

**Charter Review Committee (CRC)**  
**Town of Groton, Groton, MA 01450 978-448-1111**

**Meeting Minutes - March 30, 2016**  
At Town Hall

**Present:** Jane Allen, John Giger (Finance Comm), Michael Manugian (Chair), Michael McCoy, Bud Robertson (Vice-Chair [for CRC], Finance Comm)

**Not Present:** Robert Collins, Stuart Schulman (BOS)

**Recorder:** Stephen Legge

**Visitors:** Judy Anderson, Anna Eliot (BOS), John Petropoulos (BOS)

**Call to Order:** Chairman Manugian called the meeting to order at 7:02 PM.

**Approval of Meeting Minutes:**

The minutes of March 23rd were reviewed. **Ms. Allen moved the minutes of March 23, 2016 be accepted as amended by Mr. Manugian.** Mr. Robertson seconded. The minutes were approved unanimously.

Mr. Legge reported an incorrect heading on Page 1 of the minutes of March 2<sup>nd</sup>, already approved. **Mr. Giger moved to correct the minutes of March 2, 2016.** Ms. Allen seconded. The corrected minutes were approved unanimously.

**Administrative:**

Mr. Manugian updated the status of all submissions made. Note: The numbers presented at the meeting were incorrect. The numbers presented in this section are correct.

- 52 submissions have not yet been presented by the public;
- 44 submissions have been presented but not yet completed and are still being discussed by the Committee;
- 32 submissions have been presented, discussed and accepted by the Committee;
- 64 submissions have been dismissed with no changes to the Charter recommended;
- 7 submissions have been referred to other town governing boards with no changes to the Charter recommended.

**Discussion of the Status of Submissions Presented, not Completed (# 27, 92, 32, 74, 78 and 123):**

Discussion ensued on a list of submissions for Charter change (8 pages, rev. 3/30/2016), organized by Charter section and status of the submission. Attention was directed to those submissions which had been presented and discussed but not yet completed.

**Submission # 27:** regarding the waiver of construction fees, in Section 4-2, the Powers and Duties of the Town Manager. This proposal had previously been voted for referral to the BOS without change to the Charter.

**Mr. Manugian moved to reconsider the Committee's decision on Submission # 27.** Mr. Giger seconded. A vote was taken and the motion was approved unanimously.

Mr. Manugian proposed that all waivers of fees, fines or penalties be made public. This could be done en masse via a publicly available policy or on an individual basis if documented in published minutes.

Mr. Robertson asked how the town would address this issue from a procedural standpoint.

Mr. McCoy asked if it would be appropriate to have a threshold amount, such as \$100 for any new requirement imposed.

Mr. Manugian thought a threshold would not be appropriate. He also commented the Committee should probably not try to decide how to implement this idea. He asked if the public scrutiny should take place before or after granting the waiver(s).

Mr. Giger thought a policy should be developed on when and how waivers would be subject to public scrutiny.

**Ms. Allen moved to alter the Charter such that any waiver of a fee or penalty must be presented and voted at a public session before it is granted.** Mr. Giger seconded. The motion was voted and approved unanimously.

**Action Item #1:** Mr. Collins will develop language for the Charter to implement the Committee's decision to have proposals for waivers of fees or penalties presented and voted at a public meeting before granted. Waivers may be granted via policy or on an individual basis.

**Submission # 92:** Mr. Giger presented research he had done to obtain the names of all Town committees, commissions and boards, whether they were elected or appointed and if appointed, by whom. He said there were 120 such governmental bodies in Groton. Mr. Giger commented he did not feel this information needed to be incorporated into the Charter.

Mr. Manugian said one way to look at this is there are two ways to get appointed: with the involvement of the Town Manager and without. There are a number of boards appointed by the BOS alone, as an example.

Mr. McCoy cautioned the Committee to be careful with their language since as a result of one of last week's decisions the Town Manager would no longer "appoint" but instead "nominate" for appointment by the BOS.

Mr. Giger commented there is no one source which makes it clear which of the two ways applies to a given committee or board. The Charter mentions a few but leaves many unmentioned. The Town web site lists most of the information for most boards, but not all information is present for all boards.

**Mr. Giger moved that with the exception of the Board of Selectmen and the Town Manager, no elected or appointed entity or individual official, not specifically required to be included in the town Charter by the laws of the Commonwealth of Massachusetts, should be included in the Charter.** Mr. McCoy seconded.

Mr. McCoy and Ms. Allen said they did not understand the motion.

Mr. Manugian said there was no need for consistency in the Charter. The fact that only a few specifically identified appointed committees are mentioned is ok – only Charter worthy committees need to be mentioned.

Mr. Giger cited the fact that the regional school committee is mentioned, but the town has no authority in this area.

Ms. Allen feels we should keep what we have in the Charter – the mentioned committees are important to our town.

A vote was taken on the motion and it was defeated 1 – 4 with Mr. Giger casting the only yes vote.

Mr. Robertson explained his negative vote saying if we remove the descriptions of many committees, people will have less understanding of how government works.

There was praise for Mr. Giger's research work. Mr. Manugian asked for a motion to put Mr. Giger's work on identifying committees in the public record. The goal would be to fill in the gaps currently in the Town web site. **Mr. McCoy moved to do so by forwarding the information to the new Public Records Committee and to the BOS.** Ms. Allen seconded. The motion was approved unanimously.

**Action Item #2:** Mr. Giger will forward his research on Town committees to the Public Records Committee which was recently established by the Selectmen.

**Submission # 32.2** requests that a ballot vote be held for capital budget items exceeding \$2 million. The Committee had previously agreed to a Charter change (with a \$3M trigger), but had not yet approved wording for the change..

**Action Item #3:** Mr. Collins will make a language change proposal for the Charter to address the Committee's decision to require votes on capital projects over \$3 million in a special town meeting held within a regular town meeting.

**Submission # 74** regards a proposal to specifically articulate in the Charter the roles of the BOS and the Finance Committee to include input to union contract negotiations. The Committee had previously agreed to accept the substance of this proposal. The substance of Submission # 74 is very close to that of # 66. Submission #74 is completed pending acceptance of the appropriate wording change in the Charter.

**Action Item #4:** Mr. Collins will develop a language change proposal for the Charter to address the Committee's decision to provide for BOS and Finance Committee input to union contract negotiations.

**Submission # 78.4:** This submission requests a ballot vote to approve any capital budget item of \$1M or more and is similar to 32.2 above. It will be completed when the wording from action item 3 above is approved.

**Action Item #5:** Mr. Collins will make a language change proposal for the Charter to include the additional (if any) requirements of the Committee's decision to provide for votes on capital projects over \$3 million, same as AI 3 for Submission # 32.

**Submission # 123** addresses the concern that it is unclear in the Charter who is in authority to determine merit increases for town employees, not yet covered by bargaining agreements. It was felt by the Committee this topic had been handled previously.

**Mr. Giger moved to dismiss Submission # 123 without changes to the Charter.** Ms. Allen seconded. The motion was approved unanimously.

**Submission # 92** was referred to the BOS and the Public Records Committee.

### **Discussion of the Status of Submissions Presented, not Completed (# 42, 141, 142, 35.1, 38.2 and 35.2 ):**

#### **Submission # 42:**

**Action Item #6:** Mr. Collins will make a language change proposal for the Charter to address the requirement of the Committee to create a new Personnel Policy Negotiation Team.

**Submission # 141:** It was proposed that the Personnel Board set hiring and firing policies and conduct exit interviews. The Committee had made an earlier decision to keep the personnel Board's role purely advisory.

**Mr. Robertson moved to dismiss Submission # 141 with no change to the Charter.** Mr. Giger seconded. The motion was approved unanimously.

**Submission # 142:** It was proposed that elected commissioners have responsibilities for the Water and Sewer Department employees. This idea was not adopted by the Committee in earlier discussions.

**Mr. Robertson moved to dismiss Submission # 142 with no change to the Charter.** Mr. Giger seconded. The motion was approved unanimously.

**Submission # 35.1:** It was proposed that Selectmen be prohibited from holding other elected or appointed town offices. Mr. Pease subsequently withdrew the portion of his submission referring to appointed offices. An earlier vote by the Committee approved the principle that Selectmen not hold other elected offices.

**Action Item #7:** Mr. Collins will make a language change proposal for the Charter to address the requirement of the Committee for the BOS members to hold no other elected offices in Section 3-1 (c). Note: Proposed wording is already in Mr. Collins' letter of 10 Mar, 2016.

**Submission # 38, Part II:** It was proposed that it be clarified that the Town Manager's authority in the Charter to act as a negotiator for collective bargaining agreements is subject to the ratification of the BOS. This was discussed and decided by the Committee in principle.

**Action Item # 8:** Mr. Collins will develop a proposal for the Charter to make the language of Section 4-2(e) and 3-2 (b) 4 consistent with the language of Submission # 38.2.

**Submission # 35.2:** Like # 35.1 this prohibits selectmen from holding any other elected office, but this submission adds the prohibition to another section of the Charter, section 3-2 (a)

**Action Item #9:** Mr. Collins will make a language change proposal for the Charter to be consistent with the language developed for Submission # 35.1 in Charter Section 3-2 (a).

**Discussion of the Status of Submissions Presented, not Completed (# 78, 151, 152, 158, 125 and 160 ):**

**Submission # 78.3:** It was proposed the BOS set policy and the Town Manager be accountable to the BOS for day-to-day management of the town's business. The Committee had accepted this concept in an earlier meeting, but had not formally voted on a response to this submission.

**Mr. Robertson moved to accept Submission # 78.3 in substance.** Mr. McCoy seconded. The motion was approved unanimously.

**Submissions # 151 and 152:** The Committee is waiting for Mr. Collins to be present to discuss wording changes already proposed by Mr. Collins.

**Submission # 158**, regarding who is responsible for publishing the Town Annual Report.

**Action Item # 10:** Mr. Robertson will clarify with Mr. Bouchard what change needs to be incorporated into the Charter to address his concern for establishing responsibility to publish the Town's annual report.

**Submission # 125** was withdrawn by the submitter, Connie Sartini.

**Submission # 160**, regarding the Town Moderator appointing the Finance Committee, has not yet been presented by its author, Edward Strachan. It will be scheduled for presentation at a later meeting.

**Discussion of the Status of Submissions Presented, not Completed (# 26, 137, 28, 59, 68, 95, 120, 165 and 34 ):**

**Submission # 26** simply requests that the Committee not "add" a strong town manager. The Committee has not done so.

**Mr. McCoy moved to dismiss Submission # 26 without change to the Charter.** Ms. Allen seconded. The motion was approved unanimously.

**Submission # 137**, asks about the concept of a "strong town manager": Ms. Allen offered to withdraw this submission.

**Submission # 28** requests that the Town Manager be prevented from engaging in politics. This had been previously discussed. Though the Committee agreed conceptually, it felt that there was no wording that could be added to the Charter which wouldn't also limit the Town Manager's ability to carry out his or her statutory duties.

**Mr. Giger moved to dismiss Submission #28 without change to the Charter.** Mr. Robertson seconded. The motion was approved unanimously.

**Submission # 59** raises the question what portions of the Town Manager's performance review should be available for the public to see.

**Mr. Robertson moved to refer Submission # 59 to the Public Records Committee.** Ms. Allen seconded. The motion was approved unanimously.

**Submission # 68** suggests the idea the Town Manager's performance evaluation should include a customer satisfaction component.

Mr. McCoy felt this issue was not appropriate for a Charter change.

**Mr. McCoy moved that Submission # 68 be referred to the BOS without change to the Charter and without the Committee taking a position on the issue.** Mr. Robertson seconded. The motion was approved unanimously.

**Submission # 95**, proposes that the Town Manager’s review process be defined and made public as appropriate.

Visitor Anna Eliot explained in some detail the process by which the Town Manager is presently reviewed. Mr. Robertson appreciated the explanation but felt it was not necessary to put this in the Charter.

**Mr. Giger moved to dismiss Submission # 95 without change to the Charter.** Mr. Robertson seconded. The motion was approved unanimously.

**Submission # 120** proposes to define “full-time” as it relates to the Town Manager’s position. The Committee had a brief discussion about the pros and cons of doing this.

**Ms. Allen moved to dismiss Submission #120 with no change to the Charter.** Mr. Robertson seconded. The motion was approved unanimously.

**Submission # 165** proposed that the Town Manager’s performance review involve citizen participation with no fear of retribution.

**Ms. Allen moved to refer this suggestion to the BOS with no change to the Charter.** Mr. McCoy seconded. The motion was approved unanimously.

**Submission # 34** proposed to correct an incorrect reference to non-existent Charter section 8.5 (e) in Section 4-1(a). The Committee felt that the reference was superfluous.

**Mr. McCoy moved to strike the first clause in the first sentence of Section 4-1(a) to the first comma.** Ms. Allen seconded. The motion was approved unanimously.

**The meeting was adjourned with unanimous consent at 9:11 PM.**

**\*\* The next meeting is scheduled for Wednesday, April 6th, at 7:00 PM. \*\***

**Exhibits:**

- A. Charter Submission Summary as of March 30, 2016
- B. Letter to Charter Review Committee from John Giger, dated March 28, 2016, subject: Boards, Committee, Commissions, Elected and Appointed Officials
- C. Charter Review Committee, Action Item List, March 23. 2016 Meeting

**Exhibit A to Charter Review Committee  
03-30-16 Meeting Minutes**

Status	Charter Section	Sub No	Sub Sect	Contact	Summary	Presented	Completed	Result	Disposition	Charter Change
Completed	Procedural	9		Ellen Valentine	Phone line for submissions	07/29/15	07/29/15	Dismissed: committee voted to retain writing requirement	Dismissed	
Completed	Procedural	10		Ellen Valentine	Charter meetings on internet or radio	07/29/15	07/29/15	Dismissed: Town doesn't have capability	Dismissed	
Completed	Procedural	11		Ellen Valentine	Charter meetings on night other than Monday	07/29/15	07/29/15	Dismissed: time when all members were available	Dismissed	
Completed	4-2 Powers and Duties	17		John Ellenberger	General issues with Town Manager	12/16/15	02/03/16	concluded no changes required	Dismissed	
Completed	3-2 (d) [Selectmen] Appointing Authority	18		Mary Jennings	Selection of fincom	10/28/15	12/02/15	Dismissed with no change to Charter	Dismissed	
Not Presented	3-1 General	19		Groton Sewer Commission	Don't combine water and sewer	04/06/16				
Not Completed	5-4 Department of Public Works	20		Groton Sewer Commission	Remove DPW Section 2 (h)	03/30/16				
Completed	4-2 Powers and Duties	21		Groton Water Commission	Water Supt reporting	12/16/15	12/30/15	agreed that no change be made	Accepted	
Not Presented	3-1 General	22		Groton Water Commission	Don't combine water and sewer	04/06/16				
Not Completed	5-4 Department of Public Works	23		Groton Water Commission	remove section 5-4 2 (h)	03/30/16				
Completed	Other: Committees	24		Jeffrey Wallens	Exclude town employees from committees	03/09/16	03/23/16	20160309 began discussion	Dismissed	
Completed	Refer to Town Government Study Committee	25		Park Commission	Reduce number of members of Park Commission from 5 to 3	03/09/16	03/09/16	20160309 defer until after this election	Dismissed	
Not Completed	4 ARTICLE 4: TOWN MANAGER	26		Janet Shea	don't make strong Town Manager	01/06/16				
Completed	4-2 Powers and Duties	27		Russ Harris	limit Town Manager's ability to waive construction fees	12/16/15	01/27/16	referred to BOS	Referred	
Not Completed	4-1 Appointment, Qualifications and Review Procedure	28		Russ Harris	Town Manager must refrain from politics	01/06/16		20130106 discussed		
Not Presented	3 ARTICLE 3: ELECTED OFFICERS	29		Russ Harris	selectmen can't hold other elective office	04/06/16				
Completed	6-2 Submission of Budget and Budget Message	30		Russ Harris	BOS & Town Mgr must start budget discussions with Fincom early in the process	10/07/15	10/01/15	aggregated with #67	Accepted	[6-4]
Completed	4-2 Powers and Duties	31		Russ Harris	Goals/policy set by BOS - not TM	12/16/15	03/23/16	20151230 tie vote deferred; 20160209 to Collins for wording; 20160315 John will make edit to draft charter	Accepted	[3-2 (b) 1]
Not Completed	Other: Finance and Budget	32	2	Deborah Johnson	Require vote for projects over \$2M	10/21/15		20160120 referred to Collins for wording; 20160315 John will check with Bob for wording - we'll review and approve wording		
Completed	Other: Groton-Dunstable Regional Schools	32	3	Deborah Johnson	Balance school and municipal spending	10/21/15	10/28/15	dismiss, but explain school budgeting process to the public; explanation for % diff dismissed on 11/18/15	Dismissed	
Not Presented	Other: Standards of Conduct	32	4	Deborah Johnson	Add moral code to charter	04/13/16				
Not Completed	4-2 Powers and Duties	32	1	Deborah Johnson	Town Manager authority - general	12/16/15		Dismissed with no change to charter; but no formal decision in minutes		
Completed	3-2 (a) Composition, Term of Office [Selectmen]	33		Peter Cunningham	Limit to 3 selectmen	03/02/16	03/02/16	membership left at five	Dismissed	
Completed	Other: Professional Development	34	3	Barry Pease	Professional development	10/07/15	10/07/16	Refer to BOS	Referred	
Not Completed	4-1 Appointment, Qualifications and Review Procedure (a)	34	1	Barry Pease	correct reference to section 8.5(e)	01/06/16		20160305 need to discuss		
Not Completed	4-1 Appointment, Qualifications and Review Procedure (c)	34	2	Barry Pease	review process	01/06/16		20160305 need to discuss		



Status	Charter Section	Sub No	Sub Sect	Contact	Summary	Presented	Completed	Result	Disposition	Charter Change
Not Completed	3-1 General	35	1	Barry Pease	Prevent member of BOS from holding any other appointed or elected town office	02/24/16		20160302 committee agreed no other elected; will continue discussion of appointed; 20160323 need to assign for wording		
Completed	3-2 (a) Composition, Term of Office [Selectmen]	35	4	Barry Pease	Term limits < 3 terms, 11 years	02/24/16	03/02/16	No term limits	Dismissed	
Not Completed	3-2 (b) [Selectmen] Powers and Duties	35	2	Barry Pease	Prevent member of BOS from holding any other appointed or elected town office	02/24/16		20160302 committee agreed no other elected; will continue discussion of appointed; 20160323 need to assign for wording		
Completed	3-2 (d) [Selectmen] Appointing Authority	35	3	Barry Pease	Remove Fincom, refer to TM, Chiefs, limit holding of other offices	10/28/15	02/24/16	20160302 committee agreed no other elected; will continue discussion of appointed	Dismissed	
Completed	4-2 Powers and Duties	36		Cable Advisory Committee	response to 17	12/16/15	02/03/16	no action required	Dismissed	
Completed	General	37	2	Michael Hartnett	Town Manager form of government works well	10/28/15	12/05/15	No change requested in submission	Dismissed	
Completed	Other: Finance and Budget	37	1	Michael Hartnett	current finance organization works well	10/28/15	12/02/15	No change requested in submission	Dismissed	
Not Presented	1-9 Definitions	38	1	Town of Groton Department Heads	Definitions of policy, exec powers, administration, appt auth, emergency	04/27/16		20160209 defer to definitions discussion		
Not Completed	3-2 Board of Selectmen	38	2	Town of Groton Department Heads	TM as negotiator	10/28/15		20160315 need to discuss		
Completed	4-2 Powers and Duties	38	4	Town of Groton Department Heads	replace highway supervisor with public works director	10/21/15	02/17/16		Accepted	
Not Completed	4-2 (e) Act as Negotiator [Town Manager]	38	2	Town of Groton Department Heads	TM as negotiator	10/28/15		20160315 need to discuss		[4-2 (e)]
Not Completed	6-2 Submission of Budget and Budget Message	38	3	Town of Groton Department Heads	role of fincom in budget process	10/14/15				
Completed	3-6 Planning Board	39		Planning Board	keep planning board at seven members	03/09/16	03/09/16	no change	Dismissed	
Not Presented	General	40		Anonymous	change politics, not charter	04/06/16				
Completed	4-1 Appointment, Qualifications and Review Procedure	41		Michael Manugian	HR Dir hired, reviewed, fired by BOS	12/09/15	12/30/15	reconsidered 20160120 tabled until PB responsibilities completed; Dismissed with no changes to Charter	Dismissed	
Not Completed	Other: HR Function and Personnel Board	42		Michael Manugian	Personnel Policy Neg Team	12/09/15		20160120 approved to Collins for wording for negotiation team		
Completed	Other: Finance and Budget	43		Michael Manugian	Financial Contract Negotiating Team	10/28/15	12/02/15	Dismissed with no changes to Charter	Dismissed	
Not Presented	Other: Charter Cleanup	44		Michael Manugian	add table of contents to charter	04/27/16				
Completed	7-9 Notice of Vacancies	45		Michael Manugian	responsibility for filling a vacancy	03/09/16	03/09/16	vacancy replacement is clearly specified	Dismissed	
Completed	Other: Committees	46		Michael Manugian	List of requirements for town committees	03/09/16	03/09/16	refer to BOS to add to list of public documents	Referred	
Not Presented	7-6 Periodic Charter Review	47		Michael Manugian	Charter first public hearing deadline from 30 to 45	04/20/16				
Not Presented	7-6 Periodic Charter Review	48		Michael Manugian	limit Charter Review to no more than 1 BOS, 1 fincom	04/20/16				
Completed	3-2 (d) [Selectmen] Appointing Authority	49		Michael Manugian	Appt of fincom	10/28/15	12/02/15		Dismissed	
Not Presented	2-5 Warrants	50		Michael Manugian	post warrants upon receipt	04/20/16				
Not Presented	2-7 Availability of Town Officials at Town Meetings; Conflicting Meetings	51		Michael Manugian	Tell Town Meeting who acting dept heads are	04/20/16				
Not Presented	Other: Charter Cleanup	52		Michael Manugian	Correctly spell and consistently capitalize names of committees	04/27/16				
Completed	4-5 Screening Committee	53		Michael Manugian	limit to no more than 1 Fincom, 1 BOS	01/06/16	03/23/16	20160217 agreed in principle - need wording - action item not assigned	Accepted	[4-5]
Completed	4-5 Screening Committee	54		Michael Manugian	extend BOS selection time from 45 to 60 days	01/06/16	03/02/16	change and wording approved	Accepted	[4-5]

Status	Charter Section	Sub No	Sub Sect	Contact	Summary	Presented	Completed	Result	Disposition	Charter Change
Completed	Other: Finance and Budget	55		Michael Manugian	Public Access to Quarterly Financial Reports	10/21/15	11/18/15		Accepted	[5-3 (c)]
Completed	6-3 Budget Message	56		Michael Manugian	Require fincom input to budget message	10/21/15	11/04/15	Dismissed with no change to charter	Dismissed	
Completed	6-4 The Budget	57		Michael Manugian	Fincom participates in setting of budget format	10/14/15	11/18/15	20151104 approved to Collins for wording	Accepted	[6-4]
Not Completed	6-7 Audits	58		Michael Manugian	Audits available to the public	10/21/15		Manugian said completed, but no minutes entry to that effect		
Not Completed	4-1 Appointment, Qualifications and Review Procedure	59		Michael Manugian	clarify access to TM review	01/06/16		need to discuss		
Completed	4-3 Removal and Suspension	60		Michael Manugian	vote of 3, not 4 BOS to terminate Town Manager	01/06/16	03/02/16	requires affirmative vote of 3 BOS members	Accepted	[4-3]
Completed	3-2 (a) Composition, Term of Office [Selectmen]	61		James Gmeiner	Limit to 3 selectmen	03/02/16	03/02/16	retained five selectmen	Dismissed	
Completed	5-3 Department of Finance	62		Finance Committee	Five year financial plan	10/14/15	11/18/15	20161028 approved in substance, McCoy to provide wording	Accepted	[5-3 (d)]
Completed	6 ARTICLE 6: FINANCE AND FISCAL PROCEDURES	63		Finance Committee	Review financial management policy	10/14/15	11/18/15	20151028 substance approved and referred to McCoy for language; insert and renumber old 6-2 - 6-7	Accepted	[6-2]
Not Presented	2-6 Initiation of Warrant Articles	64		Finance Committee	don't copy warrant petitions to chair of fincom	04/20/16				
Completed	3-2 (d) [Selectmen] Appointing Authority	65		Finance Committee	Appointment of fincom	10/28/15	12/02/15	20151202 referred to Collins for rewrite	Accepted	[3-2 (d), 6]
Completed	Other: Finance and Budget	66	2	Finance Committee	Fincom roles and responsibilities	10/14/15	12/09/15	20151021 referred to Collins for research on fincom statutory roles; 20151202 referred to Giger for rewrite	Accepted	[6-1.25]
Not Completed	3-2 (d) [Selectmen] Appointing Authority	66	1	Finance Committee	Appointment of fincom	10/14/15		20151202 referred to Giger for wording		[3-2 (d), 6-x]
Completed	6-2 Submission of Budget and Budget Message	67		Finance Committee	Increase involvement of fincom in budget process	10/04/15	11/18/15	20151104 approved to Collins for wording	Accepted	[6-2]
Not Completed	4-1 Appointment, Qualifications and Review Procedure	68		Russ Harris	customer satisfaction component of TM review	01/06/16				
Completed	3-2 (a) Composition, Term of Office [Selectmen]	69		Anonymous	Limit to 3 selectmen	03/02/16	03/02/16	membership left at five	Dismissed	
Completed	3-2 (a) Composition, Term of Office [Selectmen]	70		Anonymous	Limit to 3 selectmen	03/02/16	03/02/16	membership left at five	Dismissed	
Not Presented	Refer to Cable Advisory Committee	71		Anonymous	complaint about cable offerings	04/06/16		referral		
Completed	Other: Professional Development	72	1	William Knuff	Professional development	10/07/15	10/07/15	referred to BOS	Referred	
Not Presented	1-8 Ethical Standards	72	2	William Knuff	train public officials to behave properly	04/13/16				
Completed	4-2 Powers and Duties	73		Anonymous	Town Manager's authority re management of expenditures	10/28/15	12/02/15	Dismissed with no changes to Charter	Dismissed	
Not Completed	Other: Finance and Budget	74		Anonymous	BOS and/or Fincom input to union contract negotiations	10/28/15		20160120 approved to Collins for wording for negotiation team		
Completed	Other: Finance and Budget	75		Anonymous	Salary increases approved by BOS	10/21/15	11/14/15	dismissed with no change to Charter	Dismissed	
Completed	4-2 Powers and Duties	76		Anonymous	TM works for BOS	12/16/15	02/03/16	Already considered relationship of BOS and Town Manager but needs to be dismissed	Dismissed	
Completed	Other: Public Relations	77		Barry Pease	Create public relations specialist	10/07/15	10/07/15	referred to BOS	Referred	
Not Completed	Other: Finance and Budget	78	4	Ginger Vollmar	Vote on projects over \$1M	10/21/15		20151108 ask Town Counsel, atty gen, DOR about legality of this; 20160120 approved \$3M special TM and sent to Collins for wording		
Completed	Other: Groton-Dunstable Regional Schools	78	6	Ginger Vollmar	priority of school budgeting	10/21/15	10/28/16	dismiss, but explain school budgeting process to the public	Dismissed	

Status	Charter Section	Sub No	Sub Sect	Contact	Summary	Presented	Completed	Result	Disposition	Charter Change
Completed	3-2 (a) Composition, Term of Office [Selectmen]	78	2	Ginger Vollmar	Keep 5 member board, Term limits <= 3 terms	03/02/16	03/02/16	membership left at five	Dismissed	
Not Completed	3-2 (b) [Selectmen] Powers and Duties	78	3	Ginger Vollmar	BOS set policy, TM day to day	12/16/15		considered relationship of BOS and Town Manager but need to formally handle		
Not Completed	4-2 Powers and Duties	78	1	Ginger Vollmar	No strong TM, TM code of conduct, TM not policy maker	12/16/15		already considered duties of Town Manager but need to formally handle		
Not Completed	6 ARTICLE 6: FINANCE AND FISCAL PROCEDURES	78	5	Ginger Vollmar	Involve fincom at start of budget process	10/14/15				
Completed	Other: Information Technology	79		Barry Pease	Add IT dept to charter	10/07/15	11/14/15	Add IT department to charter as section 5-5	Accepted	[5-x]
Completed	Other: HR Function and Personnel Board	80		Vannessa Abraham	3-8 (b) replace PB with HR Dir	12/09/15	12/30/15		Accepted	[3-8 (b)]
Not Presented	1-4 Division of Powers	81		John Giger	remove Town Manager from executive branch description	04/27/16				
Not Presented	1-9 Definitions	82		John Giger	Define officer	04/27/16				
Not Presented	1-9 Definitions	83		John Giger	define rules and regulations	04/27/16				
Not Presented	1-9 Definitions	84		John Giger	define Town Meeting	04/27/16				
Not Presented	1-9 Definitions	85		John Giger	define town warrant	04/27/16				
Not Presented	1-9 Definitions	86		John Giger	specify who is qualified to vote in town affairs	04/27/16				
Not Presented	1-9 Definitions	87		John Giger	Definitions; Dept Head, Division Head, etc.	04/27/16				
Not Presented	2-11 Report to the Voters	88		John Giger	written report for monetary articles	04/20/16				
Not Presented	1-9 Definitions	89		John Giger	clarify use of the term days	04/27/16				
Not Presented	3-1 General	90		John Giger	Clarify nomination of candidates in 3-1 (g) 4	04/06/16				
Completed	3-2 (b) [Selectmen] Powers and Duties	91		John Giger	Require delegation in writing	02/24/16	03/23/16	20160224 accepted to Collins for wording	Accepted	[3-2 (b) 4]
Not Completed	Other: Committees	92		John Giger	Specify which committees BOS and TM appoint	03/09/16		20160330 Deferred until Mr. Giger reports on committee appointments		
Not Presented	3 ARTICLE 3: ELECTED OFFICERS	93		John Giger	decide which elected officers to list in charter	04/06/16				
Completed	4-2 Powers and Duties	94		John Giger	define full-time	12/16/15	02/03/16	withdrawn	Dismissed	
Not Completed	4-1 Appointment, Qualifications and Review Procedure	95		John Giger	define process for review and what goes to public	01/06/16		need to resolved		
Not Completed	4-2 Powers and Duties	96		John Giger	other office held by TM	12/16/15		20160209 defer to definitions discussion		
Completed	4-2 Powers and Duties	97		John Giger	TM appointments	12/16/15	03/23/16	20160209 defer to definitions discussion	Accepted	[4-2 ©]
Completed	4-2 Powers and Duties	98		John Giger	TM does performance evaluations - wording	12/16/15	02/03/16	Added words "or review" after "to conduct" [evaluations]	Accepted	[4-2 (f)]
Completed	4-2 Powers and Duties	99		John Giger	incl Fincom and BOS in compensation determination	12/16/15	02/03/16	insert "the approved budget" after "established by"	Accepted	[4-2 (g)]
Not Completed	4-2 Powers and Duties	100		John Giger	definition of offices - 4-2(j)	12/16/15		20160209 deferred to definitions discussion		
Completed	4-4 Vacancy in the Office of the Town Manager	101		John Giger	who is in charge during long absence of TM?	01/06/16	02/17/16	dismissed with no change to charter	Dismissed	
Not Completed	5-1 Organization of Town Agencies	102		John Giger	clarify "Operating Agencies" in 5-1	03/30/16				
Not Completed	5-3 Department of Finance	103		John Giger	change name of "Department of Finance"	03/30/16				
Not Completed	6-2 Submission of Budget and Budget Message	104		John Giger	Add BOS sets budget priorities	10/14/15		need a formal response		
Completed	6 ARTICLE 6: FINANCE AND FISCAL PROCEDURES	105		John Giger	Annual statement of town funds	10/21/15	03/23/16	20151118 substance approved to Collins for wording	Accepted	[6-7]

Status	Charter Section	Sub No	Sub Sect	Contact	Summary	Presented	Completed	Result	Disposition	Charter Change
Completed	6-6 Capital Improvement Plan	106		John Giger	change due date of capital improvement plan	10/21/15	11/18/15	20151104 approved to Collins for wording	Accepted	[6-6]
Completed	6-7 Audits	107		John Giger	Publish all audit reports	10/21/15	11/18/15	referred to BOS for inclusion in public records policy	Referred	
Not Completed	7-5 Rules and Regulations	108		John Giger	post all rules and regs, preferably on town web site	03/30/16				
Not Completed	7-7 Removals	109		John Giger	clarify removal process	03/09/16				
Not Presented	8 ARTICLE 8: TRANSITIONAL PROVISIONS	110		John Giger	remove this article, it is no longer applicable	04/27/16				
Not Completed	5-4 Department of Public Works	111		John Giger	clarify operation of DPW, Water Commission, Sewer Commission	03/30/16				
Completed	3-2 (a) Composition, Term of Office [Selectmen]	112		Barry Pease	Keep 5 selectmen	03/02/16	03/02/16	membership left at five	Accepted	
Not Presented	General	113	3	Connie Sartini	definition of violation of charter and consequences	04/13/16				
Not Presented	Other: Standards of Conduct	113	1	Connie Sartini	best business practices	04/13/16				
Completed	3-2 (b) [Selectmen] Powers and Duties	113	2	Connie Sartini	BOS in charge of TM	12/16/15	02/24/16	Dismiss with no change	Dismissed	
Not Presented	1-9 Definitions	114		Connie Sartini	define "construed liberally" and "interpreted broadly" (used in 1-5)	04/27/16				
Not Presented	1-8 Ethical Standards	115	1	Connie Sartini	add Moral to Ethical standards and expand	04/13/16				
Not Completed	4 ARTICLE 4: TOWN MANAGER	115	2	Connie Sartini	May not hold any other public office	03/30/16				
Not Completed	Other: HR Function and Personnel Board	116		Connie Sartini	Definitions: (multiple)	12/09/15		deferred to definitions discussion		
Not Presented	1-9 Definitions	116		Connie Sartini	Definitions: (multiple)	04/27/16				
Completed	Other: Finance and Budget	117	2	Connie Sartini	No out of cycle increases	10/14/15	11/18/15	Dismissed with no change to charter	Dismissed	
Not Presented	2-7 Availability of Town Officials at Town Meetings; Conflicting Meetings	117	1	Connie Sartini	Meaning of "Designate a Deputy (2-7)"	04/20/16				
Completed	3-2 Board of Selectmen	118		Connie Sartini	Powers of the BOS; appt DPW dir, Investigate conduct, changes responsibilities without charter change; accountant report to BOS	02/24/16	02/24/16	Dismissed with no change to charter	Dismissed	
Completed	Other: HR Function and Personnel Board	119		Connie Sartini	Fincom appointed by moderator	12/09/15	01/20/16		Dismissed	
Not Completed	4-1 Appointment, Qualifications and Review Procedure	120		Connie Sartini	review at posted public meeting, define TM full-time	01/06/16		need to formally resolved		
Completed	Other: Finance and Budget	121	3	Connie Sartini	Personnel Board conducts compensation analysis, budget increase %	10/14/15	02/03/16		Dismissed	
Completed	Other: HR Function and Personnel Board	121	2	Connie Sartini	admin, firing, vac appt, negotiator, perf eval, PB comp anal	12/09/15	02/03/16		Dismissed	
Completed	4-2 Powers and Duties	121	1	Connie Sartini	misc, incl terminations, appt, negotiator	12/16/15	02/03/16	201602023: (e) withdrawn by submitter	Dismissed	
Completed	4-3 Removal and Suspension	122		Connie Sartini	Town Manager removed by vote of 3 selectmen	01/06/16	02/17/16	agreed to require 3 to dismiss; agreed not to specify grounds for dismissal in charter	Accepted	[4-3]
Not Completed	Other: Finance and Budget	123		Connie Sartini	Who determines merit increases	10/21/15		Approved in town budget at Town Meeting; need to formally resolved		
Completed	Other: HR Function and Personnel Board	124	2	Connie Sartini	right to use contract personnel	10/28/15	12/02/15	need to resolve	Dismissed	
Completed	5-3 Department of Finance	124	1	Connie Sartini	Role of fincom in dept of finance	10/28/15	12/02/15	Dismissed with no changes to Charter	Dismissed	
Not Completed	3-2 (d) [Selectmen] Appointing Authority	125		Connie Sartini	BOS should appoint DPW director	03/30/16				
Not Completed	Other: Finance and Budget	126	2	Connie Sartini	No out of cycle increases	10/14/15		need to dispose		

Status	Charter Section	Sub No	Sub Sect	Contact	Summary	Presented	Completed	Result	Disposition	Charter Change
Not Completed	6-2 Submission of Budget and Budget Message	126	1	Connie Sartini	BOS sets budget goals	10/14/15		need to dispose		
Completed	Other: Groton-Dunstable Regional Schools	127		APEX	refer to regional agreement	12/09/15	12/30/15	Dismissed with no changes to Charter	Dismissed	
Completed	Other: Finance and Budget	128		APEX	Budget sustainability	10/21/15	10/28/15	dismiss, but explain school budgeting process to the public	Dismissed	
Completed	Other: Groton-Dunstable Regional Schools	128		APEX	Meet needs of school and town	12/09/15	12/30/15	dismiss, but explain school budgeting process to the public	Dismissed	
Completed	Other: Groton-Dunstable Regional Schools	129		APEX	Add duties and resp of School Committee	12/09/15	12/30/15	Dismissed with no changes to Charter	Dismissed	
Not Presented	7-6 Periodic Charter Review	130		Scott Evans Harker	rewrite this whole section	04/20/16				
Completed	3-2 Board of Selectmen	131		Jane Allen	Elected Fincom	10/28/15	12/02/15		Dismissed	
Completed	Other: Finance and Budget	132		Jane Allen	Budget increases in spring Town Meeting only	10/14/15	11/18/15	Dismissed with no change to charter	Dismissed	
Completed	Other: HR Function and Personnel Board	133		Jane Allen	List responsibilities of Personnel Board	12/09/15	02/03/16	20160127 referred to Robertson for wording	Accepted	[3-5]
Not Presented	2-6 Initiation of Warrant Articles	134		Jane Allen	Increase # of signatures required for citizen warrant article	04/20/16				
Not Presented	2-7 Availability of Town Officials at Town Meetings; Conflicting Meetings	135		Jane Allen	clarify term "Town Officers" (2-7)	04/20/16				
Completed	3-5 Groton Housing Authority	136		Jane Allen	Why are housing auth terms 5 yrs and all others 3?	03/09/16	03/09/16	specified in MGL 121B section 5	Dismissed	
Not Completed	4 ARTICLE 4: TOWN MANAGER	137		Jane Allen	discuss strong TM	01/06/16		need to resolve		
Completed	4-2 Powers and Duties	138		Jane Allen	Replace with Public Works Director 4-2 b	12/16/15	02/17/16	accepted	Accepted	[4-2 (d)]
Completed	4-3 Removal and Suspension	139		Jane Allen	vote of 3, not 4 BOS; TM can request executive session	01/06/16	03/23/16	20160217 agreed to add wording to allow TM to request executive session; 20160302 to Collins for better wording	Accepted	[4-3 (a) 2]
Completed	Other: HR Function and Personnel Board	140		Stuart Schulman	submission removed	12/09/15	12/09/15	Submission withdrawn by submitter	Dismissed	
Not Completed	Other: HR Function and Personnel Board	141		Becky Pine	Personnel Board sets hiring, firing policies and conduct exit interviews	12/09/15		need to resolve		
Not Completed	Other: HR Function and Personnel Board	142	2	Becky Pine	Elected officials have resp for water and sewer emp, not TM	12/09/15		need to resolve		
Not Completed	4 ARTICLE 4: TOWN MANAGER	142	1	Becky Pine	authority over Water and Sewer personnel	01/06/16		need to resolve		
Not Presented	General	143		Becky Pine	more checks and balances	04/06/16				
Completed	3-2 (d) [Selectmen] Appointing Authority	144		Jack Petropoulos	Fincom appointment	12/02/15	12/02/15		Dismissed	[6]
Completed	Other: HR Function and Personnel Board	145		Jack Petropoulos	define role of PB	12/09/15	02/03/16	20160120 referred to Robertson for wording	Accepted	[3-5]
Completed	6-2 Submission of Budget and Budget Message	146		Jack Petropoulos	Finance Committee Required to Deliver an Annual Benchmark Report on Town Finances.	10/21/15	10/21/16	refer to BOS and Fincom	Referred	
Completed	Other: Reporting Structure	147		Jack Petropoulos	Employees should report to elected body	10/07/15	10/14/16	dismissed with no change to Charter	Dismissed	
Completed	Other: Reporting Structure	148		Jack Petropoulos	elected officials, such as Town Clerk, should not report to Town Manager	10/07/15	10/14/15	dismissed with no change to Charter	Dismissed	
Completed	4-2 Powers and Duties	149		Jack Petropoulos	TM changes to public safety require BOS approval	12/16/15	02/17/16		Dismissed	
Completed	Other: Records Custodian	150		Jack Petropoulos	Establish Records Custodian	10/07/15	11/18/15	add 4-2 (m) and former section 4-2 (m) changed to 4-2 (n); also 20160203 refer to town clerk	Accepted	[4-2 (m), 3-x]
Not Completed	3-2 (b) [Selectmen] Powers and Duties	151		Jack Petropoulos	'Day to Day' vs 'Policy'	12/16/15		20160203 to Collins for wording		[3-2 (b)]

Status	Charter Section	Sub No	Sub Sect	Contact	Summary	Presented	Completed	Result	Disposition	Charter Change
Not Completed	3-2 (b) [Selectmen] Powers and Duties	152		Russ Harris	Freedom to confer with town employees	02/24/16		20160224: Approved to Collins for wording; 20160302 referred back to Collins for 2nd rewrite		
Not Presented	General	153		Michael Bouchard	supports charter; no changes recommended	04/06/16				
Completed	3-2 (a) Composition, Term of Office [Selectmen]	154		Michael Bouchard	Keep 5 selectmen	03/02/16	03/02/16	membership left at five	Dismissed	
Completed	Other: Finance and Budget	155		Michael Bouchard	Specify fincom duties	10/28/15	12/09/15		Accepted	[6-1.25]
Completed	3-2 (d) [Selectmen] Appointing Authority	155		Michael Bouchard	Troika appointment of fincom	10/28/15	12/09/15		Accepted	[6-x]
Not Completed	6-2 Submission of Budget and Budget Message	156		Michael Bouchard	Involve fincom earlier in budget process	10/14/15		needd to resolve		
Completed	3-2 Board of Selectmen	157	2	Michael Bouchard	Selectmen direct Town Manager	02/24/16	11/18/15	already done by BOS	Dismissed	
Completed	3-2 (b) [Selectmen] Powers and Duties	157	1	Michael Bouchard	Add quarterly reviews of budget status and town admin affairs	10/21/15	11/18/15		Dismissed	
Not Completed	3-2 (b) [Selectmen] Powers and Duties	158		Michael Bouchard	Clarify publish annual report vis a vis current technology, e.g., town web site	02/24/16				
Completed	4-2 Powers and Duties	159		Michael Bouchard	Town Manager accountability in 4-2 does not need to be changed	12/16/15	02/17/16	already covered	Dismissed	
Not Completed	3-2 (d) [Selectmen] Appointing Authority	160		Edward Strachan	Moderator should appoint fincom	03/30/16				
Completed	Other: Finance and Budget	161		Michael Manugian	Town Accountant should report to BOS	02/24/16	02/24/16	town accountant continues to report to Town Manager	Dismissed	
Completed	Other: HR Function and Personnel Board	162		Michael Manugian	BOS must approve terminations	12/09/15	02/03/16		Dismissed	
Completed	General	163		Bob and Becky Pine	Cover letter for next two submissions	10/07/15	10/07/15	cover letter only	Dismissed	
Completed	Other: Committees	164		Bob and Becky Pine	Selectmen appoint committees without input from TM	03/09/16	03/23/16		Dismissed	
Not Completed	4-2 Powers and Duties	164		Bob and Becky Pine	TM appointing authority	12/16/15		20160217 defer to committee discussion		
Not Completed	4-1 Appointment, Qualifications and Review Procedure	165		Bob and Becky Pine	citizen participation in Town Manager review	01/06/16				
Completed	Other: Finance and Budget	166		Russ Harris	Require ballot for cap exp over \$1M	10/21/15	01/20/16	20151108 ask Town Counsel, atty gen, DOR about legality of this; 20160120 approved \$3M special TM and sent to Collins for wording	Dismissed	
Completed	3-2 (a) Composition, Term of Office [Selectmen]	167		Berta Erickson	Reduce to 3 selectmen	03/02/16	03/02/16	membership left at five	Dismissed	
Not Completed	3-2 (d) [Selectmen] Appointing Authority	168		Berta Erickson	Appoint Fincom by Town Manager or election	03/30/16				
Completed	Other: Committees	169	4	Robert Collins	Charter cannot constrain statutory powers of officials, board, etc.	02/24/16	03/23/16		Dismissed	
Completed	3-1 General	169	1	Robert Collins	Charter cannot constrain statutory powers of officials, board, etc.	02/24/16	03/23/16		Dismissed	
Not Completed	3-2 Board of Selectmen	169	3	Robert Collins	Board takes action - not individuals	02/24/16				
Completed	3-2 (b) [Selectmen] Powers and Duties	169	2	Robert Collins	Voters create policies, not selectmen,	02/24/16	03/23/16		Dismissed	
Not Presented	Other: Charter Cleanup	170		Robert Collins	Proper and consistent capitalization	04/27/16				
Not Presented	General	171		John Ellenberger	recommends Charter Committee read Herald article	12/31/16		don't schedule		
Not Presented	General	172		Michael Bouchard	Marks end of submissions received by deadline	12/31/16		don't schedule		
Completed	Other: Charter Cleanup	173		Charter Committee	remove erroneous footnote	02/03/16	02/03/16		Accepted	[footnote #2, p 10]
Not Completed	Other: Charter Cleanup	174	0	Charter Review committee	Delete Article 8 (Transition)	02/09/16		deferred to cleanup discussion		
Not Presented	General	175		Michael Manugian	Generalize the term Town Bulletin Board to include the Town web site	04/06/16				

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March 28, 2016

**Exhibit B to Charter Review Committee  
03-30-16 Meeting Minutes**

Charter Review Committee  
Town of Groton Massachusetts  
Town Hall  
173 Main Street  
Groton, MA 01450

RE: Boards, Committees, Commissions, Elected and Appointed Officials

Dear Chairman Manugian:

At the Charter Review Committee (CRC) meeting on March 23<sup>rd</sup>, I agreed to research what charge data the Town may have for Boards, Committees, Commissions, Elected and Appointed Officials. As you will recall from our last meeting, charge data is information which, at a minimum, informs the reader of the responsibilities of the entity or individual and specifies who elects or appoints the individual or entity. The purpose of this letter is to provide you with the results of my research.

**Methodology Summary**

I began my research by reviewing information found in information sources b., c., and d. (see Information Sources section of this correspondence, below). I then had a telephone conversation, of about 15 minutes, with the Town Clerk. I took what I gleaned from the Town Clerk and the information sources and created an Excel workbook to present what I found when I compared the three information sources to one another. Lastly, I prepared the document I am providing to you.

**Information Sources:**

- a. Telephone conversation with the Town Clerk on Friday, March 25<sup>th</sup>.
- b. Town of Groton, 2014 Annual Town Report, pages 7 through 14 and the table of contents
- c. <http://www.townofgroton.org/Town/BoardsCommittees.aspx> on March 24th
- d. <http://www.townofgroton.org/Town/ElectedAppointedOfficials.aspx> on March 24th

**Key Findings**

1. General
  - a. From the Town Clerk, I learned that the Town's charges for all boards, committees, commissions, elected and appointed officials is maintained, in digital form, on the town web site. In response to my question, the Town Clerk indicated that he did not believe there was any collection of this information maintained in paper form by the town.



- b. The Town Clerk believes the information is maintained in some sort of town created database, and also believes, for the most part, that the data entry, update and removal tasks associated with maintaining the data is assigned, primarily, to the Town Manager's Executive Assistant.

2. Boards, Committees and Commissions

- a. Among the sources I examined, I found a total of sixty-six (66) named boards, committees and commissions.
- b. Discrepancies between what it says in the 2014 Annual Town Report and what appears on the Town website (see info source c. and appendix A) total thirteen (13), or nineteen percent (19%). Some, but probably not all, of these discrepancies may exist because of the addition or deletion of a board, committee or commission between the time the 2014 Annual Report was closed for printing and March 25<sup>th</sup> when I took the snapshot of info source c. on the Town website.
- c. Charges do not exist on the Town website (see info source c. and Appendix A) for eight (8), or twelve percent (12%), of the named boards, committees and commissions I found. For these I was unable to identify the appointing authority.
- d. All, or one-hundred percent (100%), of the charges posted on the boards, committees and commissions' Town website (see info source c. and appendix A) on March 25<sup>th</sup> identified their respective appointing authority.
- e. Only thirteen (13) or twenty percent (20%) out of the sixty-six named boards, committees and commissions I found have annual reports incorporated into the 2014 Town Annual Report (see table of contents, info source b. and Appendix A).

3. Elected and Appointed Officials

- a. Among the sources I examined, I found a total of sixty-three (63) named elected and appointed officials.
- b. Ten (10), or fifteen percent (15%), of the elected and appointed officials appeared in the 2014 Annual Town Report but do not appear on the Town website (see info source d. and appendix B). Eleven (11), or seventeen percent (17%), of the elected and appointed officials appear on the Town website (see info source d. and appendix B) but do not appear in the 2014 Annual Report (see info source b.). Some, but probably not all, of these discrepancies may exist because of the addition or deletion of a board, committee or commission between the time the 2014 Annual Report was closed for printing and March 25<sup>th</sup> when I took the snapshot of info source d. on the Town website.

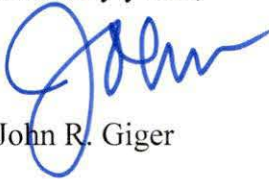


- c. Charges do not exist on the Town website (see info source d. and appendix B) for sixty-one (61) or ninety-seven percent (97%) of the identified named elected and appointed officials.
- d. Of the two elected and appointed officials on the Town website (see info source d. and appendix B), with charges, only one (1), the Animal Control Officer, or two-tenths of one percent (.02%), of all identified elected and appointed officials have their appointing authority identified.
- e. Only thirty (30), or sixty-four percent (64%) of the sixty-three named elected and appointed officials I found have annual reports incorporated into the 2014 Town Annual Report (see table of contents, info source d. and appendix B).

Appendix A to this letter contains a snapshot of information source c, taken on March 25<sup>th</sup>, a spreadsheet with I created to facilitate the comparison of the collected data and copies of all the charges I found in the boards, committees and commissions category.

Appendix B to this letter contains a snapshot of information source d, taken on March 25<sup>th</sup>, a spreadsheet with I created to facilitate comparison of the collected data and copies of all the charges I found in the category of elected and appointed officials.

Sincerely yours,



John R. Giger

cc: Charter Review Committee members  
attachments: as stated

# APPENDIX A

### Town of Groton Boards, Committee and Commissions Comparison Data

File ID: Tog Boards, Committees & Commissions Plus Appointed & Elected Officials jrg1a.xlsx // Tab B&C

Created: 2016-03-27 by John Giger

Last Updated: 2016-03-27; Version Number:1

Source	Town of Groton, Boards, Committees and Commissions	Indicated Appointing Authority	In 2014 Town Report	On Web Site 032416	Does Charge Exist	Is Charge Available On-Line	Does Charge Identify Appointing Authority	Find Copy of Charge in this Document on Page #
A	Affordable Housing Trust Fund	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 59
A	Agricultural Commission	TMgr	Y	Y	Y	Y	Y/TMgr	ToG_B&C_Page 1
A	Archives Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 2
A	Board of Accessors	Voters	Y	Y	Y	Y	Y/Voters	ToG_B&C_Page 3
A	Board of Health	Voters	Y	Y	Y	Y	Y/Voters	ToG_B&C_Page 4
A	Board of Registrars	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 5
A	Board of Selectmen	Voters	Y	Y	Y	Y	Y/Voters	ToG_B&C_Page 6
A	Board of Survey	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 7
A	Building Committee	TMgr	Y	N	???	N	Unknown	Not Available
A	By-Law Review and Study Committee	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 8
A	Cable Advisory Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 9
B	Charter Review Committee	Unknown	N	Y	Y	Y	Y/Variou	ToG_B&C_Page 10
A	Commission on Accessibility	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 11
A	Commissioners of Trust Funds	Voters	Y	Y	Y	Y	Y/Voters	ToG_B&C_Page 12
A	Community Emergency Response Committee	TMgr	Y	N	???	N	Unknown	Not Available
A	Community Preservation Committee	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page13
A	ConductorLab Committee aka ComductorLab Oversight Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 16
A	Conservation Commission	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 17
A	Council on Aging	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 20



Source	Town of Groton, Boards, Committees and Commissions	Indicated Appointing Authority	In 2014 Town Report	On Web Site 032416	Does Charge Exist	Is Charge Available On-Line	Does Charge Identify Appointing Authority	Find Copy of Charge in this Document on Page #
B	Council on Aging Feasibility Oversight Committee	Unknown	N	Y	???	N	Unknown	ToG_B&C_Page 21
A	Earth Removal Advisory Committee aka Earth Removal Stormwater Advisory Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 22
A	Economic Development Committee	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 23
A	Electric Light Committee aka Electric Light Commissioners	Voters	N	Y	Y	Y	Y/Voters	ToG_B&C_Page 29
A	Emergency Management also known as Emergency Management Agency	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 24
A	Finance Committee	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 25
A	GDRSD School Committee	Voters	Y	Y	Y	Y	Y/Voters	ToG_B&C_Page 32
A	Great Ponds Advisory Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 26
A	Greenway Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 28
B	Groton Electric Light Commission	Unknown	N	Y	???	N	Unknown	Not Available
A	Historic Districts Commission	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 33
A	Historical Commission	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 34
A	Housing Authority	Voters	Y	Y	Y	Y	Y/Voters	ToG_B&C_Page 35
A	Housing Partnership	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 36
A	Insurance Advisory Board aka Insurance Advisory Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 37
B	Invasive Species Control Committee	Unknown	N	Y	Y	Y	Y/BoS	ToG_B&C_Page 38
A	Local Cultural Council	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 39
A	Lost Lake Watershed Advisory Committee	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 40

Source	Town of Groton, Boards, Committees and Commissions	Indicated Appointing Authority	In 2014 Town Report	On Web Site 032416	Does Charge Exist	Is Charge Available On-Line	Does Charge Identify Appointing Authority	Find Copy of Charge in this Document on Page #
A	Lowell Regional Transit Authority	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 41
A	MBTA Advisory Board	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 42
A	Military Community Covenant aka Military Covenant Task Force	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 43
B	MinuteMan Health Group	Unknown	N	Y	???	N	Unknown	ToG_B&C_Page 44
A	Moderator	Voters	Y	Y	See Reference C, Moderator			Not Available
A	Montachusett Joint Transportation Committee	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 45
A	Montachusett Regional Planning Committee	BoS	Y	Y	???	N	Unknown	No Available
B	Municipal Building Committee for Prescott School	Unknown	N	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 47
A	Nashoba Valley Regional Technical School Committee	BoS	Y	Y	Y	Y	Y/Various	ToG_B&C_Page 46
A	Old Burying Ground Commission	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 48
A	Park Commissioners	Voters	Y	Y	Y	Y	Y/Voters	ToG_B&C_Page 49
A	Personnel Board	BoS	Y	Y	?	Y	Y/Voters	ToG_B&C_Page 50
A	Planning Board	Voters	Y	Y	Y	Y	Y/Voters	ToG_B&C_Page 51
A	Recycling Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 52
A	Regional Emergency Planning Committee	TMgr	Y	Y	???	N	Unknown	ToG_B&C_Page 53
A	Sargisson Beach Committee	BoS	Y	Y	???	Y	Y/BoS	ToG_B&C_Page 54
A	Scholarship Committee	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 55
A	Sewer Commissioners aka Groton Sewer Commission	Voters	Y	Y	Y	Y	Y/Voters	ToG_B&C_Page 30
A	Sign Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 56
A	Sustainability Commission	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 57
A	Town Clerk	Voters	Y	N	See Reference C, Town Clerk			Not Available
A	Town Forest Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 58



Source	Town of Groton, Boards, Committees and Commissions	Indicated Appointing Authority	In 2014 Town Report	On Web Site 032416	Does Charge Exist	Is Charge Available On-Line	Does Charge Identify Appointing Authority	Find Copy of Charge in this Document on Page #
B	Town Meeting Review Study Committee	Unknown	N	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 60
A	Trails Committee	Town Mgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 61
A	Trustees of Public Library	Voters	Y	Y	Y	Y	Y/Voters	ToG_B&C_Page 62
B	Underground Utility Study	Unknown	N	Y	???	N	Unknown	ToG_B&C_Page 63
A	Water Commissioners aka Groton Water Commissioners	Voters	Y	Y	Y	Y	Y/Voters	ToG_B&C_Page 31
A	Weed Harvester Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 64
B	Wetlands Bylaw Review Committee	Unknown	N	Y	Y	Y	Y/BoS	ToG_B&C_Page 65
A	Williams Barn Committee	TMgr	Y	Y	Y	Y	Y/Tmgr	ToG_B&C_Page 66
A	Zoning Board of Appeals	BoS	Y	Y	Y	Y	Y/BoS	ToG_B&C_Page 1
<b>Sources:</b>								
A = Town of Groton, 2014 Annual Town Report, pages 7 through 14								
B = <a href="http://www.townofgroton.org/Town/BoardsCommittees.aspx">http://www.townofgroton.org/Town/BoardsCommittees.aspx</a> on 02-24-16								
C = <a href="http://www.townofgroton.org/Town/ElectedAppointedOfficials.aspx">http://www.townofgroton.org/Town/ElectedAppointedOfficials.aspx</a> on 03-24-16								

B



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### Board & Committee Vacancies

The following Boards & Committees have vacancies as of April 2015. If you have interest in serving on a committee, please contact the Town office at 978-448-1111 or via email at [selectmen@townofgroton.org](mailto:selectmen@townofgroton.org). Click this link to fill out the Committee Interest Form.

Board or Committee	Vacancies
Archives Committee	5
Bylaw Review & Study Committee	1
Economic Development Committee	1
Historic Districts Committee	1
Housing Partnership	3
Military Community Covenant	1
Recycling Committee	1
Scholarship Committee	1
Sustainability Commission	2
Underground Utility Study Committee	2
Williams Barn Committee	1
Zoning Board of Appeals (Alternates)	2
Weed Harvester	1

### Boards & Committees

Name	Phone	Email
Agricultural Commission	(978) 448-3715	<a href="mailto:redstone_43@yahoo.com">redstone_43@yahoo.com</a>
Archives Committee	978-448-1111	<a href="mailto:townclerk@townofgroton.org">townclerk@townofgroton.org</a>
Board of Assessors	(978) 448-1127	<a href="mailto:assessors@townofgroton.org">assessors@townofgroton.org</a>
Board of Health	(978) 448-1120	<a href="mailto:health@townofgroton.org">health@townofgroton.org</a>
Board of Registrars	(978) 448-1100	<a href="mailto:townclerk@townofgroton.org">townclerk@townofgroton.org</a>
Board of Selectmen	(978) 448-1111	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Board of Survey	(978) 448-6333	<a href="mailto:fire@townofgroton.org">fire@townofgroton.org</a>
By-Law Review and Study Committee	978-448-1111	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Cable Advisory Committee	(978) 448-3796	<a href="mailto:committee@thegrotonchannel.org">committee@thegrotonchannel.org</a>
Charter Review Committee	978-448-1100	<a href="mailto:towncharterreviewcommittee@townofgroton.org">towncharterreviewcommittee@townofgroton.org</a>
Commission on Accessibility	978-448-1111	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Commissioners of Trust Funds	(978) 877-6787	<a href="mailto:trustfunds@townofgroton.org">trustfunds@townofgroton.org</a>
Community Preservation Committee	978-448-1140	<a href="mailto:communitypreservation@townofgroton.org">communitypreservation@townofgroton.org</a>
Conductorlab Oversight Committee	(978) 448-1105	<a href="mailto:planning@townofgroton.org">planning@townofgroton.org</a>
Conservation Commission	(978) 448-1106	<a href="mailto:conservation@townofgroton.org">conservation@townofgroton.org</a>
Council On Aging	(978) 448-1170	<a href="mailto:gcoa@townofgroton.org">gcoa@townofgroton.org</a>
Council on Aging Feasibility Oversight Committee	978-448-1170	
Earth Removal Stormwater Advisory Committee	(978) 448-1105	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Economic Development Committee		<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Emergency Management Agency	(978) 448-3069	<a href="mailto:ems@townofgroton.org">ems@townofgroton.org</a>
Finance Committee	(978) 448-1107	<a href="mailto:accountant@townofgroton.org">accountant@townofgroton.org</a>
Great Pond Advisory Committee	(978) 448-1111	<a href="mailto:GPAC@townofgroton.org">GPAC@townofgroton.org</a>
Greenway Committee	978-448-1111	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Groton Electric Light Commission	(978) 448-1150	<a href="mailto:info@grotonelectric.org">info@grotonelectric.org</a>
Groton Sewer Commission	(978) 448-1117	<a href="mailto:sewer@townofgroton.org">sewer@townofgroton.org</a>
Groton Water Commission	(978) 448-1122	<a href="mailto:water@townofgroton.org">water@townofgroton.org</a>
Groton-Dunstable Regional School Committee	(978) 448-5505	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Historic Districts Commission	(978) 448-1109	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Historical Commission	978-448-1111	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Housing Authority	(978) 448-3962	<a href="mailto:grotonhousing@verizon.net">grotonhousing@verizon.net</a>
Housing Partnership	978-448-1111	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Insurance Advisory Committee	(978) 448-1107	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Invasive Species Control Committee	978-448-1111	<a href="mailto:invasive@townofgroton.org">invasive@townofgroton.org</a>
Local Cultural Council	(978) 448-1100	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Lost Lake Watershed Advisory Committee	978-448-1111	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
Lowell Regional Transit Authority	978-448-1111	<a href="mailto:selectmen@townofgroton.org">selectmen@townofgroton.org</a>
MBTA Advisory Board	978-448-1111	<a href="mailto:advbrd@crols.com">advbrd@crols.com</a>

Boards & Committees

Military Covenant Task Force	✓	978-448-1111	✓	selectmen@townofgroton.org
Minuteman Nashoba Health Group	✓	978-448-1145	✗	humanresources@townofgroton.org
Montachusett Joint Transportation Committee	✓	978-448-1111	✓	selectmen@townofgroton.org
Montachusett Regional Planning Commission	✓	978-448-1111	✓	selectmen@townofgroton.org
Municipal Building Committee for Prescott School	✓	978-448-1111	✓	prescott@townofgroton.org
Nashoba Valley Technical High School Committee	✓	(978) 692-4711	✓	selectmen@townofgroton.org
Old Burying Ground Commission	✓	978-448-1111	✓	townclerk@townofgroton.org
Park Commission	✓	978-732-1893	✓	parks@townofgroton.org
Personnel Board	✓	978-448-1111	✓	personnel@townofgroton.org
Planning Board	✓	(978) 448-1105	✓	planning@townofgroton.org
Recycling Committee	✓	(978) 448-1120	✓	recycle@townofgroton.org
Regional Emergency Planning Committee	✓	978-448-1111	✗	police@townofgroton.org
Sargisson Beach Committee	✓	978-448-1106	✗	sargissonbeach@townofgroton.org <i>NO CHARGE</i>
Scholarship Committee	✓	978-448-1111	✓	treasurer@townofgroton.org
Sign Committee	✓	978-448-1111	✓	selectmen@townofgroton.org
Sustainability Commission	✓	978-448-1111	✓	sustaining@townofgroton.org
Town Forest Committee	✓	978-448-1111	✓	selectmen@townofgroton.org
Town Meeting Review Study Committee	✓	978-448-1111	✓	selectmen@townofgroton.org
Town of Groton Affordable Housing Trust	✓	978-394-5619	✓	fstanley@townofgroton.org
Trails Committee	✓	978-448-1111	✓	trails@townofgroton.org
Trustees of the Groton Public Library	✓	(978) 448-1167	✓	gpiltrustees@qpl.org
Underground Utility Study Committee	✓	978-448-1111	✗	selectmen@townofgroton.org
Weed Harvester Committee	✓	978-448-1111	✓	selectmen@townofgroton.org
Wetlands Bylaw Review Committee	✓	978-732-1913	✓	fstanley@townofgroton.org
Williams Barn Committee	✓	(978) 448-1106	✓	conservation@townofgroton.org
Zoning Board of Appeals	✓	(978) 448-1121	✓	mhammer@townofgroton.org

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Agricultural Commission

About

Purpose: To advocate and promote agricultural interests in the Town of Groton per Article 25 of the October 23, 2006, Special Town Meeting.

Responsibilities: Prepare a Right to Farm bylaw to be considered at the April, 2007, Annual Town Meeting.

Statutory References: Chapter 40A; Chapter 90, Section 9; Chapter 11, Section 125A; Chapter 128, Section 1A.

Contact Information

**Email** redstone\_43@yahoo.com  
**Phone** (978) 448-3715  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** Second Wednesday @ 7:30 PM  
**Website**  
**Hours**

**Members** 5  
**Selection** Appointed  
**Term** 3 years  
**Remuneration** None  
**Meeting location**

Members

Appointed by: Town Manager

Member	Role	Term Start	Term End
Gineane Haberlin	Member	07/01/2015	06/30/2018
George Moore	Chair	07/01/2013	06/30/2016
Sean E. O'Neil	Member	07/01/2015	06/30/2018
Meredith Scarlet	Member	07/01/2013	06/30/2016
John Smigelski	Member	07/01/2014	06/30/2017
Susan Willcox	Member	07/01/2014	06/30/2017

Agricultural Commission Documents

- Docume
- Minutes

News and Information

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Archives Committee

About

The Archives Committee was formed in 1987 to:

- catalog and properly store archival materials, particularly old Town primary records

The earliest records are held in a fireproof safe in the Town Hall; this is an on-going effort, which will continue as records accumulate.

Contact Information

Email: townderk@townofgroton.org
Phone: 978-448-1111
Fax:
Office: Town Hall, 173 Main St
Meeting: @
Website: townofgroton.org
Hours:

Members: 7
Selection: Appointed
Term: 1 year
Remuneration: None
Meeting location:

Members

Appointed by: Town Manager

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Michael Bouchard (Chair) and Carl Flowers (Member).

News and Information

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Board of Assessors

About

The Assessors are responsible to the Massachusetts Department of Revenue for the administration of the real estate law. They:

- determine the valuation of all real and personal property within the Town
- annually set the tax rate
- grant abatements and exemptions on property taxes to qualified applicants pursuant to Massachusetts General Laws
- assess betterments for public improvements voted by Town Meeting
- maintain complete maps, plans, valuation books, and other records on all property in the Town

The Assessors Office is staffed by a salaried Principal Assessor and hourly office staff; the Assessors contract with an outside firm for some revaluation services

Contact Information

**Email** assessors@townofgroton.org  
**Phone** (978) 448-1127  
**Fax** 978-448-1115  
**Office** Town Hall  
**Meeting** Wednesday @ 7:00 PM  
**Website** townofgroton.org  
**Hours** Monday: 8:00 - 4:00pm; Tuesday-Thursday: 8:00am - 4:00pm; Friday 8:00am - 1:00pm

**Members** 3  
**Selection** Elected  
**Term** 3 years  
**Remuneration** Stipend  
**Meeting location**

Members

Member	Role	Term Start	Term End
Donald R. Black	Member	01/11/2016	05/17/2016
Garrett C. Boles	Chair	05/20/2014	05/16/2017
Jenifer Evans	Member	05/21/2015	05/21/2018

Board of Assessors Documents

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Board of Health

About

The Board of Health performs on the local level many important duties relative to the protection of public health, the control of disease, the promotion of sanitary living conditions, and the protection of the environment from damage and pollution.

Mandated duties include:

- health care and disease control
enforcement of housing and dwelling codes
monitoring of, and providing for, hazardous waste disposal
monitoring the sanitary landfill
enforcement of Title 5 (the State Environmental Code relative to septage and garbage)
investigating nuisances which in the board's opinion may be injurious to health
enforcing MGL Chapter 2 of the State Sanitary Code involving food service establishments
enforcing Title 5 of the State Environmental Code regarding safety and sanitation of pools and beaches

Under the subdivision control law, the Board of Health has important responsibilities with regard to subdivision plan review and, under Title 5, inspections of septic system installation and maintenance. The board also investigates citizen complaints. In addition to its elected Board of Health, the Town is also a member of the Nashoba Associated Boards of Health. One member of the Groton Board of Health serves on the Board of Directors of the Nashoba Associated Boards of Health Association. This organization, made up of surrounding towns and with offices in Ayer, acts as agent for the performance of many of the above duties under the supervision of the local Board. One arm of the Nashoba Associated Boards of Health, the Nashoba Nursing Service, provides communicable disease investigation and follow-up; tuberculosis monitoring; high risk, mother-infant follow-up; immunization and screen clinics; health promotion; and disease prevention.

The Groton Board of Health is served by a paid, full-time office administrator with an office in the Town Hall.

Contact Information

Email health@townofgroton.org
Phone (978) 448-1120
Fax (978) 448-1113
Office Town Hall, 173 Main St
Meeting First and Third Monday @
Website townofgroton.org
Hours M 8:00am - 7:00pm; T-TH 8:00am - 4:00pm; F 8:00am - 1:00pm

Members 3
Selection Elected
Term 3 years
Remuneration None
Meeting location Town Hall: Second Floor Meeting Room

Members

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Robert J. Fleischer, Susan Horowitz, and Jason Weber.

Board of Health Documents

- Documents
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Board of Registrars

About

The Registrars, with the Town Clerk, are responsible for:

- registering voters
- making local listings of residents
- certifying nomination papers and petitions
- processing absentee voter applications
- administering election recounts
- maintaining voter special registration hours/sessions

The Board must reflect as nearly as possible local registration in the two leading political parties, with no more than two members from each. The party enrollment of the Clerk affects the membership of the board, but the Town Clerk need not be enrolled in a political party.

Contact Information

**Email** townclerk@townofgroton.org  
**Phone** (978) 448-1100  
**Fax** (978) 448-2030  
**Office.** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org  
**Hours**

**Members** 4  
**Selection** Appointed  
**Term** 3 years  
**Remuneration** None  
**Meeting location**

Members

Appointed Three members are appointed by the Board of Selectmen. The fourth member is an elected official, the Town Clerk, and by: serves during the Clerk's term of office.

Member	Role	Term Start	Term End
Michael Bouchard	Chair	01/01/1900	12/31/2999
Sally Hensley	Member	07/01/2015	06/30/2016
Dale Martin	Member	07/01/2015	06/30/2018

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Board of Selectmen

Related Department: Town Manager
About

Jointly, the Selectmen serve as Chief Executive of the Town. As Groton's principal elective officers, and in addition to their responsibilities under state and local law, the Board of Selectmen has general supervision over all matters that are not specifically delegated by law or by vote of the Town to some other officer or board. They are the only officers empowered to enter into contracts on behalf of the town.

The Board of Selectmen has the authority and responsibility to:

- provide general policy direction
issue administrative orders
appoint and serve as hiring authority for approximately 75 Town boards, committees, and officials who administer Town government
issue Annual and Special Town Meeting Warrants
engage and supervise Town Legal Counsel and approve actions in litigation
authorize all borrowing and all expenditures, including payroll
act as the Town Licensing board, issuing alcohol, livery, auctioneer, and new and used car sales licenses, and common victuallers, underground storage, and earth removal permits
adjudicate dog complaints not resolved by the Dog Officer
publish the Annual Town Report
oversee municipal property and risk management for the Town

The term Selectmen probably derives from the traditional Select Vestrymen of English towns. After the Town Clerks, Selectmen were the first officials to serve colonial towns. At first, like the Moderator, they were selected at Town Meeting by fellow townsmen from among leading citizens. Afterwards they took their place among the other annually elected boards and officials.

The Selectmen are served by a salaried Town Manager and executive assistant.

One member is annually designated as Clerk of the Board and signs certain official documents, such as the Board Minutes. There is a rotating Chairmanship; the five members of the Board of Selectmen are co-equal.

Contact Information

Table with 2 columns: Contact Information and Members. Includes fields for Email, Phone, Fax, Office, Meeting, Website, Hours, Members, Selection, Term, Remuneration, and Meeting location.

Members

Table with 4 columns: Member, Role, Term Start, Term End. Lists Peter Cunningham, Joshua Degen, Anna Eliot, John, 'Jack' G. Petropoulos, and Stuart M. Schulman.



Email Your Self

- Peter Cunningham
Joshua Degen
Anna Eliot
John "Jack" Petr
Stuart M. Schulman

Please note that emails sent to selectmen@townofgroton.org are received by I Manager and/or Assistant for dissemination and action.

Selectmen Meeting Videos

Selectmen Meeting be replayed on The Channel's hosted video page here.



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**Board of Survey**

**About**

The Board of Survey is responsible for:

- viewing buildings in a state of disrepair or that pose a safety hazard to the public
- substantiating any action to be taken by the town in cooperation with the Building Inspector and the Fire Chief

By state regulation, the board must include the Fire Chief, a Surveyor, and one disinterested party.

**Contact Information**

**Email** fire@townofgroton.org  
**Phone** (978) 448-6333  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** GrotonFD.org  
**Hours**

**Members** 3  
**Selection** Appointed  
**Term** 0  
**Remuneration** None  
**Meeting location**

**Members**

Appointed by: Town Manager

Member	Role	Term Start	Term End
Edward Cataldo	Member	07/01/2015	06/30/2015
Steele McCurdy	Member	07/01/2015	06/30/2015
Evan Owen	Member	07/01/2015	06/30/2015

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By-Law Review and Study Committee

About

Through the enacting of the Charter the committee needs to match up the charter and the Town By-laws to make sure they are in agreement.

Contact Information

**Email** selectmen@townofgroton.org  
**Phone** 978-448-1111  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org  
**Hours**

**Members** 5  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location**

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Members

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
Michael Bouchard	Chair	07/01/2015	06/30/2016
Peter Cunningham	Member	07/01/2015	06/30/2016
Mark Haddad	Member	07/01/2015	06/30/2016
Jay Prager	Member	07/01/2015	06/30/2016

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**Cable Advisory Committee**

**About**

**The Committee:**

- administers local origination programming resources
- interfaces with the Massachusetts Cable Television Commission
- monitors compliance with license and applicable laws
- serves as liaison between Groton consumers and the local service provider
- acting for the Selectmen, runs the formal selection process for a licensee, initial as well as renewal each 15 years, and writes all applicable documents (license(s), etc.)

The Committee was formed around 1985 to assist in the licensing process; its work thereafter was managing of local resources and changes in regulation.

**Contact Information**

**Email**           committee@thegrotonchannel.org  
**Phone**           (978) 448-3796  
**Fax**  
**Office**           Groton Dunstable Regional High School,  
                       730 Chicopee Row  
**Meeting**        @  
**Website**        townofgroton.org  
**Hours**           8am - 4pm

**Members**           5  
**Selection**        Appointed  
**Term**             1 year  
**Remuneration**   None  
**Meeting location**

**Members**

Appointed by: Town Manager

Member	Role	Term Start	Term End
Jane A. Bouvier	Member	07/01/2015	06/30/2016
Neil N. Colicchio	Member	07/01/2015	06/30/2016
David L. Melpignano	Member	07/01/2015	06/30/2016
Robert Piche	Member	07/01/2015	06/30/2016
Janet Vartanian Sheffield	Chair	07/01/2015	06/30/2016

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Charter Review Committee

About

Committee Charge

At least once in every 10 year period after the effective date of this charter, a special committee consisting of 7 members shall, by an affirmative vote of the majority of the full board of selectmen, be established for the purpose of reviewing this charter and reporting its recommendations to the spring town meeting concerning any proposed amendments which the committee may determine to be necessary or desirable. The committee shall consist of 7 members who shall be appointed as follows the board of selectmen shall designate 3 persons; the finance committee shall designate 2 persons; and the Groton-Dunstable regional school committee and the moderator shall each designate 1 person. Persons appointed may, but need not, be members of the agency by which they are designated. The committee shall meet to organize forthwith after the final adjournment of the spring town meeting. The committee shall hold a public hearing within 30 days after the date on which it meets to organize and at least 1 additional public hearing before filing its final report.

Contact Information

**Email** towncharterreviewcommittee@townofgroton.org  
**Phone** 978-448-1100  
**Fax** 978-448-2030  
**Office** c/o Town Clerk, 173 Main Street  
**Meeting** @  
**Website** Refer to committee schedule in right margin.  
**Hours** Meetings are broadcast live and rebroadcast daily at 10:00 AM and 2:00 PM.

**Members** 7  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location**

Members

Appointed by: None

Member	Role	Term Start	Term End
Jane R. Allen	Member	07/01/2015	06/30/2016
Robert L. Collins	Member	07/01/2015	06/30/2016
John Giger	Member	07/01/2015	06/30/2016
Michael Manugian	Member	07/01/2015	06/30/2016
Michael McCoy	Member	07/01/2015	06/30/2016
Bud Robertson	Member	07/01/2015	06/30/2016
Stuart M. Schulman	Member	07/01/2015	06/30/2016

Town Charter Rev Committee

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Commission on Accessibility

About

The Commission members:

- research local problems of people with disabilities
- coordinate and carry out programs designed to meet those problems in coordination with the state office on disability
- advise the various Town officials on ensuring compliance with state and federal laws and regulations that affect people with disabilities
- review and make recommendations about policies, services, activities, and Town facilities
- provide information and referrals and technical assistance to residents, businesses, and Town boards
- coordinate activities with other local groups organized for similar purposes

A majority of the members must be persons with disabilities; one member must be member of the immediate family of a person with a disability; and one member must be either an elected or an appointed official of the Town.

Contact Information

**Email** selectmen@townofgroton.org  
**Phone** 978-448-1111  
**Fax** 978-448-1115  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org  
**Hours**

**Members** 7  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location**

Members

Appointed by: Town Manager

Member	Role	Term Start	Term End
Ellen Baxendale	Member	07/01/2015	06/30/2016
Robert J. Fleischer	Chair	07/01/2015	06/30/2016
Scott E. Harker	Member	07/01/2015	06/30/2016
Emil Rechsteiner	Member	07/01/2015	06/30/2016
Mark Shack	Member	07/01/2015	06/30/2016
Alan W. Taylor	Member	07/01/2015	06/30/2016
Anna Vega	Member	07/01/2015	06/30/2016

Commission Accessibility Documents

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Commissioners of Trust Funds

About

The Commission:

- manages and controls all trust funds given or bequeathed for the benefit of the Town or its residents
distributes the income from the trusts in accordance with the terms of each
keeps a record of its doings, and at the close of each financial year, makes a report showing the total amount of the funds and their investments, receipts, and disbursements, setting forth in detail the sources of the receipts and the purposes of the expenditures.

In compliance with the wishes of the donors, the Commissioners have used appropriate funds to provide free lectures, shows and presentations to Groton residents; benefit the Groton Public Library; assist Groton residents with basic necessities during a financial crisis; provide scholarships to both 2 and 4 year institutions to graduating high school seniors along with adults looking for re-training; and provide evening care, including assistance with classes. The Commissioners also administer a gift account, the Community Children's Fund, which offers assistance to families with school-age children. This assistance includes help during the December holidays; scholarships for summer/sports camps and school supplies, etc. The Give and Take Shop located at 38 Court Street in Groton also falls under the supervision of the Commissioners of Trust Funds. This is a free exchange of clothing items.

Contact Information

Email trustfunds@townofgroton.org
Phone (978) 877-6787
Fax
Office None
Meeting Fourth Thursday @ 7:00 PM
Website townofgroton.org
Hours By appointment - call 978-877-6787

Members 3
Selection Elected
Term 3 years
Remuneration None
Meeting location Town Hall: First Floor Meeting Room

Members

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Thomas Hartnett, Joseph Twomey, and Leslie Wickfield.

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Community Preservation Applications updated for 2015-16! See the "Documents" folder at right for forms.

Community Preservation Committee



About

Community Preservation Committee - Documents

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- CPC Subm
- Document
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**Section 1 Establishment**

There is hereby created a Community Preservation Committee under the provisions of Massachusetts General Laws Chapter 44B section 5 consisting of seven (7) members as follows:

- A. One (1) member of the Conservation Commission as designated by the Commission
- B. One (1) member of the Historical Commission as designated by the Commission
- C. One (1) member of the Planning Board as designated by the Board
- D. One (1) member of the Parks Commission as designated by the Commission
- E. One (1) member of the Housing Authority as designated by the Authority
- F. Two (2) at large members appointed by the Board of Selectmen

Initially, the members designated by the Conservation Commission, Historical Commission and Planning Board will serve for three (3) years, the members designated by the Parks Commission and the Housing Authority will serve for two (2) years, and the members appointed by the Board of Selectmen will serve for one (1) year. Subsequent appointments shall be for a term of three years or until the person no longer serves in the position or on the board or committee as set forth above, whichever is earlier.

Should any of the officers, commissions, boards or committees who have appointing authority under this by law be no longer in existence for whatever reason, the Board of Selectmen shall appoint a suitable person to serve in their place.

Any member of the Committee may be removed for cause by their respective appointing authority after a hearing.

**Section 2: Duties**

A. The Community Preservation Committee shall study the needs, possibilities and resources of the town regarding community preservation. The committee shall consult with existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Parks Commission and the Housing Authority in conducting such studies. As part of its study, the committee shall hold one annual public informational hearing, or more at its discretion, on the needs, possibilities and resources of the town regarding community preservation possibilities and resources, notice of which shall be published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.

B. The Community Preservation Committee shall make recommendations to the Town Meeting for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation or restoration of such open space, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

C. The Community Preservation Committee may include in its recommendation to the Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.

D. In every fiscal year, the Community Preservation Committee must recommend either that the legislative body spend, or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for (1) open space (not including land for recreational use) (2) historic resources, and (3) community housing.

**Section 3: Requirement for a quorum and cost estimates**

The Community Preservation Committee shall comply with the provisions of the Open Meeting Law Mass. General Law Ch. 39 S 23B. The committee shall not meet or conduct business without the presence of a majority of the members of the committee. The Community Preservation Committee shall approve its actions by majority vote. Recommendations to the Town Meeting shall include the committee's anticipated costs.

**Section 4: Amendments**

This by-law may be amended from time to time by majority vote of Town Meeting consistent with the provisions of Mass General Law Ch. 44B.

**Section 5: Severability**

In case any section, paragraph or part of this by-law be for any reason declared invalid or unconstitutional by any court, every other section, paragraph or part shall continue in full force and effect.

**Section 6: Effective Date**

Provided that the Community Preservation Act is accepted at the November 2004 Ballot, this by law shall take effect upon approval by the Attorney General of the Commonwealth and after all requirements of Mass. General Law, Ch 40, S. 32 have been met. Each appointing authority shall have thirty days after approval by the Attorney General to make their initial appointments.

**Contact Information**

<b>Email</b>	communitypreservation@townofgroton.org	<b>Members</b>	7
<b>Phone</b>	978-448-1140	<b>Selection</b>	Appointed
<b>Fax</b>	978-448-1113	<b>Term</b>	3 years
<b>Office</b>	Town Hall, 173 Main St	<b>Remuneration</b>	None
<b>Meeting</b>	Second and Fourth Monday @ 7:00 PM	<b>Meeting location</b>	Town Hall: Second Floor Meeting Room
<b>Website</b>	townofgroton.org/main?cmd=get-townbody&id=148		
<b>Hours</b>			

**Members**

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
Russell Burke	Vice-Chair	07/01/2015	06/30/2016
Robert Degroot	Member	07/01/2013	06/30/2016
Bruce Easom	Treasurer	07/01/2013	06/30/2016
Daniel Emerson	Member	08/12/2015	08/12/2016
Matthew Frary	Member	01/01/2015	06/30/2016
Richard Hewitt	Chair	07/01/2015	06/30/2018
Michael E. Roberts	Member	07/01/2015	06/30/2018

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Conductorlab Oversight Committee

About

The Conductorlab Oversight Committee represents the Town of Groton's interest at the Massachusetts Department of Environmental Protection (DEP) level through the 21E (hazardous contamination reporting) process and assists residents living in the neighborhood affected by contamination from the former Conductorlab facility.

Contact Information

Email: planning@townofgroton.org
Phone: (978) 448-1105
Fax:
Office: Town Hall, 173 Main St
Meeting: @
Website: townofgroton.org
Hours:

Members: 5
Selection: Appointed
Term: 1 year
Remuneration: None
Meeting location:

Members

Appointed by: Town Manager

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Michelle Collette, Mark S. Deuger, Robert Hanninen, Susan Horowitz, and Stuart M. Schulman.

Conductorlab Oversight Committee Documents

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**Conservation Commission**

**About**

The Conservation Commission was established in 1963 "for the promotion and development of the natural resources and the protection of the watershed resources" of the Town (Conservation Commission Act, MGL Ch. 40, §8C). The Commission is responsible for the administration of the Wetlands Protection Act (MGL Ch.131, §40) and Regulations (310 CMR 10.00) and the Town of Groton Wetlands Protection Bylaw (Ch. 215 of the Town Code) which became effective in 2001. Any person intending to alter any area in or within 200 feet of a river or perennial stream or in or within 100 feet of a wetland (intermittent stream, creek, lake, pond, swamp, marsh, bog, or wet meadow) must file a Request for Determination of Applicability or a Notice of Intent with the Commission. Minor projects (decks, utility installations, tree cutting, removal of non-native, invasive plants, etc.) that involve minimal or temporary intrusion into the 100-foot buffer zone of wetland resource areas require the filing of a Request for Determination of Applicability before the work commences.

The Commission also manages over 1000 acres of Town-owned conservation land and oversees applications for Agricultural Preservation Restrictions and Conservation Restrictions on privately held property. The periodic updating of the *Groton Open Space and Recreation Plan* is spearheaded by the Conservation Commission, with the assistance of the Parks Commission. A current *Plan* maintains the Town's eligibility to apply for state funding grants. Community input and careful assessment of the status of natural resources assist the Town in prioritizing parcels for protection.

The Commission and staff advise other municipal officials and boards on conservation issues relating to these boards' areas of responsibility. One member serves on the Earth Removal & Stormwater Advisory Committee. The Commission is staffed by Conservation Administrator Takashi Tada.

**Contact Information**

**Email** conservation@townofgroton.org  
**Phone** (978) 448-1106  
**Fax** (978) 448-1113  
**Office** Town Hall  
**Meeting** Second and Fourth Tuesday @ 7:00 PM  
**Website** townofgroton.org  
**Hours** Mon 8-7PM; Tues 9-4PM; Wed 8-4PM; Thurs 9-4PM; Fri 9-1PM

**Members** 7  
**Selection** Appointed  
**Term** 3 years  
**Remuneration** None  
**Meeting location** Town Hall: Second Floor Meeting Room

**Members**

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
Susan Black	Clerk	03/10/2014	06/30/2016
Bruce Eason	Member	07/01/2014	06/30/2017
Marshall E. Giguere	Member	07/01/2015	06/30/2018
Eileen Mchugh	Member	12/07/2015	06/30/2017
Peter Morrison	Vice-Chair	07/01/2013	06/30/2016
John Smigelski	Chair	07/01/2015	06/30/2018

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**Conservation Commission Properties**

Name of Property	Acres	Location
Allen Conservation Area	4.94	West Main Street
Ames Meadows	17.40	Town Forest Road
Baddacook Pond		See Shattuck Homestead
Baddacook Woods	3.30	Lowell Road at Allen's Trail
Balcom Estates	1.39	Spencer Circle off Hill Road
Batten Woods Conservation Area	24.62	Orion Way off Forge Village Road
Peter E. Bertozzi Wildlife Management Area	56.00	Townsend Road
Charles Bixby Conservation Area	4.20	West Main Street
Brookfield Commons Conservation Area	1.69	Labbe Road
Brookside Place Conservation Area	17.00	Whitman Road & Mara Lane
Caldwell Smith Subdivision		See Sawtell Drive
Carmichael Swamp Conservation Area	48.50	off Hayden Road

Carmichael II Conservation Area	2.63	off Madeline Drive
Cold Spring Pond	8.90	Longley Road
Cow Pond Brook Conservation Area	33.00	Hoyts Wharf Road
Cronin Conservation Area	36.00	Longley Road
Crosswinds Conservation Area	49.01	Crosswinds Drive
Deerhaven Conservation Area	17.63	Lowell Road
Desrosiers Conservation Area	0.17	Acorn Path
Eldridge Conservation Area	0.09	Pine Trail
Eliades Conservation Land	13.25	Old Ayer Road and Pacer Way
Farmers and Mechanics Club Site	19.30	Fairgrounds Road
Flat Pond Conservation Area	12.70	Townsend Road and Lakin Street
Flavell Crossing Conservation Area	106.00	Lowell Road
Flavell Road Conservation Area	1.89	Flavell Road
Fletcher Hill Conservation Area	4.40	Boston Road
Fletcher Hill	0.41	Corner Fletcher Hill Lane and Rt. 225
Floyd Conservation Area	55.00	Martin's Pond Road
Gilson Conservation Area	28.00	Route 119 & Gay Road
Gilson Estates Conservation Area	4.10	Gay Road
Groton Conservation Land		<i>See Hurd Conservation Area</i>
Groton Hills Conservation Area	32.00	Kaileys Way
Groton Woods Conservation Area	129.08	Duck Pond Drive
Half Moon Swamp	15.00	Off Half Moon Road
Hawtree Conservation Area	24.00	Raddin Road
Hemlock Grove	6.50	Pepperell Road
Heron Ridge	15.12	Lost Lake Drive
Hurd Conservation Area	32.72	Skyfield Drive
Integrity Estates Conservation Area	5.63	Pepperell Road
James River Greenway	1.38	Fitch's Bridge Road
Johnston Land Conservation Area	15.56	Maple Avenue
Knops Pond Island	0.26	Knopps Pond Road
Knowles Siding	3.23	Pleasant Street & Whistle Post Road
Labbe Road	0.24	Labbe Road
Lawrence Park Conservation Area	13.43	Fox Run
Longley Estates I Conservation Area	21.81	off Paquawket Path
Longley Estates II Conservation Area	44.50	off Drumlin Hill Rd.
McCarthy Parcel	5.20	Lowell Road
McLain's Woods Conservation Area	32.74	McLain's Woods Road
Meadowbrook Conservation Area	20.00	off Nashua Road
Northwoods Conservation Area	15.23	Northwoods Road
Old Mill Conservation Area	5.00	Abuts Rivercourt
O'Neill Way	2.31	North Main Street
Petapawag Canoe Launch	3.10	Nod Road
Richard F. Priest Memorial Area	5.30	Sargisson Beach
Red Line	3.80	Lowell Road to Cow Pond Brook
Reedy Meadow Conservation Land	55.00	Reedy Meadow Road
Harrison S. Ripley Forest	80.50	Martin's Pond Road
Sargisson Beach	19.00	Whiley Road
Sawtell Drive Conservation Area	30.00	Sawtell Drive off Chicopee Row
Shattuck Homestead	36.00	Martin's Pond Road
Sorhaug Woods Conservation Area		<i>See Williams Barn Sorhaug Woods</i>
Squannacook River Picnic Site	3.40	Townsend Road
Milton Starr Land	10.96	Townsend Road
Stonebridge Conservation Area	0.24	Forge Village Road
Throne Hill	0.15	Castle Drive and Pepperell Road
Torrey Woods Conservation Area	36.00	Off Chicopee Row
Walnut Run	9.50	Jenkins Road
Watson Way Conservation Area	5.46	Chicopee Row
Whispering Brook Conservation Area	13.50	Old Dunstable Road

Conservation Commission

Wiewel Land	40.00	Skyfield Drive
Williams Barn Sorhaug Woods Conservation Area	93.30	Chicopee Row
Williams Conservation Area	8.00	Chicopee Row
Woodland Park Conservation Area	23.30	Wildflower Lane Off Old Dunstable Road
Woodland Pond Conservation Area	9.60	Hidden Valley Road

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Council On Aging

About

The Council On Aging was established by the Town in 1975 under provisions of the state's Executive Office of Elder Affairs and the federal Older Americans Act of 1965. Its purpose is to coordinate and carry out programs designed to meet the enrichment of the aging. It accomplishes its goals through outreach work, referral to or assistance with other agencies and programs, special activities and programs of its own, and the operation of a Senior Center open to all residents over the age of sixty. The Groton Council On Aging seeks to enrich the lives of Senior Citizens by providing opportunities for learning, leisure creativity, health and fitness, information and referral, and Social Service.

The council consists of nine members appointed by the Selectmen. All members must be residents of the Town and, by vote of the Council, are limited to serving two consecutive terms. The Director of the Senior Center is an ex officio member of the Council and is in charge of all its programs and activities, as well as the supervision of staff members. The Council submits annual reports to the Town and the Executive Office of Elder Affairs.

Contact Information

Email gcoa@townofgroton.org
Phone (978) 448-1170
Fax (978) 448-3660
Office Senior Center - 163 W Main St
Meeting First Tuesday @ 6:30 PM
Website
Hours Monday-Friday: 9:00 - 3:00 pm

Members 9
Selection Appointed
Term 3 years
Remuneration None
Meeting location Groton Senior Center

Members

Appointed by: Board of Selectmen

Table with 4 columns: Member, Role, Term Start, Term End. Lists members like Ellen Baxendale, Charlotte Carlin, Gail Chalmers, etc.

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**Council on Aging Feasibility Oversight Committee**

**No**

**Committee**

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Earth Removal Stormwater Advisory Committee

About

In its advisory role to the Board of Selectmen for their deliberations on earth removal applications within the Town, the Committee:

- reviews all applications, conducts site visits, and files written recommendations

The first Earth Removal Bylaw was adopted in Groton in 1963, was amended in 1968 and again in 1984. The Advisory Committee was formed in 1968, when the Bylaw was first amended. With certain exceptions, such as the use of materials for Town purposes and grandfathered operations, earth removal is limited by the 1984 amendment to non-residential zoning districts. This amendment resulted in a marked decrease in the number of commercial earth removal operations in the Town. The Board of Selectmen adopted regulations on exemptions in 1992 to control earth removal incidental to construction. An Earth Removal Inspector, on stipend, appointed by the Selectmen, works in conjunction with the Advisory Committee. Currently, three members are appointed by the Board of Selectmen for staggered terms of three years; and ex officio, one member is chosen annually by the Planning Board, and one by the Conservation Commission.

Contact Information

Email selectmen@townofgroton.org
Phone (978) 448-1105
Fax
Office Town Hall, 173 Main St
Meeting @
Website townofgroton.org
Hours

Members 5
Selection Appointed
Term 3 years
Remuneration None
Meeting location

Members

Appointed by: Town Manager

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Raymond C. Capes, Tom Delaney, Robert Hanninen, and Edward Perkins.

Earth Remc Stormwater Advisory Committee Documents

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Economic Development Committee

About
The committee will facilitate a community dialog about the importance of a diversified local economy and to assist existing and new business enterprise in Groton to expand and to attract new businesses to town.

Contact Information

Email selectmen@townofgroton.org
Phone
Fax
Office Town Hall, 173 Main St
Meeting @
Website townofgroton.org
Hours

Members 7
Selection Appointed
Term 1 year
Remuneration None
Meeting location

Economic Developme Committee Documents

- Docume
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Members

Appointed by: Board of Selectmen

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Russell Burke, Anna Eliot, John Konetzny, Jason Parent, Arthur Prest, Michael Rasmussen, and Greg Troughton.

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**Emergency Management Agency**

**About**

Formerly known as Groton Civil Defense, formed around 1955, the Agency is responsible for the Town's Comprehensive Emergency Management Plan. The Emergency Management Agency through its Director:

- coordinates both local and regional services of Emergency Communications, Fire, Medical, Police, Rescue, Utilities, and serves of the general welfare in the event of a natural or man-made disaster
- maintains records of services provided during emergencies
- recommends officers for appointment by the Selectmen
- represents the Board of Selectmen on a regional authority
- supervises the Auxillary Police, the Radio Amateur Communication Emergency Service, and Shelter Managers in compliance with the Selectmen's instructions and state and federal law
- is responsible for the development, preparedness, and functioning of the Emergency Operations Center (EOC)
- advises the Board of Selectmen on courses of action available for decision making

The Agency shares use of the Public Safety Building with the Police Department. The Director receives a small stipend; other officers are volunteers.

**Contact Information**

**Email**      ems@townofgroton.org  
**Phone**      (978) 448-3069  
**Fax**  
**Office**      Town Hall, 173 Main St  
**Meeting**    @  
**Website**    GrotonEMS.org  
**Hours**

**Members**            26  
**Selection**            Appointed  
**Term**                 1 year  
**Remuneration**      Hourly  
**Meeting location**

**Members**

Appointed by: Town Manager

Member	Role	Term Start	Term End
Pat Arel	Member	07/01/2015	06/30/2016
Stephen Byrne	Member	07/01/2015	06/30/2016
Robert Colman	Member	07/01/2015	06/30/2016
Peter Cunningham	Member	07/01/2015	06/30/2016
Francis Cusack	Member	07/01/2015	06/30/2016
Daniel Daigneault	Member	07/01/2015	06/30/2016
Tom Delaney	Member	07/01/2015	06/30/2016
Edward Doucette	Member	07/01/2015	06/30/2016
Heather Emslie	Member	07/01/2015	06/30/2016
Carl Flowers	Member	07/01/2015	06/30/2016
Norma Garvin	Member	07/01/2015	06/30/2016
Mark Haddad	Member	07/01/2015	06/30/2016
Penelope C. Hommeyer	Member	07/01/2015	06/30/2016
Susan Horowitz	Member	07/01/2015	06/30/2016
Holly Jarek	Member	07/01/2015	06/30/2016
Elaine Johnson	Member	07/01/2015	06/30/2016
Leroy E. Johnson	Member	07/01/2015	06/30/2016
Robert Johnson	Member	07/01/2015	06/30/2016
Kevin Kelly	Member	07/01/2015	06/30/2016
Stephen Legge	Member	07/01/2015	06/30/2016
Catherine Lincoln	Member	07/01/2015	06/30/2016
Steele McCurdy	Member	07/01/2015	06/30/2016
Mark Miller	Member	07/01/2015	06/30/2016
George Moore	Member	07/01/2015	06/30/2016
Stephen Moulton	Member	07/01/2015	06/30/2016
Alvin Neff	Member	07/01/2015	06/30/2016
Thomas Orcutt	Member	07/01/2015	06/30/2016
John OToole	Member	07/01/2015	06/30/2016
Christine Packard	Member	07/01/2015	06/30/2016
Donald Palma	Member	07/01/2015	06/30/2016
Benjamin Podsiadlo	Member	07/01/2015	06/30/2016
Kathy Puff	Member	07/01/2015	06/30/2016
Karen D. Reif	Member	07/01/2015	06/30/2016
Connie Sartini	Member	07/01/2015	06/30/2016
Kathy Shelp	Member	07/01/2015	06/30/2016
William Shute	Member	07/01/2015	06/30/2016
Bill VanSchwalkwyk	Member	07/01/2015	06/30/2016

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Finance Committee

About

The Finance Committee is an advisory committee. Under Groton bylaws, its members are appointed by the Board of Selectmen rather than by the Moderator, as in some towns. The local bylaw provides that the committee may consider any or all municipal questions but must consider all money articles on the warrant and must report its recommendations to the Town Meeting. The Finance Committee initiates and conducts the budget process by:

- sending out and reviewing the annual budget request forms
- meeting with the various department heads and board chairmen
- holding one or more budget hearings in preparation for issuing its recommendations to Town Meeting

Contact Information

**Email** accountant@townofgroton.org  
**Phone** (978) 448-1107  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** First Tuesday @ 7:00 PM  
**Website** townofgroton.org  
**Hours**

**Members** 7  
**Selection** Appointed  
**Term** 3 years  
**Remuneration** None  
**Meeting location** Town Hall: First Floor Meeting Room

Members

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
Mark Bacon	Member	07/01/2015	06/30/2018
Gary Green	Chair	07/01/2015	06/30/2018
Robert Hargraves	Vice-Chair	07/01/2014	06/30/2017
David Manugian	Member	07/01/2013	06/30/2016
Barry A. Pease	Member	07/01/2014	06/30/2017
Arthur Prest	Member	07/01/2014	06/30/2016
Bud R. Robertson	Member	07/01/2015	06/30/2018

Finance Committee Documents

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**Great Pond Advisory Committee**



**Great Pond Advisory Committee Documents**

- Docume
- Minutes

**About**

The Board of Selectmen voted to combine these two committees (Lost Lake/Knops Pond Weed Management Advisory Committee and Great Pond Advisory Committee) on September 20, 2004, at the request of each respective committee with a total membership of 11 members and with the possibility of 17 total members if the need arises.

The Committee is responsible to research the history of weed management at the lakes, investigate current weed management methodology, mindful of the lake's proximity to the primary water resource district and make appropriate recommendations to the Board of Selectmen regarding weed management of Lost Lake and Knops Pond and is also charged with researching issues of lake management that relate to health, safety, water quality, environmental protection and the preservation and protection of property values of the Great Ponds located within Groton and make recommendations to the Board of Selectmen in order to provide for a balanced targeted usage appropriate for each water body's unique situation.

**Contact Information**

**Email** GPAC@townofgroton.org  
**Phone** (978) 448-1111  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website**  
**Hours**

**Members** 9  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location**

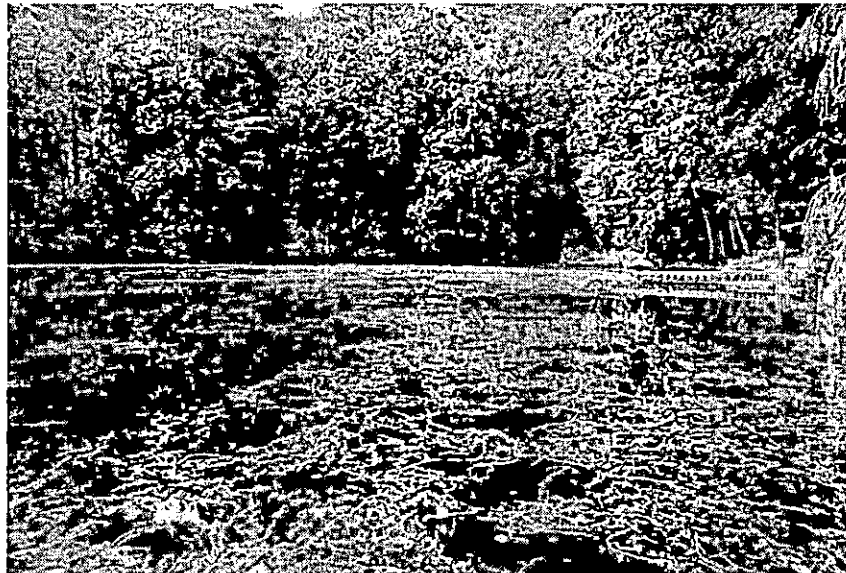
**Members**

Appointed by: Town Manager

Member	Role	Term Start	Term End
Francoise Forbes	Member	07/01/2015	06/30/2016
Susan Horowitz	Member	07/01/2015	06/30/2016
James Luening	Chair	07/01/2015	06/30/2016
Arthur Prest	Member	07/01/2015	06/30/2016
William Strickland	Secretary	07/01/2015	06/30/2016
Alexander Woodie	Member	07/01/2015	06/30/2016

**News and Information**

The herbicidal treatment of Knops Pond/Lost Lake has been completed. Here are the before and after pictures:



(June 2012)



(July 2013)

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Greenway Committee

About

The Committee's official charge is to:

- protect river and stream frontage in Groton, particularly along the Nashua and Squannacook Rivers
complete a buffer along these waterways to prevent pollution and provide flood protection, recreation, wildlife habitat, trail connectors, and scenic beauty
educate townspeople to the environmental and financial importance of protecting riverfront lands
seek gifts of land or easements along the riverways
seek the opportunity to purchase frontage

The Committee sponsors nature walks, canoe trips, river cleanups, and also an annual river festival.

The Committee was established in 1989 at the request of the Nashua River Watershed Association. Recommendations for initial membership were made by the Groton Conservation Commission. This is one of several greenway committees established by local governments to complete the protection of the Nashua and Squannacook Rivers. The Committee welcomes volunteers.

Contact Information

Email selectmen@townofgroton.org
Phone 978-448-1111
Fax
Office Town Hall, 173 Main St
Meeting @
Website townofgroton.org
Hours

Members 5
Selection Appointed
Term 1 year
Remuneration None
Meeting location

Members

Appointed by: Town Manager

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Adam Burnett, Carol Coutrier, Matthew McCracken, David Pitkin, and Marion Stoddart.

News and Information

Click here to view a video produced by the Greenway Committee

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Groton Electric Light Commission



About

The mission of the Groton Electric Light Commission is to provide policy direction to the Groton Electric Light Department (GELD).

The mission of the Groton Electric Light Department is to provide power at the highest degree of reliability at the lowest cost that fiscal prudence dictates.

Through its membership in the Massachusetts Municipal Wholesale Electric Company (MMWEC), as well as on its own, the Department purchases electric power. Operations personnel maintain distribution lines within the Town, cut back brush along the roadways, and respond to outages and other emergencies on a 24-hour-a-day basis.

The vote to establish the Groton list plant was taken on July 22, 1909, in order to light the Town's streets with electricity and to provide citizens with power should they request it. The plant began operations on November 20, 1909. The first Electric Light Commissioners were elected in April 1910. The Department issues a detailed annual report, including audited financial statements.

The Light Department is staffed by a salaried Manager, an Assistant Manager, and hourly office and operations employees.

Contact Information

Email info@grotonelectric.org
Phone (978) 448-1150
Fax (978) 448-1159
Office 23 Station Ave
Meeting Second Monday @ 7:30 PM
Website grotonelectric.org
Hours Monday-Friday: 8:00 - 4:00 pm

Members 3
Selection Elected
Term 3 years
Remuneration None
Meeting location Groton Electric

Members

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Bruce Easom (Clerk), Rodney R. Hersh (Chair), and Kevin J. Lindemer (Member).

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Groton Sewer Commission

About

The Sewer Commission oversees:

- the Town sewer system
- the regulation of user fees
- the repayment of wastewater system costs
- sewer design, construction, and use
- any other problems or issues regarding the sewer system

The Sewer district, created by Town Meeting in 1985, is comprised of Groton Center and the subdivision known as Partridgeberry Woods, added in 1989. In 1996, the Town Meeting voted to authorize an additional line to service approximately a dozen homes on Hollis Street.

Under an intermunicipal agreement, adopted in 1987, the Town of Groton purchased capacity at the Pepperell Wastewater Treatment Plant for disposal of sewage produced in the Groton Sewer District. Groton contracts with the Town of Pepperell to provide operation and maintenance for the system, including (in 1997) two pump stations; force main; manholes, laterals, and interceptors.

The first three-member Sewer Commission was elected at the 1993 annual election, succeeding the former Wastewater Committee, an appointed body that was formed to plan and coordinate the design and construction of the present-day sewer system. The first connection to the system was made in 1989.

The Commission is served by a part-time hourly office assistant.

Contact Information

**Email** sewer@townofgroton.org  
**Phone** (978) 448-1117  
**Fax** (978) 448-1123  
**Office** Town Hall, 173 Main St  
**Meeting** First and Third Wednesday @ 2:30 PM  
**Website** grotonwater.org  
**Hours** M 8:00am - 7pm; T-TH 8:00am - 4:00pm;  
 F 8:00am - 1:00pm

**Members** 3  
**Selection** Elected  
**Term** 3 years  
**Remuneration** None  
**Meeting location** Town Hall: First Floor Meeting Room

Members

Member	Role	Term Start	Term End
James L. Gmelner	Chair	05/01/2013	05/21/2016
Thomas Hartnett	Clerk	05/21/2015	05/21/2018
Thomas Orcutt	Vice-Chair	05/20/2014	05/16/2017

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**Groton Water Commission**



**Related Department:** Groton Water Department  
**About**

The Water Commission is responsible for establishing policy for the Water Department.

The Water Department is responsible for: operation and maintenance of the public water system

- ensuring quality of the public water supply
- protecting existing water sources and developing new sources and new storage facilities as needed
- working with other Town departments and contractors to extend facilities for provision of Town water

The Groton Water Department was formed in July, 1982 when the Town purchased the assets of the Groton Water Company. By 1996, the Department had doubled the number of miles of distribution system, acquired and developed a new well (the Whitney Well on Lowell Road), and rebuilt the existing reservoir on Gibbet Hill.

The Commission is served by a salaried Superintendent and Business Manager and hourly operations employees.

**Contact Information**

**Email** water@townofgroton.org  
**Phone** (978) 448-1122  
**Fax** (978) 448-1123  
**Office** Town Hall, 173 Main St  
**Meeting** Second and Fourth Tuesday @ 7:30 PM  
**Website** grotonwater.org  
**Hours** M 8:00am - 7pm; T-TH 8:00am - 4:00pm;  
 F 8:00am - 1:00pm

**Members** 3  
**Selection** Elected  
**Term** 3 years  
**Remuneration** None  
**Meeting location** Town Hall: Lunch Room

**Members**

Member	Role	Term Start	Term End
David P. Crocker	Member	05/01/2013	05/21/2016
James L. Grmeiner	Member	05/20/2014	05/16/2017
John J. McCaffrey Jr	Member	05/21/2015	05/21/2018

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Groton-Dunstable Regional School Committee

About

The School Committee:

- develops education policy and goals
appoints to evaluates the Superintendent
reviews and approves an annual budget for the District
negotiates contracts for bargaining units
provides adequate facilities for students, all in compliance with state laws and regulations of the Board of Education and the Regional District Agreement

The Regional School District was formed in 1967 for the Towns of Groton and Dunstable. In 1997, the District consisted of one regional high school; a middle school; two elementary schools (Florence Roche and Prescott); an early education center (the former Boutwell School); administrative offices (at the former Tarbell School), all in Groton, and an elementary school (Swallow-Union) in Dunstable.

As of 1997, the Region was served by: 1 Superintendent, 7 Principals, 2 Assistant Principals, 9 other administrators, 160 teaching staff, and 117 hourly employees.

Groton also belongs to the Nashoba Valley Technical Regional School District.

Membership is allocated in proportion to population. As of 1997, five members were elected by voters in Groton; two by voters in Dunstable.

Contact Information

Email selectmen@townofgroton.org
Phone (978) 448-5505
Fax (978) 448-9402
Office Town Hall, 173 Main St
Meeting First Wednesday @ 7:00 PM
Website gdrsd.org
Hours

Members 7
Selection Elected
Term 3 years
Remuneration None
Meeting location

Members

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Peter A. Cronin, Jeff Kubick, Leslie Lathrop, Alison Manugian, and Jon G. Sjoberg.

School Cor - Documen

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**Historic Districts Commission**

**About**

The Commission is responsible for the:

- protection and preservation of the Groton Center Historic District

Members review, for appropriateness, all applications for building and renovation in the District. Jurisdiction includes any change in a façade which can be seen from the District.

The District was formed in 1964 as a result of a change to the historic character of Groton Center: a beautiful old building (the old hospital) on Main Street was demolished and replaced by a supermarket. The District was enlarged in 1965.

The five members and two alternates are chosen as follows: an architect from among two nominated by the Massachusetts Chapter of the American Society of Architects and the Boston Society of Landscape Architects; two nominated by the Historical Society; a resident of the District; and three additional members without designation.

**Contact Information**

**Email** selectmen@townofgroton.org  
**Phone** (978) 448-1109  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** Third Tuesday @ 7:30 PM  
**Website** townofgroton.org  
**Hours**

**Members** 7  
**Selection** Appointed  
**Term** 3 years  
**Remuneration** None  
**Meeting location**

**Members**

Appointed by: Town Manager

Member	Role	Term Start	Term End
Daniel Barton	Chair	07/01/2014	06/30/2017
Peter Benedict	Member	03/14/2016	06/30/2018
Richard Chilcoat	Member	07/01/2013	06/30/2016
Maureen C. Giattino	Member	07/01/2014	06/30/2017
Sanford Johnson	Member	07/01/2014	06/30/2017
Laura Moore	Member	07/01/2015	06/30/2018
Gina Perini	Member	07/01/2013	06/30/2016

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**Historical Commission**

**About**

Under state law, the Commission is responsible for:

- developing an inventory for the identification and protection of the historic properties in the Town, including areas, buildings, monuments, sites, burial grounds, and structures

The Groton Historical Commission was established in 1963 when, at the request of the Planning Board, the Selectmen appointed five members. The Commission has been active since 1986 when members designed brochures, conducted walking tours of historic properties and began submitting reports to the state.

**Contact Information**

**Email** selectmen@townofgroton.org  
**Phone** 978-448-1111  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org

**Members** 7  
**Selection** Appointed  
**Term** 3 years  
**Remuneration** None  
**Meeting location**

**Members**

Appointed by: Town Manager

Member	Role	Term Start	Term End
Richard C. Dabrowski	Member	07/01/2014	06/30/2017
Michael D. Danti	Member	07/01/2013	06/30/2016
Robert Degroot	Member	07/01/2013	06/30/2016
Tracy Helghton Noone	Member	07/01/2014	06/30/2017
Allen B. King	Member	07/01/2014	06/30/2017
Michael F. LaTerz II	Member	07/01/2015	06/30/2018
George Wheatley	Member	07/01/2013	06/30/2016

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CPA money at work:

The Groton Historical Commission is in the midst of it's year long Community Wlde Preservation Project which shall identify, document and register the historic resources of Groton. This project was originally developed in 2005 by the Groton Historical Commission, and approved at Town Meeting last fall to be funded through the Community Preservation Act. The project officially kicked off in January 2006, and has been progressing well towards a year end completion through a joint effort of the Historical Commission and their Historic Preservation Planning Consultant, Sanford Johnson. This preservation effort seeks to identify properties and develop an understanding of older (Federal and Colonial Period) historic buildings in the town, research their history, document the findings on State Survey Forms and register them with the Massachusetts Historical Commission. Sanford has methodically reviewed existing survey forms developed over the past forty years, consulted numerous historic maps and publications, and spoken to many members of the community to develop an accurate body of knowledge surrounding the historic buildings designated for inclusion in this community-wlde survey. The Commission is now approximately 34 weeks into this preservation effort and close to 80 % complete with the anticipation of having materials prepared for final presentation at the end of October 2006. The Community Wide Preservation Project final survey copies will be made available to the public for their viewing at either the Groton Town Hall or the Groton Library (TBD). The Groton Historical Commission holds an open meeting the second Wednesday of each month at 7:00pm in the first floor conference room at Town Hall.

The Groton Historical Commission

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**Housing Authority**

**About**

The Housing Authority, which was formed in 1982, has a central role in the Town's affordable housing policy. The Authority:

- identifies and addresses the need for affordable housing in Groton and develops policies and strategies to meet those needs
- is responsible for management policy and oversight of the Town's Elderly and Family Housing Programs
- negotiates with developers for affordable housing units in return for an increase in density of particular developments.
- may receive title to actual housing units, parcels of land, or cash in lieu of units, or land, from developers

In 1990, the Authority completed its first affordable housing complex, which it owns and operates. The complex consists of 20 units of elderly/disabled housing, developed through the Commonwealth's Chapter 667 Program, and 7 units of family housing through the Chapter 705 Program.

As of 1997, the Town offered the following additional affordable housing, built under various state and federal programs:

- 34 units of housing for the elderly/disabled on Willowdale Road, built under a HUD grant
- 24 one-, two-, and three-bedroom units (Winthrop Place) subsidized by the Federal Housing Authority (FHA)
- 8 of the 32-unit Brookfield Commons townhouses; these were purchased as condominiums by first-time buyers with low interest mortgages subsidized by the Massachusetts Housing Finance Agency (MHFA)

Lisa Larrabee is the Executive Director of the Housing Authority.

**Contact Information**

**Email** grotonhousing@verizon.net  
**Phone** (978) 448-3962  
**Fax** (978) 448-5845  
**Office** 19 Lowell Rd  
**Meeting** Second Wednesday @ 7:00 PM  
**Website**  
**Hours** Mon, Tue: 8:00a - 12:30p; Wed, Thur: 11:30a - 4:00p

**Members** 5  
**Selection** Elected  
**Term** 5 years  
**Remuneration** None  
**Meeting location** Groton Housing Authority

**Members**

Member	Role	Term Start	Term End
Leslie Colt	Member	08/03/2015	05/19/2016
Daniel Emerson	Treasurer	05/06/2002	12/31/2999
Brooks Lyman	Chair	05/20/2014	05/21/2019
Deldre Slavin-Mitchell	Member	05/01/2013	05/21/2018
Ellen Todd	Treasurer	05/21/2015	05/21/2020

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**Housing Partnership**



**About**

The members of the Housing Partnership:

- consider the housing needs of the Town
- encourage the production and creation of affordable housing

The Partnership works with private developers and various Town boards involved in the permit process (including the Housing Authority) to evaluate proposals and make recommendations, primarily for first-time home buyers.

The Partnership is voluntary, not a mandated, program of the State.

**Contact Information**

**Email** selectmen@townofgroton.org  
**Phone** 978-448-1111  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org  
**Hours**

**Members** 5  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location**

**Members**

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
Peter Cunningham	Chair	07/01/2015	06/30/2016
Carolyn Perkins	Member	07/01/2015	06/30/2016

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Insurance Advisory Committee

About

The Insurance Advisory Committee consists of 11 members, appointed to represent the town unions, bylaw employees and retired employees of the town.

Purpose: Review and make recommendations regarding insurance coverages, changes, additions, deletions, cost shares, etc.

Responsibilities: 1) Seek bids periodically; 2) Review costs and advise; 3) Review and recommend changes in cost-share benefit structure - new plan types.

Contact Information

**Email** selectmen@townofgroton.org  
**Phone** (978) 448-1107  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org  
**Hours**

**Members** 11  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location**

Members

Appointed by: Town Manager

Member	Role	Term Start	Term End
Jack Balonis	Member	07/01/2015	06/30/2016
George Brackett	Member	07/01/2015	06/30/2016
Gordon Candow	Member	07/01/2015	06/30/2016
Michelle Collette	Member	07/01/2015	06/30/2016
Barbara Cronin	Member	07/01/2015	06/30/2016
Melisa Dolg	Member	07/01/2015	06/30/2016
Derrick J. Gemos	Member	07/01/2015	06/30/2016
Warren Gibson	Member	07/01/2015	06/30/2016
Paul McBrearty	Member	07/01/2015	06/30/2016
Hannah Moller	Member	07/01/2015	06/30/2016
Ann Walsh	Member	07/01/2015	06/30/2016

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Invasive Species Control Committee



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Invasive Species Control Committee

Purpose

There are many invasive species in Groton that are displacing native species to the detriment of the overall ecosystem. The Invasives Control Committee is being formed to address this as a town-wide problem.

Structure

The committee will be made up of members serving as volunteers (unpaid). Members are appointed by the selectmen to 1-year terms for each fiscal year.

Reporting

The committee will report to the selectmen.

Charge

The exact actions of the committee will be determined by the members, taking into consideration the best interests of Groton and the most effective use of volunteers and other resources that may be provided to the committee. However, it is expected at this time that the committee will undertake the following:

- Survey and document the problem. It will be useful to know what invasive species are found in town, where, and what problems they are causing.
Be a central point of contact for reporting of Invasive issues and remediation actions. Invasive species transcend borders, so it is useful to maintain the big picture of various individual efforts, both public and private.
Become educated and stay current with invasive species control techniques.
Recruit and maintain a list of volunteers to call on to help perform labor-intensive and other tasks.
Perform Invasive species control in cooperation with land owners, both public and private.
Educate the public on invasive species.
Advocate for stewardship practices that discourage invasive species.
Research grant opportunities and apply as appropriate.

Contact Information

Email invasive@townofgroton.org
Phone 978-448-1111
Fax
Office Town Hall, 173 Main St
Meeting @
Website
Hours
Members 9
Selection Appointed
Term 1 year
Remuneration None
Meeting location

Members

Appointed by: Board of Selectmen

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Brian Bettencourt, Adam Burnett, Joshua Degen, Holly Estes, and Olin Lathrop.

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**Local Cultural Council**

**About**

The Local Cultural Council (LCC) functions under guidelines established by the Massachusetts Cultural Council (MCC), which allocates funding to each community. The purpose of the Local Cultural Council is to:

- support public projects that promote access, education, diversity, and excellence in the arts, humanities, and interpretive sciences in the community

The Council regrants the state funds to individuals and organizations in the Town as part of a two-tiered process in which the LCC acts on applications, which are then reviewed by the MCC for adherence to guidelines set forth in the state law and regulations.

By state law, members are initially appointed for a six-year term, may be reappointed for two three-year terms, then must go off for at least a year before they are eligible for reappointment. In Groton, the terms have been shorter, two or three years.

**Contact Information**

**Email** selectmen@townofgroton.org  
**Phone** (978) 448-1100  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org  
**Hours**

**Members** 10  
**Selection** Appointed  
**Term** 6 years  
**Remuneration** None  
**Meeting location**

**Members**

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
Frank J. Conahan	Member	07/01/2010	06/30/2016
Pat Hartvigsen	Treasurer	07/01/2010	06/30/2016
Monica Hinojos	Member	07/01/2013	06/30/2019
Gretchen Hummon	Member	01/23/2012	06/30/2018
Mary A. Jennings	Chair	07/01/2013	06/30/2019
Patricia M. Lawrence	Member	08/25/2015	06/30/2021
Dina Mordeno	Member	07/01/2013	06/30/2019
Lili Ott	Member	07/01/2013	06/30/2016
Joni Parker-Roach	Member	07/01/2010	06/30/2016
Susan Randazzo Schulman	Member	07/01/2013	06/30/2019
Karen Riggert	Member	08/25/2015	06/30/2021
Ann Wilson	Member	07/01/2013	06/30/2019

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**Lost Lake Watershed Advisory Committee**

**About**

**\*Formerly known as the Lost Lake Sewer Advisory Committee, operating as the LLWAC since 08/2014\***

The Lost Lake Watershed Advisory Committee shall be appointed by the Board of Selectmen. The main charge of the Committee will be to quantitatively determine whether there is a water quality problem in the Lost Lake Watershed. If problems are determined then provide proposed solutions. In addition, the Committee shall:

1. Review all previous studies conducted on Lost Lake as they relate to the Watershed.
2. Consider the institution of land-use management controls within the Watershed.
3. Consider the testing of Private Wells and septic systems within the Watershed Area to determine their impact on the watershed.
4. Work with various engineering firms to determine issues impacting the Watershed.
5. Work closely with the Health Board to address issues relating to existing septic systems & wells in the Lost Lake area (i.e. failing systems and contaminated wells).
6. Work with Water Commission to understand the practicality and cost of bringing water to all homes.
7. Prepare an analysis of the availability (if any), cost and effectiveness of private septic systems that treat for nitrates, as well as the possibility for small shared septic systems.
8. Work with the Town Manager and Financial Officers of the Town to develop a funding strategy to support any proposed project to address issues within the Watershed, up to and including the installation of a Sewer System.
9. Make recommendations to the Board of Selectmen with respect to addressing issues within the Watershed.

The Committee shall endeavor to complete its work in a reasonable amount of time, but should have its recommendation to the Board of Selectmen no later than April 1st, 2015.

The Board of Selectmen will determine the future of the Committee and what its charge shall be, if any after receiving its recommendation.

**Committee Members:** The Committee shall consist of seven (7) members. One (1) member shall be a member of the Board of Health; one (1) member shall be a member of the Board of Selectmen; and the remaining five (5) appointees shall be members at-large. The Town Manager shall serve as an advisor to this Committee.

**Contact Information**

<b>Email</b>	selectmen@townofgroton.org	<b>Members</b>	7
<b>Phone</b>	978-448-1111	<b>Selection</b>	Appointed
<b>Fax</b>		<b>Term</b>	1 year
<b>Office</b>	Town Hall, 173 Main St	<b>Remuneration</b>	None
<b>Meeting</b>	@	<b>Meeting location</b>	
<b>Website</b>	townofgroton.org		
<b>Hours</b>			

**Members**

Appointed by: Board of Selectmen

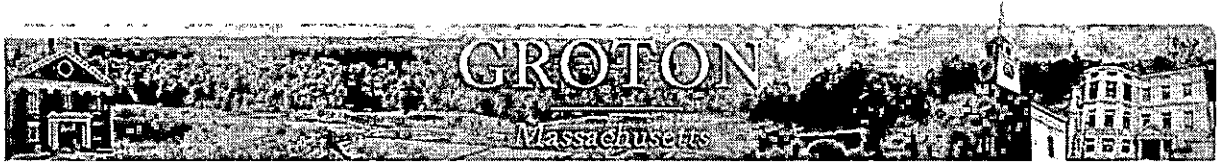
Member	Role	Term Start	Term End
Mark S. Deuger	Member	07/01/2015	06/30/2016
Susan Horowitz	Member	07/01/2015	06/30/2016
Thomas Orcutt	Member	07/01/2015	06/30/2016
John, "Jack" G. Petropoulos	Member	07/01/2015	06/30/2016
Arthur Prest	Member	07/01/2015	06/30/2016
Michael S. Rosa	Member	07/01/2015	06/30/2016
Alexander Woodle	Member	07/01/2015	06/30/2016

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Lowell Regional Transit Authority

About

Represents the Town of Groton as a member of the Lowell Regional Transportation Authority.

The Lowell Regional Transit Authority (LRTA) provides transportation services to a number of communities in the Greater Lowell area through their local Councils on Aging. Each community pays for the specific services which the Authority provides through an annual assessment. The LRTA is administered by an Advisory Committee made up of representatives of the contracting cities and towns and by a paid administrator.

In Groton, for a modest fare, the LRTA provides "Road Runner" transportation on a fixed schedule (currently Mondays through Fridays) to any Groton resident, both within the Town and to a number of local and out-of-town shopping areas. For the contracted annual assessment, the LRTA furnishes vehicles, maintenance, drivers, insurance, administration, and State and Federal capital and operating assistance.

Contact Information

Email selectmen@townofgroton.org
Phone 978-448-1111
Fax
Office Town Hall, 173 Main St
Meeting @
Website townofgroton.org
Hours

Members 1
Selection Appointed
Term 1 year
Remuneration None
Meeting location

Members

Appointed by: Chairman of the Board of Selectmen

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Joshua Degen and Paul Routhier.

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MBTA Advisory Board



About

Attend meeting sof the MBTA Advisory Board which serves as the public oversight of the MBTA with approval powers over the MBTA's annual budget and 20 year capital plan. The Board also reviews and comments on a wide range of transit issues and activites.

Contact Information

**Email** advbrd@crols.com  
**Phone** 978-448-1111  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website**  
**Hours**

**Members** 2  
**Selection** Appointed  
**Term** 2 years  
**Remuneration** None  
**Meeting location**

Members

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
Joshua Degen	Member	07/01/2015	06/30/2016

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Military Covenant Task Force



About

The Groton Military Covenant Task Force will implement the Covenant Mission Statement, which formalizes a partnership between the Town of Groton and local military community, represented by Forst Devens. The Task Force represents the Town of Groton in advocating for military families. Activities will primarily consist of coordinating volunteers who wish to support military families in Groton and approaching the business community in town to provide discounts or other gestures of appreciation to military families. The Task Force will coordinate its activities with other military family support organizations.

Contact Information

**Email** selectmen@townofgroton.org  
**Phone** 978-448-1111  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website**  
**Hours**

**Members** 5  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location**

Members

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
Peter D. Braudis	Member	07/01/2015	06/30/2016
Peter Cunningham	Member	07/01/2015	06/30/2016
Anna Eliot	Member	07/01/2015	06/30/2016
Robert Johnson	Member	07/01/2015	06/30/2016

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**Minuteman Joint Health Group**

**No**

**Group**

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Montachusett Joint Transportation Committee



About

A single representative and an alternate (recommended by the Planning Board) are appointed to represent the Town of Groton on this regional committee.

Contact Information

**Email** selectmen@townofgroton.org  
**Phone** 978-448-1111  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org  
**Hours**

**Members** 1  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location**

Members

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
David Manugian	Member	07/01/2015	06/30/2016

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Nashoba Valley Technical High School Committee

About

The Nashoba Valley Technical School District is made up of the Towns of Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend, and Westford, which are each allocated a specified number of School Committee members according to population. Terms begin on April first.

In accordance with MGL Chapter 71, Section 37, the Committee:

- establishes education policies and goals consistent with the requirements of law and state-wide goals and standards established by the state board of education.
review the budget for the district
has the power to select and to terminate the employment of the superintendent

Nashoba Tech provides students with on-the-job training, and vocational-technical skills, as well as college preparation, a technical certificate, and an opportunity for further education and/or job placement. Programs range from Automotive Body Repair to Hotel/Restaurant Management/Culinary Arts, Medical Occupations, and Computer Aided Drafting Design, etc.

Groton in 1997 was entitled to one member and one alternate.

Contact Information

Email selectmen@townofgroton.org
Phone (978) 692-4711
Fax (978) 392-0570
Office Town Hall, 173 Main St
Meeting @ 7:30 PM
Website townofgroton.org
Hours

Members 1
Selection Appointed
Term 3 years
Remuneration None
Meeting location

Members

Appointed by: Committee of Appointment including Town Moderator, Board of Selectmen, and Groton-Dunstable School Committee

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Robert Flynn and Kristian M. Gentile.

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About

Prescott School is a unique municipal asset located in the heart of downtown Groton. Listed on both the State and National Register of Historic Places, Prescott School has played a vital role educating generations of Groton residents and is today poised to reflect the values and serve the community needs of the Town for generations to come.

Committee Charge

The Committee shall be responsible for providing a vision for the future use of the Prescott School by gathering input from citizens, users and potential users, reviewing conceptual designs, making recommendations and acting in an advisory capacity for the Prescott School. The Committee's work should include, but not be limited to the following:

- 1. Identify realistic options for maintaining the building to stabilize the structure and preserve its historic value while serving the Town's needs. This shall include a discussion of its current condition.
2. Study the uses of similar historic buildings in comparable communities, including transitions to usage.
3. Develop and recommend a plan to the Board of Selectmen that maximizes the best uses of the building and site for the short (next 5 years) and long term (next 20+ years). Recommendations should be based on a complete analysis of available options and demonstrate fiscal responsibility. To demonstrate fiscal responsibility, the Committee shall develop estimated costs and project time-frame associated with any recommendation.
4. Develop informational materials about any proposed re-use of the Prescott School and conduct a public information program. This shall include at least one or more public hearings to gather input from the community.
5. Develop a timeline for completion of the work and submission of a report to the Board by June 30, 2015. This timeline should include quarterly reports to the Board of Selectmen and identify milestones to insure timely action by the Board.

Contact Information

Email prescott@townofgroton.org
Phone 978-448-1111
Fax
Office Town Hall, 173 Main St
Meeting @
Website
Hours

Members 8
Selection Appointed
Term 1 year
Remuneration None
Meeting location

Members

Appointed by: Town Manager

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Bruce Easom, Anna Elliot, Gary Green, Annika Nilsson Ripps, Rebecca Pine, Halsey Platt, Lynwood V. Prest, and Gregory M. Sheldon.

MBCPS Document

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May Open House Event Video

More Information Dig Into our Dropbox Visit our Facebook Space Requirements Fo

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Old Burying Ground Commission



About

The Commission is responsible for:

- the preservation and protection of Groton's Old Burying Ground
- overseeing all repairs to stone markers
- issuing permits for gravestone rubbings
- educating the public about the Burying Ground

An on-going effort has been undertaken to establish a computer database of all stones, with information as to their condition, artistic importance, and historical significance. A digitized map will be developed.

The Commission was formed in March 1991 when Selectmen approved regulations governing the Old Burying Ground. In April 1991, Town Meeting voted to accept the state Gravestone Enabling Act (Chapter 272, S73A), which enables the Commission to remove a stone marker for repair.

Contact Information

**Email** townclerk@townofgroton.org  
**Phone** 978-448-1111  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org  
**Hours**

**Members** 5  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location**

Members

Appointed by: Town Manager

Member	Role	Term Start	Term End
Deborah Beal Normandin	Member	07/01/2015	06/30/2016
Marcia Brazer	Member	07/01/2015	06/30/2016
Amanda Gavazzi	Member	07/01/2015	06/30/2016
Ellen Hargraves	Chair	07/01/2015	06/30/2016
Kenneth A. Lefebvre	Member	07/01/2015	06/30/2016

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Park Commission

About

The Park Commissioners have under their care and jurisdiction the Town Commons (Badger, Firemen's, Legion, Minuteman, New Town, Prescott, Orchard and Sawyer) and Parks (Hazel Grove Park, Carol Wheeler Memorial Park, the Smith Social Pavilion, George and Agnes Rider Park and Cutler Memorial Park) that were gifted to the Town along with various recreation areas including the Christine Hanson Memorial Playground, Evan Holofcener Ice Rink, the Lawrence Memorial Playground and the Waitowicz tennis courts. The Commissioners also have jurisdiction over the town fields, including: Alvin Sawyer Baseball Field, Waitowicz, Cow Pond and Legion. They:

- have responsibility to protect these areas, some of which have special restrictions and legal agreements attached to the original gift; one area, the Old Burial Ground, is a shared responsibility (see Old Burial Ground Committee)
maintain storage sheds and buildings, irrigation systems, and equipment
work with the Planning Board to acquire more land and seek gifts of land, as the Town population grows and the need for recreational facilities increases for both children and adults

The Commission dates from the early 1900s, and the membership increased from three to five members in 1953. The Commissioners do not run recreational programs but care for and maintain the above properties and work very closely with the various recreational sports leagues.

Use of all parks, commons and fields are by permit only. To request the use of a field, please fill out the Field Use Permit online. Alternatively, you may print the form here or pick one up at the Town Clerk's office located at the Town Hall, 173 Main Street.

View Cow Pond Field Layout.

Contact Information

Email parks@townofgroton.org
Phone 978-732-1893
Fax
Office Town Hall | 173 Main Street
Meeting Monday @ 7:00 PM
Website townofgroton.org
Hours M 8:00am - 7:00pm; T-TH 8:00am - 4:00pm; F 8:00am - 1:00pm

Members 5
Selection Elected
Term 3 years
Remuneration None
Meeting location Legion Hall

Members

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Kenneth Bushnell, Robert Flynn, Matthew Frary, and Gineane Haberlin.

Subcommittees

- Hazel Grove Planning Committee

Report a Pro

Parks Calendar

Saturday, March 2

Showing events
Look for earlier e
Showing events
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Personnel Board

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Personnel Board

Contact Information

Email personnel@townofgroton.org
Phone 978-448-1111
Fax
Office Town Hall, 173 Main St
Meeting @
Website townofgroton.org
Hours

Members 3
Selection Appointed
Term 3 years
Remuneration None
Meeting location

Members

Appointed by: Board of Selectmen

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Dolores L. Alberghini, Mary A. Jennings, and Bud R. Robertson.

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**Planning Board**

**About**

The Planning Board is mandated by state law to:

- prepare and maintain the Town's Master Plan and Official Map
- prepare, adopt, and administer Subdivision Rules and Regulations
- review all subdivision plans submitted under state and local-by-law and regulations
- supervise construction of subdivision roads and drainage systems
- prepare and present zoning amendments at Town Meeting
- report to Town Meeting on all proposed zoning amendments, no matter by whom proposed
- act as special permit granting authority where designated in the Zoning by-law
- review site plans for non-residential, non-agricultural development

The Planning Board was first established in 1946 when the Town Meeting accepted the Subdivision Control Law. The first zoning by-law, adopted in 1956, established minimum lot area and frontage requirements. Zoning districts were adopted in 1963 based upon the Comprehensive Master Plan written by Harvard Professor Charles Eliot. The Town voted to increase membership on the Board from five to seven members in 1980. The Comprehensive Master Plan was updated in 1990.

The Planning Board is served by the Land Use Director/Town Planner.

**Contact Information**

**Email** [planning@townofgroton.org](mailto:planning@townofgroton.org)  
**Phone** (978) 448-1105  
**Fax** (978) 448-1113  
**Office** Town Hall  
**Meeting** Every Thursday @ 7:00 PM  
**Website** [townofgroton.org](http://townofgroton.org)  
**Hours** M 8:00am - 7:00pm; T-TH 8:00am - 4:00pm; F 8:00am - 1:00pm

**Members** 7  
**Selection** Elected  
**Term** 3 years  
**Remuneration** None  
**Meeting location** Town Hall: Second Floor Meeting Room

**Members**

Member	Role	Term Start	Term End
George Barringer	Chair	05/01/2013	05/21/2016
Russell Burke	Member	05/21/2015	05/21/2018
John Giger	Member	05/01/2013	05/21/2016
Carolyn Perkins	Vice-Chair	05/21/2015	05/21/2018
Timothy M. Svarczkopf	Member	05/21/2015	05/21/2018
Michael Vega	Clerk	05/21/2014	05/21/2017
Scott Wilson	Member	05/20/2014	05/20/2017

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Recycling Committee

About

The Committee organized the recycling program in the 1980s when the Town landfill was closed and planning and construction of the Transfer Station was begun. The Committee is currently responsible for:

- continuing to find better recycling methods
- advising the Board of Health on recycling regulations and practices

Recycling is mandated by the Town.

Contact Information

**Email** recycle@townofgroton.org  
**Phone** (978) 448-1120  
**Fax** (978) 448-1130  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org/main?cmd=get-townbody&id=67

Hours

Members

Appointed by: Town Manager

Member	Role	Term Start	Term End
Michael Brady	Member	07/01/2015	06/30/2016
Teresa G. David	Chair	07/01/2015	06/30/2016
Tom Delaney	Member	07/01/2015	06/30/2016
Jamie E. King	Member	07/01/2015	06/30/2016

**Members** 5  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location**

Recycling Committee Documents

- Docume
- Minutes

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**Regional Emergency Planning Committee**

**No**

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Sargisson Beach Committee

Related Department: Conservation Commission About

\*For recreational beach information click here\*

Sargisson Beach Committee Charge, as Approved by Board of Selectmen 9/9/2013

Contact Information

**Email** sargissonbeach@townofgroton.org  
**Phone** 978-448-1106  
**Fax** 978-448-1113  
**Office** Town Hall, 173 Main St  
**Meeting** First Tuesday @  
**Website**  
**Hours**

**Members** 5  
**Selection** Appointed  
**Term** 3 years  
**Remuneration** None  
**Meeting location**

Members

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
Andrew Davis	Member	09/30/2013	06/30/2016
Joshua Degen	Member	07/01/2014	06/30/2017
John Giger	Member	07/01/2015	06/30/2018
Cheney Harper	Member	09/30/2013	06/30/2016
Rena Swezey	Member	09/30/2013	06/30/2015

NO COMMITTEE CHARGE ON WEB PAGE AND NO INFO ON HOW TO FIND THE INFO.

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Scholarship Committee

About

The Committee must consist of the Superintendent of the Town Schools or designee thereof, and no fewer than four residents of the Town.

The Scholarship Committee is responsible for:

Selecting the recipients of and amounts of financial aid from the scholarship fund and shall be guided by any criteria established by the Scholarship Committee subject to any ordinance or by-law and further subject to the following criteria:

- The recipients of financial aid must be residents of the Town at the time the financial aid is first awarded and have been accepted to pursue education beyond the secondary school level at an institution deemed accredited by the committee.
The committee shall take into consideration each recipient's financial need, character, scholastic record and involvement in community work as well as extracurricular school activities.

The Scholarship Committee may distribute financial aid from both interest and principal of the fund, without further appropriation. Scholarship Committee shall establish a procedure for determining at least on an annual basis the amounts or percentage of the funds that shall be authorized for distribution and for notifying the investing officer or agency so that the funds may be made available in a timely manner and with a minimum of penalties.

The Town voted at its STM of April 24, 1993 to accept the provisions of Chapter 194 of the Acts of 1986 to establish a Groton-Dunstable Scholarship Fund.

Contact Information

Email treasurer@townofgroton.org
Phone 978-448-1111
Office Town Hall, 173 Main St
Meeting @
Website townofgroton.org
Hours

Members 7
Selection Appointed
Term 3 years
Remuneration None
Meeting location

Members

Appointed by: Board of Selectmen

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Kate Dennison, Alberta Erickson, Jeannie Erickson, Brian C. LeBlanc, Robinson Moore, and Barbara Ritz.

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Sign Committee

About

The Sign Committee is responsible for:

- regulating signs in the Town, including enforcement of the Sign Bylaw

The current Sign Bylaw was adopted under the town's police powers in 1988; previously, regulation of signage was incorporated in the zoning bylaw. In 1995, the Committee rewrote the Town sign bylaw, which was subsequently approved by Town Meeting.

Contact Information

Email selectmen@townofgroton.org
Phone 978-448-1111
Fax
Office Town Hall, 173 Main St
Meeting Second Tuesday @ 7:30 PM
Website townofgroton.org
Hours

Members 3
Selection Appointed
Term 1 year
Remuneration None
Meeting location

Members

Appointed by: Town Manager

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Gineane Haberlin, Mark Haddad, and Carolyn Perkins.

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**Sustainability Commission**

**About**

A sustainable community is one that strives to achieve sustainability at the local level in the three major areas of ecology/environment, economy/employment and community/social. The purpose of our commission, in addition to recommending and undertaking initiatives (with a particular emphasis on energy conservation and cost control), is to focus and integrate town efforts to become a sustainable community by developing a town "Sustainability Plan". Groton is fortunate to already have many official and non-official groups that address many aspects of sustainability but lacks a coordinating body to focus and promote such efforts. The Sustainability Commission's role with regard to such organizations is one of support in the integration and coordination of sustainable objectives through community outreach, education and involvement.

**Contact Information**

**Email** sustalning@townofgroton.org  
**Phone** 978-448-1111  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** Third Tuesday @ 7:00 PM  
**Website**  
**Hours**

**Members** 9  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location** Town Hall: Second Floor Meeting Room

**Members**

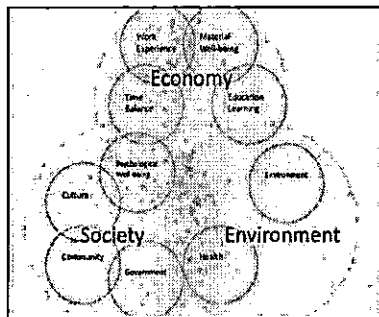
Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
Carl Canner	Member	07/01/2015	06/30/2016
Bruce Eason	Member	07/01/2015	06/30/2016
Carl Flowers	Member	07/01/2015	06/30/2016
Patricia Karohl	Member	07/01/2015	06/30/2016
Leo Laverdure	Member	07/01/2015	06/30/2016
Alison D. Peterson	Member	07/01/2015	06/30/2016
Michael E. Roberts	Chair	07/01/2015	06/30/2016

**News and Information**

The Sustainability Committee currently has three (3) openings for new members. If interested, please consider submitting the Committee Interest form.

**Are you satisfied with your life?**



**You have the right to be satisfied with your life.** Most historians agree that this is what Thomas Jefferson meant when he wrote that we have "the right to pursue happiness". For almost 20 years the folks at the Happiness Initiative have been working to measure just how happy are you? They do this by a polling of individuals (now measuring over 40,000) drawing on the survey model of the Kingdom of Bhutan (www.happycounts.org). This survey results in a Gross National Happiness Index. The survey uses ten subjective domains which fit nicely into the three legs of the Sustainability stool – Economic, Environmental and Community. Gross National Happiness (GNH) is based on the premise that subjective indicators are key components to the understanding and measurement of "Satisfaction with Life".

The Gross National Happiness Index survey will help assist the Sustainability Commission to assess just how Satisfied with Life are the citizens of Groton and hopefully lead to ideas, programs and policies that will contribute to increased community well-being and individual satisfaction with Life. It helps all of us to

assess the sustainability of our communities' happiness, and to inspire us to take action.

Click the button to your right to take your "Happiness Survey".

**Sustainability Commission Documents**

- Annual Report
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Please take a look at our Sustainability Commission Initiatives.

**Happiness Survey**



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Town Forest Committee



About

The Town Forest Committee

- manages the forest lands which have been gifted to or purchased by the Town for Town Forest purposes

Proceeds from the selective harvesting of timber remain in a reserve fund used for maintaining a healthy forest as well as a system of trails for fire protection. The Town Forest provides protection for the watershed, educational activities, recreation, and wildlife habitat.

The Groton Town Forest, created by vote of the Town Meeting in 1922, was among the first dozen such town forests in the Commonwealth authorized under state enabling legislation passed in 1910.

Contact Information

**Email** selectmen@townofgroton.org  
**Phone** 978-448-1111  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org  
**Hours**

**Members** 3  
**Selection** Appointed  
**Term** 3 years  
**Remuneration** None  
**Meeting location**

Members

Appointed by: Town Manager

Member	Role	Term Start	Term End
Stephen Babin	Chair	07/01/2014	06/30/2017
Carter Branigan	Clerk	07/01/2015	06/30/2018
John Sheedy	Member	07/01/2013	06/30/2016

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Town of Groton Affordable Housing Trust

About

The Town of Groton accepted M.G.K. Chapter 44 Section 55C, Municipal Affordable Housing Trust Fund to the Town Bylaws at the 2008 Fall Special Town Meeting. The purpose of the Trust is to provide for the preservation and creation of affordable housing in the Town of Groton for the benefit of low and moderate income households. One seat will be filled by a member of the Board of Selectmen. To the greatest extent possible, the board shall have broad expertise including knowledge of real estate law, housing, development, finance, and housing advocacy as well as representation from relevant municipal boards.

Contact Information

Email stanley@townofgroton.org
Phone 978-394-5619
Fax 978-448-1115
Office Town Hall, 173 Main St
Meeting Fourth Thursday @
Website townofgroton.org
Hours

Members 5
Selection Appointed
Term 2 years
Remuneration None
Meeting location Town Hall: First Floor Meeting Room

Members

Appointed by: Board of Selectmen

Table with 4 columns: Member, Role, Term Start, Term End. Rows include Joshua Degen, Fredrick J. Dunn, Sheila Julien, Stuart M. Schulman, David A. Wilder.

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Town Meeting Review Study Committee

Related Department: Board of Selectmen

About

The Town Meeting Review Study Committee shall be appointed by the Board of Selectmen, pursuant to Section 3-2 of the Town of Groton Charter. In an effort to promote and increase participation in Town Meeting, the Town Meeting Review Study Committee shall report to the Board of Selectmen and conduct a complete review of the Town Meeting form of Government and determine whether changes, if any, should be made to Town Meeting. More specifically the Committee shall:

- 1. Review the Open Town Meeting and study different options to this form of Government, i.e. Representative Town Meeting, etc.
2. Develop recommendations on the best day of the week to hold TownMeeting in order to increase participation (i.e. Monday night vs.Saturday morning)
3. Examine accessibility issues and research available technologies thatoffer solutions for greater voter participation while maintaining theintegrity of the meeting and voting.
4. Consider options for educating new and existing voters on Town Meetingand make recommendations.

The Committee shall endeavor to complete its work in a reasonable amount of time, but should have its recommendation to the Board of Selectmen no later than June 30, 2013.

The Committee's work will be complete when it makes its recommendation to the Board of Selectmen.

Committee Members: The Committee shall consist of seven (7) members. The Town Moderator, Town Clerk and Town Manager shall serve as advisors to this Committee.

Contact Information

Email selectmen@townofgroton.org
Phone 978-448-1111
Fax 978-448-1115
Office Town Hall, 173 Main St
Meeting @
Website www.townofgroton.org
Hours
Members 7
Selection Appointed
Term 1 year
Remuneration None
Meeting location

Members

Appointed by: Board of Selectmen

Table with 4 columns: Member, Role, Term Start, Term End. Lists members like Ellen Baxendale, Robert L. Collins, Alberta Erickson, Ailson K. Eyedenberg, Greg R. Fishbone, Scott E. Harker, Barry A. Pease.

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Trails Committee

About

The Trails Committee considers the sometimes conflicting interests of various trail users, hikers, horseback riders, mountain bikers, snowmobilers, cross-country skiers, and others. The Trails Committee is responsible for:

- updating the map showing the current trail system on public property
identifying existing private property trails
determining the availability of other parcels for trail expansion
developing policy or techniques for acquiring other trails through acquisition, easements, and other methods
investigating old roads and determining whether they belong to the town or have been abandoned or discontinued

Contact Information

Email trails@townofgroton.org
Phone 978-448-1111
Fax
Office Town Hall, 173 Main St
Meeting Third Tuesday @ 7:30 PM
Website grotontrails.org
Hours

Members

Appointed by: Town Manager

Table with 4 columns: Member, Role, Term Start, Term End. Lists members like Paul Barstow, David Burnham, Paul Funch, Wendy Good, Olin Lathrop, Stephen Legge, David Minott, Emma Newman, David Pitkin, Jason Remillard.

Members 11
Selection Appointed
Term 1 year
Remuneration None
Meeting location Legion Hall

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**Trustees of the Groton Public Library**

**About**

The Trustees were first elected in 1854 to oversee the operations of the public library. They:

- establish written policies governing library activities and services
- engage in on-going planning which assesses the needs and the role of the library in the community
- ensure that the library meets the community's needs
- work on preparation of the annual library budget and its adoption by the Town
- monitor and oversee maintenance of the buildings and grounds and regularly review facility needs
- have responsibility for hiring and evaluation the Library Director and working with the Personnel Board on job classifications for all staff
- promote, with the Friends of the Groton Public Library, the library and act as library advocates in the community
- study and support legislation which will benefit the library and the larger community

In 1996, under a state grant and vote of the Town, the Library undertook a major addition to the existing building. The renovation/expansion of the Library was completed in March of 1999.

The Groton Public Library is served by a salaried Director, Head of Adult Services, and Head of Children's Services; by additional staff on hourly wages; and by a corps of volunteers.

**Contact Information**

**Email** [gpltrustees@gpl.org](mailto:gpltrustees@gpl.org)  
**Phone** (978) 448-1167  
**Fax** (978) 448-1169  
**Office** Town Hall, 173 Main St  
**Meeting** Second Tuesday @ 7:00 PM  
**Website** [gpl.org](http://gpl.org)

**Members** 6  
**Selection** Elected  
**Term** 3 years  
**Remuneration** None  
**Meeting location** Groton Public Library

**Hours**

**Members**

Member	Role	Term Start	Term End
Jane R. Allen	Chair	05/21/2015	05/21/2018
Marilyn Dabritz	Member	03/07/2016	05/17/2016
Mark W. Gerath	Vice-Chair	05/01/2013	05/21/2016
Barbara S. Lamont	Member	05/20/2014	05/16/2017
Kristen Von Campe	Member	05/21/2015	05/21/2018
Nancy Wilder	Member	05/01/2013	05/21/2016
David Zeller	Member	05/20/2014	05/16/2017

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**Underground Utility Study Committee**

**No**

**Committee**

**Charge**

**On**

**Town**

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**2013-03-26**



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Weed Harvester Committee

About

The Weed Harvester Committee was formed in 1992 to determine where the harvester is needed on Lost Lake and to coordinate its use with the Highway Surveyor. Members are also responsible for arranging the designation of an operator for the weed harvester and overseeing its operation.

This is an advisory board under the direction of the Board of Selectmen.

Contact Information

Email selectmen@townofgroton.org
Phone 978-448-1111
Fax
Office Town Hall, 173 Main St
Meeting @
Website townofgroton.org
Hours

Members 7
Selection Appointed
Term 1 year
Remuneration None
Meeting location

Members

Appointed by: Town Manager

Table with 4 columns: Member, Role, Term Start, Term End. Rows include John Crowell, Gerrett L. Durling, Erich Garger, Bradley Harper, James Luening, and William Strickland.

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Wetlands Bylaw Review Committee

Related Department: Land Use About

Originally adopted at the 1980 Annual Town Meeting and amended in 2001 and 2003, the local by-law has generally served the town well. However, as with many of our local by-laws, periodic review is appropriate to insure the original intent remains relevant to Groton's future and balances fairness with protection of the Town's natural resources. The charge of the committee would be to review the by-law and its implementation history and report back to the Board of Selectmen with recommendations for changes, if any, that would then be brought forward at a future Town Meeting.

Committee Members: The Committee shall consist of seven (7) members made up as follows:

- One member shall be a member of the Conservation Commission
- One member shall be an at-large representative of the Town
- One member shall be a representative of another Groton Governmental Body
- One member shall be a member of the Board of Selectmen
- One member shall be a local land engineer
- One member shall be a local builder
- One member shall be an environmental scientist

Contact Information

**Email** fstanley@townofgroton.org  
**Phone** 978-732-1913  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website**  
**Hours**

**Members** 7  
**Selection** Appointed  
**Term** 1 year  
**Remuneration** None  
**Meeting location**

Members

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
David Black	Chair	07/01/2013	06/30/2014
Peter Cunningham	Member	07/01/2013	06/30/2014
Marshall E. Giguere	Secretary	07/01/2013	06/30/2014
Bob Pine	Member	07/01/2013	06/30/2014
Steve Webber	Vice-Chair	07/01/2013	06/30/2014
Scott Wilson	Member	07/01/2013	06/30/2014
Alexander Woodle	Member	07/01/2013	06/30/2014

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Williams Barn Committee

About

The Williams Barn Committee was formally established November 10, 2003, appointed by the Board of Selectmen. The Committee is responsible for: 1) To preserve and maintain the historical integrity of the Williams Barn as provided in the agreement with Massachusetts Historical Commission; 2) To establish a Learning Center for education in the areas of conservation, environmental studies, agricultural history, barn architecture and local history; 3) To encourage such other uses of the barn as may be of benefit to the community; 4) To cooperate with the Conservation Commission with respect to the use of the surrounding conservation land and trails; and 5) To raise necessary funds to fulfill the goals of the mission statement.

The representation of the Committee is: (Amended: June 3, 2013) The Committee's representation, consisting of (9) members, shall be as determined by the Board of Selectmen and Town Manager.

Contact Information

Email conservation@townofgroton.org
Phone (978) 448-1106
Fax (978) 448-1113
Office Town Hall, 173 Main St
Meeting @
Website townofgroton.org
Hours

Members 9
Selection Appointed
Term 1 year
Remuneration None
Meeting location

Members

Appointed by: Town Manager

Table with 4 columns: Member, Role, Term Start, Term End. Lists members like Bruce Eason, Robert Kniffen, Bradbury Smith, Kathy E. Stone, Sandra Tobles, Joseph Twomey, Alfred Wyatt, and Leo Wyatt.

Williams B Committee Document

Minutes

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**Zoning Board of Appeals**

**About**

The Board (often called the ZBA) acts in a quasi-judicial capacity on:

- the issuance of certain special permit applications
- petitions for variances from the requirements of the Groton Zoning Bylaw
- appeals from the acts of the Building Inspector, or from the failure of the Building Inspector to act in response to a complaint from a citizen

The Board also has jurisdiction to act on applications for comprehensive permits for subsidized housing, in which it coordinates review of all other local boards except the Conservation Commission. The Board has power to receive testimony under oath. Most decisions of the ZBA may be appealed by an aggrieved to the District, Superior, or Land Court.

The first members to the ZBA were appointed in 1950.

**Contact Information**

**Email** mhammer@townofgroton.org  
**Phone** (978) 448-1121  
**Fax**  
**Office** Town Hall, 173 Main St  
**Meeting** @  
**Website** townofgroton.org  
**Hours**

**Members** 9  
**Selection** Appointed  
**Term** 3 years  
**Remuneration** None  
**Meeting location** Town Hall: Second Floor Meeting Room

**Members**

Appointed by: Board of Selectmen

Member	Role	Term Start	Term End
Robert C. Cadle	Clerk	07/01/2014	06/30/2017
Bruce Easom	Member	07/01/2015	06/30/2016
Alberta Erickson	Member	07/01/2015	06/30/2016
Alison Manugian	Member	07/01/2013	06/30/2016
Cynthia Maxwell	Chair	07/01/2014	06/30/2017
Mark E. Mulligan	Member	07/01/2015	06/30/2018
Jay Prager	Member	07/01/2015	06/30/2016

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# APPENDIX B

**Town of Groton Elected and Appointed Officials Comparison Data**

File ID: Tog Boards, Committees & Commissions Plus Appointed & Elected Officials jrg1a.xlsx // Tab E&A

Created: 2016-03-27 by John Giger

Last Updated: 2016-03-27; Version Number:1

Source	Elected and Appointed Officials	Indicated Appointing Authority	In 2014 Town Report	On Web Site 032416	Does Charge Exist	Is Charge Available On-Line	Does Charge Identify Appointing Authority	Find Copy of Charge in this Document on Page #
A	ADA Coordinator	Town Mgr	Y	N	?	N	Unknown	Not Available
A	Animal Control Officer	Town Mgr	Y	Y	Y	Y	Y/TMgr	ToG_E&A_Page 1
A	Animal Inspector	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Building Commissioner	Town Mgr	Y	N	???	N	Unknown	Not Available
A	Building Inspector	Town Mgr	Y	N	???	N	Unknown	Not Available
A	Communications Officers	Town Mgr	Y	N	???	N	Unknown	Not Available
C	Community Emergency Response Coordinator	Unknown	N	Y	Y	Y	N	ToG_E&A_Page 2
A	Conservation Administrator	Town Mgr	Y	N	???	N	Unknown	Not Available
A	Constables	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Council on Aging Director	Town Mgr	Y	N	???	N	Unknown	Not Available
A	Database Coordinator aka Public Safety Database Coordinator	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Dog Officer	Town Mgr	Y	N	???	N	Unknown	Not Available
A	Earth Removal Inspector aka Earth Removal Stormwater Inspector	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Election Workers	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Electrical Inspector	Town Mgr	Y	Y	???	N	Unknown	Not Available
C	Emergency Management Radio Operators	Unknown	N	Y	???	N	Unknown	Not Available
A	Fence Viewer	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Field Driver	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Fire Chief	BoS	Y	Y	???	N	Unknown	Not Available
C	Forest Warden	Unknown	N	Y	???	N	Unknown	Not Available



Source	Elected and Appointed Officials	Indicated Appointing Authority	In 2014 Town Report	On Web Site 032416	Does Charge Exist	Is Charge Available On-Line	Does Charge Identify Appointing Authority	Find Copy of Charge in this Document on Page #
A	Graves Registration Officer	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Groton Country Club	Town Mgr	Y	N	???	N	Unknown	Not Available
A	Groton Special Officers	Unknown	Y	Y	???	N	Unknown	Not Available
A	Harbor Master	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Health Insurance Portability & Accountability Officer	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Human Resource Director	Town Mgr	Y	N	???	N	Unknown	Not Available
A	IT Director	Town Mgr	Y	N	???	N	Unknown	Not Available
C	Keeper of Lockup Constable	Unknown	N	Y	???	N	Unknown	Not Available
A	Keeper of the Town Clock	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Land Use Director/Town Planner	Town Mgr	Y	N	???	N	Unknown	Not Available
A	Local Licensing Agent	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	MAZ-MAT Coordinator	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Measurer of Wood and Bark	Town Mgr	Y	Y	???	N	Unknown	Not Available
C	Moderator	Voters	Y	Y	???	N	Unknown	Not Available
A	Moth Superintendent	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	NIMS Coordinator	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Parking Clerk	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Plumbing & Gas Inspector	Town Mgr	Y	Y	???	N	Unknown	Not Available
C	Police Auxillary	Unknown	N	Y	???	N	Unknown	Not Available
A	Police Chief	BoS	Y	Y	???	N	Unknown	Not Available
A	Police Department Members (all except chief an matron)	Town Mgr	Y	Y	???	N	Unknown	Not Available
C	Police Matron	Unknown	N	Y	???	N	Unknown	Not Available
A	Police Matron	Unknown	Y	Y	???	N	Unknown	Not Available
C	Police Officer Civil Service	Unknown	Y	Y	???	N	Unknown	Not Available
A	Police Officers	Unknown	Y	Y	???	N	Unknown	Not Available
A	Principal Assessor	Town Mgr	Y	N	???	N	Unknown	Not Available
C	Public Safety Chaplin	Unknown	N	Y	???	N	Unknown	Not Available
A	Public Works Director	Town Mgr	Y	Y	???	N	Unknown	Not Available



Source	Elected and Appointed Officials	Indicated Appointing Authority	In 2014 Town Report	On Web Site 032416	Does Charge Exist	Is Charge Available On-Line	Does Charge Identify Appointing Authority	Find Copy of Charge in this Document on Page #
A	Reserve Police Officers	Unknown	Y	Y	???	N	Unknown	Not Available
C	Right-To-Know Coordinator	Unknown	N	Y	???	N	Unknown	Not Available
A	Road Kill Officer	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Sealer of Weights & Measures	Town Mgr	Y	y	???	N	Unknown	Not Available
C	Solid Waste Agent	Unknown	N	Y	???	N	Unknown	Not Available
A	Surveyor of Wood/Lumber	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Town Accountant	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Town Clerk	Voters	Y	Y	???	N	Unknown	Not Available
A	Town Counsel	BoS	Y	Y	???	N	Unknown	Not Available
A	Town Diarist	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Town Manager	BoS	Y	Y	???	N	Unknown	Not Available
A	Treasurer/Collector	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Tree Warden	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Veterans' Service Officer	Town Mgr	Y	Y	???	N	Unknown	Not Available
A	Water Superintendent	Town Mgr	Y	N	???	N	Unknown	Not Available
<b>Sources:</b>								
A = Town of Groton, 2014 Annual Town Report, pages 7 through 14								
B = <a href="http://www.townofgroton.org/Town/BoardsCommittees.aspx">http://www.townofgroton.org/Town/BoardsCommittees.aspx</a> on 02-24-16								
C = <a href="http://www.townofgroton.org/Town/ElectedAppointedOfficials.aspx">http://www.townofgroton.org/Town/ElectedAppointedOfficials.aspx</a> on 03-24-16								



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**Elected & Appointed Officials**

Name	Phone	Email
Animal Control Officer	✓ (978) 448-1162	✓ selectmen@townofgroton.org
Animal Inspector	✓	selectmen@townofgroton.org
Chief of Police	✓ (978) 448-5555	✗
Communications Officer	✓ 978-448-5555	✗ police@townofgroton.org
Community Emergency Response Coordinator	✓ 978-448-5555	✓ police@townofgroton.org
Constables	✓	selectmen@townofgroton.org
DPW Director	✓ (978) 448-1162	✗ highway@townofgroton.org
Earth Removal Stormwater Inspector	✓ (978) 448-1105	✗ planning@townofgroton.org
Election Worker	✓ (978) 448-1100	✗ townclerk@townofgroton.org
Electrical Inspector	✓ (978) 448-1109	✗ building@townofgroton.org
Emergency Management Radio Officers	✓ (978) 448-3069	✗ ems@townofgroton.org
Fence Viewer	✓ (978) 448-3715	✗ selectmen@townofgroton.org
Field Driver	✓ (978) 448-3715	✗ selectmen@townofgroton.org
Fire Chief	✓ (978) 448-6333	✗
Forest Warden	✓ (978) 448-6333	✗ fire@townofgroton.org
Graves Registration Officer	✓ (978) 448-1100	✗ selectmen@townofgroton.org
Groton Special Police Officer	✓ 978-448-5555	✗ police@townofgroton.org
Harbor Master	✓ 978-448-1111	✗ selectmen@townofgroton.org
Haz-Mat Emergency Response Coordinator	✓ (978) 448-6333	✗ fire@townofgroton.org
Health Ins Portability & Accountability Act Privacy Officer	✓ (978) 448-1145	✗ HumanResources@townofgroton.org
Keeper of Lockup Constable	✓ (978) 448-5555	✗ police@townofgroton.org
Keeper of the Town Clock	✓ 978-448-1111	✗ selectmen@townofgroton.org
Local Licensing Agent	✓ 978-448-1111	✗ selectmen@townofgroton.org
Measurer of Wood and Bark	✓ 978-448-1162	✗ selectmen@townofgroton.org
Moderator	✓ (978)-732-8671	✗ moderator@townofgroton.org
Moth Superintendent	✓ (978) 448-1162	✗ highway@townofgroton.org
NIMS Coordinator	✓ 978-448-5555	✗ police@townofgroton.org
Parking Clerk	✓ (978) 448-1103	✗ treasurer@townofgroton.org
Plumbing and Gas Inspector	✓ (978) 448-1109	✗ building@townofgroton.org
Police Auxillary	✓ (978) 448-5555	✗ police@townofgroton.org
Police Matron	✓ 978-448-5555	✗ police@townofgroton.org
Police Officer	✓ (978) 448-5555	✗ police@townofgroton.org
Police Officer Civil Service	✓ (978) 448-5555	✗ police@townofgroton.org
Public Safety Chaplain	✓ 978-448-5555	✗ police@townofgroton.org
Public Safety Database Coordinator	✓ (978) 448-5555	✗ police@townofgroton.org
Reserve Patrolman	✓ 978-448-5555	✗ police@townofgroton.org
Right-To-Know Coordinator	✓ (978) 448-6333	✗ fire@townofgroton.org
Road Kill Officer	✓ (978) 448-1162	✗ highway@townofgroton.org
Sealer of Weights and Measures	✓ (978) 597-8855	✗ selectmen@townofgroton.org
Solid Waste Agent	✓ (978) 448-1120	✗ health@townofgroton.org
Surveyor of Wood and Lumber	✓ 978-448-1162	✗ selectmen@townofgroton.org
Tax Collector Treasurer	✓ (978) 448-1103	✗ treasurer@townofgroton.org
Town Accountant	✓ (978) 448-1107	✗ accountant@townofgroton.org
Town Clerk	✓ (978) 448-1100	✗ townclerk@townofgroton.org
Town Counsel	✓ 617-556-0007	✗
Town Diarist	✓ 978-448-1111	✗ townclerk@townofgroton.org
Town Manager	✓ (978) 448-1111	✗ selectmen@townofgroton.org
Tree Warden	✓	✗ highway@townofgroton.org
Veterans' Service Officer	✓ (978) 448-1175	✗ veteran@townofgroton.org

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Animal Control Officer

About

The position of Animal Control Officer was first created in 1992 in response to a major rabies outbreak. The Officer is responsible for:

- removing and destroying animals that are a direct threat to public safety, ie. rabid raccoons, skunks, etc.

Pursuant to MGL 140 amended June 2012:

- \* acts as agent for Selectmen in Investigating dog complaints
- \* Investigates reported violations and enforces town bylaws relating to dogs
- \* Issues citations and fines for violations of bylaws and statutes
- \* attends dog hearings before Selectmen
- \* responsible for feeding, boarding, and disposing of stray and nuisance dogs
- \* responsible for care of town dog pound

Contact Information

Email selectmen@townofgroton.org

Phone (978) 448-1162

Fax

Office Town Hall, 173 Main St

Meeting

Website townofgroton.org

Hours

Members

Appointed by: Town Manager

Member	Role	Term Start	Term End
Tom Delaney	Member	07/01/2015	06/30/2016
George Moore	Member	07/01/2015	06/30/2016

Members

1

Selection

Appointed

Term

1 year

Remuneration

Stipend

Meeting location

Documents

Dog Compla

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Community Emergency Response Coordinator

About

Community Emergency Response Coordinator

Contact

Email [police@townofgroton.org](mailto:police@townofgroton.org)  
 Phone 978-448-5555  
 Fax 978-448-5603  
 Office Public Safety - 99 Pleasant St

Information

Members 4  
 Selection Appointed  
 Term 1 year  
 Remuneration None

Members

Member	Role	Term Ends
Donald Palma		6/30/2012
William Shute		6/30/2012
Tom Delaney		6/30/2012
Joseph Bosseilait		6/30/2012

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## **Charter Review Committee - Action Item List**

### **March 23, 2016 Meeting**

**#1:** Mr. Manugian offered to draft a STM presentation for the Committee's consideration and the Committee consented.

**#2:** Town Counsel will be asked to look at the meaning of statutory authority for the Selectmen.  
[by whom?]

**#3:** Mr. Manugian asked that the Committee reconsider the Submission # 35 vote (Page 8 of the minutes) at the next scheduled meeting.