on-going issues list, there is one item scheduled on Monday's Agenda. The Select Board will be meeting in joint session with Finance Committee to conduct a public hearing on the 2019 Spring Town Meeting Warrant. Enclosed with the Agenda is the latest draft of the Warrant for your review and consideration.
- We have two vacancies for Communications Officer for the Groton Police and Fire Departments. The Police Chief and Fire Chief have worked with our Human Resources Director to fill the vacancies. They have asked me to make one of the appointments this week. I have appointed Leah Pierce of Sterling, MA to the position of Communications Officer for the Town of Groton. I have enclosed a copy of Leah's resume with this report for your review. I would respectfully request that the Board ratify this appointment at Monday's meeting.
- Kathy Shelp, our Council on Aging Director, has requested that I appoint Edward Wenzell as a Per Diem Van Driver for the Senior Center. I would respectfully request that the Board ratify this appointment at Monday's meeting.
- I have drafted an Article to seek additional funding for the Town's expense for the Prescott School and added it to the Warrant. We can discuss this during the public hearing on the Warrant. In addition, as requested, we have developed a new three-year budget for the building. The following is what we determined are the known expenses at this time:

| <u>Year 1 (FY 2019) Needs</u>       |                  | <u>Year 2 (FY 2020) Needs</u> |                  | <u>Year 3 (FY 2021) Needs</u> |                  |
|-------------------------------------|------------------|-------------------------------|------------------|-------------------------------|------------------|
| Outside Stair Repair                | \$ 2,000         | Building Insurance            | \$ 13,256        | Building Insurance            | \$ 14,256        |
| Outside Clogged Drain               | \$ 1,000         | Snow Plowing                  | \$ 12,700        | Snow Plowing                  | \$ 13,100        |
| Paint and Replaster Walls           | \$ 4,000         | Mowing (Annually)             | \$ 2,310         | Mowing (Annually)             | \$ 2,450         |
| Electrical Panel Work               | \$ 9,500         | Misc. Landscaping             | \$ 1,000         | Misc. Landscaping             | \$ 1,000         |
| Spring Mowing (165X6)               | \$ 990           | Fire Extinguisher Inspections | \$ 500           | Fire Extinguisher Inspections | \$ 500           |
| Condensate Pumps                    | \$ 7,000         | Fire Alarm Inspection         | \$ 500           | Fire Alarm Inspection         | \$ 500           |
| Grinder Pumps                       | \$ 3,500         | Boiler Tune-Up                | \$ 1,200         | Boiler Tune-Up                | \$ 1,300         |
|                                     |                  | Boiler Inspection             | \$ 200           | Boiler Inspection             | \$ 200           |
|                                     |                  | Repair Pipe In Basement       | \$ 1,100         |                               |                  |
| <b>Total Needed</b>                 | <b>\$ 27,990</b> | <b>Total Needed</b>           | <b>\$ 32,766</b> | <b>Total Needed</b>           | <b>\$ 33,306</b> |
| <b>Grand Total Needed (3 Years)</b> | <b>\$ 94,062</b> |                               |                  |                               |                  |
| <b>Current Balance In Article</b>   | <b>\$ 21,896</b> |                               |                  |                               |                  |
| <b>2019 Town Meeting Request</b>    | <b>\$ 72,166</b> | <b>- Round Up to \$76,000</b> |                  |                               |                  |

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4. **Continued:**

To fund this Article, we are recommending that the funding come from Free Cash. To help the Select Board and Finance Committee understand the impact of using Free Cash on our overall Free Cash position, the following chart shows what the balance of Free Cash would be after the 2019 Spring Town Meeting if Free Cash is used as projected:

|                                       |           |                |
|---------------------------------------|-----------|----------------|
| FY 2019 Certified Amount              | \$        | 2,212,873      |
| 2018 Fall Town Meeting Appropriations | \$        | 1,531,068      |
| <b>Balance</b>                        | <b>\$</b> | <b>681,805</b> |

Anticipated Needs

|                                 |           |                |
|---------------------------------|-----------|----------------|
| OPEB                            | \$        | 169,000        |
| Debt Service                    | \$        | 98,714         |
| Performance Incentive/Leap Year | \$        | 33,143         |
| Prescott School                 | \$        | 76,000         |
| Accessibility Improvements      | \$        | 60,000         |
| Broadmeadow Road Drainage       | \$        | 50,000         |
| <b>Final FY 2019 Balance</b>    | <b>\$</b> | <b>194,948</b> |

We can discuss this in more detail at Monday's meeting.

5. At last weeks' meeting, I brought to the Board a request from KP Law for a determination from the Groton Select Board stating that their representation of Pepperell in reviewing detail mutual aid agreements will not affect the exercise of independent professional judgment on behalf of the Town of Groton. The Board wanted additional information on what the agreements would say. The following is an email I received from Pepperell Police David Scott on this issue:

*"To try to make a long story somewhat short, I have been trying to eliminate the need to swear-in all neighboring officers. I think the Middlesex Mutual Aid Policy has basically done that for common mutual-aid situations, but depending on which lawyer you ask it does not do the same for working details. The other issue with details in our area is that some departments do direct billing and some do not. I drafted a MOA for our towns that basically puts us all on the same page for using each other's officers for details and for direct billing. I ran the draft MOA by Attorney Atstupenas and he made a few changes. I then sent it to our (new) town counsel, KP Law."*

I would respectfully request that the Board consider making this determination at Monday's meeting.

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6. I have set aside time at Monday's meeting for the Board to continue its review of the Proposed FY 2020 Operating Budget. At this time, I have no new update, but may have an update after the Finance Committee's meeting of Friday, March 15<sup>th</sup>. I will provide the Board with any necessary update under separate cover.

MWH/rjb  
enclosures