



TOWN OF GROTON

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Select Board

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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: *April 22, 2019*

1. Please note that Monday's meeting will commence at 6:45 p.m. with an Executive Session to consider the review and release of Executive Session Minutes. The regular meeting will commence at 7:00 p.m. 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. Police Chief Michael Luth will be in attendance at Monday's meeting to discuss a new parking layout at Groton Place.
2. As the Board will recall, three weeks ago, I appointed, and the Board ratified, Leah Pierce as a Communications Officer for the Groton Police and Fire Departments. Unfortunately, Ms. Pierce had a change in her personal circumstances and needed to revert to a relief dispatcher, creating a full-time vacancy on the Department. The Police Chief has gone back to the previous candidates and has recommended that I appoint the next candidate in line to a full-time position. To that end, at the Chief's request, I have appointed John Weix as a Communications Officer for the Town. I have enclosed a copy of his resume with this report for your review. I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.
3. I have appointed Madelyn Gorham as a Camp Counselor and Alexander Powers to the Golf Staff at the Groton Country Club. I would respectfully request that the Board consider ratifying these appointments at Monday's meeting.
4. I would respectfully request that the Board approve a One Day Beer and Wine License for First Parish Church for Storytelling Night on Saturday, May 11, 2019 from 7:00 p.m. to 10:00 p.m.
5. I would respectfully request that the Board approve a One Day and Wine License for Groton Neighbors for a Potluck Dinner for Members on Sunday, June 2, 2019 from 5:00 p.m. to 7:00 p.m.
6. Verizon has decided that it no longer wants to maintain the fiber optic lines that connect the various Town buildings to the studio at the High School for broadcasting. They would like to go to a so-called PEGNet system and install new equipment in our various buildings that will allow for broadcasting over the internet. In order to do this, we needed to negotiate a Memorandum of Understanding with Verizon that would be attached to our current license agreement. Attached to this report is the proposed MOU negotiated by the Cable Committee and me with Verizon. I would respectfully request that the Board vote to authorize me to sign said MOU. We can discuss this further at Monday's meeting.

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7. Enclosed with this report are the various Fuel Storage Permits that need to be approved by the Board. I would respectfully request that the Board vote to approve these licenses at Monday's meeting.
8. Enclosed with this report is a letter from the attorney representing Katherine Corbey and Stephen Painter of 523 Martins Pond Road. They are informing the Town of their intention to covert this parcel, that is currently classified under Chapter 61A, to residential use. As you are aware, the Town now has the right to purchase the parcel, if it is so inclined. This is a little different from previous notifications as there is no Purchase and Sale Agreement on the parcel. Should the Town wish to exercise its right of first refusal, we would need to negotiate a sales price with the owner. As is our practice, I have reached out to both the Planning Board and Conservation Commission to determine their interest in the property. Both Boards have recommended that the Town decline its option to purchase. Based on this, I would respectfully request that the Board vote to decline its right of first refusal.
9. As discussed at your last meeting, I have drafted a proposed charge for the so-called Prescott School Lease Oversight Committee. It is enclosed with this report for your review and consideration. I have reviewed this charge with both Alison Manugian and Bud Robertson. In addition, I provided a copy to Mary Jennings of the Friends of Prescott. I would ask the Board to consider adopting this charge at Monday's meeting.
10. We have opened the bids for the Library Roof and the DPW Building Improvements. For the Library, they received three general bids and the low bid was from Greenwood Industries in the amount of \$1,105,741. The following is a breakdown of what will be requested from Town Meeting for this project:

Base Bid	\$1,105,741
Construction Contingency (15%)	\$ 165,861
Clerk of the Works/OPM	\$ 70,000
Construction Management	\$ 90,000
Total	\$1,431,602
Less CPC Grant	\$ 300,561
Total Article 8 Request	\$1,131,041

For the Board's information, the annual debt service on this amount is approximately \$82,000 and will add \$.05 to the tax rate and cost the average tax payer \$22.95 annually or \$459 over twenty years.

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10. Continued:

For the DPW Project, we received 6 general bids and the low bid was from Construction Dynamics, Inc in the amount of \$2,763,000 for the base bid (existing building renovation) and \$1,642,000 as an Add Alternate for the new Vehicle Storage Building, bringing the total bid to \$4,405,000. Taking that into consideration, the total project cost would be as follows:

Base Bid	\$ 2,763,000
Add Alternate #1 - Vehicle Storage	\$ 1,642,000
Contingency (10%)	\$ 220,250
Construction Administrator/OPM	\$ 195,000
Total	\$ 4,820,250
Less GELD Payment for Generator	\$ 200,000
Total Article 7 Request	\$ 4,620,250

The Building Committee met on Thursday morning to review the bids and determine a recommendation for the Select Board and Finance Committee for the project. They have voted to split the motion under Article 7 into two parts. Motion A would be for the base bid and soft costs totaling \$2,978,250. For the Board's information, the annual debt service on this amount is approximately \$209,000 and will add \$.12 to the tax rate and cost the average tax payer \$55.08 annually or \$1,101.60 over twenty years. Motion B would ask Town Meeting to approve the Add Alternate for the Vehicle Storage Building in the amount of \$1,642,000. For the Board's information, the annual debt service on this amount is approximately \$126,000 and will add \$.07 to the tax rate and cost the average tax payer \$32.13 annually or an additional \$642.60 over twenty years, bringing the annual debt service to \$335,000 and a total impact on the tax rate to \$.19, or \$87.21 on the average tax bill and \$1,744.20 over twenty years. I look forward discussing both these projects with the Board in more detail at Monday's meeting.

11. When the Board appointed Brooks and DeRensis as Town Counsel last July, you made the appointment for one year, with a term to expire on June 30, 2019. I have added this to the Agenda this week to discuss with the Board whether or not you want to continue with them as Town Counsel or seek new Counsel. I am bringing it to you this early because if you decide to make a change, we would need some time to issue an RFP, if that is how the Board wishes to proceed. That said, I will call to your attention that you do not need to issue an RFP to procure Town Counsel Services. As you know, local jurisdictions' agreements with vendors for supplies and services, including agreements to buy, rent, lease, lease-purchase, or otherwise acquire supplies or services, are subject to Chapter 30B. The law also contains a list of specific contracts that are exempt from all Chapter 30B requirements. Specifically, contracts with labor relations representatives, lawyers, or certified public accountants are specifically exempt from the requirements of Chapter 30B according to Chapter 30B, §1(b)(15). Since we just did an RFP for Legal Services last year, the Board may determine that another RFP is not necessary and you can look at the applicants from last year to determine if you want to move in a different direction. I will provide the Board with an update at Monday's meeting on Department Head and various boards and committees interaction with Brooks and DeRensis to assist you in making a decision. I look forward to discussing this with the Board in more detail at Monday's meeting.

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12. Attached to this report are the proposed article assignments for the 2019 Spring Town Meeting. These assignments were based on requests from individual Board members. In the instance where two members chose the same article, I flipped a coin to determine who would cover that particular article. Please let me know if you have any questions or concerns with these assignments.

13. We did not receive any bids for the Sprinkler System Project at Prescott School. As you know, when the Prescott Building Committee hired an architect to put together the specifications for the Sprinkler System, they did it as a "design/build". We did not present drawings for the bid. I put the project out to bid based on the specifications I was provided. Neither Tom Delaney, Steele McCurdy nor I had any input into the development of the specifications. Two of the contractors we had tour the building stated that it did not make sense for them to bid on the project as they would need to spend more money having the system designed as part of their work. Based on this, if we want to re-bid the project, we need to spend money to hire someone to actually design the system and provide drawings. I do not have a budget for this work. It would have to come out of the money currently set aside for the installation of the sprinkler system. The Board will need to provide me with direction.

MWH/rjb
enclosures