

Select Board Meeting Packet

September 23, 2019

This is the Select Board preliminary preparation information packet. The content of this package is subject to change between when it is released and the start of the Select Board meeting. Such changes will not be posted to the web site before the meeting. If you see an item or items in the preliminary preparation package that are important to you, please attend the meeting in person.



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*
John F. Reilly, *Clerk*
John R. Giger, *Member*
Rebecca H. Pine, *Member*

Town Manager
Mark W. Haddad

**SELECT BOARD MEETING
MONDAY, SEPTEMBER 23, 2019
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL**

- 6:00 P.M. Select Board Work Shop – Review and Consider Budget Issues to Formulate Budget Guidance for the Town Manage for the Fiscal Year 2021 Budget
- 7:00 P.M. Regularly Schedule Meeting - 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. Consider Ratifying the Town Manager's Appointment of Matthew Beal as a Patrol Officer for the Groton Police Department and Bane as the Police Dog for the Groton Police Department
 3. Consider Taking Positions on the Various Warrant Articles and Finalize the Warrant
 4. Review and Approve Revised Charge of the Capital Planning Committee
- II. 7:15 P.M. Continuation – Public Hearing – Warrant for the 2019 Fall Town Meeting

OTHER BUSINESS

ON-GOING ISSUES – For Review and Informational Purposes

- A. Senior Center Building Project
- B. Town Hall Renovations
- C. Prescott School Sprinkler System Project
- D. Water Department – Iron and Manganese Issue
- E. MS4 Permit
- F. Green Communities Application and Implementation
- G. Proposed Policy on Major Initiative Planning
- H. Charter Approval/Implementation of New Provisions
- I. Route 119 Crosswalk Installation
- J. Florence Roche Elementary School Feasibility Study
- K. Library Roof Repair
- L. Highway Garage Renovations
- M. Pepperell Landfill

SELECT BOARD LIAISON REPORTS

- III. Minutes: Regularly Scheduled Meeting of September 9, 2019
Regularly Scheduled Meeting of September 16, 2019
- IV. Executive Session – Pursuant to M.G.L. c. 30A, §21(a) Clause 3 – “To discuss strategy with regard to collective bargaining or litigating if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.”

ADJOURNMENT

Notes 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 Report*

Date: *September 23, 2019*

1. Please note that Monday's Meeting will begin at 6:00 p.m. The Board will be holding a workshop to discuss potential budget guidance for Fiscal Year 2021. The Tri-Board will be meeting Monday morning to review updated information on the Fiscal Year 2021 Budget. Depending on the outcome of that meeting, I will forward that information to the Board prior to your meeting Monday afternoon. The regular meeting will commence at 7:00 p.m. In addition to the Town Manager's Report and an update on the on-going issues list, the Board will continue to the public hearing on the 2019 Fall Town Meeting Warrant. The latest draft of the Warrant is enclosed with this report. At the conclusion of the public hearing, I will be requesting that the Board approve the Warrant for posting. The only additional item to be added to the Warrant will be the Town Manager's Report to the 2019 Fall Town Meeting. I will complete the report later this week and provide it to the Board under separate cover.
2. I am pleased to be making two appointments to the Groton Police Department. First, I have appointed Matthew Beal as a Police Officer. Mr. Beal lives in Townsend and graduated from North Middlesex Regional High School in 2015. He interned with the Groton Police Department in 2016 and was appointed as a Reserve Officer on January 16, 2018 after graduating from the Boylston Reserve and Intermittent Police Academy. He just graduated from Fitchburg State University's Criminal Justice Police Concentration Program with a Bachelors in Criminal Justice and full-time certification from the Municipal Police Training Committee. I am pleased to make this appointment and would respectfully request that the Board consider ratifying this appointment at Monday's meeting. I am also pleased to be appointing Bane as the new Groton Police Dog. Bane is 10 months old and comes highly recommended. He and his Training Officer, Greg Steward, will be attending training sessions for the next several months. I would respectfully request that the Board consider ratifying this appointment as well.
3. I would respectfully request that the Board consider taking positions on the various Warrant Articles contained in the 2019 Fall Town Meeting Warrant. To assist the Board in making your decisions, attached to this report is the latest draft of the Warrant. In addition, I am repeating my Town Manager's Report from last week in which I explained the various articles. I have updated this section to reflect recommendations from the Finance Committee:

Continued on next page – Over >

3. **Continued:**

Article 1 – Unpaid Bills - There are two unpaid bills for Town Meeting consideration in the amount of \$3,195. One bill is to A-1 Odd Jobs for three banners that were hung in June, 2019. The second bill is from Waste-Zero in the amount of \$3,045. The funding would come from Free Cash.

Article 2 – Amend the Fiscal Year 2020 Town Operating Budget – At this time, there are two proposed amendments (tax levy increase) to the budget. The first amendment is to add \$13,000 to the Town Accountant's Budget to pay for additional licenses and software upgrades to our accounting software package. The second amendment is to increase the debt service budget by \$70,393 to cover the interest payment in FY 2020 for the Bond Anticipation Notes on the DPW Project and Library Roof. The impact on the tax rate is as follows:

- Town Accountant Software Upgrade - \$13,000 will add \$0.01 to the tax rate and add \$4.59 to the average tax bill.
- Debt Service Increase - \$70,393 will add \$0.04 to the tax rate and add \$18.36 to the average tax bill.

The Finance Committee supports the debt service appropriation, but would like to see the Accounting Software reduced to \$10,000 and fund it from Free Cash. The remaining \$3,000 should be found in the operating budget. We can discuss this further at Monday's meeting.

Article 3 – Transfer within the Water Enterprise Fund – The Water Commission will be seeking a transfer from their Excess and Deficiency Fund of \$150,000 to pay for engineering costs to provide solutions to the Iron and Manganese issue.

Article 4 – Transfer Money within the Sewer Enterprise Fund – It is anticipated that this article will be withdrawn from consideration as no additional funding is needed at this time.

Article 5 – Transfer Money into the Capital Stabilization Fund – The current balance in the Capital Stabilization Fund is \$171,958. The Financial Policies states that the Capital Stabilization Fund should be 1.5% of the Town's Operating Budget (\$39,811,627), or \$597,175. To reach this level would require a minimum appropriation of \$425,217. The proposed Capital Plan for FY 2021 currently calls for \$901,240 in proposed requests. During the budget process it will be reduced to around \$500,000. Given the fact that we leave approximately \$200,000 in this fund annually, we will be requesting a transfer of \$500,000 from Free Cash to fund the FY 2021 Capital Budget. At this time, it is anticipated that the following will be requested (**please note that this will be subject to change during the development of the FY 2021 Operating and Capital Budgets**):

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3. Continued:

Highway	Pick-Up Trucks	\$	40,000
Highway	Intermediate Truck	\$	60,000
Highway	Dump Truck	\$	40,000
Town Facilities	IT Infrastructure/Computer Purchase	\$	40,000
Town Facilities	Municipal Building Exterior Repairs	\$	25,000
Town Facilities	Paint Police Station/Roof Repairs	\$	50,000
Town Facilities	Country Club Roof	\$	50,000
Transfer Station	Tractor Trailer Unit/Trash Trailer	\$	40,000
Park Department	Property Improvements	\$	25,000
Police	Police Cruisers	\$	113,140
Country Club	Golf Carts	\$	25,000
Country Club	Triplex - Greens Mower	\$	5,100
Total		\$	513,240

Article 6 – Transfer Money in the Stabilization Fund – The current balance in the Stabilization Fund is \$1,988,036. The Financial Policies state that the Stabilization Fund should be 5% of the Town’s Operating Budget (\$39,811,627), or \$1,990,582. This would require a minimum appropriation of \$2,546 from Free Cash. Depending on the interest earned over the next two months, we may not need an appropriation to satisfy the Financial Policies.

Article 7 – Transfer Money into the GDRSD Capital Stabilization Fund – The current balance in this fund is \$214,160. The Fiscal Year 2021 District Capital Plan will require the Town to pay \$475,000 for its share of the Plan. This will require an appropriation of \$261,000 from Free Cash to cover the Town’s expense in FY 2021. I have provided the Board with a copy of the District’s FY 2021 Capital Budget under separate cover.

Article 8 – Install Crosswalk Signage on Main Street – The anticipated cost of this lighted signage is \$15,000. This funding would come from Free Cash.

Article 9 – Community Preservation Funding Recommendations – This Article is a placeholder in the event that additional funding is needed for the installation of the Sprinkler System at the Prescott School. Currently, we are anticipating that bids will be due the week before Town Meeting. We will update the Board as we get closer to Town Meeting.

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3. **Continued:**

Article 10 – Update Assessors’ Maps/Cyclical Inspections – The total amount requested under this Article has been amended to \$21,600 and it will come from Free Cash. We are no longer requesting funding to update the Assessors’ Maps. I have amended the Article to reflect this change. The Assessors’ need to start their cyclical inspections to comply with Massachusetts Department of Revenue requirements that requires every property in Town be inspected once every five years. The Finance Committee recommends that this funding come from Free Cash in FY 2020, but it should be added to the FY 2021 Operating Budget.

Article 11 – Funding for Stormwater Strategy – The Town would like to hire a consultant to assist the Town in determining a funding strategy to cover the expenses required to comply with the Town’s MS4 Permit. The proposed cost to retain these services is \$15,000 and it would come from Free Cash. It is anticipated that the annual expense for compliance could be anywhere from \$250,000 to \$500,000 annually. The purpose of hiring a consultant is to determine the best way to cover this expense on an annual basis. Once the strategy is determined, we will return to the Spring Town Meeting in 2020 for approval.

Article 12 – Amend Bylaws – Ban Single Use Plastic Bags – If approved, this Bylaw would ban the use of Single Use Plastic Bags by all commercial establishments in Groton effective July 1, 2020

Article 13 – Purchase Trimper Property – This Article authorizes the Conservation to apply for a Land Program Grant to offset the cost of acquiring this parcel. It is a 42-acre parcel with frontage on Martins Pond Road. The cost of acquisition is \$400,000, with an anticipated Grant Reimbursement (if approved) of approximately \$243,000.

Article 14 – Establish Transfer Station Revolving Fund – From the Warrant Summary: *“This Article will allow the DPW Director to collect fees from municipalities who utilize the new glass pulverizing plant at the transfer station, and then expend those fees for the purpose of general up-keep and maintenance on that equipment. A spending limitation of \$10,000 annually is suggested for this account, and expenses will be managed by the DPW Director.”*

Article 15 – Establish Senior Center Revolving Fund – From the Warrant Summary: *“This Article will allow the Council on Aging Director to collect fees from individuals who utilize the new fitness equipment at the Senior Center, and then expend those fees for the purpose of general up-keep and maintenance on that equipment. It is expected that the fund balance in this account will eventually accumulate to also cover replacement of equipment as this becomes necessary. A spending limitation of \$10,000 annually is suggested for this account, and expenses will be managed by the Council on Aging Director.”*

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3. **Continued:**

Article 16 – Acceptance of Amelia Way as a Town Way – The Select Board has held the public hearing on this Road and has accepted the layout and will recommend acceptance of the Roadway to the 2019 Fall Town Meeting.

Article 17 – Acceptance of Mockingbird Hill Road - The Select Board needs to conduct a public hearing to accept the layout of the Road as approved by the Planning Board and DPW Director. Once the layout is accepted, Town Meeting can formally adopt the Road as a Town Way.

Free Cash has been certified by the Department of Revenue at \$1,335,762. If every Article passes as proposed by the Town Manager, the total amount of Free Cash appropriated would be \$818,341, leaving a balance of \$517,421. Enclosed with this report is a spreadsheet showing the various appropriations for the various articles.

4. As discussed at your meeting on September 9th, Bud Robertson, Josh Degen and I have met to review and update the proposed Charge for the Capital Planning Advisory Committee. The final proposed Charge is attached to this report for your review and approval. Should the Board approve the Charge, we will advertise the vacancies and send it to the original applicants to see if they are still interested in serving on the revised Committee. In addition, Bud, Josh and I also discussed how to deal with Major Initiatives as discussed in the previous Charge. Bud Robertson had proposed a process to the Board that the Finance Committee thought was the best way to address this issue. Also attached to this report is a memorandum from me to the Select Board and Finance Committee outlining this process. We can discuss this in more detail at Monday's meeting.

MWH/rjb
enclosures

REVISED: 09/19/2019

Warrant, Summary, and Recommendations

TOWN OF GROTON



2019 FALL TOWN MEETING

Groton-Dunstable Middle School Auditorium
344 Main Street, Groton, Massachusetts 01450

Beginning Monday, October 21, 2019 @ 7:00 PM

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting



Town Meeting Access for Voters with Disabilities

Parking – Universally accessible parking spaces are available in the parking lot in front of the Groton Dunstable Middle School South. There is a ramp providing access from the parking lot to the front door of the Middle School.

Wheelchair Accessible & Companion Seating – Wheelchair spaces, seating for people with mobility issues and companion seats are available in the center aisle on both sides of the auditorium.

Sign Language – A Sign Language Interpreter will be provided for the hearing impaired, upon request, at least one week prior to the meeting.

Speaking at Town Meeting – There will be volunteers available to bring hand-held microphones to voters who have mobility issues or cannot stand in line and wait at the microphones.

Restrooms – Accessible restrooms are available near the entrance to the auditorium.

Transportation to Town Meeting - The Council on Aging van will be available to Groton residents attending Town Meetings at no charge. All riders will be at the meeting prior to the start. However, the van will depart the school at 10 PM regardless of the status of the meeting. The van is wheelchair accessible. Your reservation can be made by calling the Senior Center at 978-448-1170. Seats will be filled on a first come, first serve basis.

Questions or concerns - If you or a member of your household has questions or would like to request a sign language interpreter, please contact ADA Coordinator Michelle Collette at Town Hall at 978 448-1105 at least one week before the Town Meeting.

**FALL TOWN MEETING WARRANT
OCTOBER 21, 2019**

Middlesex, ss.
Commonwealth of Massachusetts
To any Constable in the Town of Groton

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Auditorium, 344 Main Street, Groton, Massachusetts in said Town on Monday, the twenty-first day of October, 2019 at Seven O'clock in the evening, to consider the following:

ARTICLE LISTINGS

Article 1	Prior Year Bills	3
Article 2	Amend the Fiscal Year 2020 Town Operating Budget	3
Article 3	Transfer within Water Enterprise Fund	3
Article 4	Transfer within Sewer Enterprise Fund	4
Article 5	Transfer Money into the Capital Stabilization Fund	4
Article 6	Transfer Money into the Stabilization Fund	4
Article 7	Transfer Money into the GDRSD Capital Stabilization Fund	5
Article 8	Install Crosswalk Signage on Main Street	5
Article 9	Community Preservation Committee Funding Recommendations	6
Article 10	Update Assessors Maps/Cyclical Inspections	6
Article 11	Funding for Stormwater Master Plan	7
Article 12	Amend Bylaws – Ban Single-Use Plastic Bags	7
Article 13	Purchase Trimper Property	10
Article 14	Establish Transfer Station Revolving Fund	11
Article 15	Establish Senior Center Revolving Fund	11
Article 16	Acceptance of Amelia Way as a Town Way	12
Article 17	Acceptance of Mockingbird Hill Road as a Town Way	12
	Report of the Town Manager to the 2019 Fall Town Meeting	15

ARTICLE 1: PRIOR YEAR BILLS

To see if the Town will vote to transfer from available funds a sum or sums of money for the payment of unpaid bills from prior fiscal years, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: *Town Meeting approval is required to pay bills from a prior fiscal year. A list of unpaid bills will be provided at Town Meeting.*

ARTICLE 2: AMEND THE FISCAL YEAR 2020 TOWN OPERATING BUDGET

To see if the Town will vote to amend the Fiscal Year 2020 Operating Budget as adopted under Article 4 of the 2019 Spring Town Meeting and vote to raise and appropriate and/or transfer from available funds a sum or sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2020, or to take any other action relative thereto.

FINANCE COMMITTEE
SELECT BOARD
TOWN MANAGER

Select Board:
Finance Committee:

Summary: *The Fiscal Year 2020 Town Operating Budget was approved at the 2019 Spring Town Meeting in April, 2019. Any changes to this Budget would have to be made prior to setting the tax rate. The purpose of this article is to make any necessary changes to balance the FY 2020 Operating Budget. Please see the Town Manager's Report contained in the back of this Warrant for an explanation outlining the proposed changes.*

ARTICLE 3: TRANSFER WITHIN WATER ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Water Enterprise Fund Surplus to the Fiscal Year 2020 Water Department Operating Budget for general expenses, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

Select Board:
Finance Committee:
Water Commissioners:

Summary: *This article will request a transfer of funds from Water Surplus to help fund the Fiscal Year 2020 Water Department's Operational Expenses.*

ARTICLE 4: TRANSFER WITHIN SEWER ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Sewer Enterprise Fund Surplus to the Fiscal Year 2020 Sewer Enterprise Department Budget for general expenses, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

Select Board:
Finance Committee:
Sewer Commission:

Summary: *This article will request a transfer of funds from Sewer Surplus to help fund the Fiscal Year 2020 Sewer Department's Operational Expenses.*

ARTICLE 5: TRANSFER MONEY INTO THE CAPITAL STABILIZATION FUND

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 added to the sum already on deposit in the Capital Stabilization Fund, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: *As of the Printing of this Warrant, the Fund has a balance of \$171,958. The financial management goal is to achieve and maintain a balance in the Capital Stabilization Fund equal to 1.5% of the total annual budget. The target amount for the Capital Stabilization Fund will be provided at Town Meeting.*

ARTICLE 6: TRANSFER MONEY INTO THE STABILIZATION FUND

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 added to the sum already on deposit in the Stabilization Fund, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: *As of the printing of this Warrant, the balance in this fund is \$1,988,036. The financial management goal is to achieve and maintain a balance in the Fund equal to 5% of the total annual budget. The target amount for the Fund will be provided at Town Meeting.*

ARTICLE 7: TRANSFER MONEY INTO THE GDRSD CAPITAL STABILIZATION FUND

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 added to the sum already on deposit in the Town of Groton Capital Stabilization Fund for the Groton Dunstable Regional School District, or to take any other action relative thereto.

TOWN MANAGER

Select Board:
Finance Committee:

Summary: *As of the printing of the Warrant, the balance in this fund is \$214,160. This fund covers the Town of Groton's share of the Groton Dunstable Regional School District Committee's long-range Capital Plan to address its capital needs. The target amount will be provided at Town Meeting.*

ARTICLE 8: INSTALL CROSSWALK SIGNAGE ON MAIN STREET

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 engineering and installation of lighted crosswalk signage, and all costs related and associated thereto at the crosswalk located at the Groton Dunstable Middle School on Main Street, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: *The Town, through a grant from the Department of Transportation's Complete Streets Program, has installed lighted crosswalk signage at almost every crosswalk on Main Street. These lighted signs have dramatically improved pedestrian safety up and down Main Street. One Crosswalk that has not been addressed is the one located at the Florence Roche Elementary/Groton Dunstable Regional Middle School. The Select Board would like to install a lighted sign at this location as well.*

ARTICLE 9: COMMUNITY PRESERVATION FUNDING RECOMMENDATIONS

To see if the Town will vote to adopt and approve the recommendations of the Community Preservation Committee for Fiscal Year 2020, and vote to implement such recommendations by appropriating a sum or sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, and by authorizing the Select Board, with the approval of the Community Preservation Committee, to acquire, by purchase, gift or eminent domain, such real property interests in the name of the Town, or enforceable by the Town, including real property interests in the form of permanent affordable housing restrictions and historical preservation restrictions that will meet the requirements of Chapter 184 of the General Laws, as may be necessary or proper to carry out the foregoing, or to take any other action relative thereto.

CPC Proposal A: Prescott School Sprinkler System \$TBD

Summary: The 2018 Spring Town Meeting appropriated funding from the Community Preservation Account to install a sprinkler system at the Prescott School. Bid specifications, asking for a "Design/Build" concept was adopted for the bidding strategy. Unfortunately, sprinkler installation companies were not interested on bidding on this kind of project. Based on this, the Friends of Prescott, with the support of the Town Manager, has gone back to the CPC and requested permission to expend some of the funds authorized for this project on the design of the system. The Friends have now designed the system and gone back out to bid. Bids were due on October 16th (after the Warrant went to Print). In the event that the bids come in higher than the remaining balance of the project (approximately \$225,000), this Article will seek the additional funding from Community Preservation Funding to pay for the entire project. This Article should be considered a placeholder for this purpose. Should bids come in under the remaining balance, this Article will be withdrawn.

**Select Board:
Finance Committee:
Community Preservation Committee:**

COMMUNITY PRESERVATION COMMITTEE

ARTICLE 10: ASSESSORS CYCLICAL INSPECTIONS

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money, to be expended by the Town Manager, for the purpose of starting the cyclical inspection process of inspecting every property in town within the Department of Revenue's five year period guidelines, said inspections to commence in the Spring of 2020 and to continue every year thereafter, or to take any other action relative thereto.

BOARD OF ASSESSORS

**Select Board:
Finance Committee:**

Summary: *The Assessors' Office is required to perform inspections of every property in Town to comply with Massachusetts Department of Revenue Guidelines. Cyclical inspections are required to be performed on a yearly basis to cover the entire Town in a five (5) year span.*

ARTICLE 11: FUNDING FOR STORMWATER STRATEGY

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 of retaining consultants and engineers to assist the Town in developing a Stormwater funding strategy, and all costs associated and related thereto, to comply with Massachusetts Small Municipal Separate Storm Water Sewer System General Permit (MS4), or to take any other action relative thereto

**TOWN MANAGER
DPW DIRECTOR**

**Select Board:
Finance Committee:**

Summary: *The Municipal Separate Stormwater Sewer System Permit (MS4) was created to address Stormwater sewer systems in Municipalities. Stormwater typically contains a number of pollutants, such as oil and grease from roadways and parking lots, pesticides and fertilizers from lawns, sediment from construction sites, sand and dirt from roadway maintenance practices, and carelessly discarded trash such as cigarette butts, wrappers, and plastic bottles. When these pollutants enter water bodies, they can contaminate drinking water supplies, hinder recreation activities, and harm aquatic and other wildlife habitats. In addition to washing pollutants into our surface waters, improperly managed storm water runoff can result in soil erosion and flooding. The purpose of the MS4 Permit is to ensure Municipalities are addressing this issue. To that end, the Town of Groton needs to develop a strategy to address the expense of stormwater runoff. The purpose of this article is to provide funding to hire consultants to help the Town develop a funding strategy.*

ARTICLE 12: AMEND BYLAWS – BAN SINGLE-USE PLASTIC BAGS

To see if the Town will vote to amend the General Bylaws of the Town by creating a new Chapter 200 entitled "Single-Use Plastic Bags" as follows:

CHAPTER 200 – Single-Use Plastic Bags

§ 200-1. Purpose and intent.

- A. The production and use of thin-film, single-use plastic checkout bags have significant impacts on the environment, including but not limited to: contributing to the potential

death of marine animals through ingestion and entanglement, contributing to pollution of the land environment, creating a burden to solid waste collection and recycling facilities, clogging storm drainage systems. Single-Use plastic bags require the use of millions of barrels of crude oil nationally for their manufacture, and are not biodegradable. They gradually disintegrate into minute particles which absorb toxins contaminating the food chain including the food humans eat.

- B. The goal of this bylaw is to reduce the common use of plastic checkout bags and to encourage the use of reusable bags by consumers, thereby reducing local land and marine pollution, advancing solid waste reduction, protecting the Town's unique natural beauty and irreplaceable natural resources, and improving the quality of life for the citizens of the Town.

§ 200-2. Definitions.

As used in this article, the following terms shall have the meanings indicated:

ASTM D6400 — The American Society for Testing and Materials (ASTM) International Standard Specification for Compostable Plastics.

CHECKOUT BAG — A bag with or without handles provided by a store to a customer at the point of sale that is intended for the purpose of transporting food or merchandise out of the store.

COMPOSTABLE PLASTIC BAG — A plastic bag that conforms to the current ASTM D6400 standard specifications by a recognized verification entity.

PRODUCT BAG —

- A. A bag in which loose produce, bulk items, unwrapped baked goods or prepared food, or other products are placed by the consumer to deliver such items to the point of sale or checkout area of the store; or
- B. A bag that contains or wraps foods to retain moisture or to segregate foods (like meat or ice cream) or other items to prevent contamination or damage when the items are placed together in a recyclable bag or reusable bag. Bags without handles used to cover clothing such as a dry-cleaning bag are not included in this definition.

RECYCLABLE PAPER BAG — A paper bag that is 100% recyclable and contains at least 40% post-consumer recycled content, and displays in a visible manner on the outside of the bag:

- A. The word "recyclable" or a symbol identifying the bag as recyclable; and
- B. A label identifying the bag as being made from post-consumer recycled content and the percentage of post-consumer recycled content in the bag.

REUSABLE BAG — A bag that is either:

- A. Made of cloth or other machine-washable fabric; or

- B. Made of plastic other than polyethylene or polyvinyl chloride that is durable, non-toxic, and generally considered a food-grade material, and is more than four mils in thickness.

SINGLE-USE PLASTIC CHECKOUT BAG — A plastic checkout bag that is less than four mils thick and is not a compostable plastic bag.

STORE — Any commercial enterprise selling goods, food or services directly to the public, whether for or not for profit, including, but not limited to, convenience and grocery stores, markets, restaurants, pharmacies, liquor stores, take-out food purveyors, and merchandise retailers.

§ 200-3. Use regulations.

- A. No store in the Town shall provide to any customer a single-use plastic checkout bag. Existing stock should be phased out within six months of July 1, 2020, and any remaining stock should be disposed of properly.
- B. If a store provides checkout bags to customers, it may only provide reusable bags, recyclable paper bags or compostable plastic bags.
- C. If a store provides product bags to customers, the bag shall comply with the requirements of being either a reusable bag, recyclable paper bag or compostable bag.

§ 200-4. Administration and enforcement.

- A. This bylaw may be enforced by any Town police officer or agent of the Board of Health or other individuals appointed by the Town Manager.
- B. A person, individually or by his servant or agent, who violates any provision of this bylaw may be penalized by a noncriminal disposition pursuant to MGL c. 40, § 21D, and the Town's noncriminal disposition bylaw. The following penalties apply:

- [1] First violation: a written warning.
- [2] Second violation: fine of \$100.
- [3] Third violation: fine of \$200.
- [4] Fourth and subsequent violations: fine of \$300.

- C. Each day the violation continues constitutes a separate violation.

§ 200-5. Effective date.

This bylaw takes effect on July 1, 2020.

SELECT BOARD

**Select Board:
Finance Committee:**

Summary: *The purpose of this by-law is to promote the use of reusable bags by reducing the number of paper bags and eliminating the use of thin-film, single-use plastic checkout bags distributed in the Town of Groton. Reducing the use of paper bags and eliminating the use of thin-film, single-use plastic bags through a combined effort by citizens and businesses will have*

a positive impact on our environment including, but not limited to: reducing waste and unnecessary strains on recycling resources; minimizing litter, reducing the carbon footprint of Groton; protecting our ponds, lakes, and waterways; avoiding the waste of finite natural resources; protecting land and water based small animals; and preserving the unique natural beauty of our Town.

ARTICLE 13: PURCHASE TRIMPER PROPERTY

To see if the Town of Groton will vote to appropriate the sum of \$400,000 for the acquisition by gift, negotiated purchase or eminent domain a parcel of 36.21 acres and 5.85 acres owned by the Hellen H. Trimper Investment Trust as shown as parcels labeled "Remaining Land of Helen H. Trimper, Trustee of the Helen H. Trimper Investment Trust" and "Parcel "A"" respectively on the plan entitled "Plan of Land in Groton, Mass." prepared by David E. Ross Associates, Inc., dated April 2, 2019, both parcels to be managed and controlled by the Conservation Commission of the Town of Groton for conservation and passive outdoor recreation purposes pursuant to M.G.L. Section 8C of Chapter 40; to transfer the sum of \$400,000 from the Conservation Fund therefor to authorize an application for a Massachusetts Local Acquisitions for Natural Diversity (LAND) Program grant, in the event that such a grant is awarded to the Town, then, to the extent permitted by the terms of the grant, said proceeds to be returned to the Conservation Fund; that the Town Manager or Select Board be authorized to file on behalf of the Town of Groton any and all applications deemed necessary under the Self-Help Act (M.G.L. Chapter 132A, Section 11) or any other applications for funds in any way connected with the scope of this acquisition, and that the Town Manager and the Select Board and the Conservation Commission be authorized, as they deem appropriate, to enter into all agreements and execute any and all instruments including the conveyance of a perpetual conservation restriction in accordance with M.G.L. Chapter 184 as required by Section 12(a) of Chapter 44B or Chapter 293 Section 10 of the Acts of 1998 as amended, as may be necessary on behalf of the Town of Groton to affect said purchase, which conservation restriction may be granted to the Groton Conservation Trust or any other organization qualified and willing to hold such a restriction, or to take any other action relative thereto.

CONSERVATION COMMISSION

Select Board:

Finance Committee:

Summary: *Applying for a state grant will enable the Town to leverage funds already set aside in the Conservation Fund for the acquisition of approximately 42 acres of conservation land. The Conservation Commission is able to spend from the Conservation Fund without Town Meeting approval; however, the Commission needs approval to apply for and receive reimbursement from the grant. The negotiated purchase price for this property is \$400,000 and the grant would reimburse approximately \$243,000 to the Conservation Fund. This land has frontage on Martins Pond Road and is adjacent to Williams Barn/Sorhaug Woods, which in turn connects across Chicopee Row to extensive acreage of conserved land extending north towards Reedy Meadow Road. To the east, Williams Barn/Sorhaug Woods connects to a number of conserved lands extending northeast into Dunstable. Acquiring this land will significantly increase the connectivity between these northern open spaces and the Town center*

via the Gibbet Hill/Scarlet Hill Conservation Restriction areas. The property itself includes approximately 7 acres of open meadow atop a drumlin and drops to the west nearly 170 feet through beautiful mixed woodland into a wetland, which drains into Martins Pond. Protecting large tracts of contiguous open space ensures a diversity of wildlife, habitats, and recreational opportunities for generations of Groton residents.

ARTICLE 14: ESTABLISH TRANSFER STATION REVOLVING FUND

To see if the Town will vote to provide for any amounts collected by the Transfer Station as user fees for the Glass Plant be credited to a separate account to be expended without further appropriation by the DPW Director for Glass Plant equipment maintenance, and further to accept the provision of the second paragraph of Massachusetts General Law, Chapter 40, section 3 to allow any balance in such account at the close of each fiscal year to remain available for expenditure, without appropriation for such purposes in future years, or to take any other action relative thereto.

DPW DIRECTOR

Select Board:
Finance Committee:

Summary: *This Article will allow the DPW Director to collect fees from municipalities who utilize the new glass pulverizing plant at the transfer station, and then expend those fees for the purpose of general up-keep and maintenance on that equipment. A spending limitation of \$10,000 annually is suggested for this account and will be managed by the DPW Director.*

ARTICLE 15: ESTABLISH SENIOR CENTER REVOLVING FUND

To see if the Town will vote to provide for any amounts collected by the Senior Center as user fees for the fitness room be credited to a separate account to be expended without further appropriation by the Council on Aging Director for fitness equipment maintenance and replacement as needed, and further to accept the proviso of the second paragraph of Massachusetts General Law, Chapter 40, section 3 to allow any balance in such account at the close of each fiscal year to remain available for expenditure, without appropriation for such purposes in future years, or to take any other action relative thereto.

COUNCIL ON AGING DIRECTOR

Select Board:
Finance Committee:

Summary: *This Article will allow the Council on Aging Director to collect fees from individuals who utilize the new fitness equipment at the Senior Center, and then expend those fees for the purpose of general up-keep and maintenance on that equipment. It is expected that the fund balance in this account will eventually accumulate to also cover replacement of equipment as this becomes necessary. A spending limitation of \$10,000 annually is suggested for this account, and expenses will be managed by the Council on Aging Director.*

ARTICLE 16: ACCEPTANCE OF AMELIA WAY AS A TOWN WAY

To see if the Town will vote to accept Amelia Way as a public way, as recommended by the Planning Board and laid out by the Select Board and as shown on a plan entitled "Amelia Way Street Acceptance Plan in Groton, Massachusetts," prepared by Hannigan Engineering, Inc., Leominster, MA for Grand Coast Capital Group, Hingham, Massachusetts, dated January 16, 2018, and on file with the Town Clerk; to authorize the Select Board to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of a public way, including but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: *To accept Amelia Way as a public way.*

ARTICLE 17: ACCEPTANCE OF MOCKINGBIRD HILL ROAD AS A TOWN WAY

To see if the Town will vote to accept Mockingbird Hill Road as a public way, as recommended by the Planning Board and laid out by the Select Board and shown on a plan entitled "Roadway As-Built for Mockingbird Hill Road, Sta. 0+00 – 16+13.23, in Groton, Massachusetts", prepared by R. Wilson Associates, dated July 12, 2019, recorded with the Middlesex South District Registry of Deeds, and on file with the Town Clerk; to authorize the Select Board to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of a public way, including but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: *To accept Mockingbird Hill Road as a public way.*

Hereof fail not and make return of your doings to the Town Clerk on or before time of said meeting.

Given under our hands this 30th Day of September in the year of our Lord Two Thousand Nineteen.

Alison S. Manugian
Alison S. Manugian, Chair

Joshua A. Degen
Joshua A. Degen, Vice Chair

John F. Reilly
John F. Reilly, Clerk

John R. Giger
John R. Giger, Member

Rebecca H. Pine
Rebecca H. Pine, Member

OFFICERS RETURN
Groton, Middlesex

Pursuant to the within Warrant, I have this day notified the Inhabitants to assemble at the time, place, and for the purpose mentioned as within directed. Personally posted by Constable.

Constable

Date Duly Posted

FALL TOWN MEETING AND SPECIAL TOWN MEETING
OCTOBER 21, 2019
WARRANT ARTICLES
INCLUDING PROPOSED EXPENDITURES/TRANSFERS

REVISED: 9/18/2019

<u>ARTICLE</u>	<u>DESCRIPTION</u>	<u>Tax Levy/ Other Funds</u>	<u>Free Cash</u>	<u>Sewer Surplus</u>	<u>Water Surplus</u>	<u>Community Preservation</u>	<u>GDRSD Capital Stabilization</u>	<u>Stabilization Fund</u>	<u>Capital Stabilization</u>
BEGINNING BALANCE		\$405,584	\$1,335,762	\$315,781	\$334,706		\$214,160	\$1,988,036	\$171,958
FALL TOWN MEETING									
1	Prior Year Bills		\$3,195						
2	Amend the Fiscal Year 2020 Town Operating Budget	\$83,393							
3	Transfer within Water Fund				\$150,000				
4	Transfer within Sewer Fund								
5	Transfer Money into Capital Stabilization Fund		\$500,000						-\$500,000
6	Transfer Money into Stabilization Fund		\$2,546					-\$2,546	
7	Transfer Money into GDRSD Stabilization Fund		\$261,000				-\$261,000		
8	Install Crosswalk Signage on Main Street		\$15,000						
9	Community Preservation Fund Recommendation								
10	Assessors' Cyclical Inspection		\$21,600						
11	Funding for Stormwater Strategy		\$15,000						
12	Amend Bylaws - Ban Single Use Plastic Bags								
13	Purchase Trimper Property								
14	Establish Transfer Station Revolving Fund								
15	Establish Senior Center Revolving Fund								
16	Acceptance of Amelia Way								
17	Acceptance of Mockingbird Hill Road								
ENDING BALANCE		\$322,191	\$517,421	\$315,781	\$184,706	\$0	\$475,160	\$1,990,582	\$671,958

CAPITAL PLANNING ADVISORY COMMITTEE

Number of Members	Method of Selection	Length of Term	Remuneration
5	Appointed	3 Year(s)	None

REVISED – 09-18-2019 AT 6:30 A.M.

A. Establishment

There shall be a Committee to study the requirements and needs for capital expenditures for all buildings, playing fields and courts, recreation structures, large equipment, vehicles, and municipal buildings in the Town of Groton. The Committee shall be known as the "Capital Planning Advisory Committee" and shall advise the Town Manager, Select Board and Finance Committee on the results of its work. Said Committee will also provide advice to the Town Manager in planning for the management of building projects as charged by the Town pursuant to votes of Town Meeting and Massachusetts General Laws.

B. Appointment

The Select Board shall appoint the Capital Planning Advisory Committee consisting of five (5) regular voting members, all serving without compensation. The Select Board shall endeavor to appoint individuals who, by reason of their current or prior background have skills in the areas of capital planning, finance, construction or other relevant experience. All members shall be residents of the Town of Groton and appointed for a term of three years; provided however, that the initial members appointed shall serve for terms of one, two, or three years, and the Select Board shall arrange the terms so that the terms of approximately 1/3 of the Committees' members shall expire each year.

C. Committee Charge

The Capital Planning Advisory Committee shall have continuing responsibility in advising the Town Manager in developing the Annual Five (5) Year Capital Plan, including the capital equipment replacement plan, developing a long-range building plan and other maintenance projects for the Town. In addition, they shall advise in the development and annual updating of a long-range building maintenance capital spending plan for all municipal buildings. Working with the Town Manager, Select Board, Finance Committee and other Town committees and boards which propose building and renovation projects, the Capital Planning Advisory Committee shall advise on establishment of general criteria for significant Capital expenditures, including equipment and buildings, and offer recommendations on developing guidelines for communication regarding these projects between and among interested committees and the public. The Capital Planning Advisory Committee shall advise the Town Manger in overseeing the planning and design for construction, reconstruction, major alteration, renovation, enlargement, major maintenance, demolition, and removal of all Town buildings and recreation structures and playing fields and courts, including any significant installation, renovation or upgrade of service equipment and major systems.

More specifically the Committee shall:

1. In consultation with the Town Manager and Department Heads, inventory assets, assess ongoing space needs, and conduct periodic review and audit of the physical condition of all municipal buildings, service equipment, recreational structures, fields, and courts, and major technology and communication systems.
2. Advise the Town Manager in the development of the Annual Five (5) Year Capital Budget, including the sequencing of significant equipment replacement, building construction projects, and/or maintenance project(s) to be undertaken by the Town in the ensuing five (5) fiscal years.
3. After reviewing the rolling 5-year Capital Management Plan, and prior to November 15 of each calendar year, prepare and present to the Town Manager, Select Board and Finance Committee, a recommendation of major construction and/or maintenance project(s) to be undertaken by the Town in the ensuing fiscal year.
4. Seek comments from and coordinate activities with appropriate Town officials, including but not limited to the Town Manager, Director of Public Works, Police Chief, Fire Chief, Building Commissioner and other Town boards and committees, including but not limited to the Planning Board, Zoning Board of Appeals, Conservation Commission, Park Commission, Historical Commission, Board of Health, Finance Committee, Council on Aging and Community Preservation Committee.
5. Conduct in-project reviews of project status, conveying to the Town Manager, Finance Committee and Select Board any required observations that may be important to the Town to assure that the project is meeting financial and other performance expectations.
6. Review and report the financial requirements of all projects under the control of the Town.
7. Create and publish a report/memo at the close out of each Capital project summarizing the process and any deviations from the plan. A comparison of projected to actual spending must be part of this report.

D. Conduct

All meetings are to be held in a public location, properly posted and open to the public in accordance with the Massachusetts Open Meeting Law. Minutes of each meeting shall be prepared and approved by the Committee within thirty (30) days of any meeting and distributed to the Town Clerk

E. Membership

Committee Members: The Committee shall consist of five (5) voting members made up of five (5) registered voters of the Town of Groton.

F. Review Charge

The Committee shall review the Charge periodically and make proposed recommendations to the Select Board that they believe are the in the best interest of the purpose of the Committee.

Appointing Authority

Select Board

Legal Authority

Local: Appointed under authority of Section 3-2 of the Town of Groton Charter.



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*
John F. Reilly, *Clerk*
John R. Giger, *Member*
Rebecca H. Pine, *Member*

Town Manager
Mark W. Haddad

To: *Select Board
Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *Major Budget Initiatives*

Date: *September 18, 2019*

The purpose of this memorandum is to provide both the Finance Committee and Select Board with a proposed budget template that will address major budget initiatives. As you know, the Select Board had proposed a new Committee that would address any new budget initiative that would exceed \$30,000 in any given year. The Finance Committee had argued against this proposal and, instead, recommended that the Finance Committee and Finance Team would deal with these issues during the development of the annual operating budget.

Each Department Head will be asked to provide a description and cost estimate of any budget initiative anticipated in the next five (5) fiscal years over \$50,000 annually, or over \$100,000 in any three-year period. These would then be included in the five-year projection so that the Finance Committee and Finance Team can plan accordingly.

It is my intention to include these instructions in the Fiscal Year 2021 Budget Instructions. I have attached a form to this memorandum that Department Heads/Boards/Committees will use to provide this information.

I look forward to discussing this further with the Select Board and Finance Committee as we develop the budget guidelines for FY 2021. Please feel free to contact me with any additional questions or concerns with regard to this matter.

MWH/rjb

cc: Patricia DuFresne – Town Accountant
Michael Hartnett – Town Treasurer/Collector
Jonathan Greeno – Principal Assessor
Melisa Doig – Human Resources Director
Dawn Dunbar – Executive Assistant

enclosure

NEW BUDGET INITIATIVE PROPOSALS

*Budget Increases over \$50,000 Annually or
\$100,000 in any three year period*

NOTE: PLEASE USE A SEPARATE FORM FOR EACH INITIATIVE

DEPARTMENT: _____

<u>Item</u>	Fiscal Year <u>2021</u>	Fiscal Year <u>2022</u>	Fiscal Year <u>2023</u>	Fiscal Year <u>2024</u>	Fiscal Year <u>2025</u>
Additional Personnel -Number of New Employees					
Anticipated Personnel Costs - Amount Needed (Include both hard and soft costs)					
Anticipated Expenses (Uniforms, union benefits, etc)					
Anticipated Capital Expenses (Equipment, etc)					
TOTAL ANNUAL COST	\$ -	\$ -	\$ -	\$ -	\$ -
Major Capital Expenses (Building Renovations, etc.)					

**SELECT BOARD MEETING MINUTES
MONDAY, SEPTEMBER 9, 2019
UN-APPROVED**

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

Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant

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

ANNOUNCEMENTS

Ms. Pine wanted to note the article in the Herald about the high school students and the records archive they worked on along with Michael LaTerz of the Historical Commission.

Ms. Pine said that the Non-Profit Council was meeting on Friday, September 20th from 9-10:30am at the Prescott School.

Mr. Degen said that they had a discussion last week about the release of the packet prior to their meeting. He said he had received a lot of emails and encouraged people to contact them with their feedback. Ms. Manugian said it would be on their next agenda.

PUBLIC COMMENT PERIOD

Mr. Art Prest said that on August 31st they lost one of Groton's finest, Lorraine Leonard. He provided some kind words about Ms. Leonard and her active involvement within the community and asked for a moment of silence.

TOWN MANAGER'S REPORT

- I. Mr. Haddad said that that warrant closed on August 29th adding there were 17 articles. He said that the public hearing would be held on September 16th at 7:15pm. Mr. Haddad reviewed the articles within the warrant.

He spent some time on Article 10 discussing the request for funding, whether it be an annual appropriation out of free cash or placed within the budget permanently, to conduct cyclical inspections, now that the full measure and list had been completed, and an update to the Town's maps.

Mr. Haddad said that he and Mr. Delaney put an article on the warrant to address the Municipal Separate Stormwater System Permit (MS4). He said that implementing this permit was a very expensive funding need. He said that they wanted to hire a consultant to help them come up with a strategy to fund this permit adding it could mean a surcharge on the tax bill to help fund this. He said that the cost could be between \$300-600K annually. Mr. Prest said that this would be an important thing to study citing the stormwater runoff they experience at the lake.

There was a brief discussion about Article 12 which was a proposed bylaw to ban plastic bags.

Mr. Giger requested that a map of the property the Conservation Commission was interested in purchasing as discussed in Article 13 be placed in the warrant. Mr. Degen asked for a priority list from the Conservation Commission of lands on their protection/purchase list.

Mr. Haddad said that Article 15 was to create a revolving fund for the new gym equipment at the Senior Center. He said that people would be charged a nominal fee to use the equipment which could then be used to maintain the equipment moving forward. There was a mixed initial reaction to this.

There was a discussion about Articles 16 and 17 and what it meant to accept and layout the roads.

Mr. Haddad said that the petitioners would be withdrawing their Citizen's Petition (Article 18). He said that he received a phone call that this would be withdrawn but that he needed the 10 signatures that placed it on the warrant to remove it by law.

2. Mr. Haddad said that they had received a request for a One Day Beer and Wine License for 3 Common Inc.; dba Bull Run Restaurant, for a Wedding to be held on September 14, 2019 from 4-10 p.m. at Sunset Farm, 154 Farmers Row. He respectfully requested that the Board consider approving this license.

Mr. Degen made the motion. Ms. Pine seconded the motion. The motion carried unanimously.

3. Mr. Haddad said that when the Select Board approved the Charge of the Major Initiative Planning Committee last month, they requested that he forward it to the Finance Committee for their review and comments. He said that the Finance Committee met last week and have voted unanimously to propose changing the overall charge and name of the Committee to the originally proposed Capital Planning Committee. They are not in favor of the Major Initiative Planning Committee. The Finance Committee believes the part of the Charge that has to do with budgetary matters is not necessary and the focus of the Committee should be on capital planning only. Specifically, the Finance Committee believes that having them examine budgetary matters is a duplicate effort as it is the responsibility of the Finance Committee and Finance Team to oversee the preparation of the Town's Operating Budget. Furthermore, depending on the issue, there is no way of knowing what kind of expertise is needed on the Committee and it would be impossible to have a five-member Committee with the knowledge needed for all matters. Finally, the Finance Committee believes that the Committee, as currently proposed, is adding more bureaucracy to the Town which is not needed. The Finance Committee voted unanimously to propose a new Charge to the Select Board for your consideration. Mr. Haddad provided the Board with the Charge as approved by the Board and the redlined Charge as provided by the Finance Committee.

Mr. Haddad said that they had received 11 applications to serve on the Committee as approved by the Board. He said that depending on what the Board decided, they may want to re-advertise the openings because of the differences.

Mr. Robertson said that the Finance Committee asked themselves what the charge was trying to accomplish and what problem they were trying to address. Mr. Robertson said that the Charge recommended by the FC was essentially the original Capital Planning Committee. Ms. Manugian said that they wanted to prioritize anything that affected their funding mechanisms. Mr. Robertson said that the Capital planning process was different than the actual budget process. Mr. Robertson said that they wanted to see the directors add a new 5-year initial page into the capital budget. He said that the department directors were the only ones that knew what they were going to need moving forward. He said that the process exists today adding that they just didn't have that page within their budget. Mr. Robertson said that didn't see the need to have another Committee to talk with the department directors about what they needed adding they needed to utilize the process they already had better. He said that a Capital Planning Committee could assist in looking at current buildings and inventory of vehicles to determine needs, turn in timeframes, etc.

Ms. Manugian said that her concern was the need for an entity that was looking at all these demands coming out of the citizens pocketbooks. She asked who would look at the priorities. Mr. Robertson said that it was the job of the Town Manager, Select Board and the Finance Committee. He said that companies had a capital budget and an operating budget and they only intertwined at the top. He said they didn't need a committee running around town trying to find out what was needed. Ms. Pine said she liked the idea of a five-year initiatives list but did not think they needed to change the approved charge in order to do that. Mr. Robertson said that it added another 5 people to solve an unknown problem adding it was a waste of effort of that they already had in place. Ms. Pine said that they needed to have an entity that didn't have a stake in things look at the needs of the departments. Mr. Robertson talked about different skillsets being needed for different requests (addition of personnel would be different than vehicle needs). Mr. Prest said that this would be adding another layer of bureaucracy that was not needed. He asked that the Board let the Finance Committee deal with the operating budget and the capital planning committee as an advisory committee only look at the capital budget.

Ms. Eliot said that she supported a planning committee but wanted to see that there be diversity on the committee. She said that there needed to be representatives from the diverse needs of the Town. She said that Strategic Planning Committee of the 80's was something they should refer to.

Mr. Giger said that he was where the Finance Committee was at. He said that the approved charge was going to take all power away from the Finance Committee and everyone else. He said that he would like to better define things to make sure things were clear. He said that they should support the Finance Committee's recommendation. Mr. Degen said that the Committee should not have the membership that Ms. Eliot suggested but instead independent people. Mr. Reilly said that he had an issue with \$30K limit from the beginning. He said that they would get bogged down in everything. Mr. Reilly said that they needed to use the process in place and allow the Finance Committee to do their job. Ms. Pine asked if there was a figure that would make more sense. Mr. Robertson said that they should get the best athlete but not make a list of those required. Mr. Degen agreed with Mr. Robertson. Mr. Degen said that this committee would be looking at new service proposals at the request of the Select Board. Mr. Degen said he didn't see how moving forward with what had been proposed would hurt. He said it would lay a framework for the future. He said that looking at additional employees and capital items, he didn't see a downside to this adding he respected the Finance Committee's prospective. Ms. Pine said she would like to see them proceed as they voted adding she would be willing to raise the amount they look at. Mr. Prest said that the \$30K threshold was within the operating budget and not the capital budget.

Mr. Giger said that he heard Mr. Degen and Ms. Pine say there was not downside, he said he saw no upside. He suggested starting from the bottom up and look at something they had not first. He said they didn't need a committee to look at the operating budget but should be looking at the capital budget. He said that they could look, as Mr. Robertson suggested, any significant operating expenditures that may be in the future.

Ms. Pine moved that they move forward with the original charge of the MIPC with one revision to change the impact from \$30K to \$50K. Mr. Degen seconded the motion.

Ms. Manugian said she was up in the air. She said she was comfortable if the Chair of the Finance Committee was ensuring them that they could get a better handle on the capital needs, to allow them a year or two to do that. Mr. Degen said that they had a goal to establish this committee adding that they voted unanimously to make this a goal, that they voted 5-0 to make this a committee, and because of some pushback from the Finance Committee they needed to remember they were the elected officials of the Town. He said that the Finance Committee were advisory to them and not the policy setters. Mr. Giger said that this initiative sat on their to do list for months and all of a sudden it became a crisis and needed to happen right away.

Roll Call: Giger-nay; Degen-aye; Pine-aye; Reilly-nay; Manugian-nay. The motion was defeated by a 2-3 vote.

Ms. Manugian suggested allowing her, Mr. Robertson and the Town Manager to look at the redline version and bring forward something for review. Mr. Haddad suggested re-advertising the new charge once finalized and reach out to the applicants in the meantime letting them know of the changes. Mr. Degen asked if he could sit down with Mr. Robertson and Mr. Haddad instead of Ms. Manugian as it was his goal.

4. Mr. Haddad said that they were in the process applying for Green Community Status with the Commonwealth of Massachusetts. He said that one of the things they needed to do for their application was have the Select Board adopt a Fuel-Efficient Vehicle Policy which needed to be adopted by both the Select Board and School Superintendent. He respectfully requested that the Board consider adopting the Policy.

Mr. Haddad said that any vehicle over 8,500 in GVW being used for something other than an emergency that they would purchase an energy efficient vehicle. He said they would be looking at energy efficient dump trucks as an example. Mr. Degen said that there were trucks that were biodiesel. He said that they needed to adopt this in order to move forward with their Green Community application. Ms. Manugian said she didn't fully understand all the

things they needed to commit to. Mr. Haddad said he was not overly concerned with adopting this given some of the exclusions.

Ms. Pine moved to adopt the Fuel-Efficient Vehicle Policy for the Town of Groton. Mr. Giger seconded the motion. The motion carried unanimously.

5. Mr. Haddad said that he, Select Board Chair Manugian, Human Resources Director Melisa Doig, Executive Assistant Dawn Dunbar had begun the process of reviewing all Board policies. He said that they had begun by reviewing Town Counsel's proposed edits. Mr. Haddad said that he believed they would be ready for full Board review in the next couple of weeks. He asked the Board to consider picking a date to hold a workshop for this purpose.

Mr. Haddad provided the Board with a list of proposed meeting dates going through the end of the calendar year. Mr. Haddad suggested a workshop date of Wednesday, October 2nd beginning at 6pm. The Board decided on Thursday, October 17th at Legion Hall at 6pm.

ON-GOING ISSUES

A: Mr. Haddad said that the Senior Center Building project was still on target for October 22nd.

B: Mr. Haddad said that the Town Hall Renovations was moving along. He said that they hoped to be moved back in by Wednesday.

D: Mr. Haddad said that there was a meeting with DEP on September 25th adding he planned to be there for that. Mr. Degen said that they were talking about a \$7M project. He asked who it would be borne by. Mr. Haddad said that that would be borne by the rate payers as was his understanding right now. Mr. Degen said he would like to see that in writing. Ms. Manugian asked that the Water Commissioners be invited in to the October 7th meeting.

E: Mr. Haddad said that the Green Communities application date had been pushed off until October 31st but added that they were well on their way.

I: Mr. Haddad said he met with the GD Florence Roche project team today adding they reviewed the 8 firms who submitted. He said he would be attending meeting at the State House next Tuesday.

K: Mr. Haddad said that the Highway Building Committee met last Tuesday adding that the project was on schedule and moving along.

MINUTES

Mr. Giger moved to adopt the meeting minutes of August 26, 2019 as amended. Mr. Degen seconded the motion. The motion carried unanimously.

The meeting adjourned at 9:26pm.

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved:

**SELECT BOARD MEETING MINUTES
MONDAY, SEPTEMBER 16, 2019
UN-APPROVED**

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

Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant

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

ANNOUNCEMENTS

Mr. Haddad said that for the first time in Groton Fire Department History the department was 24/7 effective 6am this morning. He said that the first day was an extremely busy day for the department.

Mr. Haddad read a proclamation into the record for NVTHS's 50th anniversary and asked the Board to consider adopting the proclamation.

Mr. Degen moved to adopt the proclamation as read. Ms. Pine seconded the motion. The motion carried unanimously.

Mr. Robertson called the Finance Committee to order at 7:05pm.

Ms. Judy Anderson announced the Community Dinners at First Parish Church would begin monthly this Friday night.

Ms. Manugian said that the policy workshop had been set for October 17th. She asked if the Board could meet at 6pm to discuss budget guidance on Monday, September 23rd.

Ms. Manugian said that she had received some calls about the helicopter that landed at the Middle School last week. She said it was a district decision and not on Town property. She said that complaints and concerns on social media was not going to get answered and suggested that people call or email them. Ms. Pine said she sent an email to the Superintendent who sent her a response.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that the Financial Policies were reviewed by the Finance Team, sent to the Finance Committee for their input and now brought to the Select Board for their input and approval. He said that the FC signed off on it 2 weeks ago. He said that Ms. Manugian had some concerns and comments on the policy and asked if they wanted time to review them or if they wanted to approve them. Mr. Robertson said that they had changed only a little bit vs. what was submitted for their review. Mr. Degen asked that this policy be included in their workshop to review policies. Mr. Giger said he wasn't aware that this annual review was taking place. Mr. Haddad said that this review was outlined in the Charter adding he had also sent out an email to the Board a couple of weeks ago letting them know this was coming forward.

2019 FALL TOWN MEETING WARRANT PUBLIC HEARING

Mr. Haddad read the public hearing notice for the 2019 Fall Town Meeting warrant into the record.

Mr. Degen moved to open the public hearing on the warrant. Ms. Pine seconded the motion. The motion carried unanimously.

Article 1 - Mr. Haddad said that a second unpaid bill had been presented that would require Town Meeting approval.

Article 2 - Mr. Haddad said that there were 2 proposed amendments (tax levy increases) to the budget. He said that the first was to add \$13K to the Town Accountant's budget to pay for additional licenses and software upgrades to their accounting software package. He said that the second was to increase the debt service budget by \$79,393 to cover the interest payment in

FY20 for the Bond Anticipation Notes on the DPW project and Library Roof. Mr. Haddad said that the impact on the tax rate was as follows:

- Town Accountant Software Upgrade - \$13,000 would add \$0.01 to the tax rate and add \$4.59 to the average tax bill.
- Debt Service Increase - \$70,393 would add \$0.04 to the tax rate and add \$18.36 to the average tax bill.

Article 3 - Mr. Haddad said that the Water Commission would be seeking \$150K to pay for engineering costs to provide solutions to the Iron and Manganese issue. He said that this would hit their surplus adding they were also looking at a possible rate increase. He said that this was a major hit potentially leading to a \$7.5M water project. Mr. Orcutt said that they had a plan and a schedule to present to DEP. He said that the project plan was 4-5 years out for construction. He said that there had to be a rate increase to help pay for this adding there was no way around it. Mr. Degen asked that there be as much notice as possible as they work through this process.

Mr. Haddad read the public hearing notice into record for Amelia Way Road Acceptance.

Ms. Pine moved to open the hearing on Amelia Way. Mr. Giger seconded the motion. The motion carried unanimously.

Ms. Pine moved to continue the hearing on Amelia Way until they discussed article 16. Mr. Reilly seconded the motion. The motion carried unanimously.

Mr. Haddad said that with Flo RO and budget issues coming down the pike, he didn't see how the Town could help with this. He said that at this time it was a water/rate payer issue. He said that until they understood the proposed plan, they might be replacing old debt with new debt plus a little bit. Mr. Orcutt said that the draft response went to DEP in early September adding the proposed plan could be found on their website. He said that they would receive a consent order from DEP, if they adopt that plan. Mr. Haddad said that this was ultimately DEP's decision. Ms. Manugian asked if the Select Board had any role in this. Mr. Orcutt said that it was up to the Water Commissioners. Ms. Manugian asked for a better understanding of the process. Mr. Giger said that if any portion of this was to be borne by the taxpayers, it needed to be visible by all. Mr. Orcutt said he thought they had been doing a good job of getting the information out there. Mr. Giger said that the costs needed to be put out there. Mr. Orcutt said that the costs were unknown at this time. Mr. Giger said that if the enterprise fund were to fail, it would default to the taxpayers. He said that the Board were the co-signers and needed to know everything. Mr. Degen asked if they had considered an intermunicipal agreement with Dunstable who was flush with water as a means of saving money. Mr. Orcutt said that they could look at that. Ms. Pine said that the Town may be stretched but that a small portion of the Town might be asked to fund this and thought that it was a larger conversation that needed to be had. Mr. Haddad said that they would have an idea after their meeting with DEP of what DEP was asking them to do. Ms. Manugian said she was concerned about the lack of information that the Board had and probably the public also. Mr. Orcutt said that they were working to get everything on the website that they could adding everything had to be approved by DEP.

Article 4 - Mr. Haddad said that this article would most likely be withdrawn at Town Meeting.

Article 5 - Mr. Haddad said that the current balance in the Capital Stabilization Fund was \$171,958. He said that their Financial Policies stated that the Capital Stabilization Fund should be 1.5% of the Town's Operating Budget (\$39,811,627), or \$597,175. He said that in order to reach this level, it would require a minimum appropriation of \$425,217. Mr. Haddad said that the proposed Capital Plan for FY 2021 currently called for \$901,240 in proposed requests. He said that during the budget process the original request list would be reduced to around \$500,000. He said that given the fact that they leave approximately \$200,000 in this fund annually, they would be requesting a transfer of \$500,000 from Free Cash to fund the FY 2021 Capital Budget. Mr. Manugian asked if these were items that were listed in the 5-year plan. Mr. Haddad said that they were.

Article 6 - Mr. Haddad said that the current balance in the Stabilization Fund was \$1,988,036. He said that their Financial Policies stated that the Stabilization Fund should be 5% of the Town's Operating Budget (\$39,811,627), or \$1,990,582. Mr.

Haddad said that this would require a minimum appropriation of \$2,546 from Free Cash. He said that depending on the interest earned over the next two months, they may not need an appropriation to satisfy the Financial Policies.

Article 7 - Mr. Haddad said that the current balance in this fund was \$214,160. He said that the Fiscal Year 2021 District Capital Plan would require the Town to pay \$475,000 for its share of the Plan. He said that it would require an appropriation of \$261,000 from Free Cash to cover the Town's expense in FY 2021. Mr. Degen asked for a copy of the District's \$475K in requests.

Article 8 - Mr. Haddad said that the anticipated cost of this lighted crossing signage in front of the Middle School was \$15,000. He said that this funding would come from Free Cash. Ms. Pine asked if there was any intent to ask the schools to pitch in for this. Mr. Haddad said that it was on the road and was not the school's responsibility.

Article 9 - Mr. Haddad said that this Article was a place holder in the event that additional funding was needed for the installation of the Sprinkler System at the Prescott School. He said that they were anticipating that bids would be due the week before Town Meeting on October 16th. Ms. Manugian said that because they didn't have a long-term final plan for the building, she thought this was premature.

Article 10 - The total amount being requested under this Article was \$21,600 for cyclical inspections. He said that the Select Board and the Finance Committee needed to provide direction as to whether or not to increase the Assessors' Budget by the cyclical inspection amount, or fund it annually out of Free Cash. Mr. Robertson said he thought this should be in the budget adding it would be an annual budget item. Mr. Degen said that they should use free cash and then build it into the budget next year. Ms. Manugian said that she thought this could be found within the current FY budget. Ms. Pine said she thought it made sense to put it in the operating budget.

Article 11 - Mr. Haddad said that the Town would like to hire a consultant to assist the Town in determining a funding strategy to cover the expenses required to comply with the Town's MS4 Permit. Mr. Haddad said that the proposed cost to retain these services was \$15,000 and that it would come from Free Cash. He said it was anticipated that the annual expense for compliance could be anywhere from \$250,000 to \$500,000 annually. Mr. Haddad said that the purpose of hiring a consultant was to determine the best way to cover this expense on an annual basis. He said that once the strategy was determined, they planned to return to the Spring Town Meeting in 2020 for approval. Ms. Pine said that this was a good thing and they needed to do it but asked why they needed a consultant. Mr. Haddad said that a consultant was needed to help them figure out how to pay for this permit annually. Mr. Delaney said that they had always kept up with the permitting in house but with the changes in the permit, they were at a point where they needed assistance. Ms. Pine asked if the Stormwater Committee would still be involved. Mr. Haddad said that they would.

Article 12 - Mr. Haddad said that this Bylaw would ban the use of Single Use Plastic Bags by all commercial establishments in Groton effective July 1, 2020. Mr. Prest asked if this included bags for deli meats and cheeses. The Board said it did not.

Article 13 - Mr. Haddad said that this Article authorized the Conservation Commission to apply for a Land Program Grant to offset the cost of acquiring this parcel. He said that the land in question was a 42-acre parcel with frontage on Martins Pond Road. Mr. Haddad said that the cost to acquire this property was \$400,000, with an anticipated Grant Reimbursement (if approved) of approximately \$243,000. Mr. Haddad said that the Select Board had asked where this parcel falls on the Commission's priority list adding that according to Conservation Administrator Nik Gualco, there were four levels of priority ranking for parcels with this parcel rated as a priority 2, which is defined as "land of high value for protection because the parcels contain important natural resources or are suitable for other municipal uses." Mr. Haddad said that it was his understanding that the Commission had not undergone the process yet of updating the list so this ranking of #2 was at least 18 years old. He said that this parcel would likely score higher if it were previously divided as the Commission has done with this purchase because the ranking of #2 factors in that a house, driveway, and septic are included with the property. Mr. Easom said that there would be 2 parcels with frontage on Martins Pond Road. Mr. Degen said that this would make one lot a hammerhead lot. Mr. Tada said that the hammerhead lot had been created by special permit but was not sure it had been recorded yet. Mr. Easom provided a brief explanation of the connectivity this parcel would provide to other

conservation land. Ms. Manugian said that she was concerned they were relying on an 18-year-old priority list. Mr. Easom said that he wasn't sure it hadn't been updated in 18 years but more so that it hadn't changed in 18 years.

Article 14 - Mr. Haddad said that this Article would allow the DPW Director to collect fees from municipalities who utilize the new glass pulverizing plant at the transfer station, and then expend those fees for the purpose of general up-keep and maintenance on that equipment. He said that a spending limitation of \$10,000 annually was suggested for this account, and that expenses would be managed by the DPW Director.

Article 15 - Ms. Kathy Shelp said that this Article would allow the Council on Aging to collect fees from individuals who utilize the new fitness equipment at the Center, and then expend those fees for the purpose of general up-keep and maintenance on that equipment. She said that there was a \$6K service agreement that needed to be paid annually out of this. Mr. Haddad asked what the annual membership fee would be. Ms. Shelp said that surrounding towns charged anywhere from \$65-125. She said that they were looking at \$35 annually. Ms. Pine said that this wasn't a new idea adding classes had been happening at the Senior Center for a small fee. She said she thought it was a good idea. Mr. Reilly said he thought it was a win-win adding it would help seniors stay healthy for a nominal fee. Mr. Giger asked Ms. Shelp to think about how to charge out of town residents. Mr. Degen said that he supported this adding that he suggested they had a waiver of liability signed. Ms. Shelp said that they had a form to sign, that they might need physician's permission and a training on the equipment.

Mr. Haddad said that they would be looking at punch list work at the Senior Center on September 25th with a ribbon cutting on November 2nd at 1pm followed by an open house until 4pm. He said it was going to be a beautiful center for the taxpayers.

Ms. Manugian said she had a philosophical issue with this adding she thought it would discourage people from using the equipment. Ms. Shelp said that anyone that couldn't afford the membership could see the Outreach Coordinator confidentially for assistance.

Mr. Degen moved to reopen the public hearing on the road layout for Amelia Way. Ms. Pine seconded. The motion carried unanimously.

Article 16 - Mr. Haddad said that there were 6 lots on this Amelia Way adding that the road was built to plan specs. He said that the Town Engineer, Planning Board and Tom Delaney had signed off on the road and layout acceptance. Mr. Degen said that this was an older subdivision adding that the binder course had been done a long time ago. Mr. Delaney said that they had to rip it up and repave it once before. He said that the road was in good shape.

Ms. Pine moved to close the public hearing. Mr. Giger seconded the motion. The motion carried unanimously.

Mr. Haddad asked that Board to accept the road layout and recommend that the 2019 Fall Town Meeting accept the road.

Ms. Pine moved to accept the layout of Amelia Way as approved by the Planning Board and DPW Director and recommend acceptance at Fall Town Meeting 2019. Mr. Degen seconded the motion. The motion carried unanimously.

Article 17 - Mr. Haddad said that the Select Board needed to conduct a public hearing to accept the layout of Mockingbird Hill Road pending approval by the Planning Board and DPW Director. He said that the public hearing would be advertised for October 7th adding that the Planning Board would discuss it at their meeting on September 25th. He said that once the layout was accepted, Town Meeting could formally adopt the Road as a Town Way.

Mr. Haddad said that if every Article passed as proposed, the total amount of Free Cash appropriated would be \$826,796. He said that the remaining Free Cash Balance would be approximately \$513,200.

Mr. Haddad asked the Board to close the public hearing on the warrant. Mr. Degen said that they should keep it open for one more week. The Board was okay with that.

Mr. Degen moved to continue the public hearing to Monday, September 23rd at 7:15pm. Ms. Pine seconded the motion. The motion carried unanimously.

TOWN MANAGER'S REPORT CONT.

2. *Ms. Pine moved to ratify the appointment of the Town Manager of Donald Koski as Country Club Pro Shop Staff. Mr. Reilly seconded the motion. The motion carried unanimously.*

OTHER BUSINESS

Ms. Manugian said that they had a lot of discussions on the potential release of the packet already. Mr. Giger said that he had an idea adding he supported making this information available. He said he didn't want to see them overwhelm the resources they had. (See attached handout). Mr. Giger said that he did not support updating it on the website as it was changed. He said he thought it addressed what people were looking for but at a manageable approach. Mr. Degen thanked Mr. Giger for his thoughts. He said that the public not seeing the packet hadn't occurred to him. He said that he understood this was more cumbersome, but didn't think it was more work than what was being performed now. Ms. Pine said she was grateful for what Mr. Giger did and thought they needed to do this.

Ms. Pine moved to adopt as outlined in Mr. Giger's handout that they adopt the practice of posting the meeting packets on the Town's website in advance of the meeting. Ms. Manugian seconded the motion.

Mr. Alan Hoch said he was grateful to hear the support for this adding he thought the transparency was better for the Town. He said he thought there should be some way of alerting the public of changes to the packet. Mr. Jack Petropoulos said he was grateful this was brought back up. He asked that updates be made after the meeting also. Mr. Degen said that as soon as policies and procedures were updated, they were added to the website already and asked why it would need to be attached to the minutes. Mr. Petropoulos said he didn't care how they were attached. Mr. Degen said that the minutes were an accurate record, but asked if a draft was amended, it could be referenced in their minutes. Mr. Giger suggested that they limit what they were going to do in this first step and explore other possibilities. Mr. Giger said that they would unfold this for the October 7th meeting. Mr. Haddad said that they would post the first one this Friday, September 20th. Mr. Degen asked if this should be turned into a policy. It was decided to do that.

The motion carried unanimously.

ON-GOING ISSUES

B: Mr. Haddad said that everyone had been moved back into Town hall. He said that the trailers would be removed on Friday. Mr. Haddad said that the cost was \$8,900 for the kitchen and Assessors Office. He said that the hardwood floors needed to be done in the hallways adding that because of the staging and everything the Town employees had endured, he wanted to close Town Hall on Friday to get this done. Mr. Haddad said that salary employees would get paid regardless of the hours they work adding that it would cost the hourly employees \$1,200. He said he hoped they would be done in the next 2 weeks. Mr. Degen asked if they could ask the Insurance company to cover lost wages.

E: Mr. Haddad said that the energy audit would start tomorrow with Town Hall, Legion Hall and Williams Barn for their Green Communities initiative.

F: Mr. Haddad said that the MIPC would be on the agenda next week.

I: Mr. Haddad said that he would be in Boston tomorrow at the MSBA regarding Florence Roche.

J: Mr. Haddad said that they were removing the asbestos on the Library Roof beginning this week.

K: Mr. Haddad said that the Highway Garage project was moving along.

It was asked that the MS4 permit be added to the on-going issues list.

LIAISON REPORTS

Ms. Pine said that the Non-Profit Council was meeting on Friday morning.

Mr. Degen said he wanted to thank the Masalehdan's for providing and cooking food for the 9/11 First Responders Lunch.

Mr. Giger provided an update on the Master Plan.

Ms. Pine said that she was in the process of working with the BOH Chair on discussing recyclable take out containers.

Ms. Manugian adjourned the meeting at 9:15pm.

Approved: _____
John Reilly, Clerk

_____ respectfully *submitted*:
Dawn Dunbar, Executive Assistant

Date Approved:

POSTING OF SELECT BOARD MEETING PREPARATION INFORMATION PACKAGES

- Schedule and post the agenda in accordance with the MA Open Meeting law.
- For each general (aka regular) Select Board Meeting, create a preliminary Select Board information package that will contain the Town Manager's report and any other documentation provided by the Town Manager to Select Board members in preparation for the meeting.
- In the header of the preliminary Select Board information package and on the web site, place the following message:

This is the Select Boards preliminary preparation information package. The content of this package is subject to change between when it is released and the start of the Select Board meeting. Such changes will not be posted to the web site before the meeting. If you see an item or items in the preliminary preparation package that are important to you, please attend the meeting in person. [Or a similar message conveying the same information.]

- Post each preliminary preparation information package on the home page of the Town website at the same time it is distributed to Select Board members (usually available sometime the previous Thursday afternoon or Friday morning for the following Monday meeting) via e-mail.
- As allowed and required by law, all Select Board information about Executive Session Select Board meetings, except the agenda, will never be posted on the web site or made available to the public except and until the minutes of the meeting are released for public consumption.