



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: *January 13, 2020*

1. Please note that Monday's meeting will begin at 6:00 p.m. In addition to the Town Manager's Report and a review of the on-going issues, there are two items scheduled on Monday's Agenda. First, we will continue the Public Hearing on the renewal of the Blood Farm Earth Removal Permit. Enclosed with this report is a recommendation from the Earth Removal/Stormwater Management Committee. Second, at the conclusion of the Open Session part of the meeting, we will enter Executive Session (and not return to open session) with the Water Commission and Town Counsel to discuss the proposed Consent Order from the Department of Environmental Protection on the manganese issue. Also enclosed with this report is a copy of the proposed Consent Order.
2. Town Clerk Michael Bouchard will be in attendance at Monday's meeting to discuss Polling Locations. As you know, voting in Precinct 1 was moved to Town Hall during the Senior Center Construction Project. Now that the Center is open, the Board needs to notify the Town Clerk if it is your intention to return voting in Precinct 1 to the new Center. The Town Clerk and I have been talking about polling locations and some complaints we have received from our voters. We are recommending that Precinct 1 vote at the Center in West Groton, Precinct 2 vote at the Country Club and Precinct 3 vote at Town Hall. Enclosed with this report are various documents to assist you in making a decision. We look forward to discussing this with the Board in more detail at Monday's meeting.
3. I worked with Select Board Member Pine on revising the Committee Vacancy Policy to address the issue of interviewing candidates should the Board decide not to accept the recommendation from a particular committee. Essentially, the Policy has been amended to require the Board to schedule the interviews at the next regularly scheduled meeting when all candidate(s) are available to be interviewed. Enclosed with this report is the red-lined revised Policy for your review. I would respectfully request that the Board consider adopting this revised Policy at Monday's meeting.

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4. As you know, Building Commissioner Ed Cataldo has notified me of his intention to retire on September 8, 2020. Filling this vital position is a top priority and I want to make sure we get the best possible candidate. I have been watching similar vacancies in other neighboring towns and finding a competent Building Commissioner is a difficult proposition. To that end, to fill this position, I would like to follow the same process I used when I appointed Patricia DuFresne as the Town Accountant. We instituted an internal process and after an internal posting and interviews, we appointed Patricia as the Accountant-In-Training who worked under Valerie Jenkins for two years. When Valerie retired, Patricia stepped right in as the Town Accountant and the transition was seamless. To fill the Building Commissioner position, I would like to post the position internally and consider appointing a current employee as the Building Commissioner-In-Training. To apply, the applicant would need to be certified as a Local Inspector. We currently have two employees who would meet this requirement. This person would work under Ed for six months (I am hoping for a March 1st starting date) and work towards being certified as a Building Commissioner during this period and take over as Building Commissioner when Ed retires in September. I anticipate the cost of this training program would be \$40,000 (six-month salary). I look forward to discussing this proposal in more detail with the Board at Monday's meeting.

5. In keeping with the Select Board Annual Goal to provide three months' worth of meeting schedules in advance, I would like to offer the following schedule for your review (obviously this is subject to change and updates):

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| Monday, January 13, 2020 - | (Agenda already posted) |
| Monday, January 20, 2020 - | No Meeting – Martin Luther King Holiday |
| Monday, January 27, 2020 - | First Discussion on continuing with CPA
Assessor Presentation on Tax Exemptions Available
FY 2020 Third Quarter Financial Update
Executive Session Minute Review
Taste of Nashoba One Day Liquor License Approval
FY 21 Budget Update |
| Monday, February 3, 2020 - | Continue Review of Remaining Policies
Review First Draft of Housing Production Plan
FY 21 Budget Update |
| Monday, February 10, 2020 - | Executive Session – Boynton Meadows
FY 21 Budget Update |
| Monday, February 17, 2020 - | No Meeting – Presidents Day Holiday |
| Monday, February 24, 2020 | Green Communities Grant Review and Project Discussion
FY 21 Budget Update |

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5. Continued:

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| Monday, March 2, 2020 - | Review of First Draft of 2020 Town Meeting Warrant
Continue Review of Housing Production Plan
FY 21 Budget Update |
| Monday, March 9, 2020 - | Continue Discussion on Future of CPA
Continue Review of Draft 2020 Town Meeting Warrant
FY 21 Budget Update |
| Monday, March 16, 2020 - | Public Hearing on the 2020 Town Meeting Warrant Articles |
| Monday, March 23, 2020 - | Follow-up on Town Meeting Warrant
FY 21 Budget Update |
| Monday, March 30, 2020 - | No Meeting – Potential Break |
| Monday, April 6, 2020 - | Finalize Town Meeting Warrant for Posting
FY 21 Budget Update |
| Monday, April 13, 2020 - | Town Meeting Preparation
Issuance of Annual Fuel Storage Licenses |
| Monday, April 20, 2020 - | No Meeting – Patriot’s Day Holiday |
| Monday, April 27, 2020 - | 2020 Spring Town Meeting |

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

5. It is that time of the year for the Select Board to call for the 2020 Spring Town Meeting. Enclosed with this report is the Draft notice and schedule for the meeting. I would respectfully request that the Board call for the meeting to be held on Monday, April 27, 2020 and officially open the Warrant for the meeting. I am recommending that the Warrant close at the close of business on Friday, February 21, 2020.
6. As is our practice during budget season, I have set aside time on the Agenda to update the Board on the FY 201 Budget. I will provide the Board with any necessary update at the meeting.

MWH/rjb