

**SELECT BOARD/FINANCE COMMITTEE MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, JULY 13, 2020**

**SB Members Virtually Present:** Alison S. Manugian, Chair; Joshua A. Degen, Vice Chair; John F. Reilly, Clerk; John R. Giger, Member; Rebecca H. Pine, Member

**FinCom Members Virtually Present:** Mary Linskey; Bud Robertson; Art Prest; Scott Whitefield; Gary Green; David Manugian

**Also Virtually Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Melisa Doig, HR Director; Patricia Dufresne, Town Accountant; Jonathan Greeno, Principal Assistant Assessor; Michael Hartnett, Tax Collector/Treasurer; Mike Luth, Police Chief; Officer Casey O'Connor; Laura Chesson, Superintendent; Sherry Kersey, GSRSD Business Manager; Michael Bouchard, Town Clerk; Nik Gualco, Conservation Administrator; Cheney Harper, Sargisson Beach Committee Member; Alex Woodle; School Committee Members: Marlena Gilbert; Brian LeBlanc; Rafael Glod; Fay Raynor

Mr. Robertson called the Finance Committee to order at 7:00pm.

Ms. Manugian called the meeting to order at 7:00pm and reviewed the agenda.

**ANNOUNCEMENTS**

Mr. Haddad introduced Officer Casey O'Connor to the Police Department and explained her journey through the Academy. He said that they were excited to bring Officer O'Connor on board. Officer O'Connor thanked everyone for having her adding she was looking forward to joining the department full time.

Mr. Prest thanked Mr. Haddad for all his hard work during this unprecedented time and thought they were lucky to have him.

Ms. Pine announced the forum that was being held next Monday, July 20, 2020 at 7pm to discuss their Town, Police Department and proposed police reform.

Ms. Gilbert called the GDRSC to order at 7:05pm.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that they received an email last night from Alex Woodle about a couple of things he had seen going on at Sargisson Beach and his concerns. Mr. Woodle said that he was kayaking yesterday and saw a horse swimming near Sargisson Beach, that there were powerboats beached and dogs running loose all at the beach. He said he was also concerned that there were no porta toilets at the beach.

Mr. Haddad said that because the beach was officially closed, there were no protocols for NABH to test the water at Sargisson Beach. Ms. Manugian asked if NABH could test the water if the beach was swim at your risk. Mr. Gualco said he hadn't specifically asked that but thought that if the beach wasn't open the testing wouldn't be done. Mr. Gualco said that they received two applicants for Park Ranger and would be interviewing candidates shortly. Mr. Giger asked if they posted somewhere that the beach wasn't being tested. Mr. Gualco said that there were three signs posted that said there were no life guards and that the beach wasn't being tested. Ms. Harper said that they should come up with some regulations that horses not be allowed at the beach. Mr. Gualco said that dogs were allowed on the beach but needed to be leashed and they needed to stay out of the swimming area.

Ms. Pine said that the Conservation Commission or Sargisson Beach Committee should come up with some rules about horses in the public water bodies. She said that it was bad behavior, but that the Ranger wouldn't have stopped it because of the hour of the day adding she didn't think that changing any decisions about opening or closing Sargisson Beach was going to change anything. Mr. Haddad said he thought that the Select Board could make a

decision to ban horses and dogs from the beach under their local state of emergency. Mr. Haddad said that under the non-criminal disposition, the police could fine people for not obeying the rules.

*Mr. Degen moved that they adopt a no horses at the beach policy and that people found to be in violation of this could be fined by the Police Department under non-criminal disposition. Ms. Pine seconded the motion.*

Ms. Manugian said she wasn't sure how horses were any different from dogs. She said that the beach either needed to be open for testing, porta toilets, etc. or shut down completely.

*Roll Call: Pine-aye; Degen-aye; Manugian-aye; Reilly-aye; Giger-aye*

*Mr. Degen moved that they authorize the Town Manager through the Conservation Administrator to have a porta toilet installed in the parking lot and cleaned daily at Sargisson Beach. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Reilly-aye; Giger-aye*

*Mr. Degen moved to authorize the Town Manager to investigate water quality testing on a weekly basis at Sargisson Beach and to hire a testing facility for a fee not to exceed \$1,500 through Labor Day or hire NABH to do so if they are willing to. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Reilly-aye; Giger-aye*

Mr. Degen said that if in two weeks things hadn't improved, he would be making a motion to close down the beach and parking area.

#### **CARES ACT/COVID FUNDING**

Mr. Haddad talked briefly about the three plans the district had to come up with to comply with the Department of Education. Mr. Haddad reviewed funds left in Cares Act funding and explained that the needs of NVTHS was going to be around \$25K preliminarily. Mr. Haddad said that he was estimating about \$750K in free cash, that unexpended tax capacity was about \$295,000, that stabilization was at \$2M, that the capital stabilization fund had \$554K and GDRSD's capital stabilization was \$234K. Ms. DuFresne said that there was \$196K left in this year's free cash. Mr. Haddad said that the \$750K included the \$196K.

There was a brief discussion about concerns over unknowns relating to tax revenue and the possibility that residents may have trouble paying their tax bills because of continued layoffs.

Dr. Chesson reviewed categories of expenses they were looking at for the upcoming school year to include safety and PPE, technology, training, special education and staffing. She reviewed and outline of preliminary costs they were anticipating needing to cover the models they were drafting. Mr. Haddad said that those known and estimated costs totaled \$1.4M. Dr. Chesson said that there were additional items that they didn't have estimated for yet also. Dr. Chesson said that after FEMA grants and the allotment of funds from the Governor, they were looking at a \$945K shortfall. Ms. Gilbert said that the added positions being proposed were temporary positions but that they would have to anticipate unemployment once the temporary status was no longer needed. Dr. Chesson said that they had not factored in unemployment costs. Ms. Linskey asked for some clarification on technology and storage costs that they had estimated already and those same not yet estimated yet. Mr. Degen asked what type of buy in they had from the teachers with the models and asked how they planned for coverage if there was a sickness or outbreak. Dr. Chesson said that they would match up at risk teachers with at risk students as an example. She said there was additional guidance coming out this week on in school learning vs. hybrid learning vs. remote learning. Mr. Degen said that they needed to look at what capital could be deferred and possibly use a town meeting vote to use the GDRSD capital stabilization fund to help the schools with their needs. Mr. Prest said he was concerned they would see a COVID monster in Groton if they send the children back to school.

Mr. Haddad said that the Town Department heads were putting together estimates for COVID related funding on the Town side. He said that he was recommending that they provide the district with \$600K to help with their costs. Mr. Giger asked if



the temporary employees could be 1099 employees and if not, were they entitled to benefits. Dr. Chesson said that they were not 1099 employees and benefit costs were included in their estimates.

Ms. Gilbert said that it would be helpful for the Superintendent to have an idea from the Town on how much money would be available to them. Mr. Haddad said he would like to recommend that they set aside \$600K of Cares Act money for the schools district, \$245K in unexpended tax capacity and \$234K in GDRSD capital stabilization, to be brought to Town Meeting for a vote to appropriate, so that the District would have about \$1.1M from Groton to help with COVID related costs. Mr. Degen said he was fine with the Cares Act money being recommended, but thought they needed to leave a 10% contingency for the Town, should the municipality need it. He said he was not okay taxing the unexpended tax capacity at this time. Mr. Haddad said he wanted to make as much money as possible available to the District. Mr. Degen suggested waiting on the unexpended tax capacity.

Mr. Giger said that if they were going to set an amount that night, they needed to set an amount for Nashoba Tech also. He said he agreed with Mr. Degen's concerns about taxing the unexpended tax capacity.

*Mr. Degen moved to designate \$650K of Cares Act funding for the GDRSD. Mr. Giger seconded the motion. Roll Call: Manugian-aye; Pine-aye; Degen-aye; Giger-aye; Reilly-aye*

Dr. Chesson thanked the Town for their support with this adding nothing about this was comfortable.

*Mr. Giger made a motion to set aside \$25K for Nashoba Tech out of the Cares Act money. Mr. Degen seconded the motion. Roll Call: Manugian-aye; Pine-aye; Degen-aye; Giger-aye; Reilly-aye*

#### **INTERMUNICIPAL AGREEMENT – FLORENCE ROCHE**

Mr. Haddad said that the School District had a AA bond rating whereas the Town had a AAA bond rating. He said that the interest difference would total about \$3.2M for the Florence Roche project based on the bond rating difference. He said that the Town of Groton taxpayers would be responsible for this debt. He said that bond counsel wrote the intermunicipal agreement and was recommending that the school district and town sign the agreement so the Town could move forward with the bonding when appropriate. Mr. Robertson asked if there was any liability on the Town side if the Town owned the building. Mr. Degen said that they needed to ask Town Counsel to look at this. Ms. Pine said they should go ahead and do this adding it was a huge savings for the Town. Mr. Haddad said he was comfortable with the draft provided by bond counsel but agreed that Town Counsel and Counsel of the District review it as well based on the suggestion by Mr. Degen.

#### **POLLING LOCATION – NOVEMBER ELECTION**

Mr. Haddad said that they wanted to ask the School Committee if it would be possible to use the Middle School as a polling location for the November 3rd presidential election. He said this request would require the School District to close schools that day. He said that the statistics showed that that the three polling locations in place now would not accommodate an 85% turnout anticipated for the upcoming presidential election. Ms. Gilbert said she had no issue with working collaboratively with the Town on this one. Ms. Pine said she supported this idea but thought they should look at it on a permanent basis. Mr. Degen suggested moving all precincts to the middle school. The Board would wait to hear from the School District.

The School Committee adjourned by unanimous roll call vote at 9:14pm.

#### **TOWN MANAGER'S REPORT - CONT.**

2. Mr. Haddad reviewed the proposed line item transfers for FY20 totaling \$135,901.15 as provided to the Board in their packet.

*Mr. Robertson moved that the Finance Committee accept the line item transfers as proposed by the Town Manager. Mr. Manugian seconded the motion. Roll Call: Linskey-aye; Whitefield-aye; Robertson-aye; Green-aye; Prest-aye; D. Manugian-aye*

*Ms. Pine moved to accept the proposed line transfers for year ending FY20. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

3. Mr. Haddad said that the pool had been open for a couple of weeks now adding they had no problems what-so-ever. Mr. Haddad reviewed the pool utilization since reopening. Mr. Haddad said that because they had not been filling all reservations, they would like to open the pool to non-residents too. He said that for the first hour of each day, reservations would be solely for Groton residents and non-residents could reserve time after that first hour. Ms. Carol Wright said that they had only been at capacity one time since they opened the pool. She said that there were 12 squares of seating that could be reserved. Ms. Pine said she was okay with opening this up to non-residents but asked if they could open it up for grandparents to bring their grandchildren. Mr. Degen said he didn't want to open it up to non-residents. He said that they were already 1/2 way through July and didn't think the risk reward was there. Ms. Pine said that the protocols were in place to protect public health. She said that there was revenue potential they were not able to capitalize on if they didn't open it to non-residents.

*Ms. Pine moved to extend the opportunities to make a reservation to Groton families that included grandparents bringing their grandchildren and residents of other towns and that non-residents be included in the reservation system. Mr. Reilly seconded the motion.*

Mr. Giger said that they needed to figure out wording on the waivers so that grandparents could bring their grandchildren. Ms. Manugian asked if this was addressing an issue. Mr. Giger said it was an issue about numbers for the Country Club. Mr. Degen said he understood trying to help the books but it wasn't all about profit. Mr. Haddad said that the Board authorized a capacity number, allowed them to have lifeguards with protocols in place but that use by Groton residents only wasn't being utilized fully.

*Ms. Pine withdrew her original motion and moved that they allow families that include people that do not live permanently in Groton to access the pool as long as they meet the protocols and must sign the liability waiver. Mr. Degen seconded the motion.*

Mr. Giger asked how many requests there had been. Ms. Wright said she had had 10-15 requests from non-residents about allowing this.

*Roll Call: Manugian-aye; Reilly-aye; Pine-aye; Degen-aye; Giger-aye. The motion passed 3-2 in favor.*

*Ms. Pine moved to allow people who do not live in Groton use of the pool with the same rules as Groton residents but during a later timeslot. Mr. Reilly seconded the motion.*

Mr. Degen said that they were opening a can of worms if they voted for this. Ms. Pine asked if they were limiting golf to just Groton residents. Mr. Giger said that they took risk in opening the pool adding it seemed to be going well but that he could not vote to add to their risk.

*Roll Call: Manugian-aye; Degen-aye; Giger-aye; Pine-aye; Reilly-aye. The motion failed 3-2 against.*

4. Mr. Haddad said he didn't see a need to change their COVID protocols at Town Hall with the exception of allowing Town Hall employees to bring takeout food into Town Hall to consume at their desk.
5. Mr. Haddad said that they instituted a 14-day quarantine for those that travel outside of new England, New York and New Jersey. He said that they currently had a couple of employees who were quarantining due to travel adding if an employee was able to work from home during those 14 day, that they would allow them to do that.



6. Mr. Haddad said that the Governor removed the statewide ban on reusable bags at stores. Mr. Giger said they needed to discuss their new bag bylaw when the use of plastic bags was removed completely adding their local bylaw was supposed to take effect on July 1, 2020.
7. Mr. Haddad said that there was some confusion over employees at the Transfer Station wearing masks. He said that if the employees were close to the public, they would wear masks but if they were not close to employees or the public, and were able to socially distance, they weren't required to wear masks.
8. Mr. Haddad said it was time to call for the 2020 Fall Town Meeting. He asked the Board to call for the Fall Town Meeting to occur on Saturday, October 3, 2020 with the warrant to open that evening and close on Thursday, August 6, 2020. Mr. Haddad said that the Town Meeting would be held outside on the field behind Florence Roche as they had done for the Spring Town Meeting,

*Mr. Degen moved to open the 2020 Fall Town Meeting warrant effective tonight, Monday, July 13, 2020 and close it on Thursday, August 6, 2020 at the end of the business day. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Reilly-aye; Manugian-aye; Giger-aye*

*Mr. Degen moved to call for the 2020 Fall Town Meeting on Saturday, October 3, 2020 at 10:00am with a rain date of Sunday, October 4, 2020 at 1:00pm. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Reilly-aye; Manugian-aye; Giger-aye*

9. Mr. Haddad said it was time to start the annual review of the Town Manager. He asked the Chair to certify that all board members could participate and to ask the Town Manager to start his self-evaluation. Ms. Manugian certified the members and asked Mr. Haddad to complete his section of the review.
10. Mr. Haddad said that a resident had approached the office about changing the name of Redskin Trail as it was found to be racist. He said that a couple of residents they had heard from did not want to see the roads name changed. He said that the problem with changing the name of a street required a lot of behind the scenes things by the residents, such as changing checks, statements, etc. He said that the only costs for the Town would be to change the street sign, file the name change at the Registry of Deeds and update plans. He asked the Board for their thoughts.

Ms. Pine said she would like to explore ways to change the road name but thought they should hear from all the residents. Ms. Pine said she didn't think it was something they should unilaterally change and suggested that they ask the residents to do it. Mr. Haddad said that the resident did not want to file it and thought the Town should and consume all costs. Mr. Giger said it was important that they get down on paper exactly what fees that Town would pay for. Ms. Manugian said it would only be the fees as described by the Town Manager. Mr. Haddad said it would include recording plans, registry costs, updated GIS maps and maps for the Police and Fire Departments and street signs. Mr. Degen said that this street name was a derogatory name but asked where this would end. He said that part of the charge of the Diversity Task Force could be to look at all street names. Ms. Manugian said that that made sense.

11. Mr. Haddad reviewed the schedule of the Board for the next couple of weeks. There was a discussion about Select Board goals and Town Manager goals coming up on July 29th. Mr. Degen said he didn't see any need to have separate goals adding that the Town Manager always helped them work to complete their goals.
12. Mr. Haddad asked for approval for the Town Manager and a member of the Select Board to sign the warrants for the next 30 days. Mr. Degen offered to sign the warrants with the Town Manager. Ms. Manugian thanked Mr. Giger for taking on this task for the last few months.

*Ms. Pine moved to authorize Josh Degen to sign the warrants with the Town Manager through August 13, 2020. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Degen-aye; Reilly-aye; Manugian-aye; Giger-aye*

### **ON-GOING ISSUES**

B: Mr. Haddad said that the sprinkler system contractor was mobilizing on the Prescott School the next day.

H: Mr. Haddad said that the generator at the Highway Garage had been installed. He said that the lawn needed to be re-seeded and the final coat needed to be placed on the driveway to finish the project. He said that they could plan an open house post COVID.

### **MINUTES**

Ms. Pine moved to approve the minutes of June 29, 2020 as corrected. Mr. Giger seconded the motion. *Roll Call: Pine-aye; Reilly-aye; Manugian-aye; Giger-aye; Degen-abstain*

Ms. Manugian adjourned the Select Board meeting at 10:09pm.

Mr. Robertson adjourned the FinCom meeting at 10:09 pm.

respectfully *submitted*:

Dawn Dunbar, Executive Assistant

Date Approved: 7/27/2020 (Select Board)



## TOWN OF GROTON

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

## Select Board

Alison S. Manugian, *Chair*  
Joshua A. Degen, *Vice Chair*  
Rebecca H. Pine, *Clerk*  
John R. Giger, *Member*  
John F. Reilly, *Member*

**Town Manager**  
Mark W. Haddad

### SELECT BOARD MEETING

MONDAY, JULY 13, 2020

#### AGENDA

#### VIRTUAL MEETING

BROADCAST ON ZOOM AND THE GROTON CHANNEL

PURSUANT TO GOVERNOR'S EXECUTIVE ORDER

CONCERNING THE OPEN MEETING LAW

ZOOM MEETING ID: 828 6272 8323

7:00 P.M. Announcements and Review Agenda for the Public

7:05 P.M. Public Comment Period

I. 7:10 P.M. Town Manager's Report

1. Select Board's Agenda Schedule
2. Address Any Changes in Emergency Protocols – Update on Town Action – Update on Country Club Pool Status – Discuss Presidential Election Polling Locations
3. Review Any New Information from the Commonwealth
4. Approve FY 2020 Line Item Transfers
5. Call for and Open the Warrant for the 2020 Fall Town Meeting
6. Start the Annual Review of the Town Manager
7. Discuss/Consider Request to Change the Name of Redskin Trail
8. Update on Select Board Schedule through Labor Day

II. 7:15 P.M. In Joint Session with the Finance Committee and Groton Dunstable Regional School Committee – Discuss CARES Act Funding and Intermunicipal Agreement for Florence Roche Debt

#### OTHER BUSINESS

- Consider Extending Signing Authority of Town Manager and One Member of Select Board to Sign Warrants for 30 Days

#### ON-GOING ISSUES – For Review and Informational Purposes

- A. Corona Virus
- B. Prescott School Sprinkler System Project
- C. Water Department – Manganese Issue
- D. MS4 Permit
- E. Polystyrene Containers
- F. Green Communities Application and Implementation
- G. Florence Roche Elementary School Feasibility Study
- H. Highway Garage Renovations

#### SELECT BOARD LIAISON REPORTS

III. Minutes: Virtual Meeting of June 29, 2020

#### 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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John F. Reilly, *Member*

**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

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

**Subject:** *Weekly Report*

**Date:** *July 13, 2020*

1. In addition to the Town Manager's Report and an update on the On-going issues list, there is one item scheduled on Monday's Agenda. The Select Board will be meeting in joint session with the Finance Committee and Groton Dunstable Regional School District Committee to discuss two matters. First, the School Superintendent has developed a budget (copy enclosed with this report) for the funding the School District needs to comply with State Protocols to open the schools in the Fall. While some of these costs can be covered by funding from the State for this specific purpose, it does not provide enough funding. The Town may be able to provide the District with some of the CARES Act Funding set aside for the Town of Groton. The second issue is the proposed Intermunicipal Agreement between the Town and the School District that would authorize the Town of Groton to borrow the money for the construction of a new Florence Roche Elementary School. Also enclosed with this report is a memorandum I prepared on the subject and a copy of the draft IMA for your review and consideration. We can discuss both of these issue in more detail at the meeting.
2. The following is a summary of issues and action items for the Board's review and consideration:
  - a. The opening of the Town Hall to the public has gone very well. Residents/Users of the Town Hall have complied with all protocols, including social distancing guidelines and the wearing of masks. At this time, I do not see a need to change any of the protocols with one exception. I am going to allow employees to bring in takeout food as long as they do not share the food and continue to eat at their desks.
  - b. The opening of the Groton Country Club pool under the protocols approved by the Select Board has gone off without any problem. Residents utilizing the pool have followed the protocols and there have been no reported issues. Enclosed with this report are the statistics showing the utilization. There is availability for greater usage of the pool. To that end, both Shawn Campbell and I would ask the Select Board to consider opening the pool to non-residents. Residents would still have the first opportunity to schedule a time at the pool, and then we would open it up to non-residents. I would respectfully request that the Board approve this change in pool protocols at Monday's meeting.

***Continued on next page – Over >***



## Patricia DuFresne

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**From:** Mark Haddad  
**Sent:** Monday, July 13, 2020 11:47 AM  
**To:** Pigeon, Denise; Patricia DuFresne; Dawn Dunbar  
**Subject:** RE: CARES Act Funding

**Categories:** Zoom Meetings

Hi Denise:

Below is the Zoom Invite. I've asked our Town Accountant and my Assistant to join us. Can you please forward the invite to Jeanne. Thanks.

Mark

Mark Haddad is inviting you to a scheduled Zoom meeting.

Topic: Meet with Nashoba Tech

Time: Jul 13, 2020 03:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84093138397?pwd=cHUyMDVjQW1Jc0JQc0lIdFltN2hzQT09>

Meeting ID: 840 9313 8397

Password: 881267

One tap mobile

+19292056099,,84093138397# US (New York)

+13017158592,,84093138397# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 840 9313 8397

Find your local number: <https://us02web.zoom.us/j/khUMSDRzG>

**From:** Pigeon, Denise <dpigeon@nashobatech.net>

**Sent:** Monday, July 13, 2020 11:25 AM

**To:** Mark Haddad <mhaddad@townofgroton.org>

**Subject:** Re: CARES Act Funding

zoom works.

On Mon, Jul 13, 2020 at 11:24 AM Mark Haddad <mhaddad@townofgroton.org> wrote:

Yes! That's perfect. Phone or zoom?

## Patricia DuFresne

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**From:** Mark Haddad  
**Sent:** Monday, July 13, 2020 9:06 AM  
**Cc:** Dawn Dunbar; Patricia DuFresne; Michael Hartnett; Jonathan Greeno; Melisa Doig; Sherry Kersey; Laura Chesson (lchesson@gdrsd.org)  
**Subject:** Additional Information for Tonight's Meeting  
**Attachments:** Groton\_Cares\_Act\_Confirmation.pdf; Final Covid Budget Submitted June 2020.pdf

Good Morning:

In preparation of tonight's meeting, Select Board Chair Manugian requested that I provide you with the balances in our various reserve accounts, plus an estimate of what we expect our Free Cash to be certified at in September. In addition, she requested that I provide you with what we submitted to the State for our first CARES Act allotment. Attached is that budget and the certification of what we have received thus far. Please note that Groton has \$1,003,878 in CARES Funding. We have received \$163,947 thus far, leaving a balance of \$839,931.

In addition, I have reached out to Nashoba Tech for their needs. In FY 2020, Groton's share of their needs is \$1,263. For FY 21, I hope to meet with the Superintendent later this afternoon to get a handle on FY 21. I will have an update for you at tonight's meeting.

The following are the balances in the various reserve accounts:

Free Cash Estimate (Haddad Estimate):	\$750,000
Unexpended Tax Capacity (Haddad Estimate):	\$295,647
Stabilization Fund:	\$2,037,373.03
Capital Stabilization Fund:	\$554,129.98*
GDRSD Capital Stabilization Fund:	\$234,946.05

\*Please note that there is \$346,570 in Capital Requests that were removed from the Spring Town Meeting Warrant. At this point, we have not decided what, if any, we will bring forward to the Fall.

Please let me know if you have any additional questions or concerns. See you tonight.

Mark

**Mark W. Haddad**

Town Manager  
Town of Groton  
173 Main Street  
Groton, MA 01450  
(978) 448-1111  
FAX: (978) 448-1115  
[mhaddad@townofgroton.org](mailto:mhaddad@townofgroton.org)



**ADDITIONAL  
EXPENSES  
RE-OPENING  
FALL 2020**

# **CATEGORIES OF EXPENSES**

- SAFETY AND PPE
  - INSTRUCTIONAL MATERIALS AND SET-UP
  - TECHNOLOGY
  - TRAINING, PROFESSIONAL DEVELOPMENT, AND PLANNING
  - SPECIAL EDUCATION
  - STAFFING
-



## SOURCES OF POSSIBLE FUNDED

- INITIAL DISTRICT CARES ACT MONIES 39K
  - FEMA
  - CARES ACT FUNDS FROM TOWNS
  - FUNDS RECENTLY ANNOUNCED BY GOVERNOR'S OFFICE AS PER PUPIL FUNDING 22\$ / student = 540K
-

# REPRESENTATIVE ITEMS IN EACH CATEGORY

## SAFETY

- PPE (\$15,000 - represents 25% which will not be reimbursed from FEMA) *60K total*
- NURSE'S OFFICE EQUIPMENT AND ISOLATION ROOMS - \$9,000

## INSTRUCTIONAL MATERIALS

- ADDITIONAL MATERIALS DUE TO RESTRICTIONS ON SHARING - \$5,000
  - INSTRUCTIONAL SET -UP (STORAGE OF FURNITURE, REPLACEMENT) - \$42,000
  - ADDITIONAL TECHNOLOGY - \$77,339
-



## REPRESENTATIVE ITEMS IN EACH CATEGORY

### PD/PLANNING

- MANDATED SAFETY TRAININGS - \$13,000
- TEACHER PLANNING FOR NEW MODELS - \$60,000
- ADDITIONAL PD ON SOCIAL/EMOTIONAL SUPPORTS - \$2400

### SPECIAL EDUCATION

- EXTRA SERVICES TO MAKE UP FOR SERVICES MISSED - \$80,000
  - ADMINISTRATIVE ASSIST SUPPORT TO EXPEDITE DOCUMENTS - \$3,000
  - ADDITIONAL HOURS FOR SPED MEETINGS, IN-PERSON CALLS, ETC.  
\$17,500
-

## REPRESENTATIVE ITEMS IN EACH CATEGORY

### STAFFING

- ADDITIONAL STAFF FOR INTERVENTION - \$44,000
  - ADDITIONAL STAFF TO COVER LUNCHEES, MAIN ENTRANCES, DO SCREENINGS \$20,000
  - ADDITIONAL STAFF TO REDUCE CLASS SIZE TO ALLOW FOR SOCIAL DISTANCING AT MIDDLE SCHOOL - \$330,820
  - BUILDING SUBSTITUTES TO COVER FOR AT RISK TEACHERS AND ALLOW FOR SOCIAL DISTANCING AT ELEMENTARY SCHOOLS- \$380,800
  - ADDITIONAL NURSING COVERAGE - \$45,000
-



## ADDITIONAL COSTS NOT YET ESTIMATED

- ADDITIONAL BUS TRANSPORTATION TO ALLOW FOR SOCIAL DISTANCING
  - ADDITIONAL FURNITURE TO ALLOW FOR MAXIMIZING OF SPACE
  - ADDITIONAL TECHNOLOGY TO ALLOW TEACHERS TO STREAM INSTRUCTION TO MULTIPLE CLASSROOMS
  - ADDITIONAL TECHNOLOGY FOR GRADES K - 2 (GRADES 3 - 12 ARE CURRENTLY ONE-TO-ONE)
  - COMMERCIAL GRADE TENTING BY ELEMENTARY AND MIDDLE SCHOOLS TO ALLOW FOR MASK BREAKS, OUTSIDE TEACHING, OUTSIDE PPE IN INCLEMENT WEATHER
  - ADDITIONAL STORAGE FOR EXTRA FURNITURE THAT NEEDS TO BE STORED
-

## PROPOSED LINE ITEM TRANSFERS FOR YEAR END 2020

### FUNDING NEEDED

(Line Items in Deficit)

Line Item Number	Ledger Number	Account	Amount Needed	Reason
1020	5115	124 Town Manager Salaries	\$ 2,816.73	Vacation Sell Back Provision
1061	5120	141 Assessors Wages	\$ 229.20	Formula Error
1071	5120	145 Treasurer/Collector Wages	\$ 5,804.29	Health Ins Opt Out
1101	5120	154 IT Committee Wages	\$ 182.81	Formula Error
1132	5400	161 Town Clerk Expenses	\$ 883.38	General Code Update
1212	5400	175 Planning Board Expenses	\$ 2,509.11	OS bills
1220	5120	176 ZBA Wages	\$ 337.61	Longevity Paid
1300	5115	210 Police Dept. Salaries	\$ 13,750.10	Vacation Payout Retiree
1310	5115	220 Fire Department Salaries	\$ 59,835.95	New Deputy Salary (11/2019)
1240	5115	241 Building Inspector Salaries	\$ 24,615.76	Succession Planning Inspector in Training
1552	5471	420 Tipping Fees	\$ 3,000.00	Solid Waste Activity OS bills
1660	5115	610 Library Salaries	\$ 3,574.84	Retiree Vacation Pay Out
1701	5120	640 Country Club Wages	\$ 5,438.34	Lifeguards for Pool June
1702	5400	640 Country Club General Expenses	\$ 440.00	Programming for Pool/OS bills
2007	5925	752 ST Interest	\$ 12,254.47	Budgeted Interest Shortage
3011	5400	915 EE Life Insurance	\$ 228.56	Additional Enrollments
<b>TOTAL</b>			<b>\$ 135,901.15</b>	

### FUNDING FROM

(Line Items with Surplus)

1301	5120	210 Police Wages	\$ 13,750.10	Reduced OT Usage
1311	5120	220 Fire Wages	\$ 59,835.95	Waged EE moved to Sal
1370	5120	235 Dispatch Wages	\$ 32,953.00	Grant support received
1661	5120	610 Library Wages	\$ 3,574.84	Personnel Turnover
	5400	914 Health Insurance Expense	\$ 25,787.26	Reduction in plan enrollment / rates
<b>TOTAL</b>			<b>\$ 135,901.15</b>	
<b>Net Transfer</b>			<b>\$ -</b>	



## TOWN OF GROTON

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

## Select Board

Allison S. Manugian, *Chair*  
Joshua A. Degen, *Vice Chair*  
Rebecca H. Pine, *Clerk*  
John R. Giger, *Member*  
John F. Reilly, *Member*

**Town Manager**  
Mark W. Haddad

**To:** *Select Board  
Groton Dunstable Regional School Committee  
Finance Committee*

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

**Subject:** *Funding the Florence Roche Elementary School Construction Project*

**Date:** *June 23, 2020*

The purpose of this memorandum is to recommend a process to the Groton Dunstable Regional School Committee, Select Board and Finance Committee on the most efficient, economical and cost-effective manner in which to borrow the funds should the Town of Groton approve the proposed construction of a new Florence Roche Elementary School.

Currently, based on the Regional Agreement and Massachusetts General Law, Chapter 71, Section 16(d), the School District would be the entity to borrow the funds for the project. According to the Law, to incur the debt for the construction of a new Florence Roche Elementary School, the District must provide written notice of the amount of the debt and of the general purposes for which it was authorized to the Select Boards in Groton and Dunstable not later than 7 days after the date on which the debt was authorized by the district school committee. Once notice is received by the Towns, the district cannot incur the debt until the expiration of 60 days after the date on which the debt was authorized. This allows Groton and/or Dunstable to hold a Town Meeting for the purpose of approving/disapproving the amount of debt authorized by the district committee. If voters at Town Meeting reject the Debt during this period, the District cannot incur the debt. If Groton and/or Dunstable does not hold a Town Meeting within the 60-day period to approve/disapprove the project, their consent is assumed.

Groton would most certainly hold a meeting (and corresponding debt exclusion election), while Dunstable may choose not to since they will not be responsible for any of the debt service for the project. There is no assurance that Dunstable will decide not to hold a Town Meeting and may feel obligated to hold the meeting as a member of the District. Should they choose to hold a meeting and the voters reject the debt, several more steps are required to ultimately allow the project to proceed. Regardless of what Dunstable decides to do in this case, the borrowing entity for the \$80 million project would be the Groton Dunstable Regional School District. They would bond for the project and, in turn, bill the Town of Groton for the Debt Service each year.



**Select Board**  
**GDRSD Committee**  
**Finance Committee**  
**June 23, 2020**  
**page two**

This process may not be cost effective for the taxpayers and residents of Groton. The current Bond Rating of the School District is A1, while that of the Town of Groton is AAA. We checked with our Financial Advisor and asked for data on the different interest rates seen today on bond issues with similar ratings. The difference can be staggering. The interest rate difference could be anywhere from .25 to .35 percent difference between an A1 and AAA Bond rating. On an \$80 million bond over twenty-five years, this could lead to an additional \$3.1 million in interest payments. This is certainly not in the best interest of the taxpayers.

Based on this, it would make the most financial sense if the Town of Groton bonded for the project given our strong Bond Rating. However, as stated earlier, there is no provision in the Regional Agreement to allow the Town of Groton to bond the project for the District. According to Bond Counsel, the School District can enter into an Intermunicipal Agreement with the Town of Groton to bond for the project on their behalf. I have attached a copy of the proposed Agreement to this memorandum for your review.

No action by Town Meeting is required to approve this intermunicipal agreement. Per the Intermunicipal Agreement Statute (M.G.L. c. 40, s. 4A) approval would require a vote of the Groton Select Board and the Groton Dunstable Regional School Committee.

I would like to schedule a joint meeting between the Select Board, School Committee and Finance Committee to discuss this in more detail. Please let me know what is convenient for all Boards.

MWH/rjb

cc: Patricia DuFresne – Town Accountant  
Michael Hartnett – Town Treasurer/Collector  
Dr. Laura Chesson – Superintendent of Schools  
Sherry Kersey – Business Manager  
Florence Roche School Building Committee  
enclosure

**TOWN OF GROTON**  
**GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT**  
**INTERMUNICIPAL AGREEMENT**

This Intermunicipal Agreement (the "Agreement") is entered into under and pursuant to Section 4A of Chapter 40 of the Massachusetts General Laws ("Section 4A"), by and between the Town of Groton, Massachusetts (the "Town"), acting by and through its duly elected Select Board, by vote of said body on \_\_\_\_\_, 2020 and the Groton-Dunstable Regional School District, (the "District"), acting by and through its Regional District School Committee (the "School Committee") by vote duly adopted on \_\_\_\_\_, 2020. In consideration of the mutual covenants and agreements set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and the District hereby agree as follows:

1. RECITALS.

- a. The Town is generally authorized by the Massachusetts General Laws to finance, acquire land for, construct, originally equip and furnish public buildings.
- b. The District was duly established pursuant to Chapter 71, Sections 16 to 16I, inclusive of the General Laws, and by an agreement between the Towns of Groton and Dunstable, Massachusetts (collectively, the "Member Towns"), (the "District Agreement") to provide secondary education for pupils in grades pre-kindergarten to 12 residing within the Member Towns.
- c. Pursuant to Chapter 71, Sections 16(c) and (d), of the General Laws, the District is authorized to construct, reconstruct, add to, remodel, make extraordinary repairs to, equip, organize and operate schools for the benefit of its Member Towns, and to incur indebtedness for these purposes.
- d. The District has determined that there is a need for constructing a new Florence Roche Elementary School, located at 342 Main Street in Groton, Massachusetts, to serve pupils residing in the

Town, which project would necessarily involve the payment of all costs incidental and related thereto by the Town in accordance with the District Agreement (the "Project").

e. The District Agreement provides that the incurring of indebtedness to finance public school facilities within the Member Towns shall be incurred by the District.

f. The Massachusetts School Building Authority ("MSBA") has advised that the District is the entity legally entitled to receive any school building assistance grants that may be approved on account of the Project, but that any such grants that may be approved in the future on account of the Project shall, nevertheless, be credited to the Town, as more fully provided for herein.

g. The Town has a more favorable long term credit rating than does the District, and would expect to obtain more favorable interest rates on its bonds and notes, than would the District.

2. FINANCING OF THE PROJECT. The District authorizes the Town to act on its behalf and exercise all of its legal powers and duties with respect to the financing of the Project and the authorization and issuance of bonds and notes therefor. The Town shall authorize and incur its own general obligation indebtedness in order to finance all costs of the Project, which indebtedness shall be issued at such times and in such as amounts, as shall be sufficient to meet the cash flow requirements of the Project. Proceeds of any such borrowings shall be paid to the District within \_\_ days of the receipt thereof by the Town. Within such amounts appropriated by the Town to pay costs of the Project, the District shall obtain all necessary professional and other services necessary to carrying out the Project and shall oversee all aspects thereof. The Town shall issue its bonds or notes from time to time, in consultation with the District, so that the District can make timely payments of Project costs. The Town shall pay all costs of the Project. All amounts payable on account of principal and interest on any bonds or notes issued by the Town to finance the Project, and all other costs incidental or related thereto, shall be paid directly by the Town. The District shall not be liable for the repayment of any debt issued by the Town to finance the costs of the Project. Any and all school building assistance grants paid by the MSBA to the District on account of the Project, pursuant to Chapter 70B of the General Laws, as



amended, or pursuant to any other authority, shall be applied by the District as a credit to sums otherwise payable by the Town to the District on account of the Project, thereby reducing, by a like amount, the total borrowing authorized by the Town to pay costs of the Project.

3. RECORD KEEPING. As required by Section 4A, the Town and the District shall maintain accurate and comprehensive records of services performed, costs incurred and reimbursements and contributions received on account of the Project; shall provide for the performance of regular audits of such records; and shall provide periodic financial statements with respect to Project expenditures.

4. TERM. The term of this Agreement shall be 10 years from the date hereof, or such lesser term as shall be necessary to complete the Project, including the audit/close-out of the Project by the MSBA.

5. AMENDMENTS. Any provision of this Agreement may be amended by an amendment approved by vote, duly adopted, by the Select Board of the Town and by vote, duly adopted, by the Regional District School Committee. No modification or waiver of any provision of this Agreement shall be valid unless duly authorized as an amendment hereof and duly executed by the Town and the District.

6. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of The Commonwealth of Massachusetts.

7. COUNTERPARTS. This Agreement may be signed in any number of counterparts, all of which taken together, shall constitute one and the same instrument, and any party hereto may execute this Agreement by signing one or more counterparts.

[The balance of this page is intentionally blank.]

IN WITNESS WHEREOF, the Town by its Select Board and the District by its Regional District School Committee, each duly authorized, have executed this Agreement under their respective seals as of the \_\_\_\_ day of \_\_\_\_\_, 2020.

GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT

By \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Regional District School Committee

(DISTRICT SEAL)

TOWN OF GROTON

By \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Select Board

(TOWN SEAL)



## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1111  
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## Select Board

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Joshua A. Degen, *Vice Chair*  
Rebecca H. Pine, *Clerk*  
John R. Giger, *Member*  
John F. Reilly, *Member*

**Town Manager**  
Mark W. Haddad

**To:** *All Departments, Boards, Committees and Commissions*

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

**Subject:** *Fall Town Meeting- October 3, 2020*

**Date:** *July 14, 2020*

Please be advised that at the regularly scheduled meeting of the Select Board held on Monday, July 13, 2020, the Board voted to open the Warrant for the 2020 Fall Town Meeting. The Warrant will close at the close of business on Thursday, August 6, 2020.

All articles should be submitted in writing to the Select Board as soon as possible to allow for as much time for legal and financial review. All articles should be submitted with a written summary. These summaries will be included in the Fall Town Meeting Warrant so they must be submitted with the proposed Article. The following is the timeline:

Monday, July 13, 2020 -	Warrant for 2020 Fall Town Meeting Opens
Thursday, August 6, 2020 -	Warrant for 2020 Fall Town Meeting Closes
Monday, August 10, 2020 -	Select Board conducts first review of Articles
Monday, August 24, 2020 -	SB - FINCOM Public Hearing on Articles
Monday, September 14, 2020 -	Select Board finalizes Warrant
Friday, September 18, 2020 -	Post Warrant
Saturday, October 3, 2020 -	2020 Fall Town Meeting

As has been the case in the past, please plan on attending any meeting of the Select Board in which they review an article you have submitted. I will provide all Departments, Boards, Committees and Commissions with a schedule once it is developed.

Thank you for your attention to this matter. Please feel free to contact me with any additional questions or concerns.

MWH/rjb

cc: Select Board  
Michael Bouchard - Town Clerk  
Jason Kauppi - Town Moderator  
Town Counsel