



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1111
Fax: (978) 448-1115

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: *October 28, 2019*

1. 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 Board will be interviewing the several candidates who have applied to serve on the newly created Capital Planning Advisory Committee. Enclosed in the packet is a copy of the Charge of the Committee along with the interest forms provided by the applicants. The Select Board will interview and then select five members to serve on the Committee. Since there are more than five applicants, we will have ballots for the Board to select the five members following our current selection process.
2. As you will recall, the Board had voted to direct me to issue a Request for Proposals for Town Counsel services on November 1, 2019. Since that time, I have worked closely with Town Counsel to improve the relationship and streamline the process of access to Counsel. I am pleased to say that this has been very successful and I would recommend that we postpone the issuance of an RFP until next Spring and leave both our General Town Counsel and Labor Town Counsel in place at this time. I would respectfully request that the Select Board vote to delay the issuance of the RFP until next Spring.
3. Enclosed for your review is the Fiscal Year 2020 First Quarter Financial Update. I will take some time at Monday's meeting reviewing this with the Board.
4. As is our practice when we review the quarterly financials, I have set aside time during my weekly report to review the status of the Board's Calendar Year 2019 Goals. Enclosed with this report are a list of the goals, along with the latest update. We can discuss this in more detail at Monday's meeting.
5. The Select Board and the Finance Committee has set the Fiscal Year 2021 Budget Development Guidance for the Town Manager. It is my intention to "kick off" the budget process on November 5, 2019. To that end, I have drafted the budget preparation instructions. I have enclosed them with this report for your review. I would request that you review the instructions and let me know if I have the guidance properly reflected in the instructions.
6. As you know, the Council on Aging will be hosting a dedication ceremony and open house for the new Center in West Groton on Saturday, November 1, 2019 from 1:00 p.m. to 4:00 p.m. They have requested a one-day beer and wine license for the event for a champagne toast. We have reached out to our insurance company and a toast of this kind is covered under our insurance policy. I would respectfully request that the Select Board vote to grant this license at Monday's meeting.

MWH/rjb
enclosures