



TOWN OF GROTON

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Select Board

Alison S. Manugian, *Vice-Chairman*
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: *May 15, 2019*

1. Please note that this week's Select Board Meeting will be held on Wednesday, May 15th beginning at 7:00 P.M. Other than the Town Manager's Report and an update on the on-going issues list, this is nothing specifically scheduled on the Agenda.
2. As the Board will recall, a month 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. Pursuant to Section 4-2(c) of the Groton Charter, I would respectfully request that the Board consider ratifying this appointment at Wednesday's meeting.
3. We have been advised that on March 12, 2019 sections of the Nashua, Squannacook, and Nissitissit Rivers were officially designated as part of the National Wild & Scenic Rivers System. The current Study Committee is in the process of transitioning into a "Stewardship Council" to implement the Nashua, Squannacook, and Nissitissit Rivers Stewardship Plan approved at last year's Town Meeting. Enclosed with this report is a letter from Al Futterman explaining this transition. He is requesting that the Board appoint our current representatives, member Stacey Chilcoat and Alternate Member Nadia Madden to the Stewardship Council. I would respectfully request that the Board consider making these appointments at Wednesday's meeting.
4. The Cultural Council is recommending that the Board appoint Cynthia Thompson to the Council. I would respectfully request that the Board consider making this appointment at Monday's meeting. The term would expire on June 30, 2023.

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5. 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 Wednesday's meeting.

6. At your last meeting, I advised the Board that 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. I provided the Board with a proposed Memorandum of Understanding with Verizon that would be attached to our current license agreement. This agreement was negotiated by the me and the Cable Committee. The Board requested additional information concerning signal degradation and whether or not Verizon would consider leaving the current system in place for a period of time until such time as we see how the new system is functioning. As requested, I reached out to Verizon and they provided the following response:
 - A. In terms of degradation of bandwidth at the Middle School and High School using the PEGNet architecture, Verizon cannot guarantee throughput, as the content would be running on the Town's IP network, and throughput across those points would be governed by many factors, including the size of the pipe itself. A session of broadcast on the PEGNet architecture will consume about 6 Meg of bandwidth; when a session is not running (encoder is off), no bandwidth is used. Again, as Groton will be running PEGNet sessions across its architecture/pipes, Verizon would have no say or guarantee on the throughput of that pipe, other than -- as above -- notifying you that a PEGNet session will usually use 6 Meg of that pipe.
 - B. In a sense, Groton is running dual networks today, as some of your content is going across the fiber auxiliary links and some across the encoder/decoder that Verizon provided as a trial for Groton's use. That should provide a sense of the PEGNet's performance. Verizon does not want to run dual systems, although once the PEGNet equipment is fully deployed and installed, we would be willing to leave the fiber auxiliary link structure in place for 60 days, after which we would dismantle it.

I hope this addresses the Board's concerns. I would respectfully request that the Board vote to authorize me to sign the MOU. We can discuss this further at Wednesday's meeting.

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7. Enclosed with this report is the Fiscal Year 2019 Third Quarter Financial Report. I would like to take few minutes at Wednesday's meeting reviewing this with the Board.
8. As is our practice when reviewing the quarterly financial report, enclosed with this report are the annual goals of the Select Board and Town Manager. I would also like to take a few minutes at Wednesday's meeting updating the Board on the status of these goals as well.
9. I have been working with our Department Heads to follow up on any action required based on the various votes at the 2019 Spring Town Meeting. I will provide the Board with an update at Wednesday's meeting.
10. Select Board Member Giger has requested that I provide you with a proposed meeting schedule that would take you through the Labor Day. To that end, I would propose the following schedule:

Wednesday, May 15, 2019	Regularly Scheduled Meeting
Monday, May 20, 2019	Regularly Scheduled Meeting (if necessary)
Monday, May 27, 2019	No Meeting (Memorial Day)
Monday, June 3, 2019	Regularly Scheduled Meeting (Board Reorganization)
Monday, June 10, 2019	Regularly Scheduled Meeting (Annual Appointments)
Monday, June 17, 2019	Regularly Scheduled Meeting (Annual Appointments)
Monday, June 24, 2019	No Meeting
Monday, July 1, 2019	Regularly Scheduled Meeting
Monday, July 8, 2019	No Meeting
Monday, July 15, 2019	Regularly Scheduled Meeting
Monday, July 22, 2019	No Meeting
Monday, July 29, 2019	Regularly Scheduled Meeting
Monday, August 5, 2019	No Meeting
Monday, August 12, 2019	Regularly Scheduled Meeting
Monday, August 19, 2019	No Meeting
Monday, August 26, 2019	Regularly Scheduled Meeting
Monday, September 2, 2019	No Meeting (Labor Day)
Monday, September 9, 2019	Regularly Scheduled Meeting

Please let me know if this schedule is acceptable to the Board.

11. I respectfully request vacation from May 27, 2019 through June 3, 2019. I will be out of the office a total of 5 days (1 holiday and 4 vacation days). During my absence and pursuant to Section 4-4(b) of the Groton Charter, I have appointed Michael Bouchard as Acting Town Manager. Enclosed with this report is my official notification and request for your review. Thank you for your consideration.

MWH/rjb
enclosures