



# TOWN OF GROTON

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

## Select Board

Matthew F. Pisani, *Chair*  
Rebecca H. Pine, *Vice Chair*  
Alison S. Manugian, *Clerk*  
John F. Reilly, *Member*  
Peter S. Cunningham, *Member*

**Town Manager**  
Mark W. Haddad

**SELECT BOARD MEETING**  
**MONDAY, SEPTEMBER 8, 2025**  
**AGENDA**  
**SELECT BOARD MEETING ROOM**  
**2nd FLOOR**  
**GROTON TOWN HALL**

- |                   |  |
|-------------------|--|
| 6:00 P.M.         | Announcements and Review Agenda for the Public   |
| 6:01 P.M.         | Public Comment Period  |
| I. 6:05 P.M.      | Town Manager's Report  |
|                   | <ol style="list-style-type: none"><li>1. Update from the Town Manager on the West Groton Dam – Consider Delaying any Decision Until Spring 2026 – Remove Article from the 2025 Fall Town Meeting Warrant</li><li>2. Consider Opening the Warrant for the 2025 Fall Town Meeting to Add an Article to Create a Local Access Cable Grant Fund</li><li>3. Select Board Meeting Schedule Through the End of the Year</li></ol>   |
| II. 6:10 P.M.     | Items for Select Board Consideration and Action  |
|                   | <ol style="list-style-type: none"><li>1. Consider Appointing Elizabeth Callender to the Complete Streets Committee</li><li>2. Consider Approving an Amendment to the FMLA Policy</li><li>3. Review and Consider Adopting the Annual Goals of the Select Board</li><li>4. Consider Approving a One Day Wine and Malt Beverages License to the Friends of Prescott for Open Mic Night to be held on Friday, September 12, 2025 from 6:30 p.m. to 9:30 p.m.</li></ol> |
| III. 6:15 P.M.    | In Joint Session with the Groton Housing Authority – Consider Appointing Catherine McDonald to the Housing Authority as the Tenant Representative – Consider Appointing Leslie Colt to the Housing Authority to Fill a Vacancy on the Authority  |
| OTHER BUSINESS    | -Authorize the Town Manager and One Member of the Select Board to Sign Warrants for the Next Thirty Days   |
| ON-GOING ISSUES – | Review and Informational Purposes – Brief Comments - Items May or May Not Be Discussed   |
|                   | <ol style="list-style-type: none"><li>A. PFAS Issue</li><li>B. UMass Satellite Emergency Facility</li><li>C. PILOTS</li><li>D. Fire Department Staffing</li><li>E. West Groton Dam</li></ol>   |

### SELECT BOARD LIAISON REPORTS

- IV. Minutes: Regularly Scheduled Meeting of August 25, 2025

### ADJOURNMENT

*Votes may be taken at any time during the meeting.* The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the topics that will be discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Weekly Agenda Update/Report*

**Date:** *September 8, 2025*

### **TOWN MANAGER'S REPORT**

In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the Ongoing Issues List, there is one additional item scheduled on Monday's Agenda. The Select Board will be meeting in joint session with the Groton Housing Authority to consider appointing Leslie Colt to the Housing Authority until next year's Annual Election. In addition, the Select Board will consider appointing Catherine MacDonald to the Housing Authority to fill the Tenant Seat Vacancy. Should you agree with this recommendation, this appointment, made only by the Select Board, will be through June 30, 2027.

1. I would respectfully request that the Select Board delay any decision on the West Groton (Squannacook River) Dam until next Spring, 2026 at the earliest. I do not believe we will have enough information to make an informed decision this Fall and I would not want the Select Board to rush the issue. I would like to give the Engineers more time to complete their work and come up with more solid information on removal and/or repair for the Select Board and Town Meeting to base their decision. I would respectfully request that the Select Board allow me to remove the Warrant Article from the 2025 Fall Town Meeting Warrant. I have taken the liberty to add this issue to your Agenda's On-Going Issues List so that it remains in the forefront. I look forward to discussing this in more detail with the Board at Monday's meeting.
2. I would respectfully requesting that the Select Board allow me to add an additional Warrant Article to the 2025 Fall Town Meeting Warrant. It was recently brought to my attention that when we closed out the Cable Enterprise Fund last year, we inadvertently returned \$16,000 to the General Fund (it was closed out as Free Cash) that should have been set aside for equipment. Each year, the two cable carriers in Town provide an equipment grant that can only be used for equipment within the Cable Department. We need to return the money to the Cable Department.

***Continued on Next Page – Over >***

**Select Board**  
**Weekly Agenda Update/Report**  
**September 8, 2025**  
**page two**

2. **Continued:**

The article will read as follows:

**Article 9: Cable Department Equipment Grant**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, for the purpose creating a Cable Department Equipment Grant Fund for the Local Access Cable Department, or to take any other action relative thereto.

**Town Manager**

**Select Board:**

**Finance Committee:**

**Summary:** *The Town's Cable Television License agreements with Verizon New England Inc. and Spectrum Northeast, LLC include Public, Educational, and Government Grants to be used for capital funding (equipment) purposes. The Town currently collects all cable revenue in the "Cable Department Receipts Reserved for Appropriation Fund" that was established at the 2024 Special Town Meeting. This Article will create a new fund for these PEG Grant payments so that they can be separated from the general PEG Access Support fees that both entities provide on a quarterly basis. When the Town closed the Cable Enterprise last year, funding designated for this equipment grant was returned to the General Fund and certified as Free Cash. It should have been set aside for equipment. This Article will transfer funds from Free Cash to the Equipment Grant Fund.*

I would respectfully request that the Select Board vote to Open the Warrant and vote to add this Article. I do appreciate your consideration of this request.

3. Please see the Select Board's Meeting Schedule that will take you through the end of the year:

Monday, September 15, 2025 -	Regularly Scheduled Meeting (Warrant Hearing)
Monday, September 22, 2025 -	No Meeting – Rosh Hashana Holiday
Monday, September 29, 2025 -	Regularly Scheduled Meeting (Approve Warrant)
Monday, October 6, 2025 -	Regularly Scheduled Meeting
Monday, October 13, 2025 -	No Meeting (Indigenous People's Day)
Saturday, October 18, 2025 -	2025 Fall Town Meeting
Monday, October 20, 2025 -	Regularly Scheduled Meeting (Possible No Meeting)
Tuesday, October 28, 2025 -	Regularly Scheduled Meeting (Budget Guidance)
Monday, November 3, 2025 -	Regularly Scheduled Meeting
Monday, November 10, 2025 -	No Meeting
Monday, November 17, 2025 -	Regularly Scheduled Meeting
Monday, November 24, 2025 -	Regularly Scheduled Meeting

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**Select Board**  
**Weekly Agenda Update/Report**  
**September 8, 2025**  
**page three**

3. **Continued:**

Monday, December 1, 2025 -	No Meeting
Monday, December 8, 2025 -	Regularly Scheduled Meeting
Monday, December 15, 2025 -	Regularly Scheduled Meeting
Monday, December 22, 2025 -	Regularly Scheduled Meeting
Monday, December 29, 2025 -	No Meeting
Monday, January 5, 2026 -	No Meeting
Monday, January 12, 2026 -	Regular Scheduled Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

1. The Complete Streets Committee has requested that the Select Board appoint Elizabeth Callender to the Committee. I would respectfully request that the Select Board make this appointment.
2. Attached to this Report are proposed amendments to the Family Medical Leave Act Policy. The last update in 2019 as proposed by our previous Town Counsel did not accurately update the policy to reflect the Federal FMLA law. Labor Counsel Marc Terry has done a complete review of the Policy and updated it to reflect the actual law. I would respectfully request that the Select Board waive the policy requiring you to wait an additional meeting to approve new and/or amendments to policies and vote to approve these amendments at Monday's meeting. I would like to have this policy in place ASAP in the event we receive an FMLA leave request.
3. As discussed at your last meeting, Select Board Members Pisani, Pine and I met to consolidate the proposed goals for your review and approval. Attached are our recommended goals. I would respectfully request that the Board vote to approve/adopt these goals.
4. I would respectfully request that the Select Board vote to approve a One Day Wine and Malt Beverages License for the Friends of Prescott for Open Mic Night to be held on Friday, September 12, 2025 from 6:30 p.m. to 9:30 p.m.

MWH/rjb  
enclosures



# SELECT BOARD POLICY

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Policy Category:	Human Resources
Policy Number:	HR – 2019 – 5
Latest Revision Date:	<del>October 17, 2019</del> <u>September 8, 2025</u>

## POLICY NAME: **FAMILY MEDICAL LEAVE ACT POLICY**

### I. Purpose and Scope

The purpose of this policy is to establish the eligibility, duration and procedural requirements relating to the administration of family and medical leave in accordance with the Family and Medical Leave Act of 1993.

### II. Policy

It is the Town of Groton's policy to grant up to 12 weeks of family and medical leave during any given 12 month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA) and up to 26 weeks of leave in any 12 month period in compliance with the expansion of FMLA under the Support for Injured Service members Act of 2007.

### III. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1) Work for the Town of Groton (the "Town");

~~42) The employee must have worked for the employer for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Have worked for the Town for a total of at least twelve months in the prior seven years; and~~

~~23) The employee must have~~ have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence.





## SELECT BOARD POLICY

### IV. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) *The birth of a child and in order to care for that child.*
- 2) *The placement of a child for adoption or foster care and to care for the newly placed child.*
- 3) *To care for a spouse, child or parent with a serious health condition.*
- 4) *The serious health condition (described below) of the employee.*

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

~~This policy covers illnesses of a serious and long term nature, resulting in recurring or lengthy absences. Generally, a chronic or long term health condition, which, if left untreated, would result in a period of incapacity of more than five days, would be considered a serious health condition.~~

The Town of Groton will require an employee to provide a doctor's certification of the serious health condition.

- 5) *A covered family member's active duty or call to active duty in the Armed Forces.*

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. Reasons related to the call-up or service include helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

- 6) *To care for an injured or ill service member.*

This leave may extend to up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and who is unable to perform the duties of the service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this





## SELECT BOARD POLICY

type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on temporary disability retired list.

### 7) To care for an injured or ill veteran

This leave may extend to up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent, or next of kin, who is a veteran undergoing medical treatment, recuperation or therapy for a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty) and manifested itself before or after the member became a veteran. The veteran must have been a member of the Armed Forces (which includes the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy.

## V. Amount of Leave time

An eligible employee can take up to 12 weeks (or up to 26 weeks of leave to care for an injured or ill service member or veteran) under this policy during any 12-month period. The Town will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Town will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks (or 26 weeks for the care of an injured or ill service member) of available leave, with the balance remaining being the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstances (6) and (7) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the ~~company-Town~~ will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Town and each wisheswish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Town and each wisheswish to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

## VI. Intermittent or Reduced work schedule

When intermittent leave is needed to care for an immediate family member, the employee's own illness, or a covered servicemember, and is for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Town's operation.



## SELECT BOARD POLICY

In the case of caring for a newborn, adopted or foster child, an employee may only take time on an intermittent or reduced work schedule with the prior approval of the department head and Town Manager.

Subject to the terms of any applicable collective bargaining agreement, the Town may temporarily transfer an employee taking intermittent or reduced schedule leave to an alternative job, with equivalent pay and benefits, that accommodates recurring periods of leave better than the employee's regular job when such leave is foreseeable based on planned medical treatment subject.

### VII. Procedure for requesting FMLA

The employee must provide thirty days (30) advance notice to the Department Head and Personnel Manager when the leave is "foreseeable". In emergency situations, notice shall be given as soon as practicable.

The FMLA Certification of Health Care Provider form must be completed and submitted to the Personnel Manager within 15 days of the start of the leave of absence.

~~FMLA starts after the employee has been out for five (5) scheduled work days. On day six of the sick leave, the FMLA clock begins.~~

The Town may seek second or third medical opinions (at the Town's expense).

### VIII. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Personnel Manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Certification of Health Care form.

The employee ~~will~~ may be required to submit medical re-certification ~~every thirty (30) days~~ while out on approved leave as allowed by the FMLA.

Any leave taken by an eligible employee for any of the reasons covered by this policy will be considered FMLA leave and will be designated as such even if the employee does not specifically identify the time off as FMLA leave.





## SELECT BOARD POLICY

### IX. Pay while out on Leave

The Town requires employees to use accrued paid leave<sup>1</sup> to cover some or all of the FMLA leave. The employee will need to exhaust all their sick time before getting paid from his/her vacation and personal accruals.

When paid leave is used, the employee must follow the Town's paid leave policies and procedures with respect to use of such leave.

### X. Employee Status and Benefits During Leave

While an employee is on leave, the Town will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee is in unpaid status, then he/she will need to pay the Town directly for the employee's share of the monthly premium. Human Resources will generate a letter detailing the benefits and the amount that the employee must pay. If the employee does not submit the payment within 30 days of the receipt of the letter, then the Town may terminate the employee's benefits.

### XI. Intent to Return to Work from FMLA Leave

On the basis that it does not discriminate against employees on FMLA leave, the Town may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

If the employee indicates to the Town, in writing, that he/she does not intend to return to work, then any benefits the employee is enrolled in will cease immediately. At that time the employee will be eligible to enroll into COBRA.

The employee will be required to present a Fitness for Duty certificate prior to returning to work supporting the employee's ability to return to work, which the Town may request include a statement from a health care provider that the employee can perform all of the essential functions of the job.

### XII. Supplemental Employment while on FMLA

While an employee is out on approved FMLA, the Town prohibits an employee from engaging in any supplemental employment.

<sup>1</sup> The Town's policy on use of paid leave is subject to, and will be administered in accordance with, the Massachusetts Parental Leave statute and the terms of any applicable collective bargaining agreement or other leave policy.



## SELECT BOARD POLICY

### XIII. Job Restoration

Upon the expiration of an employee's leave under FMLA, he/she has the right to be reinstated to the same or an equivalent job with ~~the same~~equivalent pay, benefits, and other terms and conditions of employment.

In addition, an employee's use of FMLA leave will not result in the loss of an employment benefit that the employee earned or was entitled to before using FMLA leave.

## **FISCAL YEAR 2026**

### **GOALS OF THE GROTON SELECT BOARD**

#### **Category - Public Safety**

**Select Board Member Assigned – Peter Cunningham**

In consultation with Police, Fire, and DPW Departments, establish a prioritized list of sidewalks, bicycle and roadway concerns and timelines for addressing them. Tasks to be considered:

- Striping Parking Spots on Main Street
- Narrowing Roads and/or other ways to create more pedestrian/bike access
- Paving section of roadway between Station Avenue and Broadmeadow Road
- Setting a Town wide speed limit

#### **Budget Priorities – Funding**

**Select Board Member Assigned – Alison Manugian**

##### **Operating Budget**

- Establish the process to determine the minimal staffing needed in all departments to continue functioning without an override.
- Beginning with the Groton Fire Department, establish process and requirements for, and conduct an in-depth cost benefit analysis of any proposed increase in staffing

##### **Capital Budget**

- Considering input from the Town Manager and the Capital Planning Advisory Committee, review all town property and capital spending priorities for coming years

##### **Grant Funding**

- Conduct in-depth analysis of available grants to help offset operating budget pressures

#### **Structure of Government**

**Select Board Member Assigned – Becky Pine**

- Review and determine action to be taken by the Select Board and staff on items identified in the Master Plan
- Develop a 3-year schedule to meet with all committees under the Select Board's purview. Consider combining or eliminating committees with similar or overlapping roles

#### **Economic Development**

**Select Board Members Assigned – John Reilly and Matt Pisani**

- Work with Groton Business Association and Destination Groton Committee to develop new sources of revenue.
- Encourage efforts to establish more restaurants in Groton, specifically in the former Station House property and available commercial sites in the Four Corners area

#### **Ongoing Goals**

**All Members**

- Continue advocating for a predictable increase in State support for education and municipal functions
- Present a FY 2027 Budget in conjunction with Peer Boards that meets the Town of Groton and GDRSD needs
- Continue support of DEI Committee and Affordable Housing Trust



**SELECT BOARD MEETING MINUTES  
HYBRID MEETING  
MONDAY, AUGUST 25, 2025  
UN-APPROVED**

**Select Board Members Present:** John Reilly; Peter Cunningham; Alison Manugian, Clerk;

**Select Board Members Virtually Present:** Matt Pisani, Chair; Becky Pine, Vice Chair;

**Also Present:** Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Melisa Doig, Human Resources Director; Bud Robertson, Finance Committee Chair; Patricia DuFresne, Assistant Finance Director; Michael Hartnett, Acting Treasurer; Nancy Amari, Acting Tax Collector; Katie Kazanjian; Jeff Gordon, Groton Business Association; Jesse Tarbell, owner of Sterling Street Brewery; Jaydeep and Toralben Patel; Attorney Brian Akashian.

At 5:30 p.m., Mr. Cunningham made a motion to enter Executive Session pursuant to M.G.L., c. 30A, §21(a), Clause 3 – “To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and return to Open Session. Ms. Manugian seconded the motion. Roll Call: Reilly-aye; Cunningham-aye; Manugian-aye; Pisani-aye; Pine-aye.

Return to Open Session.

Chair Pisani called the meeting to order at 5:56 p.m. and reviewed the agenda.

**ANNOUNCEMENTS**

Mr. Cunningham announced there will be a Charter Review Committee public hearing held on Thursday, September 4<sup>th</sup>, at 7:00 p.m. at the Groton Town Hall.

Mr. Haddad provided an update on the appointment of the new Town Clerk, Grace Bannasch. He was pleased to announce that Ms. Bannasch's background investigation has returned clean. She will begin her role on Tuesday, September 2nd. The Moderator, Mr. Jason Kauppi, will swear her in at 8:30 a.m., and Mr. Haddad has invited members of the Board to attend. Mr. Cunningham wanted to clarify that she is from the Town of Shutesbury, not Shrewsbury.

Mr. Haddad explained that the Community Preservation Committee prefers to establish a trust agreement when transferring funds to the Affordable Housing Trust. He provided the Board with a copy of the grant agreement and explained that it had been approved during the prior transfer of funds. Mr. Pine noted that this is a recommended best practice from the consortium of the Community Preservation Act. Mr. Haddad said that the Spring Town Meeting allocated \$200,000 to the Housing Trust from Community Housing funds. He respectfully requested that the Board approve the grant agreement and authorize the Town Manager to sign on behalf of the Board.

*Ms. Manugian made a motion to authorize the Town Manager to sign the grant agreement for the Affordable Housing Trust. Mr. Reilly seconded the motion. Roll call: Reilly-aye; Cunningham-aye; Manugian-aye; Pisani-aye; Pine-aye.*

## **PUBLIC COMMENT PERIOD**

None

## **TOWN MANAGER'S REPORT**

### **1. Consider Ratifying the Town Manager's Appointment of Katie Kazanjian as the Treasurer/Tax Collector for the Town of Groton.**

Mr. Michael Hartnett, Acting Town Treasurer, and Ms. Nancy Amari, Acting Tax Collector, were in attendance along with Ms. Katie Kazanjian.

Mr. Haddad said he was very pleased to report that he has completed the search for a Town Treasurer/Tax Collector to replace Hannah Moller. He asked the Board to consider this his formal notification of his appointment of Katie Kazanjian of Townsend as Groton's Town Treasurer/Tax Collector. Mr. Haddad provided Ms. Kazanjian's resume for the Board's review and consideration. He stated that Ms. Kazanjian brings municipal experience, a strong work ethic, and great enthusiasm to the role. She will be a valuable addition to the Finance Team and the Town Hall Staff, and she will officially start on September 15<sup>th</sup>. Mr. Haddad expressed excitement for Ms. Kazanjian's start and mentioned they have a great transition plan. Mr. Haddad respectfully asked the Select Board to consider ratifying this appointment.

*Mr. Reilly made a motion to ratify the Town Manager's appointment of Katie Kazanjian as the Treasurer/Tax Collector for the Town of Groton. Mr. Cunningham seconded the motion. Roll call: Reilly-aye; Cunningham-aye; Manugian-aye; Pisani-aye; Pine-aye.*

### **2. Fiscal Year 2025 Fourth Quarter/Final Financial Update.**

Mr. Bud Robertson, Finance Committee Chair, and Ms. Patricia DuFresne, Assistant Finance Director, were present for the meeting to review and discuss the Fourth Quarter Revenue and Expenditure Report. Mr. Haddad reported that Fiscal Year 2025 was financially successful. He noted that the Town's revenues exceeded estimates, reaching 103% of the projected total. The Country Club also had a successful year, generating over \$1 million in revenue. Mr. Haddad mentioned that State Aid is meeting expectations and that licenses and permits continue to perform well. Although investment income did not match last year's figures due to the completion of the Florence Roche Elementary School, it was still a strong financial year for the Town. He believes the Board will be pleased with the Free Cash figure that will be certified in the Fall.

Ms. DuFresne highlighted that the Country Club's Revenue has exceeded \$1 million for the first time. She also mentioned that they are still expecting a 3% Marijuana Tax Revenue from the state for the Fourth Quarter, but they have already met the revenue budget even without that income. Mr. Haddad congratulated Ms. DuFresne for her careful tracking of all the details in the Report and thanked her for the excellent work.

### **3. Consider Setting the Stormwater Fee for Fiscal Year 2026.**

Mr. Haddad explained that the 2025 Spring Town Meeting approved the following budget for the Stormwater Utility for Fiscal Year 2026:

LINE	DEPARTMENT/DESCRIPTION	FY 2025 APPROPRIATED	FY 2026 TOWN MANAGER BUDGET	PERCENT CHANGE
	<b>STORMWATER UTILITY</b>			
	Stormwater Wages/Benefits	\$ 84,851	\$ 86,890	2.40%
	Stormwater Expenses	\$ 112,000	\$ 112,000	0.00%
	Stormwater Capital Outlay	\$ 51,000	\$ 51,000	0.00%
<b>500</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 247,851</b>	<b>\$ 249,890</b>	<b>0.82%</b>

Mr. Haddad explained that over the past three years, the Select Board has kept the Stormwater Fee at \$60. With a parcel count of 4,075, he recommended that the Board consider maintaining the \$60 fee for the fourth consecutive year.

*Ms. Manugian made a motion to approve a \$60 Stormwater Fee for Fiscal Year 2026. Mr. Reilly seconded the motion. Roll call: Reilly-aye; Cunningham-aye; Manugian-aye; Pisani-aye; Pine-aye.*

**4. Update from the Town Manager and Department of Public Works Director on the Squannacook River Dam- Discuss Next Steps.**

The discussion about the Squannacook Dam has been rescheduled for a future Select Board meeting.

**5. Review the First Draft of the 2025 Fall Town Meeting Warrant.**

Mr. Haddad stated that the Warrant closed on Thursday, August 21, 2025, and said that there are a total of 23 Articles, including one Citizen's Petition. Mr. Haddad recommended that the first 15 Articles could be included in a consent agenda. The public hearing on the Warrant is scheduled for September 15th. He said the Board of Assessors estimates that New Growth will come in at \$30 million, which will add an additional \$76,250 to the FY 2026 Anticipated Levy Limit. Unfortunately, the Final State Aid allocation for Groton was reduced by \$9,982 from the last estimate, leaving \$66,268 in available Levy Capacity. He provided the Board with the first draft of the 2025 Fall Town Meeting Warrant and summarized the available funds. Mr. Haddad reviewed the First Draft Warrant with the Board.

**Article 1:** Prior Year Bills- UMASS Memorial Health- Requested Amount: \$85.00

**Article 2:** Amend the Fiscal Year 2025 Town Operating Budget- Mr. Haddad reviewed the proposed amendments to the Operating Budget:

The Total Amounts Requested by Category:	Free Cash:	\$122,098
	Tax Levy:	\$ 36,894
	Cable Receipts:	<u>\$ 11.617</u>
		\$170,609

**Article 3:** Transfer Money into Capital Stabilization Fund- Requested Amount: \$900,000 from Free Cash to fund the anticipated Capital Budget.

**Article 4:** Transfer Money into the Stabilization Fund—Requested Amount: \$0



**Article 5:** Transfer money into the GDRSD Capital Stabilization Fund- Requested Amount: \$250,000 from Free Cash.

**Article 6:** Transfer Within the Water Enterprise Fund- Requested Amount: This is a placeholder.

**Article 7:** Transfer Within the Center Sewer Enterprise Fund- Requested Amount: This is a placeholder.

**Article 8:** Transfer Within the Stormwater Enterprise Fund- Requested Amount: \$50,000

**Article 9:** Assessors Quinquennial Certification-Requested Amount: \$30,000 from Free Cash.

**Article 10:** Repair to Fitch's Bridge Head Wall- Requested Amount: \$60,000 from Free Cash.

**Article 11:** Provide Funding to Maintain the Former Nod Road Landfill- \$100,000 from Free Cash.

**Article 12:** Repair Fire Alarm- Function Hall and Restaurant at the Country Club-\$60,000 from Free Cash.

**Article 13:** Engineering Funds for Complete Streets Grant Work- If that Grant is received, the Complete Streets will request \$30,000 from Free Cash for the engineering.

**Article 14:** Debt Service for Middle School Track- The Community Preservation Committee allocated \$70,000 for the Squannacook Railroad project, which will no longer proceed. Instead, they will use the funds to cover some of the debt service for the Middle School Track.

**Article 15:** Establishing Limits for Various Revolving Funds- To increase the spending limit of the Home Recycling Equipment Revolving Fund and the Senior Center Fitness Equipment Revolving Fund from \$10,000 to \$25,000.

**Article 16:** Proposed Amendments to the Groton Charter- A public hearing on the Proposed Amendments to the Charter will be held on Thursday, September 4<sup>th</sup> at 7:00 p.m. at the Groton Town Hall. Ms. Pine said she was uneasy with revisiting the appointment process in the Charter.

**Article 17:** Replace Self-Contained Breathing Apparatus for the Fire Department- Requested Amount: \$500,000. Mr. Haddad is recommending that these funds be borrowed and paid over five (5) years if the Town does not receive the grant.

**Article 18:** Squannacook River Dam- Requested Amount: This is a placeholder.

**Article 19:** Chapter 202 of the General Bylaws- "Transient Merchants"- Mr. Haddad explained that there are Transient Merchants going door to door in Town. This Article is to add a new chapter, Chapter 202, entitled "Transient Merchants".

**Article 20:** Amend Chapter 161- Licenses and Permits of the Groton Code-

**Article 21:** Prohibit the Use of Second-Generation Anticoagulant Rodenticides-

**Article 22:** Accept Bluebird Lane as a Town Way – A Road Acceptance Public Hearing will be held on September 15, 2025.

**Article 23:** Citizens' Petition - Authorization to Create an Advisory Committee - Mr. Haddad explained that proponents will be invited to the public hearing.

**6. Consider Approving an Amendment to the Agreement Between the Town of Groton and IAFF, Local 4879, to Add a Light Duty Provision to the Agreement.**

Mr. Haddad stated that the Select Board met in Executive Session earlier that evening to discuss an amendment to the Agreement between the Town of Groton and IAFF, Local 4879, to include a Light Duty Provision. He further explained that the Select Board reviewed and approved the amendment to the Agreement to add the Light-Duty Provision. Mr. Haddad respectfully requested the Board vote in public session to approve this amendment.

*Mr. Cunningham made a motion to approve the amendment to the Agreement between the Town of Groton and IAFF, Local 4879, to add a Light Duty Provision. Ms. Manugian seconded the motion. Roll call: Reilly-aye; Cunningham-aye; Manugian-aye; Pisani-aye; Pine-aye.*

**7. Proposed Select Board Meeting Schedule through Labor Day.**

Monday, September 1, 2025	No Meeting (Labor Day Holiday)
Monday, September 8, 2025	Regularly Scheduled Meeting
Monday, September 15, 2025	Regularly Scheduled Meeting
Monday, September 22, 2025	No Meeting
Monday, September 29, 2025	Regularly Scheduled Meeting
Monday, October 6, 2025	Regularly Scheduled Meeting
Monday, October 13, 2025	No Meeting (Indigenous Peoples' Day)
Saturday, October 18, 2025	2025 Fall Town Meeting
Monday, October 20, 2025	Regularly Scheduled Meeting (Possibly No Meeting)
Monday, October 27, 2025	Budget Guidance Meeting
Monday, November 3, 2025	Regularly Scheduled Meeting
Monday, November 10, 2025	No Meeting
Monday, November 17, 2025	Regularly Scheduled Meeting
Monday, November 24, 2025	Regularly Scheduled Meeting
Monday, December 1, 2025	No Meeting
Monday, December 8, 2025	Regularly Scheduled Meeting
Monday, December 15, 2025	Regularly Scheduled Meeting
Monday, December 22, 2025	Regularly Scheduled Meeting
Monday, December 29, 2025	No Meeting
Monday, January 5, 2025	No Meeting
Monday, January 12, 2026	Regularly Scheduled Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL**

**1. Finalize and Approve the Town Manager's Annual Performance Evaluation.**

Mr. Haddad stated that the Annual Performance Evaluation of the Town Manager has been completed. According to the Policy, the next step was for the Select Board Chair to present the final Evaluation to the full Board at a public meeting for approval. Once approved, it will be filed with the Town Clerk.

Mr. Pisani asked Ms. Pine, the Vice Chair, to present the Evaluation. She explained that the Town Manager's review received the highest rating, which was outstanding. She also noted that two members rated the review slightly lower than the other three members. There were written comments that accompanied the evaluation, and there was unanimous applause for the Town Manager's accomplishments over the past year. Mr. Pisani commented that the Town Manager did an excellent job, and the Evaluation reflects that. Mr. Haddad stated that he is only as good as the department heads that he works with and praised his great staff. He thanked and congratulated the staff and thanked the Board. Ms. Pine added that one of his strengths is drawing out the best in those he hires.

*Mr. Reilly made a motion to accept the Town Manager's Annual Performance. Mr. Cunningham seconded the motion. Roll call: Cunningham-aye; Pine-aye; Reilly-aye; Pisani-aye; Manugian-aye.*

**2. Review and Vote to Accept Deed for Monarch Path.**

Mr. Haddad respectfully requested the Select Board to vote to accept the Deed for Monarch Path.

*Mr. Cunningham made a motion to accept the Deed for Monarch Path. Ms. Manugian seconded the motion. Roll call: Reilly-aye; Cunningham-aye; Manugian-aye; Pisani-aye; Pine-aye.*

**3. Approve Intermunicipal Agreement for the Use and Expenditures of Certain Opioid Abatement Funds between the Towns of Groton, Ayer, Harvard, Bolton, Littleton, Shirley, and Pepperell.**

Ms. Patricia DuFresne was present for the discussion. She explained that they had drafted an Intermunicipal Agreement (IMA), but a few pieces were still missing; they had not yet chosen a host community. Mr. Haddad mentioned that they discussed hiring a professional to support all seven communities, but they are not moving forward with that plan. Ms. DuFresne said they cannot support a full-time position. The Towns decided to pool the money and give it to an organization instead. She explained that a Request for Proposals (RFP) has been drafted, and they will be interviewing organizations. Ms. DuFresne said the RFP will go out after the IMA is completed. Mr. Haddad provided the Draft (IMA) for the Town's use of and expenditures of certain opioid abatement funds among the Towns of Groton, Ayer, Harvard, Bolton, Littleton, Shirley, and Pepperell.

Mr. Haddad respectfully asked the Board to consider authorizing the IMA, contingent on a host community determination, and to allow the Town Manager to sign.

*Ms. Manugian made a motion to approve the IMA for the Use and Expenditures of Certain Opioids Abatement Funds among the towns of Groton, Ayer, Harvard, Bolton, Littleton, Shirley, and Pepperell, pending a host community determination, and to authorize the Town Manager to sign. If any community makes changes, Ms. DuFresne will return to the Board to discuss the updates to the IMA. Mr. Cunningham seconded the motion. Roll call: Cunningham-aye; Pine-aye; Reilly-aye; Pisani-aye; Manugian-aye.*

**4. Consider Approving a One-Day All Alcoholic Beverages License for the Groton Business Association for GrotonFest to be held on Saturday, September 27, 2025, from 10:00 a.m. to 4:00 p.m.**

Mr. Jeff Gordon from the Groton Business Association was in attendance along with Mr. Jesse Tarbell, the owner of Sterling Street Brewery. They submitted a request regarding GrotonFest to allow visitors to purchase beer and hard seltzers without being confined to a specific area for consumption. Mr. Gordon stated that Mr. Tarbell has done this many times. Mr. Tarbell mentioned they have worked with several towns for festivals. He explained that when they run these events, they provide all the necessary equipment, as well as TIPS certification. He said they will set up a table and a tent, check IDs, and only sell what they make. He added that they have done hundreds of these events. The license is with the Groton Business Association, and everything is in order.



There would be a limit of two beverages per person. Mr. Tarbell clarified that it is individual cans or drinks.

*Mr. Cunningham made a motion to approve a One-Day All Alcoholic Beverages License for the Groton Business Association for GrotonFest to be held on Saturday, September 27, 2025, from 10:00 a.m. to 4:00 p.m. Ms. Manugian seconded the motion. Roll call: Cunningham-aye; Pine-aye; Reilly-aye; Pisani-aye; Manugian-aye.*

**6:15 P.M. Public Hearing- Consider the Transfer of the Off-Premise All Alcohol Package Store License for the Groton Market, John Madigan, President, to Shreeumiya Kuldevi, DBA Groton Market, Jaydeep Patel, President, with Toralben Patel as the Manager.**

*Mr. Cunningham made a motion to open the public hearing. Ms. Manugian seconded the motion. Roll call: Cunningham-aye; Pine-aye; Reilly-aye; Pisani-aye; Manugian-aye.*

Mr. Haddad read aloud the public hearing notice into the record.

A public hearing was held to consider the transfer of the Off-Premise, All-Alcohol Package Store license for Groton Market, located at 235 Main Street, from John Madigan, President, to Shreeumiya Kuldev, DBA Groton Market, with Jaydeep Patel, President, and Toralben Patel as the Manager. The Select Board received a copy of the application for review.

Attorney Brian Akashian was present along with Jaydeep and Toralben Patel. Attorney Akashian explained that Mr. Patel currently holds a license for the business located at 127 Main Street, Country Farms. Both he and Mrs. Patel are familiar with the rules and regulations of the Town of Groton and the Alcoholic Beverages Control Commission (ABCC). Mrs. Patel will be managing the Groton Market, working forty to fifty hours a week. Attorney Akashian noted that she is TIPS certified and will use a scanner to verify customer IDs. He mentioned that the Patels are residents of Groton, and this location has been popular for many years, and they would like to maintain that success. Mr. Haddad added that the Patels have been excellent partners with the Town of Groton.

Mr. Reilly asked Mr. and Mrs. Patel if they planned to keep the same layout. Mr. Patel confirmed that it would remain the same, as Mr. John Madigan has it set up. Ms. Pine asked who Romula Roma was. Mr. Patel explained that he was the manager at 127 Main Street. Mr. Patel said Romula Roma is a director of the corporation.

**Public comment**

*Mr. Gus Widmayer, the property owner of 240 Main Street, Emerson Health building, said there have never been any complaints about the current owners, the Madigans, and welcomed the Patels to the neighborhood.*

*Mr. Chip Detwiler, of 22 Elm Street in Groton, wanted to thank Mr. Madigan for his fine wines and hopes Mr. Patel will keep the building the same.*

Ms. Pine commented that Mr. Madigan's store has been an asset to the community. She was pleased that the new owner lives in Groton and will manage the local liquor store. Ms. Pine welcomed the Patels.

*Mr. Cunningham made a motion to close the public hearing. Ms. Manugian seconded the motion. Roll call: Reilly-aye; Cunningham-aye; Pisani-aye; Manugian-aye; Pine-aye.*

*Mr. Cunningham made a motion to grant the transfer of the license of 235 Main Street, from John Madigan, President, to Shreeumiya Kuldev, DBA Groton Market, with Jaydeep Patel, President, and Toralben Patel as the Manager. Ms. Manugian seconded the motion. Roll call: Reilly-aye; Cunningham-aye; Pisani-aye; Manugian-aye; Pine-aye.*

#### **OTHER BUSINESS**

None

#### **On-Going Issues**

- A. PFAS Issue- None
- B. UMass Satellite Emergency Facility - Mr. Haddad was pleased to announce that the Conservation Commission and Stormwater Committee have approved their permits for UMass. The Planning Board closed the public hearing and is hopefully issuing the decision later that week. He explained that the State approvals are still pending. Mr. Haddad said all three Boards were very thorough and did a great job.
- C. PILOTs-None
- D. Fire Department Staffing -None

#### **SELECT BOARD LIASON REPORTS**

None

#### **Approval of the Regularly Scheduled Meeting of August 11, 2025**

*Ms. Pine made a motion to approve the regular meeting minutes of August 11, 2025, as presented. Mr. Cunningham seconded the motion. Roll call: Cunningham-aye; Pine-aye; Reilly-aye; Pisani-aye; Manugian-aye.*

Mr. Cunningham announced that the Groton Firefighters' Association will be having its annual drive-through Chicken Barbeque to be held on Monday, September 1<sup>st</sup>, at the Fire Department.

The Select Board adjourned at 7:31 p.m.

Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager.