



TOWN OF GROTON

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Select Board

Alison S. Manugian, *Chair*
Joshua A. Degen, *Vice Chair*
John F. Reilly, *Clerk*
John R. Giger, *Member*
Rebecca H. Pine, *Member*

Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *September 9, 2019*

1. Other than the Town Manager's Report and an update on the on-going issues list, there is nothing specifically scheduled on Monday's Agenda.
2. As the Board is aware, the Warrant for the 2019 Fall Town Meeting closed on Thursday, August 29, 2019. We have received 18 Articles for inclusion on the Warrant, including one Citizens' Petition. I have attached the first draft of the Warrant to this Report for your review. I would like to take a few minutes at Monday's meeting reviewing the Warrant with the Board. Please note that the Select Board and Finance Committee will be holding the Public Hearing on the Warrant on Monday, September 16, 2019 beginning at 7:15 p.m.
3. When the Select Board approved the Charge of the Major Initiative Planning Committee last month, you requested that I forward it to the Finance Committee for their review and comments. The Finance Committee met last week and have voted unanimously to propose changing the overall charge and name of the Committee to the originally proposed Capital Planning Committee. They are not in favor of the Major Initiative Planning Committee. The Finance Committee believes the part of the Charge that has to do with budgetary matters is not necessary and the focus of the Committee should be on capital planning only. Specifically, the Finance Committee believes that having them examine budgetary matters is a duplicate effort as it is the responsibility of the Finance Committee and Finance Team to oversee the preparation of the Town's Operating Budget. Furthermore, depending on the issue, there is no way of knowing what kind of expertise is needed on the Committee and it would be impossible to have a five-member Committee with the knowledge needed for all matters. Finally, the Finance Committee believes that the Committee, as currently proposed, is adding more bureaucracy to the Town which is not needed. The Finance Committee voted unanimously to propose a new Charge to the Select Board for your consideration. To assist the Board in considering this matter, attached to this report are two documents. The first document is the Charge as approved by the Board last month. The second is a red-lined draft of the Charge as proposed by the Finance Committee. Please remember that we have received 11 applications to serve on the Committee as approved by the Board. Depending on what the Board decides Monday evening, we may need to re-advertise the openings. We can discuss this in more detail at Monday's meeting.

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4. As the Board is aware, we are in the process applying for Green Community Status with the Commonwealth of Massachusetts. One of the things we need to do for our application is have the Select Board adopt a Fuel-Efficient Vehicle Policy. Attached is the proposed policy as drafted by the State. It has to be adopted by both the Select Board and School Superintendent. I would respectfully request that the Board consider adopting the Policy at Monday's meeting.
5. Select Board Chair Manugian, Human Resources Director Melisa Doig, Executive Assistant Dawn Dunbar and I have begun the process of reviewing all Board policies. We have begun by reviewing Town Counsel's proposed edits. We are scheduled to meet again this Friday to continue our review. We believe we will be ready for full Board review in the next couple of weeks. To that end, I would ask the Board to consider picking a date to hold a workshop for this purpose. We can discuss this in more detail at Monday's meeting.
6. We have received a request for a One Day Beer and Wine License for 3 Common Inc.; dba Bull Run Restaurant, for a Wedding to be held on September 14, 2019 from 4-10 p.m. at Sunset Farm, 154 Farmers Row. I would respectfully request that the Board consider approving this license at Monday's meeting.
7. As discussed in my Town Manager's Report at your last meeting, one of the goals of the Board is to receive a proposed schedule and list of anticipated topics for future meetings. To that end, I would like to propose the following schedule to the Board that will take you through the end of the year, along with some anticipated topics. We can update the topics as we move through the schedule. The following is the proposed schedule:
 - Monday, September 16, 2019 Regularly Scheduled Meeting
*Topics: Public Hearing on 2019 Fall Town Meeting
Interview and Appoint Members to Major/Capital Planning Committee*
 - Monday, September 23, 2019 Regularly Scheduled Meeting
Topics: Finalize the Warrant/Take Positions on Various Articles
 - Monday, September 30, 2019 No Meeting – Rosh Hashana
 - Monday, October 7, 2019 Regularly Scheduled Meeting
Topics: Meet with Finance Committee to Set FY 2021 Budget Goals
 - Monday, October 14, 2019 No Meeting – Columbus Day
 - Monday, October 21, 2019 2019 Fall Town Meeting
 - Monday, October 28, 2019 Regularly Scheduled Meeting
*Topics: Finalize and Approve All Board Policies
Review and Approve Green Communities Application*

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7. Continued:

- Monday, November 4, 2019 Regularly Scheduled Meeting

*Topics: Review First FY 2020 First Quarter Financials
Review Calendar Year 2019 Goals of the Select Board*

- Monday, November 11, 2019 No Meeting – Veteran’s Day
- Monday, November 18, 2019 Regularly Scheduled Meeting

Topics: To be determined

- Monday, November 25, 2019 Regularly Scheduled Meeting

Topics: To be determined

- Monday, December 2, 2019 No Meeting
- Monday, December 9, 2019 Regularly Scheduled Meeting

Topics: Update from Town Manager on FY 2021 Budget

- Monday, December 16, 2019 Regularly Scheduled Meeting

Topics: To be determined

- Monday, December 23, 2019 Regularly Scheduled Meeting

Topics: To be determined

- Monday, December 30, 2019 No Meeting – Christmas Break
- Monday, January 6, 2020 Regularly Scheduled Meeting

Topics: Presentation of the Town Manager’s Proposed FY 2021 Operating Budget

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

MWH/rjb

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