



TOWN OF GROTON

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Select Board

Allison 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: *December 9, 2019*

1. Please note that Monday's meeting will commence at 6:00 p.m. with a work shop for the Board to establish Goals and Objectives for the next six months (January 1, 2020 through June 30, 2020). In addition, I would like to recommend to the Board that you chose another date to complete your review of Town Policies. According to your schedule, you are not scheduled to meet in regular session next Monday, December 16th. I would recommend that the Board meet in a work shop session commencing at 6:00 p.m. for this purpose. Town Counsel is available and can attend the work shop should you decide to meet. The following is a summary of what policies are left for review:

- Town Manager Review Policy (Requires Town Counsel Input)
- Anti-Harassment Policy (Requires Town Counsel Input)
- Investigations Policy (Requires Town Counsel Input)
- Liaison Policy
- Meetings on Holiday Policy
- Meetings with Advisory Committees Policy
- Social Media Policy (Requires Town Counsel Input)
- Memorial Parks and Common Policy
- Select Board Operational Policies and Procedures
- Financial Policies

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. The Select Board needs to continue the Tax Classification Hearing to set the FY 2020 Tax Rate. The Board of Assessors will be in attendance to assist the Select Board in making its determination.

2. I have made the following appointments:

Casey O'Connor – Patrol Officer
Kara Cruikshank – Land Use Administrative Assistant as the Land Use Administrative
Christopher Greathead – Equipment Operator for the DPW

Pursuant to Section 4-2(iii) of the Groton Charter, I would respectfully request that the Select Board ratify these appointments at Monday's meeting.

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3. Pursuant to Section 4-2(iv) of the Groton Charter, I am nominating for appointment Thomas Pistorino and Lynne Pistorino to the Commission on Accessibility. I would ask the Board to consider making these appointments at Monday's meeting.
4. The Community Preservation Committee is recommending that Carolyn Perkins be appointed to fill a vacancy on the Community Preservation Committee. This appointment will be through June 30, 2021. I would respectfully request that the Select Board make this appointment at Monday's meeting.
5. It is that time of year for the Board to renew the various licenses issued by our Office. Enclosed with this report is a list of the licenses for Board consideration.
6. As the Board is aware, I am in the process of developing the Town's Fiscal Year 2021 Capital Plan as required by the Charter. As I had previously told the Board, the amount of the requests exceeds the available funds in the Town's Capital Stabilization Fund. In an effort to address some of these items, I am recommending that the Town change the way it is financing the new Fire Truck purchased last year. We had previously recommended that the Town use the State House Note program to finance the Fire Truck over five years. This equated to a \$140,000 annual payment, with this amount coming from the Capital Stabilization Fund. We are planning on going out to the Bond Market in February, 2020 to permanently finance the DPW Building and Library Roof projects. At that time, we would like to include the Fire Truck in this Bond Issue and pay off the truck over twenty years, instead of five. This will reduce the annual payment to approximately \$28,000 and be paid out of the Town's Debt Service Budget. We have retired some debt and this can be added to the budget in FY 2021 without increasing the Budget. In order to permanently finance the Fire Truck and pay it back over 20 years, we need the Select Board to vote that the useful life of the Truck is 20 years. We ordinarily keep a Fire Truck for 20 to 25 years. I would respectfully request that the Board take this vote at Monday's meeting.
7. It will be my intention to include an FY 2021 Budget Update during my weekly report as we go through the process of developing next year's budget. I would like to take a couple of moments at Monday's meeting to update the Board on the status of the budget. We can discuss this in more detail at Monday's meeting.

MWH/rjb
enclosures