

# Select Board Meeting Packet

June 1, 2020

*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, JUNE 1, 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: 827-5402-7402**

- 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 – Meet with Moderator to Discuss June 13<sup>th</sup> Town Meeting Date
  3. Review Any New Information from the Commonwealth
  4. Review and Approve Proposed FY 2021 1/12 Budget Should Town Meeting not be Held Prior to June 30<sup>th</sup>.
  5. Review and Approve Proposed Funding Request from the Federal Coronavirus Relief Fund
  6. Consider Ratifying the Annual Appointments of the Town Manager and Approving for Appointment the Annual Nominations of the Town Manager
  7. Update on Select Board Schedule through June 30, 2020
  8. FY 2021 Budget Update
- II.        7:15 P.M.            In Joint Session with the Park Commission and Board of Health – Consider Park Opening Protocols, including the Pool at the Groton Country Club

### OTHER BUSINESS

#### 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 May 18, 2020

### 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:** *June 1, 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. I have invited the Park Commission, Board of Health, Sargisson Beach Committee, representatives from the Hazel Grove Association, various Department Heads and Town Counsel to the meeting to discuss opening the various parks in Town, including Sargisson Beach, Hazel Grove Park and the Pool at the Groton Country Club. To assist the Board in your deliberations, I have included with this report, the following documents:
  - a. A list of all parks in Town.
  - b. A document from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEA) setting forth workplace safety and reopening standards for businesses providing outdoor recreational experiences and educational activities.
  - c. Specific Safety and Reopening Standards for Parks, Open Space and Outdoor Education Programs provided by EOEA.
  - d. Proposed protocols for the opening of the Groton Country Club Pool.
  - e. A spreadsheet developed by the Chair and me that lists current properties and protocols (by local or state requirements).

Please let me know if you require any additional information prior to the meeting. It is my desire to provide you with enough information so that you are comfortable making decisions at Monday's meeting.

2. The following is a summary of issues and action items for the Board's review and consideration:
  - a. Department Heads return to Town Hall on Monday, June 1<sup>st</sup>. Administrative Staff will return to work on June 15<sup>th</sup> and Town Hall will officially open to the Public on June 29<sup>th</sup>. I will update the Board at Monday's meeting if this schedule needs to be altered.
  - b. The Moderator will be in attendance at Monday's meeting to discuss the proposed June 13<sup>th</sup> date of Town Meeting with the Select Board. As you know, as of now, the Meeting will commence at 10:00 a.m. and be held outdoors at the Middle School Track. We have ordered 200 chairs and a sound system. The Moderator has developed a seating chart and protocols to protect residents attending Town Meeting. We can discuss this in more detail at Monday's meeting.
  - c. As you are aware, the Town Election will take place on Tuesday, June 9<sup>th</sup> from 1:00 p.m. to 7:00 p.m. In an abundance of caution for the safety of our employees and residents, with the Board's approval, I will be sending employees working at Town Hall and the Center in West Groton home at noon and have them work remotely until Thursday, June 11<sup>th</sup> at 8:00 a.m. On Wednesday, June 10<sup>th</sup>, we will have Town Hall and the Center professionally cleaned and sanitized. We can discuss this in more detail at Monday's meeting.



**Select Board  
Weekly Report  
June 1, 2020  
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3. As of the writing of this report, I do not have any new information from the Commonwealth. I will provide the Board with any new information at the meeting Monday evening.
4. The Town Accountant and I believe we need to be prepared for Fiscal Year 2021 in the event that Town Meeting is not held prior to June 30<sup>th</sup>. To that end, and in accordance with Chapter 53 of the Acts of 2020, we are presenting to the Select Board for approval a 1/12 Budget for the month of July, 2020. Pursuant to the Act, the Director of Accounts is authorized to "approve expenditures, from any appropriate fund or account, of an amount sufficient for the operations of the Town during the month of July not less than 1/12 of the total budget approved by the Town in the most recent fiscal year, upon request by, and pursuant to a plan approved by the Select Board." To that end, Patricia has prepared a 1/12 budget for your approval. It is enclosed with this report. I would ask the Board to approve this planned budget so that we will be prepared if the Moderator extends Town Meeting past June 30<sup>th</sup>.
5. As I told the Board at your last meeting, we have been notified of the Federal Coronavirus Relief Fund, also known as the "CARES Act". Groton is eligible to receive up to \$1,003,878 for various coronavirus expenses between March 27, 2020 and December 30, 2020. The Town needs to submit a reimbursement budget for incurred and anticipated expenses through June 30, 2020 by June 5, 2020. To that end, with the assistance and support of our Department Heads, I have prepared the attached budget request that I would like to submit to the State for our first round of reimbursement. It totals \$155,801.05. We would submit a budget for expenses between July 1<sup>st</sup> and December 30<sup>th</sup> later. I have broken down this budget into two categories. Category 1 are expenses incurred between March 27, 2020 and May 27, 2020. Category 2 are those expenses anticipated between May 28, 2020 and June 30, 2020. Please note that at this time, this fund cannot be used for anticipated revenue shortfalls, however, it is my understanding that this is currently under review. I would respectfully request that the Board approve this budget at Monday's meeting. Once approved, we will submit the reimbursement request by June 5<sup>th</sup>.
6. It is that time of year for the Town Manager to make his annual appointments and nominations for appointment. Enclosed with this report is a list of my proposed appointments/nominations. As is our tradition, I will read the names into the record and ask the Board to take the appropriate action.
7. Please see the following update to the Select Board's Meeting Schedule through June 30<sup>th</sup>:

Monday, June 1, 2020 -	Already posted
Monday, June 8, 2020 -	Annual Appointments of the Select Board Review First Draft of Housing Production Plan Last Minute Town Meeting Review Review MVP Grant Application
Saturday, June 13, 2020 -	2020 Spring Town Meeting (Subject to Change)
Monday, June 15, 2020 -	Annual Reorganization of the Select Board Town Meeting Follow-Up
Monday, June 22, 2020 -	Establish and approve Select Board Summer Schedule Approve Housing Production Plan for submission to DHCD
Monday, June 29, 2020 -	Review proposed FY 2020 Line Item Transfers
8. As is our practice, I have set aside time on the Agenda for the Board to discuss any issues related to the proposed FY 2021 Operating Budget. I will provide the Board with any necessary update at the meeting.

MWH/rjb  
enclosures



Table D-1A: Town-owned Parcels (Recreation Facilities)

Property Name	Parcel ID	Acres	Zoning	Restriction	Protection Level	Public Access	Funding Source	Manager Name	Improvements	Parking	ADA Eval.	Address	Year Acq.	Current Use	Recreation Potential	Property Condition
Alvin Sawyer Baseball Field	113/23/0//	14.7	RA	Art. 97	Permanent	Yes	Donation	Park Commission	Baseball Field	Yes	2015	Part of Lawrence Field parcel	?	Active Recreation	Active Recreation	Very Good
Boynton Common	112/106/0//	0.4	RA	Art. 97	Permanent	Yes	Town Funds, Donations	Park Commission	Memorial	Yes	2015	Part of Legion Common parcel	?	Active Recreation	ADA Improvements	Very Good
Carol Wheeler Memorial Park	101/13/0//	0.2	M1	Art. 97	Permanent	Yes	Donations	Park Commission, Garden Club	Improved Path	Yes	2015	Off West Main St	2002	Passive Recreation	Accessible Park	Good
Charles R. Gordon/Fireman's Common	112/40/0//	0.1	RA	Art. 97	Permanent	Yes	Multiple Donations	Park Commission, Garden Club	Improved Path	No	2019	Main St	?	Passive Recreation	Accessible Park	Very Good
Chicopee Row School House #7	231/91/0//	0.5	RA	Unknown	Unknown	Limited	Dedicated 501(c)(3)	Park Commission/Sawtell School Association	Historic School House	Limited – Street	2019	Chicopee Row	Early 2000's (mgmt)	Historic Preservation	Historic Preservation	Very Good
Christine Hanson Memorial Playground	113/23/0//	14.7	RA	Art. 97	Permanent	Yes	CPC, Private Donations	Park Commission, Garden Club	Playground	Yes	2015	Part of Lawrence Field parcel	2001	Active Recreation	Active Recreation	Very Good
Cow Pond Brook Playing Fields	248/39/0//	1.0	RA	Art. 97	Permanent	Yes	Town Funds	Park Commission	No	Yes	2015 & 2019	Hoyts Wharf Rd	1994	Ecological Preservation	Passive	Undeveloped
Cow Pond Brook Playing Fields	248/40/0//	29.6	RA	Art. 97	Permanent	Yes	Town Funds	Park Commission	Baseball, Soccer Fields	Yes	2015 & 2019	Cow Pond Brook Rd	1994	Active Recreation	Athletic Field	Very Good
Cutler Memorial Field	103/1/0//	11.2	M1	Art. 97	Permanent	Yes	CPC, Donation	Park Commission	Fields, basketball, playground	Yes	2015 & 2019	Townsend Rd	1966	Active Recreation	Multi-use Active Recreation	Very Good
Evan Holofcener Ice Rink	112/106/0//	n/a	RA	Art. 97	Permanent	Yes	N/A	Park Commission	Ice Rink	Yes	2015	Part of Legion Common parcel	n/a	Active Recreation	Active Recreation	Very Good
George & Agnes Rider Park	125/83//	n/a	RA	Art. 97	Permanent	Yes	Donation	Park Commission	Basketball Court	Yes	2015 & 2019	Park of Lost Lake Fire Station parcel	?	Active Recreation	Active Recreation	Very Good
Hazel Grove Fairgrounds	217/79/0//	28.3	RA	Art. 97	Permanent	Yes	Private Lease	Park Commission	Riding Track	Yes	2015 & 2019	Jenkins Rd	1940	Active Recreation	Equine Facilities	Very Good
Hill - Maple Park Land	104/31/0//	0.1	RA	Unknown	Permanent	Yes	Unknown	Park Commission	No	No	2019	Maple Ave	?	Ecological Preservation	Passive Recreation	Undeveloped
Hill - Pepperell Park Land	104/6/0//	0.2	RA	Unknown	Permanent	Yes	Unknown	Park Commission	No	No	2019	Pepperell Rd	?	Ecological Preservation	Passive Recreation	Undeveloped
John Tinker Memorial Common	216/62/0//	0.1	RA	Art. 97	Permanent	Yes	Tercentenary Donation	Park Commission	No	No	2019	Main St	?	Passive Recreation	Common	Good
Lawrence Field	113/23/0//	14.7	RA	Art. 97	Permanent	Yes	CPC, Private Donations	Park Commission	Athletic Field	Yes	2015	Broadmeadow Rd	1901	Active Recreation	Active Recreation	Very Good
Lawrence Memorial	113/23/0//	n/a	RA	Art. 97	Permanent	Yes	Town Funds, Donations	Park Commission	Monument	Yes	2015	Part of Lawrence Field parcel	1901	Active Recreation	Active Recreation	Very Good

Legion Common/Boynnton Memorial	112/106/0//	1.0	RA	Art. 97	Permanent	Yes	Town Funds, Donations	Park Commission	Monument	Yes	2015	Part of Legion Common parcel	?	Active Recreation	ADA Improvements	Very Good
Longley Monument	225/32/0//	0.0	RA	Art. 97	Permanent	Yes	Unknown, donation	Park Commission	Stone Monument	No	2019	Longley Rd	1955	Other: Memorial	Common	Fair
Minute Man Common	113/12/0//	0.5	RA	Art. 97	Permanent	Yes	Trust Funds, Private Donations	Park Commission	No	Ample - Street	2019	Main St	?	Passive Recreation	ADA Improvements	Good
New Town Common	111/40/0//	1.7	RA	Art. 97	Permanent	Yes	Donations	Park Commission	Town Common	Ample - Street	2019	Hollis St	?	Passive Recreation	ADA Improvements	Good
Old Burying Ground	112/105/0//	3.1	RA	Art. 97	Permanent	Yes	Old Burying Ground Commission, Town Funds, Donations	Park Commission	No	Adjacent Parcel	2019	Hollis St	?	Other: Historic Site	Passive Recreation	Very Good
Orchard Common	225/72/0//	0.7	RA	Art. 97	Permanent	Yes	Subdivision creation, Town Funds	Park Commission	No	No	2019	Blossom Ln	1954	Passive Recreation	Common	Good
Prescott Common/Byron Wilson Square	115/42/0//	0.3	RA	Art. 97	Permanent	Yes	Groton Garden Club, Town Funds	Park Commission	Town Common, Prescott Memorial	No	2019	Old Ayer Rd	?	Passive Recreation	ADA Improvements	Very Good
Samuel Badger Memorial Common	108/30/0//	0.4	RA	Art. 97	Permanent	Yes	Town Funds	Park Commission	Improved Path,	No	2019	Pleasant St	?	Passive Recreation	ADA Improvements	Very Good
Sgt. Waitowicz Tennis Courts	135/54/0//	n/a	RA	Art. 97	Permanent	Yes	Donation	Park Commission	Tennis Court	Yes	2015 & 2019	Forge Village Rd	1993	Active Recreation	Replace and Improve	Poor
Sgt. Waitowicz Field	135/54/0//	10.9	RA	Art. 97	Permanent	Yes	Donation, Town Funds	Park Commission	Athletic Field	Yes	2015 & 2019	Forge Village Rd	1993	Active Recreation	Athletic Field	Very Good
Veterans Memorial Common (aka Sawyer Common)	111/50/0//	0.7	O	Art. 97	Permanent	Yes	Town Funds, Garden Club	Park Commission, Garden Club	Memorial Common	Limited - Street	2019	Hollis St	?	Passive Recreation	ADA Improvements	Very Good





## MASSACHUSETTS EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

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### WORKPLACE SAFETY and REOPENING STANDARDS FOR BUSINESSES PROVIDING OUTDOOR RECREATIONAL EXPERIENCES AND EDUCATIONAL ACTIVITIES

May 18, 2020

#### **INTRODUCTION**

On May 18, 2020, Governor Baker issued *COVID-19 Order No. 33: Order Implementing a Phased Reopening of Workplaces and Imposing Workplace Safety Measures to Address COVID-19*, implementing a phased reopening of workplaces and imposing workplace safety measures to address COVID-19. That same day, he issued *COVID-19 Order No. 34: Order Expanding Access to and Use of State Beaches and Addressing Other Outdoor Recreational Activities*, which directed the Secretary of the Executive Office of Energy and Environmental Affairs “to issue guidance for the implementation of the generally applicable COVID-19 workplace standards by operators of and participants in outdoor recreational activities.”

This document provides guidance for businesses providing outdoor recreational experiences and educational activities on how to implement those general workplace safety standards and other public health guidance (“COVID-19 measures”) in the context of their outdoor recreational operations in the first phase (“Phase 1”) of the Commonwealth’s reopening. Operators who fail to implement applicable COVID-19 measures may be sanctioned in accordance with COVID-19 Order No. 33. Operators are further reminded that in addition to implementing COVID-19 measures in Phase 1, they must still comply with all federal, state and local laws.

The public health data and guidance on which this document is based can and does change frequently. The most recent version of this document can be found on the Commonwealth’s website, <http://www.mass.gov/>

Any questions regarding this guidance can be sent to [outdoor.recreation@mass.gov](mailto:outdoor.recreation@mass.gov)

#### **LIMITATIONS ON OUTDOOR RECREATIONAL ACTIVITIES AND FACILITIES**

COVID-19 Order No. 33 permits certain outdoor recreational activities and facilities to resume operations on May 25, 2020, provided that those operations meet safety standards and comply with the terms and conditions of the Order.

The Order provides that businesses providing outdoor recreational experiences and educational activities, including ski area summer activities, alpine slides, zip-lines, horse riding schools and stables, mountain biking, shooting and archery ranges may open in Phase 1; provided, however, that any group activity where social distancing cannot be maintained be limited to members of a single household group.





In addition to complying with the aforementioned limitations, operators must implement the following safety measures detailed below.

## **IMPLEMENTING SAFETY MEASURES FOR YOUR OPERATION**

COVID-19 Order No. 33 organizes safety measures into four distinct categories, social distancing, hygiene protocols, staffing and operations, and cleaning and disinfecting. Businesses providing outdoor recreational experiences and educational activities (as specified above) must ensure that the following COVID-19 Measures to protect consumers and employees.

<b>Social Distancing</b>	<ul style="list-style-type: none"><li>• All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces</li><li>• Establish protocols to ensure that employees can practice adequate social distancing</li><li>• Provide signage for safe social distancing</li><li>• Require face coverings or masks for all employees and customers</li></ul>
<b>Hygiene Protocols</b>	<ul style="list-style-type: none"><li>• Provide hand-washing capabilities throughout the workplace</li><li>• Ensure frequent hand washing by employees and adequate supplies to do so</li><li>• Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site</li></ul>
<b>Staffing and Operations</b>	<ul style="list-style-type: none"><li>• Provide training for employees regarding the social distancing and hygiene protocols</li><li>• Employees who are displaying COVID-19-like symptoms do not report to work</li><li>• Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan</li></ul>
<b>Cleaning and Disinfecting</b>	<ul style="list-style-type: none"><li>• Establish and maintain cleaning protocols specific to the business</li><li>• When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed</li><li>• Disinfection of all common surfaces must take place at intervals appropriate to said workplace</li></ul>

The application of these measures for businesses providing outdoor recreational experiences and education is detailed below.

### **I. Social Distancing**

- ❖ Online registration and online waivers should be used whenever possible to provide a touch-free registration process upon arrival. If online registration is not possible, social distancing guidelines must be implemented
- ❖ Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing during any meeting



- ❖ Face coverings are required for all workers, except where doing so may introduce a safety hazard to workers or where an individual is unable to wear a face covering due to a medical condition or disability
- ❖ Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all employees in such spaces at the same time are required to wear face coverings
- ❖ Where possible, operators should delineate on-site parking according to social distancing guidelines. Guests and employees are not allowed to loiter or tailgate in parking area.
- ❖ Operators shall establish pedestrian traffic flows to reduce likelihood of customer interaction and 6-foot spacing markings for queues
- ❖ Operators shall establish best practices and patterns for traffic flow for restrooms to maintain social distancing
- ❖ Loading, unloading, and riding aerial tramways, summer downhill rides and other activities must allow for social distancing
- ❖ Equipment rentals (e.g., bikes) are restricted to curb-side pick-up and online reservations, where possible and should have designated drop-off location for used gear and systems to ensure social distancing
- ❖ Adventure Parks (or self-guided adventures) and Ziplines are restricted to reserved units with a maximum size 8 per designated arrival
- ❖ Riders for downhill tubing, alpine slides, chairlifts, aerial tramways or amusement rides may only ride with household members
- ❖ Operators must stagger planned guest arrival times to ensure each trip has left the check in location before next trip arrives for registration
- ❖ Operators must ensure that on-site guest and staff density is maintained to allow for social distancing
- ❖ Outfitting area shall display designated social distance guidelines and marked spaces for individuals to stand while gearing-up, ensuring one individual per designated space up to a maximum of 8
- ❖ Course instructions shall take place while maintaining social distancing guidelines.
- ❖ Operators should ensure that groups depart the course and upon returning to base leave gear in designated area while maintaining social distancing
- ❖ Guests should be encouraged to “arrive, play at height and leave” -- no congregating before or after the activity

## **II. Hygiene Protocols**

- ❖ All employees and customers must wear face coverings or masks in any situations where social distancing is not possible unless it is unsafe to do so
- ❖ Employers shall install hand sanitizer stations at the entry and exit of activity for use prior to loading and after unloading
- ❖ Lift operators must wear protective equipment at all times, including facial coverings and other relevant protection, such as gloves
- ❖ Only staff person(s) with protective mask or face covering and gloves may check guest





- harness and equipment
- ❖ Transportation for guests is limited to one household group at a time. Customers and staff should wear face coverings during transit
- ❖ Ensure access to handwashing facilities on site, including soap and running water, and allow sufficient break time for employees to wash hands to frequently; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative.
- ❖ Employers must supply employees at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes).
- ❖ Employers must require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- ❖ Employers must visible signage throughout the site to remind employees on the hygiene and safety protocols

### **III. Staffing and Operations**

- ❖ Retail shops shall adhere to retail guidelines (i.e., limited to curbside pick-up).
- ❖ Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission
- ❖ Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas, outside the facility if possible
- ❖ Log everyone who comes in contact with site to enable contact tracing, including customers
- ❖ Employees must stay home if feeling ill.
- ❖ Employees who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home
- ❖ Encourage workers who test positive for COVID-19 to disclose to the employer for purposes of cleaning/disinfecting and contact tracing
- ❖ Post notice to employees, workers, and customers of important health information and relevant safety measures

### **IV. Cleaning and Disinfecting**

- ❖ Aerial tramway lift chairs, amusement rides, alpine slides, and other shared equipment and rides, etc., must be sanitized periodically throughout the day and at the end of the day
- ❖ Touch points for carts or tubes, including handles, the brake levers, seat belt, and other heavily touched areas of the cart, or device shall be sanitized before every cycle
- ❖ Disinfectant wipes shall be located near the loading area at each aerial tramway terminal so customers can sanitize lift chairs as they lower the restraining bar
- ❖ All rental gear must be thoroughly cleaned and sanitized prior to and after use
- ❖ All vehicles shall be cleaned and disinfected between trips
- ❖ Harnesses, safety gear, and helmets must be cleaned and disinfected between use (per manufacturer recommendations and any applicable CDC and DPH guidance) or quarantined for 48 hours





- ❖ Conduct regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms. Restrooms should be cleaned and sanitized following the EEA COVID-19 Outdoor Recreation Facility Restroom Cleaning Best Practices
- ❖ Keep cleaning logs that include date, time, and scope of cleaning
- ❖ In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current guidance



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*Executive Office of Energy and Environmental Affairs*  
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**Memorandum**

**From:** Executive Office of Energy and Environmental Affairs

**Date:** May 18, 2020

**Subject:** Specific Safety and Reopening Standards for Parks, Open Space, and Outdoor Education Programs

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The following guidelines apply to Parks, Open Space, and Outdoor Education Programs during Phase 1 of the Commonwealth's Reopening.

All visitors to parks and open space, and managers associated with properties or activities herein, should abide by the specific guidelines outlined. Property-specific guidelines should be posted at entrance points to areas and on relevant social media/websites. Guidelines provided herein should apply to all parks, reservations and open spaces unless otherwise specified.

This guidance should apply until amended or rescinded. Any questions regarding this guidance can be sent to [outdoor.recreation@mass.gov](mailto:outdoor.recreation@mass.gov)

**DPH Orders and Guidelines**

**Face Coverings and Masks:** All visitors to parks and open space, as well as those participating in outdoor education programs should comply with *COVID-19 Order 31: Order Requiring Face Coverings in Public Places Where Social Distancing is Not Possible*. The order requires any person over the age of 2, whether indoors or outdoors, to wear a face covering or mask when they cannot maintain 6 feet of distance between themselves and others, unless they have a medical condition preventing them from doing so (see further guidance here:

<https://www.mass.gov/info-details/covid-19-state-of-emergency>).

**Group Size:** No groups larger than 10 are allowed to gather: <https://www.mass.gov/doc/march-31-2020-assemblage-guidance/download>

## **Parks and Open Space**

Walking, hiking, biking, running, and other activities (yoga, tai chi, etc.,) are allowable activities in parks and other designated areas such as rail trails, multi-use paths, and bike paths.

### **Parks and Open Space Guidelines:**

- Visitors should always practice social distancing by remaining 6 feet away from others and adhering to all site-specific rules, regulations, and posted signage regarding permitted uses.
- On trails, walker and hikers should move aside and leave room for others to pass, and cyclists and runners should alert other users when approaching and wait for others to step aside before passing.
- After visiting public spaces, users should use wash their hands or use hand sanitizer.

## **Athletic Fields and Non-Contact Courts (Non-Organized/Permitted Use)**

Athletic fields and athletic courts can be utilized only for non-contact sports, with no shared equipment, such as tennis and pickleball. No permits should be issued for group gatherings and users should not engage in pick-up games, organized games or tournaments.

### **Athletic Fields Guidelines:**

- Users should sanitize hands before and after play, not share equipment, and clean and wipe down equipment.
- When engaged in play, users should avoid touching other users' equipment in separate areas.
- Users waiting to utilize a section or area of the field should wait outside the field of play until previous users have vacated the facility to ensure proper social distancing and prevent accidental contact of other users' equipment.
- Users should not engage in pick-up games, organized games, or tournaments.

### **Athletic Courts (Non-Contact) Guidelines:**

- Users should sanitize hands before and after play, not share equipment and clean and wipe down equipment, including racquets, balls, and water bottles.
- Users waiting to utilize a court should wait outside the court's gates/fence until previous users have vacated the facility to ensure proper social distancing and prevent accidental contact of other users' equipment.
- Users should not engage in pick-up games, organized games, or tournaments

## **Picnic Areas and Grills**

Picnic and grill areas should be closed if social distancing cannot be maintained and sanitizing protocols cannot be performed between use.

## **Trash Disposal and Public Restrooms**



Where available, trash disposal and restrooms facilities should be available for public use. Trash disposal and restrooms at parks, reservations and open space managed by municipalities or other organizations for public use is available to the discretion of the city or town it is in and/or the managing organization.

**Trash Disposal General Guidelines:**

- Visitors of public parks, reservations, and open spaces should expect limited or no trash disposal receptacles.
- When visiting public properties without trash receptacles, visitors should adhere to a strict “carry in, carry out” policy and take waste with them.
- Where trash receptacles are available for normal use, park managers should, where feasible, provide no touch, lidless trashcans.

**Public Restrooms General Guidelines:**

- Users should abide by social distancing standards for bathroom lines and follow any established visual guidelines for maintaining a 6 ft distance in all restroom facilities.
- In advance of the initial opening of public restrooms, the managing entity should adhere to the Centers for Disease Control and Prevention (CDC) guidelines pertaining to the cleaning and disinfection standards of operating procedures for interior spaces and that social distancing can be maintained.
- The managing entity should have the facilities cleaned at least once daily by staff and perform deep cleaning and disinfection services at least once per week and should follow the EEA COVID-19 Outdoor Recreation Facility Restroom Cleaning Best Practices.
- Composting (clivus or similar) toilets should be permanently closed and should be replaced with temporary (seasonal) portable restrooms with daily cleanings.
- Restroom facilities should contain hand washing and/or sanitizer stations, and the public should use these stations following the use of the facilities.

**Non-Commercial Dog Walking and Dog Parks**

Non-commercial dog-walking and dog parks are allowable activities to the extent allowed by the managing entity.

**Non-Commercial Dog Walking Guidelines:**

- All dog walkers and their dogs should practice social distancing, and users should provide appropriate space for others and/or their dogs to pass when necessary.
- Social distancing for dogs means that dogs not part of the same household should be kept at least six feet apart and avoid interacting with other dogs and other people from separate households.
- Dog walkers should not share toys, treats, or other materials with dogs that are not within the same household.
- Dog walkers should supply their own bags associated with dog waste in the event there are none available on site and remove dog and other waste and dispose of it either in a designated receptacle onsite or at another appropriate location.
- Dog walkers should supply their own water and other needs for their pets in the event there are none available onsite.

**Dog Park Guidelines:**

- All users of dog parks and their dogs should practice social distancing of at least six or more feet.
- All visitors of dog parks should maintain enough control over their pets via leash or voice control to comply with social distancing guidelines and site-specific rules and regulations.
- Dog park amenities, including shared water dishes, toys, and other materials, should not be used by dogs or handled by visitors.
- Visitors of dog parks should supply their own bags associated with dog waste in the event there are none available onsite and take dog waste with them if designated trash receptacles are not available for normal use.
- Property managers, where feasible, if trash is available, should provide no touch, lidless trashcans.

**Community Gardens**

Community gardens, and associated activities, are permissible to the extent allowed by the managing entity.

**Community Garden Guidelines:**

- Users of community gardens should follow social distancing guidelines and should avoid utilizing communal tools, hoses, and other equipment, and avoid the sharing of personal equipment whenever possible. Additionally, users are responsible for sanitizing items before and after each use.
- Community garden users should only visit and utilize plots with members of the same household if social distancing cannot be maintained.
- If crowding becomes an issue, community garden committees and property managers should create a schedule to avoid crowding of individual plot users and maintenance of social distancing protocols.

**Outdoor Education Programs**

Organized educational programs, activities and outdoor public art installations may occur in outdoor spaces during Phase 1 only if the program does not require individual participants to share equipment or make physical contact in order to engage in the activity, subject to the following guidelines.

**Outdoor Education Program Guidelines:**

- To allow for adequate social distancing for the activity, as well as ingress and egress, the layout of the class should be managed to accommodate a minimum of 12 ft distance between each individual activity station.
- Facial coverings are required, and instructor and participants must always comply with all social distancing requirements and remain 6 ft apart. Programs must be conducted without shared equipment, tools or materials

- Activities must be limited to gatherings of no more than 10, including instructor or leader.
- Organizers must use a pre-registration process to ensure group size.
- Instructors must be familiar with all protocols and procedures to maintain a safe activity, e.g. monitoring physical distancing, not allowing participants without facial coverings, disinfecting tables before and after use in accordance with CDC guidelines.
- Temporary signage will be posted to inform the public of public health guidelines and standards of behavior during program
- If using outdoor displays or tables, add protective barriers, when possible and/or disinfect before and after use.



# Groton Country Club

## Pool Operation – Draft Protocols for Opening Ver 1.0



### Mandatory Safety Standards for Workplaces

#### Safety Standards

**NOTE: These safety standards are applicable to all sectors and industries. There will be sector-specific safety protocols and recommended best practices which provide further details and limited exceptions.**

#### Social Distancing

- All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Establish protocols to ensure that employees can practice adequate social distancing
- Provide signage for safe social distancing
- Require face coverings or masks for all employees

#### Hygiene Protocols

- Provide hand washing capabilities throughout the workplace
- Ensure frequent hand washing by employees and adequate supplies to do so
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

#### Staffing and Operations

- Provide training for employees regarding the social distancing and hygiene protocols
- Employees who are displaying COVID-19-like symptoms do not report to work
- Establish a plan for employees getting ill from Covid-19 at work, and a return-to-work plan

#### Cleaning and Disinfecting

- Establish and maintain cleaning protocols specific to the business
- When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace

With the expectation that our opening would include a capacity limit we are implementing the following changes to our operation to comply and provide an environment that meets all safety requirements. The following protocols will be modified based on the guidelines provided by the state and local board of health.

### Capacity

We will setup the pool area for 60 patrons.  
Capacity will be 25% of 250 (Licensed Capacity in 2019)

### Screening

Patrons temperatures are scanned prior to admittance to the pool area. Also, verbally complete our COVID-19 screening.

### Sections

The area surrounding the pool will be broken into 12 sections  
Each section will have 3 lounge chairs provided and a table with an umbrella. Additional lounge chairs are available if needed. Each section will be 10'x20'.  
Each section will be 10' apart from other sections.

## **Reservations**

Reservations will be available and required to book a section.

Reservations will be limited to 5 people in your group.

Reservations last for 2 hours and 30 minutes.

Reservations will be available at 8am each morning for that day.

Reservations can be made online or by calling the Country Club.

Only one reservation can be made per person/family per day prior to 12pm, after 12pm this restriction is waived.

## **Reservation Timeframes**

We developed different days (A and B) due to high school closing/opening dates.

Additional days may be created based on need.

Calendar will be posted on our web site to identify the (A and B days)

### **A Day**

1<sup>st</sup> Seating 11am-1:30pm

2<sup>nd</sup> Seating 2pm-4:30pm

3<sup>rd</sup> Seating 5pm-7:30pm

### **B Day (School is in session)**

1<sup>st</sup> Seating 4pm-6:30pm

## **Rates and Memberships**

Non-Member pool passes will be \$10 per person with a maximum charge of \$30 per section.

Memberships do not guarantee access to the pool due to the new reservation system.

Memberships do provide an advantage to those who plan to use the pool often as they do not pay the pool pass rates.

To provide our members with the opportunity to try out the new systems and protocols, while also protecting their investment in a membership with us, we will allow refunds to all members through July 15<sup>th</sup>. Refunds will be equal to the full amount of your membership minus the fees would have paid during your visits prior to requesting your refund.

## **Seniors/At Risk Patrons**

Seniors age 60+ and At-Risk patrons will have access to the pool from 10am-10:45am on weekdays only.

The pool pass for this session is \$3 per person and will be initially limited to 10 people.

### **Face Coverings or Masks**

Face Coverings or Masks must always be worn by patrons over 2 years old except while using the diving board or swimming in the lap lanes. Only cloth Face Coverings or Masks are allowed.

### **Cleaning and Disinfecting**

Chairs and tables will be cleaned and disinfected after each reservation.

Locker Rooms will be cleaned and disinfected every hour.

Pool railings will be cleaned and disinfected every hour.

Any other touch points we identify will be cleaned and disinfected frequently.

### **Enforcement of Protocols**

We will have one attendant working to explain and enforce rules, regulations and policies to ensure safety of patrons.

Aquatics Director Carol Wright and General Manager Shawn Campbell will be available to staff and patrons to resolve any issues that arise.

Failure to follow the protocols we have in place for our patrons will result in the individual(s) being subject to removal from the pool area.

### **Waivers**

We will develop a waiver for all patrons to sign prior to using the pool facility. It will be available when you make your online reservation and will also be available on site for those who called in their reservation.

### **CDC – Content**

There is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools, hot tubs, spas, or water play areas. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water.

Also, following the considerations listed on the CDC website for Public Pools

<https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>



### **Items to discuss and consider**

#### **Open to Groton Residents Only**

1. Would reduce attendance at the pool.
2. We rely on all our neighboring towns to support our programming at GCC.
3. Must refund 18 Non-Resident Memberships as of 5/12/20 for \$6,996.00

#### **Eliminate all Memberships and only do pool passes**

1. Membership does not guarantee access to the pool with the reservation system.
2. Membership would benefit those who come to the pool often.
3. There is no harm in having memberships provided they accept the conditions.

#### **Eliminate pool passes and only do Memberships**

1. Would likely reduce attendance at the pool.
2. Would increase upfront revenue for the end of this fiscal year.
3. Would make the pool unaffordable to some of our patrons.
4. Would decrease daily fee revenue for FY2021.

#### **Swim Team Program – Postponed until further notice**

No word from the summer swim league yet

#### **Group Swim Lesson Program – Postponed until further notice**

Swimming would require taking your mask off and distancing would be an issue

Private lessons would be available

Group lessons could start up later in the season if protocols change and time permits.

### **FAQ and Examples**

Refund Example – A Groton Resident family of 3 uses the pool 2 times and decides that the membership is not suitable for their needs prior to July 15th.

The refund would be \$300. (Membership cost \$360 minus 2 visits at \$30 each)

Additional reservations – A family books a reservation at 8am for the 2<sup>nd</sup> seating for the day and they would like to stay through the 3<sup>rd</sup> seating for the day. They would have to wait till 12pm to attempt to get a reservation for the 3<sup>rd</sup> seating. If they were successful in obtaining the 3<sup>rd</sup> seating, they would have to leave the pool area for 30 minutes during our cleaning/disinfecting that occurs between seatings.

# COVID-19 Control plan



All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans **do not** need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

## BUSINESS INFORMATION | please provide the following information \_\_\_\_\_

Business name: Groton Country Club  Check if part of a larger corporation

Address: 94 Lovers Lane, Groton MA 01450

Contact information (Owner/Manager): Shawn Campbell, General Manager

Contact information (HR representative), if applicable: \_\_\_\_\_

Number of workers on-site: 12

## SOCIAL DISTANCING | check the boxes to certify that you have: \_\_\_\_\_

- Ensured that all persons, including employees, customers, and vendors remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Established protocols to ensure that employees can practice adequate social distancing
- Posted signage for safe social distancing
- Required face coverings or masks for all employees
- Implemented additional procedures. Please describe them here: \_\_\_\_\_

## HYGIENE PROTOCOLS | check the boxes to certify that you have: \_\_\_\_\_

- Provided hand washing capabilities throughout the workplace
- Ensured frequent hand washing by employees and provided adequate supplies to do so
- Provided regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site
- Implemented additional procedures. Please describe them here: \_\_\_\_\_



# COVID-19 Control plan



All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans **do not** need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

**STAFFING & OPERATIONS** check the boxes to certify that you have: \_\_\_\_\_

- Provided training for employees regarding the social distancing and hygiene protocols
- Ensured employees who are displaying COVID-19-like symptoms do not report to work
- Established a plan for employees getting ill from COVID-19 at work, and a return-to-work plan
- Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_

**CLEANING & DISINFECTING** check the boxes to certify that you have: \_\_\_\_\_

- Established and maintained cleaning protocols specific to the business
- Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed
- Prepared to disinfect all common surfaces at intervals appropriate to said workplace
- Implemented additional procedures. Please describe them here: \_\_\_\_\_  
\_\_\_\_\_

**SUMMARY OF TOWN OF GROTON PROTOCOLS AND STATUS OF CURRENT OPERATIONS BY BUILDING/LOCATION**

<u>Building</u>	<u>Next Phase Date</u>	<u>Next Step/Future Changes</u>	<u>State Requirements</u>	<u>Local Requirements</u>
Town Hall	Current Status	Closed to Public. Staff working remotely. Public meetings conducted via Zoom on the Groton Channel.		
	6/1/2020	Department Heads will return to work at Town Hall. Public can schedule appointments with various Town Hall Departments.		Temperatures must be taken before entering building. Hand washing stations/sanitizing will be required.
	6/15/2020	Administrative staff will return to work at Town Hall. Some employees will continue to work remotely if they have underlying health issues.		Masks must be worn by employees when more than one employee is in a confined space
	6/29/2020	Town Hall will open to the public.	Masks must be worn by anyone entering the building. Social distancing must be adhered to at all times.	Schedule Outdoor meetings for those who cannot wear a mask in Town Hall.
West Groton Center	Current Status	Closed to the public. Providing Meals on Wheels and "food pantry" type services. Staff reaching out to Seniors.		
	7/6/2020	Center will open to Seniors	- No more than 25 people in the building at any given time.	<ul style="list-style-type: none"> <li>• Masks and no touch thermometer available as all entrants must wear masks.</li> <li>• Anyone must have an appointment or be registered in a program to enter the building.</li> </ul>
Groton Public Library	5/24/2020	Remote Service Hours will change to 10 - 5.		
	6/16/2020 - 8/29/2020	- Children's Walk-Up Window Summer Reading Program		
	7/7/2020	- Building will open to the public - appointments will be necessary to enter the building.	- Masks available at both entrances. Masks must be worn by anyone entering the building.	<ul style="list-style-type: none"> <li>• We will request all who enter have their temperature taken at the entrance and to wear a mask while inside.</li> <li>• Library stacks closed to the public.</li> <li>• No more than 20 people in the building at any time, excluding staff.</li> <li>• Anyone entering the building must have an appointment. Staff will confirm all appointments through email.</li> <li>• The public will be restricted to the 2 bathrooms on the top floor. All other bathrooms will be for library staff use only.</li> </ul>

<u>Building</u>	<u>Next Phase Date</u>	<u>Next Step/Future Changes</u>	<u>State Requirements</u>	<u>Local Requirements</u>
Farmers Market	7/10/2020	- Scheduled to Open & run through October, 2020 under strict protocols.		<ul style="list-style-type: none"> <li>• vendors, market managers, and customers shall wear face masks.</li> <li>• A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.</li> <li>• It is strongly encouraged that only one person per household shop at the market.</li> <li>• Customers should expect to exit the market and leave as soon as their purchasing is completed.</li> <li>• Customers are prohibited from using reusable bags.</li> <li>• Market managers (a.k.a., the Williams Barn Committee) should limit the number of customers who can enter the market space at one time based on established occupancy rate, which shall be set by the Fire Chief.</li> <li>• At least one hand washing station, which shall include but not be limited to portable sinks equipped with soap and paper towels, hand sanitizers and paper towels, shall be provided</li> <li>• At least one portable toilet, which shall contain hand sanitizer and be cleaned at least daily, shall be provided.</li> <li>• Market managers must utilize disposable gloves at all times during market operations.</li> <li>• Prior to the start of any market day, vendors shall certify to market managers that they:</li> <li>• Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.</li> <li>• Have not had "close contact" with an individual diagnosed with COVID-19.</li> <li>• Have not been asked to self-isolate or quarantine by their doctor or a local public health official.</li> <li>• The offering/distribution of product samples is temporarily prohibited.</li> <li>• Vendors shall minimize the handling of produce and products by both staff and customers including disallowing the touching of produce at vendor tables and sales points.</li> <li>• When appropriate, the use of online ordering via email or pre-bagged orders should be considered as well as drive-up systems.</li> <li>• Vendors must utilize disposable gloves at all times during market operations.</li> <li>• Vendors should clean and sanitize their displays, including their tables and items used to display produce in, at the end of every market and at intervals during market operation.</li> <li>• To facilitate transactions at markets, vendors should minimize cash transactions and prioritize the use of credit card and online payment application platforms used on smartphones.</li> <li>• Point of sale devices shall be cleaned and sanitized between each use.</li> <li>• Vendors found in violation of these protocols will be removed and not allowed to return to any future Farmers Market during the</li> </ul>
Groton Country Club - Camps	Current Status	- Summer Camps closed for the summer of 2020.	<ul style="list-style-type: none"> <li>• Security personnel can be delineated by each club (ex. A pro and the head starter) and will be present to enforce social distancing. There can be no other employees working at the recreational component of the golf operation.</li> <li>• All staff must wear face coverings while on property.</li> <li>• Course facilities including but not limited to the clubhouse, golf shop, restaurant, bag room and locker room must remain closed.</li> <li>• No caddies allowed. Push carts may be used. Players must either carry their own bag or use a push cart.</li> <li>• No golf carts allowed, except for an individual with a disability who is seeking a reasonable accommodation to ensure ADA compliance. Any carts used must be cleaned and sanitized after each use.</li> </ul>	
Groton Country Club - Golf	Current Status	- Golf operation open to the public.	<ul style="list-style-type: none"> <li>• All golfers must maintain proper social distancing of at least 6 feet at all times.</li> <li>• Groups of players are restricted to no more than 4 players at one time.</li> <li>• Maintenance personnel are permitted to work on the golf course.</li> <li>• Tee Time Policy must be 15 minutes between groups.</li> <li>• Golfers must stay in their car until 15 minutes before their tee time and must return to their car immediately following play.</li> <li>• Online and remote payment options must be utilized.</li> <li>• All golfers must use their own golf clubs. Sharing golf clubs or rental golf clubs is not allowed.</li> <li>• Flagsticks must remain in the hole. Hole liners must be raised so picking a ball out of the hole doesn't occur.</li> <li>• Bunker rakes must be removed, and ball washers must be removed or covered.</li> </ul>	
Groton Country Club - Pool	6/8/2020	- Pool slated to open under strict protocols subject to Select Board approval.		



**Building**

Parks/Playgrounds

**Next Phase Date**

Current Status

**Next Step/Future Changes**

- Closed to the public

**State Requirements**

- Property-specific guidelines should be posted at entrance points to areas and on relevant social media/websites.
- No groups larger than 10 are allowed to gather:
- Any person over the age of 2, whether indoors or outdoors, to wear a mask when they cannot maintain 6 feet of distance, unless medically excused
- Athletic fields and athletic courts can be utilized only for non-contact sports, with no shared equipment.
- No permits should be issued for group gatherings
- Users should not engage in pick-up games, organized games or tournaments."
- Non-commercial dog-walking and dog parks are allowable activities to the extent allowed by the managing entity.
- All dog walkers and their dogs should practice social distancing,
- Dogs not part of the same household should be kept at least six feet apart and avoid interacting with other dogs and people from separate households.
- Trash disposal and restrooms for public use are available to the discretion of the town and/or the managing organization.
- When visiting public properties without trash receptacles, visitors should adhere to a strict "carry in, carry out" policy and take waste with them.
- Restroom facilities shall be cleaned at least once daily and deep cleaning and disinfection services at least once per week.
- Restroom facilities should contain hand washing and/or sanitizer stations.

Phase 1

**Local Requirements**

The Hazel Grove Association is proposing the following protocols:

- Users will be asked to park trailers and tack up on trailers, when in parking lot maintain social distancing unless from same trailer / family.
- Wash stalls will be unavailable. No portable Pottie will be on site.
- Hand sanitizer station will be provided and replenished weekly
- Sign below will be posted on site
- Trail and track users may come to site and ride out but should maintain social distancing, while on site.
- All truck in shall be asked to limit themselves to riders only or only 1 spectator / passenger per trailer.
- Infield users will need to book in advance, bookings will be 1.5-hour slots and users will be asked to arrive, ride and leave within the booking time allocation.
- Any groups using the infield will be limited to 10 including any coaches/ instructors or spectators.
- Infield will be restricted to the following at any one time: 1 group on xc and 1 group in large or small ring
- Pony Club Mounting meetings: will comply with above rules, but may run 3 groups segregated as needed, and will phase the access to the infield to avoid close proximity and will operate a 1-way system going onto and off the infield and will provide additional hand washing facilities.
- Any clinics, will follow same rules as pony club, with additional scheduling to ensure avoidance of gathering groups, and will provide additional hand washing facilities.

Hazel Grove Current Status

- Plan for opening on June 2nd

Sargisson Beach Current Status

- Closed for the Season.

## Calculations for FY21 1/12th Budget

FUNCTION Code	DEPT Code	DEPT Short Title	GL Short Title	GL Code	FY21 Annual	July FY20 % Spent	July FY21 Requested Budget @ FY20 % spent	July FY21 Requested Budget @ 1/12	Proposed Request by Line Item	Proposed Request by Department Total
000	000		State Assessments	5630	93,392.00	8.33%	7,779.55	7,782.67	7,782.67	<b>7,782.67</b>
100	114	Moderator	Sal: Elected	5110	65.00	0.00%	0.00	5.42	5.42	
100		Moderator	General Expense	5400	<u>80.00</u>	0.00%	0.00	6.67	6.67	<b>12.08</b>
	Total 114	Moderator			145.00					
100	122	Selectmen	General Expense	5400	3,300.00	0.00%	0.00	275.00	275.00	
100		Selectmen	Minor Capital	5500	<u>25,683.00</u>	0.00%	0.00	2,140.25	2,140.25	<b>2,415.25</b>
	Total 122	Selectmen			28,983.00					
100	124	Town Mgr	Salaries	5115	228,635.00	9.30%	21,263.06	19,052.92	21,263.06	
100		Town Mgr	Wages	5120	125,336.00	5.58%	6,993.75	10,444.67	10,444.67	
100		Town Mgr	General Expense	5400	<u>14,600.00</u>	13.24%	1,933.04	1,216.67	1,933.04	<b>33,640.76</b>
	Total 124	Town Mgr			368,571.00					
100	131	FinCom	General Expense	5400	<u>215.00</u>	0.00%	0.00	17.92	215.00	<b>215.00</b>
	Total 131	FinCom			215.00					
100	132	Res Fund	General Expense	5400	<u>150,000.00</u>	0.00%	0.00	12,500.00	12,500.00	<b>12,500.00</b>
	Total 132	Res Fund			150,000.00					
100	135	Accountant	Salaries	5115	97,083.00	9.71%	9,426.76	8,090.25	9,426.76	
100		Accountant	Wages	5120	49,627.00	5.73%	2,843.63	4,135.58	4,135.58	
100		Accountant	General Expense	5400	<u>37,595.00</u>	6.82%	2,563.98	3,132.92	3,132.92	<b>16,695.26</b>
	Total 135	Accountant			184,305.00					

FUNCTION Code	DEPT Code	DEPT Short Title	GL Short Title	GL Code	FY21 Annual	July FY20 % Spent	July FY21 Requested Budget @ FY20 % spent	July FY21 Requested Budget @ 1/12	Proposed Request by Line Item	Proposed Request by Department Total
100	141	Assessors	Salaries	5115	80,528.00	10.27%	8,270.23	6,710.67	8,270.23	
100		Assessors	Wages	5120	64,728.00	5.73%	3,708.91	5,394.00	5,394.00	
100		Assessors	General Expense	5400	<u>25,858.00</u>	2.54%	656.79	2,154.83	2,154.83	
	Total 141	Assessors			171,114.00					<b>15,819.06</b>
100	145	Treasurer	Salaries	5115	93,975.00	10.16%	9,547.86	7,831.25	9,547.86	
100		Treasurer	Wages	5120	119,037.00	5.93%	7,058.89	9,919.75	9,919.75	
100		Treasurer	General Expense	5400	20,945.00	23.77%	4,978.63	1,745.42	4,978.63	
100		Treasurer	Bond Costs	5420	<u>4,900.00</u>	0.00%	0.00	408.33	408.33	
	Total 145	Treasurer			238,857.00					<b>24,854.57</b>
100	151	Town Counsel	POS:Legal	5220	<u>90,000.00</u>	4.44%	3,996.00	7,500.00	7,500.00	
	Total 151	Town Counsel			90,000.00					<b>7,500.00</b>
100	152	Personnel	Salaries	5115	84,313.00	10.67%	8,996.20	7,026.08	8,996.20	
100		Personnel	General Expense	5400	<u>11,000.00</u>	0.00%	0.00	916.67	916.67	
	Total 152	Personnel			95,313.00					<b>9,912.86</b>
100	154	I.T. Comm	Salaries	5115	117,004.00	10.47%	12,250.32	9,750.33	12,250.32	
100		I.T. Comm	Wages	5120	61,095.00	5.73%	3,500.74	5,091.25	5,091.25	
100		I.T. Comm	General Expense	5400	<u>24,800.00</u>	0.00%	0.00	2,066.67	2,066.67	
	Total 154	I.T. Comm			202,899.00					<b>19,408.24</b>
100	156	Postage/OffSup	General Expense	5400	60,000.00	3.16%	1,896.00	5,000.00	5,000.00	
100		Postage/OffSup	Central Purch	5402	17,000.00	0.00%	0.00	1,416.67	1,416.67	
100		Postage/OffSup	Telephone	5404	<u>35,000.00</u>	1.97%	689.50	2,916.67	2,916.67	
	Total 156	Postage/OffSup			112,000.00					<b>9,333.33</b>



FUNCTION Code	DEPT Code	DEPT Short Title	GL Short Title	GL Code	FY21 Annual	July FY20 % Spent	July FY21	July FY21	Proposed Request by Line Item	Proposed Request by Department Total
							Requested Budget @ FY20 % spent	Requested Budget @ 1/12		
100	158	Tax Title Forec	General Expense	5400	<u>5,725.00</u>	8.40%	480.90	477.08	480.90	<b>480.90</b>
	Total 158	Tax Title Forec			5,725.00					
100	161	Town Clerk	Sal: Elected	5110	92,073.00	8.00%	7,365.84	7,672.75	7,672.75	
100		Town Clerk	Wages	5120	67,751.00	5.47%	3,705.98	5,645.92	5,645.92	
100		Town Clerk	General Expense	5400	<u>9,867.00</u>	29.00%	2,861.43	822.25	2,861.43	<b>16,180.10</b>
	Total 161	Town Clerk			169,691.00					
100	162	Elections	Wages	5120	19,115.00	0.00%	0.00	1,592.92	1,592.92	
100		Elections	General Expense	5400	<u>12,185.00</u>	0.00%	0.00	1,015.42	1,015.42	<b>2,608.33</b>
	Total 162	Elections			31,300.00					
100	164	Street Listings	General Expense	5400	<u>5,000.00</u>	0.00%	0.00	416.67	416.67	<b>416.67</b>
	Total 164	Street Listings			5,000.00					
100	171	ConsComm	Salaries	5115	71,545.00	9.88%	7,068.65	5,962.08	7,068.65	
100		ConsComm	General Expense	5400	<u>7,350.00</u>	0.00%	0.00	612.50	612.50	<b>7,681.15</b>
	Total 171	ConsComm			78,895.00					
100	174	GIS	General Expense	5400	<u>10,800.00</u>	47.31%	5,109.48	900.00	5,109.48	<b>5,109.48</b>
	Total 174	GIS			10,800.00					
100	175	Planning Board	Salaries	5115	85,518.00	9.79%	8,372.21	7,126.50	8,372.21	
100		Planning Board	General Expense	5400	8,650.00	0.00%	0.00	720.83	720.83	
100		Planning Board	County Assess	5620	<u>3,756.00</u>	0.00%	0.00	313.00	313.00	<b>9,406.05</b>
	Total 175	Planning Board			97,924.00					

FUNCTION Code	DEPT Code	DEPT Short Title	GL Short Title	GL Code	FY21 Annual	July FY20 % Spent	July FY21 Requested Budget @ FY20 % spent	July FY21 Requested Budget @ 1/12	Proposed Request by Line Item	Proposed Request by Department Total
100	176	ZBA	Wages	5120	21,375.00	5.61%	1,199.14	1,781.25	1,781.25	
100		ZBA	General Expense	5400	<u>1,500.00</u>	0.00%	0.00	125.00	125.00	<b>1,906.25</b>
	Total 176	ZBA			22,875.00					
100	192	Municipal Build	Wages	5120	149,451.00	6.50%	9,714.32	12,454.25	12,454.25	
100		Municipal Build	General Expense	5400	270,950.00	2.44%	6,611.18	22,579.17	22,579.17	
100		Municipal Build	Minor Capital	5500	<u>20,000.00</u>	0.00%	0.00	1,666.67	1,666.67	<b>36,700.08</b>
	Total 192	Municipal Build			440,401.00					
100	193	Insur & Bond	Ins-Bond	5430	230,000.00	11.27%	25,921.00	19,166.67	25,921.00	
100		Insur & Bond	DedRes-GenLiab	5450	12,000.00	0.00%	0.00	1,000.00	1,000.00	
100		Insur & Bond	InsDeduct111F	5451	<u>25,000.00</u>	0.00%	0.00	2,083.33	2,083.33	<b>29,004.33</b>
	Total 193	Insur & Bond			267,000.00					
100	195	Town Report	General Expense	5400	<u>1,500.00</u>	0.00%	0.00	125.00	0.00	<b>0.00</b>
	Total 195	Town Report			1,500.00					
200	210	Police	Salaries	5115	268,334.00	7.99%	21,439.89	22,361.17	22,361.17	
200		Police	Wages	5120	1,968,864.00	9.74%	191,767.35	164,072.00	191,767.35	
200		Police	General Expense	5400	217,200.00	2.86%	6,211.92	18,100.00	18,100.00	
200		Police	VehicleLeasePur	5482	4,920.00	99.00%	4,870.80	410.00	4,870.80	
200		Police	Minor Capital	5500	<u>20,000.00</u>	0.00%	0.00	1,666.67	1,666.67	<b>238,765.99</b>
	Total 210	Police			2,479,318.00					

FUNCTION Code	DEPT Code	DEPT Short Title	GL Short Title	GL Code	FY21 Annual	July FY20 % Spent	July FY21 Requested Budget @ FY20 % spent	July FY21 Requested Budget @ 1/12	Proposed Request by Line Item	Proposed Request by Department Total
200	220	Fire	Salaries	5115	235,000.00	7.69%	18,071.50	19,583.33	19,583.33	
200		Fire	Wages	5120	999,244.00	5.33%	53,259.71	83,270.33	83,270.33	
200		Fire	General Expense	5400	<u>174,700.00</u>	6.63%	11,582.61	14,558.33	14,558.33	<b>117,412.00</b>
	Total 220	Fire			1,408,944.00					
200	221	Groton Hydrant	General Expense	5400	<u>1.00</u>	0.00%	0.00	0.00	0.00	<b>0.00</b>
	Total 221	Groton Hydrant			1.00					
200	222	WGrotonHydrant	General Expense	5400	<u>1.00</u>	0.00%	0.00	0.00	0.00	<b>0.00</b>
	Total 222	WGrotonHydrant			1.00					
200	235	P&F Comm	Wages	5120	416,823.00	5.79%	24,134.05	34,735.25	34,735.25	
200		P&F Comm	General Expense	5400	<u>23,875.00</u>	0.00%	0.00	1,989.58	1,989.58	<b>36,724.83</b>
	Total 235	P&F Comm			440,698.00					
200	241	Bldg Insp	Salaries	5115	93,975.00	9.72%	9,134.37	7,831.25	9,134.37	
200		Bldg Insp	Wages	5120	56,970.00	5.58%	3,178.93	4,747.50	4,747.50	
200		Bldg Insp	General Expense	5400	<u>3,100.00</u>	0.00%	0.00	258.33	258.33	<b>14,140.20</b>
	Total 241	Bldg Insp			154,045.00					
200	242	EI/Gas/Plum Ins	Salaries	5115	30,000.00	0.00%	0.00	2,500.00	2,500.00	
200		EI/Gas/Plum Ins	General Expense	5400	<u>5,000.00</u>	0.00%	0.00	416.67	416.67	<b>2,916.67</b>
	Total 242	EI/Gas/Plum Ins			35,000.00					
200	244	Sealer W&M	Salaries	5115	3,200.00	0.00%	0.00	266.67	266.67	
200		Sealer W&M	General Expense	5400	<u>100.00</u>	0.00%	0.00	8.33	8.33	<b>275.00</b>
	Total 244	Sealer W&M			3,300.00					



FUNCTION Code	DEPT Code	DEPT Short Title	GL Short Title	GL Code	FY21 Annual	July FY20 % Spent	July FY21 Requested Budget @ FY20 % spent	July FY21 Requested Budget @ 1/12	Proposed Request by Line Item	Proposed Request by Department Total
200	248	AnimalInsp/Cont	Salaries	5115	4,164.00	7.69%	320.21	347.00	347.00	<b>413.67</b>
200		AnimalInsp/Cont	General Expense	5400	<u>800.00</u>	0.00%	0.00	66.67	66.67	
	Total 248	AnimalInsp/Cont			4,964.00					
200	249	Earth Removal	Salaries	5115	2,500.00	0.00%	0.00	208.33	208.33	<b>216.67</b>
200		Earth Removal	General Expense	5400	<u>100.00</u>	0.00%	0.00	8.33	8.33	
	Total 249	Earth Removal			2,600.00					
200	291	Civil Defense	General Expense	5400	12,500.00	0.00%	0.00	1,041.67	1,041.67	<b>1,375.00</b>
200		Civil Defense	Minor Capital	5500	<u>4,000.00</u>	0.00%	0.00	333.33	333.33	
	Total 291	Civil Defense			16,500.00					
200	292	Dog Officer	Salaries	5115	15,000.00	7.69%	1,153.50	1,250.00	1,250.00	<b>1,583.33</b>
200		Dog Officer	General Expense	5400	<u>4,000.00</u>	0.00%	0.00	333.33	333.33	
	Total 292	Dog Officer			19,000.00					
300	310	GDRSD	General Expense	5400	22,807,990.00	25.00%	5,701,997.50	1,900,665.83	5,701,997.50	<b>5,803,654.95</b>
300		GDRSD	Capital PPE	5850	<u>423,926.00</u>	23.98%	101,657.45	35,327.17	101,657.45	
	Total 310	GDRSD			23,231,916.00					
300	320	NVRTHS	General Expense	5400	<u>688,273.00</u>	25.00%	172,068.25	57,356.08	172,068.25	<b>172,068.25</b>
	Total 320	NVRTHS			688,273.00					

FUNCTION Code	DEPT Code	DEPT Short Title	GL Short Title	GL Code	FY21 Annual	July FY20 % Spent	July FY21 Requested Budget @ FY20 % spent	July FY21 Requested Budget @ 1/12	Proposed Request by Line Item	Proposed Request by Department Total
400	420	General Highway	Salaries	5115	115,659.00	9.91%	11,461.81	9,638.25	11,461.81	
400		General Highway	Wages	5120	708,055.00	6.60%	46,731.63	59,004.58	59,004.58	
400		General Highway	General Expense	5400	136,900.00	9.54%	13,060.26	11,408.33	13,060.26	
400		General Highway	Road Maintenanc	5464	<u>90,000.00</u>	0.00%	0.00	7,500.00	7,500.00	<b>91,026.65</b>
	Total 420	General Highway			1,050,614.00					
400	423	Snow & Ice	Overtime	5130	140,000.00	0.00%	0.00	11,666.67	11,666.67	
400		Snow & Ice	General Expense	5400	165,000.00	0.00%	0.00	13,750.00	13,750.00	
400		Snow & Ice	Hired Equipment	5490	<u>35,000.00</u>	0.00%	0.00	2,916.67	2,916.67	<b>28,333.33</b>
	Total 423	Snow & Ice			340,000.00					
400	424	Street Lights	General Expense	5400	<u>15,000.00</u>	0.00%	3,750.00	1,250.00	3,750.00	<b>3,750.00</b>
	Total 424	Street Lights			15,000.00					
400	430	Solid Waste	Wages	5120	143,243.00	6.10%	8,737.82	11,936.92	11,936.92	
400		Solid Waste	POS: General	5200	5,850.00	0.00%	0.00	487.50	487.50	
400		Solid Waste	General Expense	5400	44,486.00	0.00%	0.00	3,707.17	3,707.17	
400		Solid Waste	Tipping Fees	5471	135,000.00	10.14%	13,689.00	11,250.00	13,689.00	
400		Solid Waste	Minor Capital	5500	<u>10,000.00</u>	0.00%	0.00	833.33	833.33	<b>30,653.92</b>
	Total 430	Solid Waste			338,579.00					
400	492	Tree Warden	General Expense	5400	3,000.00	0.00%	0.00	250.00	250.00	
400		Tree Warden	Tree Work	5470	<u>11,500.00</u>	0.00%	0.00	958.33	958.33	<b>1,208.33</b>
	Total 492	Tree Warden			14,500.00					
400	493	Graves Registra	Salaries	5115	250.00	0.00%	0.00	20.83	20.83	
400		Graves Registra	General Expense	5400	<u>760.00</u>	0.00%	0.00	63.33	200.00	<b>220.83</b>
	Total 493	Graves Registra			1,010.00					

FUNCTION Code	DEPT Code	DEPT Short Title	GL Short Title	GL Code	FY21 Annual	July FY20 % Spent	July FY21 Requested Budget @ FY20 % spent	July FY21 Requested Budget @ 1/12	Proposed Request by Line Item	Proposed Request by Department Total
400	499	Veterans Graves	General Expense	5400	<u>1,550.00</u>	0.00%	0.00	129.17	387.50	<b>387.50</b>
	Total 499	Veterans Graves			1,550.00					
500	510	Board of Health	POS:Engineering	5210	10,000.00	0.00%	0.00	833.33	833.33	
500		Board of Health	General Expense	5400	1,575.00	0.00%	0.00	131.25	200.00	
500		Board of Health	County Assess	5620	<u>41,841.00</u>	37.53%	15,702.93	3,486.75	15,702.93	<b>16,736.26</b>
	Total 510	Board of Health			53,416.00					
500	541	COA	Salaries	5115	81,868.00	9.42%	7,711.97	6,822.33	7,711.97	
500		COA	Wages	5120	81,026.00	5.73%	4,642.79	6,752.17	6,752.17	
500		COA	General Expense	5400	<u>8,454.00</u>	0.00%	0.00	704.50	1,000.00	<b>15,464.13</b>
	Total 541	COA			171,348.00					
500	542	Senior Van	Wages	5120	52,091.00	5.86%	3,052.53	4,340.92	4,340.92	
500		Senior Van	General Expense	5400	<u>17,673.00</u>	0.09%	15.91	1,472.75	1,472.75	<b>5,813.67</b>
	Total 542	Senior Van			69,764.00					
500	543	Vets' Agent	Salaries	5115	5,000.00	7.69%	384.50	416.67	416.67	
500		Vets' Agent	General Expense	5400	1,100.00	0.00%	0.00	91.67	91.67	
500		Vets' Agent	Vet's Benefits	5475	<u>42,000.00</u>	7.71%	3,238.20	3,500.00	3,500.00	<b>4,008.33</b>
	Total 543	Vets' Agent			48,100.00					
600	610	Library	Salaries	5115	407,364.00	7.65%	31,163.35	33,947.00	33,947.00	
600		Library	Wages	5120	331,959.00	5.68%	18,855.27	27,663.25	27,663.25	
600		Library	General Expense	5400	<u>205,304.00</u>	19.39%	39,808.45	17,108.67	39,808.45	<b>101,418.70</b>
	Total 610	Library			944,627.00					



FUNCTION Code	DEPT Code	DEPT Short Title	GL Short Title	GL Code	FY21 Annual	July FY20 % Spent	July FY21 Requested Budget @ FY20 % spent	July FY21 Requested Budget @ 1/12	Proposed Request by Line Item	Proposed Request by Department Total
600	640	Country Club	Salaries	5115	161,634.00	8.84%	14,288.45	13,469.50	14,288.45	
600		Country Club	Wages	5120	144,000.00	25.09%	36,129.60	12,000.00	36,129.60	
600		Country Club	General Expense	5400	<u>136,000.00</u>	7.16%	9,737.60	11,333.33	11,333.33	<b>61,751.38</b>
	Total 640	Country Club			441,634.00					
600	650	Parks Dept	General Expense	5400	<u>55,759.00</u>	2.18%	1,215.55	4,646.58	4,646.58	<b>4,646.58</b>
	Total 650	Parks Dept			55,759.00					
600	651	Burying Ground	General Expense	5400	<u>800.00</u>	0.00%	0.00	66.67	200.00	<b>200.00</b>
	Total 651	Burying Ground			800.00					
600	692	Celebrations	General Expense	5400	<u>500.00</u>	0.00%	0.00	41.67	41.67	<b>41.67</b>
	Total 692	Celebrations			500.00					
600	697	Great Ponds Adv	General Expense	5400	<u>2,385.00</u>	0.00%	0.00	198.75	198.75	<b>198.75</b>
	Total 697	Great Ponds Adv			2,385.00					
600	698	Weed Harvester	General Expense	5400	<u>22,000.00</u>	0.00%	0.00	1,833.33	1,833.33	<b>1,833.33</b>
	Total 698	Weed Harvester			22,000.00					
600	699	Water Safety	Wages	5120	4,200.00	14.78%	620.76	350.00	350.00	
600		Water Safety	General Expense	5400	<u>11,732.00</u>	0.00%	0.00	977.67	977.67	<b>1,327.67</b>
	Total 699	Water Safety			15,932.00					
700	710	Debt Retirement	Principal: LTD	5910	<u>1,093,256.00</u>	16.04%	0.00	91,104.67	0.00	<b>0.00</b>

FUNCTION Code	DEPT Code	DEPT Short Title	GL Short Title	GL Code	FY21 Annual	July FY20 % Spent	July FY21 Requested Budget @ FY20 % spent	July FY21 Requested Budget @ 1/12	Proposed Request by Line Item	Proposed Request by Department Total
	Total 710	Debt Retirement			1,093,256.00					
700	751	Interest: LTD	Interest LTD	5915	<u>631,356.00</u>	0.87%	0.00	52,613.00	0.00	<b>0.00</b>
	Total 751	Interest: LTD			631,356.00					
700	752	Interest: STD	Interest: Notes	5925	<u>95,214.00</u>	0.00%	0.00	7,934.50	0.00	<b>0.00</b>
	Total 752	Interest: STD			95,214.00					
900	905	OPEB	Other Fin. Uses	5950	<u>177,094.00</u>	100.00%	177,094.00	14,757.83	0.00	<b>0.00</b>
	Total 905	OPEB			177,094.00					
900	911	County Retire	General Expense	5400	<u>2,090,289.00</u>	100.00%	2,090,289.00	174,190.75	2,090,289.00	<b>2,090,289.00</b>
	Total 911	County Retire			2,090,289.00					
900	913	Unemploy Comp	General Expense	5400	<u>15,000.00</u>	3.26%	489.00	1,250.00	1,250.00	<b>1,250.00</b>
	Total 913	Unemploy Comp			15,000.00					
900	914	Health Insur.	General Expense	5400	<u>1,722,480.00</u>	7.55%	130,047.24	143,540.00	143,540.00	<b>143,540.00</b>
	Total 914	Health Insur.			1,722,480.00					
900	915	Life Insurance	General Expense	5400	<u>3,600.00</u>	11.68%	420.48	300.00	420.48	<b>420.48</b>
	Total 915	Life Insurance			3,600.00					
900	916	Medicare	Medicare	5173	<u>135,000.00</u>	0.00%	0.00	11,250.00	11,250.00	<b>11,250.00</b>
	Total 916	Medicare			135,000.00					

FUNCTION Code	DEPT Code	DEPT Short Title	GL Short Title	GL Code	FY21 Annual	July FY20 % Spent	July FY21 Requested Budget @ FY20 % spent	July FY21 Requested Budget @ 1/12	Proposed Request by Line Item	Proposed Request by Department Total
			Total 0100 - GENERAL FUND		<u>40,808,880.00</u>		9,199,950.07 22.54%	3,408,522.50 8.35%	9,274,899.49 22.73%	<b>9,274,899.49</b>
Report Total					<u>40,808,880.00</u>					



# Corona Virus Relief Fund - Budget to State for Reimbursement

March 27, 2020 Through June 30, 2020

## CATEGORY 1 - ALREADY INCURRED

Between March 27, 2020 and May 27, 2020

<u>Department</u>	<u>Item</u>	<u>Amount</u>
Library	Paper Bags for Book Distribution	\$ 55.99
Library	Magna Cart Faltform Folding Truck	\$ 374.95
Library	Anit - Dust Keyboard Cap	\$ 89.99
Library	Barrier Shield for Check-out Counter	\$ 600.97
Library	Checkout Barrier Shield	\$ 400.98
Library	Social Distancing Sticker Sign Line	\$ 9.96
Library	Social Distancing Temporary Decals	\$ 9.75
Library	Red Duct Tape	\$ 15.14
Library	Yellow Caution Tape	\$ 12.99
	Sub-Total	\$ 1,570.72
Town Manager	Hand Sanitizer	\$ 287.76
Town Manager	Plastic Bottles for Sanitizer	\$ 33.35
Town Manager	Disposable Masks	\$ 2,599.95
Town Manager	Wireless Keyboard	\$ 59.99
	Sub-Total	\$ 2,981.05
Council on Aging	Thank You Notes for Volunteer Shoppers	\$ 45.97
Council on Aging	Programming on Groton Channel/Isolated Elders	\$ 100.00
Council on Aging	Exercise Instructor for Isolated Seniors	\$ 400.00
Council on Aging	Mileage for Staff for Increased Meals on Wheels	\$ 160.54
Council on Aging	Meals on Wheels/Food Pantry	\$ 2,496.60
Council on Aging	Supplies to move Pickleball Courts to Outside	\$ 65.70
	Sub-Total	\$ 3,268.81
Fire Department	Wages - Overtime Coverage (25% Town Share)	\$ 14,883.50
Fire Department	Henry Schein - Various PPE	\$ 519.93
Fire Department	Trans Medical - Various PPE	\$ 623.71
Fire Department	McKesson - Various PPE	\$ 2,158.78
Fire Department	Betterway Supply - Oxygen	\$ 233.95
Fire Department	CE Solutions - Infection Control Supplies	\$ 399.00
Fire Department	Alliance - Fuel for Ambulance	\$ 3,935.00
	Sub-Total	\$ 22,753.87

Police Department	Wages - Overtime Coverage (25% Town Share)	\$	2,008.29
Police Department	PPE	\$	1,483.24
	Sub-Total	\$	3,491.53
Information Technology	Turbo Bridge Conference Call Invoice	\$	4.66
Information Technology	Turbo Bridge Conference Call Invoice	\$	6.55
Information Technology	Amazon: KVM Switch	\$	46.74
Information Technology	Amazon: Webcam	\$	84.99
Information Technology	Amazon: USB Cable	\$	7.17
Information Technology	eBay: Red 15w VPN Appliance	\$	220.99
Information Technology	eBay: AC Adapter	\$	10.40
Information Technology	eBay: Scan Snap S510	\$	44.61
Information Technology	eBayL 5 NEC IP Phones	\$	132.79
Information Technology	Amazon: Ubiquity PoE injectors	\$	67.15
Information Technology	Zoom Bills March-May 17th	\$	657.73
Information Technology	iPad for Conns Comm	\$	359.99
	Sub-Total	\$	1,643.77
DPW	Home Depot - Purifier	\$	116.40
DPW	Lowell Janitorial - Spray Bottles	\$	61.60
DPW	Lunenburg Water - Face Masks	\$	170.34
DPW	Trans Med - Various PPE, Sanitizer, Wipes	\$	3,977.23
DPW	Turning Leaf - Leash Law Sign	\$	500.00
DPW	ZEP - Cleaning Supplies	\$	228.98
DPW	Serve Master - Sanitize Town Hall	\$	1,000.00
	Sub-Total	\$	6,054.55
Town Clerk	Election Related Expenses - PPE, Sanitizer, Masks	\$	1,664.68
	Sub-Total	\$	1,664.68
	<b>TOTAL - INCURRED TO DATE</b>	<b>\$</b>	<b>43,428.98</b>

**CATEGORY 2 - ANTICIPATED EXPENSES****Between May 28, 2020 and June 30, 2020**

Library	Extra Custodial Support for Cleaning	\$	317.07
Library	Temporary Staff to Cover Covid Illness	\$	380.00
Library	HVAC Filtration	\$	1,000.00
Library	Electrician to Remove Hand Dryers	\$	300.00
Library	Install Doorbell at Front Door	\$	300.00
Library	Doorbell at Rear Door	\$	300.00
Library	Training Budget - Dealing with Corona	\$	200.00
Library	Supplies for Handling Items	\$	100.00
	Sub-Total	\$	2,897.07
Town Manager	Safety Dots	\$	1,500.00
Town Manager	A-Frame Information Signs	\$	750.00
Town Manager	Chairs for Town Meeting	\$	519.00
Town Manager	Disposable Gloves	\$	287.76
Town Manager	Sound System for Town Meeting	\$	390.00
Town Manager	Banner for High School Graduation	\$	450.00
Town Manager	Unemployment Compensation	\$	21,000.00
	Sub-Total	\$	24,896.76
Council on Aging	Individual Storage Bins for Weight Training	\$	259.98
Council on Aging	Meals on Wheels/Food Pantry	\$	1,248.30
Council on Aging	Shelving for Additional Weights	\$	420.00
	Sub-Total	\$	1,928.28
Fire Department	Wages - Overtime Coverage (25% Town Share)	\$	7,442.00
Fire Department	PPE	\$	1,000.00
	Sub-Total	\$	8,442.00
Police Department	Wages - Overtime Coverage (25% Town Share)	\$	1,182.96
Police Department	Reconfigure Dispatch for Safety/Public	\$	11,000.00
	Sub-Total	\$	12,182.96



Information Technology	Zoom Licensing June	\$	225.00
Information Technology	6 New Laptops for Town Users	\$	7,200.00
Information Technology	3 New laptops for Water	\$	3,600.00
Information Technology	Meeting Owl Cameras for Online Meetings	\$	2,000.00
	Sub-Total	\$	13,025.00
Groton Country Club	Golf Cart Sanitizing	\$	2,000.00
	Sub-Total	\$	2,000.00
DPW	Plex-Glass and Supplies	\$	2,000.00
DPW	PPE for Town Departments	\$	1,000.00
DPW	Town Clerk Courtesy Window to Protect Employees	\$	10,000.00
DPW	HEPA Filters	\$	4,000.00
DPW	Portable 3 Micron Filter Systems for Town Buildings	\$	30,000.00
	Sub-Total	\$	47,000.00
	<b>TOTAL - ANTICIPATED</b>	\$	<b>112,372.07</b>
	<b>GRAND TOTAL</b>	\$	<b>155,801.05</b>



# 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, *Member*  
John R. Giger, *Member*  
Rebecca H. Pine, *Member*

**Town Manager**  
Mark W. Haddad

## MEMORANDUM

*TO: Mark Haddad, Town Manager*  
*FROM: Dawn Dunbar, Executive Assistant to the Town Manager*  
*DATE: May 29, 2020*  
*RE: Town Manager 2020 Annual Appointments*

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### **OFFICIALS APPOINTED BY THE TOWN MANAGER**

**Terms Expire on June 30, 2021 unless otherwise noted**

ADA COORDINATOR  
Michelle Collette

ANIMAL CONTROL OFFICER / DOG OFFICER  
R. Thomas Delaney, Jr.  
George Moore

ANIMAL INSPECTOR  
George Moore

BUILDING COMMISSIONER  
Edward Cataldo

BUILDING INSPECTOR  
Daniel Britko

CABLE ACCESS DIRECTOR  
Bob Colman

COMMUNICATIONS OFFICERS  
Sarah E. Power  
Warren Gibson  
Jonathan Shattuck  
Catherine Myers  
Samuel Welch  
Christopher Cotter  
John Weix  
Edward J. Bushnoe (Part time)  
Michael MacGregor (Relief)  
Leah Pierce (Relief)

CONSERVATION ADMINISTRATOR  
Nikolis Gualco

CONSTABLE – **June 30, 2023**  
Frederick Correia

COUNCIL ON AGING DIRECTOR

Kathy Shelp

COUNTRY CLUB GM / HEAD GOLF PROFESSIONAL

Shawn Campbell

DATABASE COORDINATOR

April Moulton

EARTH REMOVAL INSPECTOR

Michelle Collette

ELECTION WORKERS

Judith Anderson  
Alicia Black  
Carrie Bolton  
Audrey Bryce  
Marvin Caldwell  
Gail Chalmers  
Carole Clark  
Michelle Collette  
Anthony Corsetti  
Irene Corsetti  
Joan Croteau  
Peter Cunningham  
Carol Daigle  
Charlene Dapolito  
Dorothy Davis  
Janis Discipio  
Michael Discipio  
Daniel Emerson  
Alberta Erickson  
George Faircloth  
Maureen Faircloth  
Louise Gaskins  
Judy Giger  
Joan Guimond  
Wendy Jones  
Michael LaTerz  
Stephen Legge  
Cindy Martell  
Paula Martin  
Richard Marton  
Emily Navetta  
Lisa O'Neil  
Edward Perkins  
Donna Piche  
Robert Piche  
Nancy Pierce  
Katrina Posner  
Nathaniel Ranney  
Virginia Reinap  
Gina Ryan  
Suzanne Sanders  
Harold Sandford



Connie Sartini  
Stuart Schulman  
Stuart Shuman  
Fran Stanley  
Alberta Steed  
Rena Swezey  
Janet Thompson  
Ramona Tolles  
Jeffrey Upton  
Richard Van Doren  
Bronwen Wallens  
Margaret Wheatley  
Alexander Woodle

ELECTRICAL INSPECTOR

Edward Doucette  
John Dee III (Alternate)

EMERGENCY MANAGEMENT DIRECTOR

Steele McCurdy

EXECUTIVE ASSISTANT TO THE TOWN MANAGER

Dawn Dunbar

FENCE VIEWER

George Moore

FIELD DRIVER

George Moore

GRAVES REGISTRATION OFFICER

Deborah Beal Normandin

HARBOR MASTER

Michael Luth

HAZ-MAT COORDINATOR

Steele McCurdy

HEALTH INSURANCE PORTABILITY & ACCOUNTIBILITY OFFICER

Melisa Doig

HUMAN RESOURCES DIRECTOR

Melisa Doig

IT DIRECTOR

Michael Chiasson

KEEPER OF THE TOWN CLOCK

Paul Matisse

LAND USE DIRECTOR TOWN PLANNER

Takashi Tada

LOCAL LICENSING AGENT

Michael Luth  
Edward Sheridan

MEASURER OF WOOD AND BARK

Evan C. Owen

MINUTEMAN NASHOBA HEALTH GROUP

Melisa Doig  
Michael Hartnett

MOTH SUPERINTENDENT

R. Thomas Delaney, Jr.

NIMS COORDINATOR

Michael Luth

PARKING CLERK

Dawn Dunbar

PLUMBING AND GAS INSPECTOR

Norm Card  
John Templeton (Alternate)

POLICE DEPARTMENT

*Matrons*

Bernadette Georges  
Catherine Myers  
Kathleen Newell  
Sarah E. Power

*Sergeants*

Derrick Gemos  
Kevin Henehan  
Rachel Mead  
Edward P. Sheridan (*Acting Lieutenant*)

*Officers*

Matthew Beal  
Nicholas Beltz  
Robert Breault  
Peter Breslin  
Gordon Candow  
Paul Connell  
Omar Conner  
Andrew Davis  
Michael Lynn  
Casey O'Connor  
Dale Rose  
Gregory Steward  
Patrick Timmins  
Peter Violette

*Reserve Officers*

Matthew Boivin  
Frank Mastrangelo

Kathleen Newell  
Michael Ratte  
Jonathan Shattuck  
Steven Tully

PUBLIC WORKS DIRECTOR  
R. Thomas Delaney, Jr.

ROAD KILL OFFICER  
R. Thomas Delaney, Jr.

SEALER WEIGHTS & MEASURES  
Eric Aaltonen

SURVEYOR OF WOOD/LUMBER  
R. Thomas Delaney, Jr.

TOWN DIARIST  
M. Constance Sartini  
Robert L. Collins

TREE WARDEN  
R. Thomas Delaney, Jr.

WATER SUPERINTENDENT  
Thomas Orcutt

**BOARDS/COMMITTEES/COMMISSIONS APPOINTED BY THE TOWN MANAGER**  
**Terms Expire on June 30, 2021 unless otherwise noted**

CABLE ADVISORY COMMITTEE  
Neil Colicchio  
Eric Fisher  
John Macleod  
Robert Piche  
Janet Sheffield

HISTORIC DISTRICTS COMMISSION – **June 30, 2023**  
Maureen C. Giattino  
George Wheatley  
Elena Beleno Carney

INSURANCE ADVISORY COMMITTEE  
Steven Knox  
Gordon Candow  
Kathy Shelp  
Barbara Cronin  
Melisa Doig  
Derrick Gemos  
Warren Gibson  
Hannah Moller  
Paul McBrearty  
Rena Swezey



**BOARDS, COMMITTEES & COMMISSIONS NOMINATED FOR APPOINTMENT BY THE TOWN MANAGER**

**Terms Expire on June 30, 2021 unless otherwise noted**

**AGRICULTURAL COMMISSION – June 30, 2023**

John Smigelski  
Shelly Sullivan

**BOARD OF SURVEY**

Edward Cataldo – Bldg. Insp.  
Steele McCurdy – Fire Chief  
Evan C. Owen

**COMMISSION ON ACCESSIBILITY**

Robert Fleischer  
Jane Fry  
Lynne Pistorino  
Thomas Pistorino  
Mark Shack  
Alan Taylor  
Carol Ann Sutton

**COMMUNITY EMERGENCY RESPONSE COORDINATOR**

R. Thomas Delaney, Jr.  
Steele McCurdy  
Michael F. Luth

**CONDUCTORLAB COMMITTEE**

Michelle Collette  
Mark Deuger  
Robert Hanninen  
Susan Horowitz  
Stuart M. Schulman

**EARTH REMOVAL STORMWATER ADVISORY COMMITTEE**

Ray Capes  
R. Thomas Delaney, Jr.  
Robert Hanninen  
Edward A. Perkins  
Eileen McHugh

**EMERGENCY MANAGEMENT**

Pat Arel  
Peter Cunningham  
Francis Cusak  
Daniel Daigneault  
R. Thomas Delaney, Jr.  
Edward Doucette  
Heather Emslie  
Mark Haddad  
Penny Hommeyer  
Susan Horowitz  
Holly Jarek  
Leroy Johnson  
Kevin Kelly

Stephen Legge  
Catherine Lincoln  
Michael F. Luth  
Frank Mastrangelo  
Mark Miller  
George Moore  
Stephen Moulton  
Steele McCurdy  
Alvin Neff  
Kathy Newell  
John O'Toole  
Christine Packard  
Benjamin Podsiadlo  
Kathy Puff  
Karen Reif  
Connie Sartini  
Kathy Shelp  
Bill VanSchwalkwyk

GREAT POND ADVISORY COMMITTEE

Susan H. Horowitz  
Remigiusz Kaleta  
James Luening  
George Wheatley  
Alexander Woodle

GREENWAY COMMITTEE

Adam Burnett  
Carol Coutrier  
David Pitkin  
Marina Khabituyeva

HISTORICAL COMMISSION – **June 30, 2023**

Allen King

LOCAL EMERGENCY PLANNING COMMITTEE

Bob Colman  
R. Thomas Delaney, Jr.  
Susan Horowitz  
Holly Jarek  
Kevin Kelly  
Leroy Johnson  
Michael F. Luth  
Steele McCurdy  
George Moore  
Kathy Puff  
Kathy Shelp

OLD BURYING GROUND COMMISSION

Don Black  
Debbie Beal Normandin  
Gail Chalmers

RECYCLING COMMITTEE

Tessa David  
R. Thomas Delaney, Jr.  
Diana Keaney  
Jamie E. King  
Lynwood V. Prest

REGIONAL EMERGENCY PLANNING COMMITTEE

Michael F. Luth  
Steele McCurdy

SIGN COMMITTEE

Joshua A Degen  
Mark W. Haddad  
Carolyn Perkins

TOWN FOREST COMMITTEE – **June 30, 2023**

Stephen Babin

TRAILS COMMITTEE

Kevin Barrett  
Laura DeGroot  
Paul Funch  
Olin Lathrop  
Stephen Legge  
Wanfang Murray  
James Peregoy  
Jason Remillard  
Robert Ordemann

WEED HARVESTER COMMITTEE

Gerrett Durling  
Erich Garger  
Bradley D. Harper  
James Luening  
William Strickland

WILLIAMS BARN COMMITTEE

Lori Brackett  
Bruce Easom  
Robert Kniffen  
Kathy Stone  
Joseph Twomey  
Sandra Tobies  
Leo R. Wyatt



**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, MAY 18, 2020  
UN-APPROVED**

**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

**Also Virtually Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Jason Kauppi, Town Moderator; Melisa Doig, HR Director; Patricia Dufresne, Town Accountant; Michael Bouchard, Town Clerk; Jonathan Greeno, Principal Assistant Assessor; Michael Hartnett, Tax Collector/Treasurer; Steele McCurdy, Fire Chief; Mike Luth, Police Chief; Nik Gualco, Conservation Administrator; Bud Robertson, Finance Committee Chair; Tom Delaney, DPW Director; Shawn Campbell, Country Club General Manager; Takashi Tada, Land Use Director; Leo Wyatt, Williams Barn Committee Chair; Paul DeRensis, Town Counsel

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

**ANNOUNCEMENTS**

1. Mr. Haddad said he was sad to report that their Veterans Agent, Bob Johnson had passed away. He said that Mr. Johnson was a huge part of their community and was sad to hear of his passing.
2. Mr. Haddad said he had asked Chief McCurdy and Tom Delaney to be present to provide an update on the storm they had the past Friday night. He said that the work the public safety departments did was phenomenal and wanted to thank them publicly.

Chief McCurdy said that they had a significant thunderstorm that came through northern Massachusetts on Friday night around 8:30pm. He said that calls started coming in almost immediately into Dispatch. He said that crews from all public safety divisions got right to work to address multiple hazards that had occurred. He said that 2 people were injured by fallen trees and added that the storm only lasted about 5-10 minutes but would require a multi month cleanup process. He said that 27 buildings were assessed but that they were likely double that that sustained damage. He said they worked throughout the night Friday and all-day Saturday to address hazards. Tom Delaney also thanked all departments and his own employees for the hard work and collaborative effort. He said that some roads were closed overnight adding they had a month's worth of work or better to clean up from the event. He said that he didn't think he would be able to do all this work in house and might need to hire outside for help. Mr. Haddad said he would like to allow the residents for the next couple of weeks to use the Transfer Station to bring their brush free of charge and asked the Board to let him know if they had an issue. Mr. Degen asked if this included contractors who were doing cleanup for people. Mr. Delaney said he didn't want to allow contractors to dump brush at the Transfer Station adding there was no guarantee that it was debris from Groton from this storm. Mr. Delaney said that his recycling center sustained damage, adding his new warehouse had a window blown out, a shed at Cow Pond Fields was damaged to other buildings. Mr. Haddad said that reimbursement would not be coming from MEMA because Groton was not declared a disaster zone adding they would have to utilize the reserve fund for this. Ms. Pine provided her accommodation for the work that was done by the public safety officials during this time. Mr. Reilly said he was amazed by the coordination and mutual aid that was brought in to assist. Mr. Greeno said that the Board of Assessors might be able to do something value wise for 2021 for those displaced by this storm and suggested residents contact his office.

3. Ms. Pine said that the Affordable Housing Trust met last week and voted to send a letter to Bob France demanding a final accounting for the Boynton Meadows project. She cited a press release on the Town's website under the Affordable Housing Trust's page.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad provided an update on action taken by the Town Manager's Office since the last Select Board meeting as found in the Town Manager's Report.



2. Mr. Kauppi said that there were 15 motions under the budget for Town Meeting adding most didn't yield debate. He said that there might be other options for passing the budget adding one option was to place them in a consent agenda and another was to put them into larger motions. He said that as part of the consent agenda, someone could ask that one part be held out so that it could be debated. Mr. Robertson said that he was concerned at first about not doing a presentation on the budget but as he talked through it, it was a year that was very different in that Town Meeting would be outside and the only presentation would be through a handout. Mr. Robertson said he was concerned about not presenting the overall presentation but that they could put the presentation and budget message on the website in advance of the Town Meeting. He said he was okay with not going through the presentation this year because of the current circumstances. Ms. Manugian said she thought it made a lot of sense and wasn't impartial to one process or the other as described by the Moderator.
  
3. Mr. Haddad said that he, Mr. Robertson and Mr. Degen had a meeting with the Friends of Prescott who were on track to meet their budget. He said that the Friends had offered some online classes due to COVID and had a lot of success with that. He said that year three of their contract, which ran between Sep 1-Aug 31 showed that they needed the sprinkler system to meet their budget so that they could use the second floor. Mr. Haddad said that he reached out to Xcel, the sprinkler system contractor, and would be meeting with them to discuss the project in the next couple of weeks. He said that one thing Xcel brought forward was an issue with the contractor who would lay the line into the building. He said that that sub was no longer able to perform the work and was hoping to find a replacement that would meet the price quoted. He said that the Board would need to amend the current lease for year 3 to provide them access to the second floor if the sprinkler system was to be installed. Mr. Degen said he thought they should open the lease to add the second floor should Town Meeting vote for the sprinkler system. Ms. Manugian said that the lease expansion could be done after voting on it at Town Meeting and installation of the system adding it was not something that needed to be done right away. Mr. Giger said that the lease did not spell out needing the use of the second floor but for a single sentence in one section. He said that the second floor remained non-ADA compliant adding there was no elevator. He said that the sprinkler system was not going to solve everything. Ms. Pine said that activities would not be scheduled for the second floor adding the interest in that floor was those renting space where the public would not be allowed such as an artist. Ms. Manugian said that they needed to be mindful of chemicals and the like before renting out to artists and suggested they waited on this discussion.
  
4. Mr. Haddad said that the Governor provided Phase I of his reopening of the State earlier that day. He said that essential businesses could continue but that manufacturing, construction, place of worship, fire arms and retailers could open effective May 18th. He said that businesses with less than 25% occupancy could open, hair salons, barbershops, pet groomers by appointment and certain outside activities could open effective May 25th. Mr. Haddad said he was recommending that Town Hall not open until June 1st, adding he was concerned about keeping their restroom facilities clean on an active basis as well as the breakroom and wanted time to fine tune those procedures. He said that the Center was not slated to reopen to July 6th and wasn't impacted. He said that the Library was not slated to open until July 7th and was not impacted. He said that the Country Club would continue in the fashion it had been since May 8th. He said that the pool was slated to open on Memorial Day but would not be able to open until Phase II on June 8th. He said that they wanted to only open the pool to Groton residents, but had sold, prior to the pandemic, 22 memberships to non-residents and would like to honor those memberships. He said that they had sold a couple of camp memberships also to non-residents prior to the pandemic and would like to honor those. He said that they had time to consider this.

Mr. Haddad said that the Governor also provided guidance today on opening up parks and after reading the guidance put out by the State he was even more in favor of keeping the parks closed and would be making that recommendation at the Park Commission meeting the next night. He said that as he had explained at their meeting last week, he, Chief McCurdy and Mr. Delaney would be attending the Park Commission meeting to discuss this with the Commission.

Mr. Giger said that he thought refunds could be provided to those non-residents who signed up for pool and camp memberships. Ms. Pine said she agreed adding she was very uncomfortable opening the pool and summer camps



and would like more information from the Board of Health. Mr. Shawn Campbell said that refunds were possible adding he had received several requests already for refunds. He said that pool memberships and camp registrations had been taken off the website and were no longer being advertised. He said that they had adopted every possible protocol for sanitization to include dividing the pool into 12 sections to keep social distancing. Mr. Haddad said that the Country Club was a closed facility unlike fields and was being monitored by staff.

Mr. Degen asked if they opened Town Hall on June 1, when the public be allowed in. Mr. Haddad said that the protocols called for allowance of the public 30 days after opening the building adding that people could make appointments with staff at Town Hall to conduct business if need be before June 29th. There was a brief discussion about approved protocols and timelines for reopening. Ms. Pine said she was concerned in general about reopening everything and thought it was happening really fast. She said she was in favor of maintaining the 30 days for the public to re-enter and delaying the whole process another week. Ms. Manugian said she too was fine with the extension to reopen things. Mr. Degen said he would defer to the Town Manager's request for a week extension.

Mr. Degen said that he was glad that the golf course was open but as for the pool he was concerned about regulating social distancing. Mr. Degen said he would also not support seeing the camps open this year. Mr. Giger said that the Town needed to give attention to Sargisson Beach and didn't think it was on anyone's radar. Mr. Campbell said that the camps were redesigned to eliminate as many touchpoints as possible. He said that this was not an easy call to make adding why they were bringing it forward. Ms. Pine said she was very uneasy with putting kids together and having the camp. Mr. Haddad said he would like to ask that the Board make that decision sooner rather than later and agreed with the Board to air on the side of caution. Mr. Degen said he didn't feel great about opening up camps with the fear of the virus infecting kids. Ms. Manugian said she didn't think they had enough information to make a decision at this point and was looking for a consensus to see if they wanted to make that decision that night. Chief McCurdy said that policing camps was going to be nearly impossible and increased their liability as a community. Mr. Reilly said he had a bigger issue with opening the pool than the camp. Mr. Robertson said that they had a lot of professional people looking at these things and making their recommendations. He said that at some point it was the responsibility of the parents when bringing their kids to things like the camp or the pool. He said that the Select Board needed to look at information further before making a decision.

*Ms. Pine moved that they vote to not offer a camp program at the Country Club during the summer of 2020. Mr. Degen seconded the motion.*

Mr. Degen said that they needed to consider opening the parks if they were not opening the camp.

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

Ms. Manugian said she wasn't sure how they went about keeping kids separate in and out of the pool and limiting use times and wasn't sure this was viable. Mr. Campbell asked that they hold off on the pool until the Board saw the protocols that he had put together. Ms. Pine said she would agree that they hold off on the pool decision allowing them time to review and consult with the Board of Health. Mr. Degen said he was fine with waiting until June 1. Mr. Degen asked if it was possible to have a COVID waiver. Town Counsel, Paul DeRensis said that they could have any waiver that they wanted.

Mr. Haddad said he was concerned with Sargisson Beach being mentioned, adding they had voted to close the beach for the summer already. Ms. Pine asked for a recommendation from the Board of Health on beaches also.

#### **FARMERS MARKET**

Mr. Gualco said that he was there to see if there were some additional comments relative to the Farmers Market opening protocols as discussed last week. Ms. Manugian said that she was still uncomfortable with the porta toilets. Mr. Wyatt said that there were 7 interested farmers and had already prohibited all the nonessential vendors. Mr. Haddad said it would be that his recommendation to keep Williams Barn closed to the public and have the farmers market stationed solely outside. Mr.



Wyatt said that the water station and port toilet would be locked when not in use during the Farmers Market. He said it would be cleaned once a week, on Tuesday, by the service company.

*Mr. Degen moved to adopt and post the protocols as presented last week as prepared by the Town Manager and Williams Barn Committee with guidance from the State. Ms. Pine seconded the motion. Roll Call: Manugian-aye; Pine-aye; Degen-aye; Giger-aye; Reilly-aye*

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

5. Ms. Manugian said that a pragmatic and workable solution had been presented to her adding that state and federal holidays be listed under one bullet and under a separate bullet that the additional proposed holidays be listed adding that should someone have a conflict with a meeting and a holiday that the request be made to the committee and Town Manager that a topic or meeting date be changed. Mr. Haddad said he was happy to be the person that people contact should there be an issue. Mr. Pine said that it should be in consultation with the Select Board Chair to avoid any miscommunication. Ms. Manugian said that it would be the committee chair and not the Select Board chair. Mr. Giger suggested language to add to this effect.

*Mr. Degen made a motion to approve the Meetings on Holidays policy as discussed with language additional suggested by Mr. Giger. Ms. Pine seconded. Roll Call: Manugian-aye; Pine-aye; Giger-aye; Degen-aye; Reilly-aye*

6. Mr. Haddad said that he provided the Board with wrong information last week adding that the housing production plan had expired in June 2019 not June 2020. He said that there was some vulnerability to the Town but was not overly concerned adding there were no active applications for housing. Ms. Pine said that it was her hope they could move forward with seeing affordable housing built.
7. Mr. Haddad reviewed the Board's anticipated schedule through the end of June.
8. Mr. Haddad said that last summer, the Select Board had voted to issue an RFP for Town Counsel services on November 1, 2019. He said that at that time, he requested that the Board hold off on issuing that RFP for several months and reconsider the issue this Spring. Mr. Haddad said that he was requesting that the Board either issue an RFP, or allow him to reach out to several firms to determine their interest in representing the Town of Groton. Mr. Haddad said that M.G.L. c.30B, §1(b)(15) specifically exempted lawyers from the procurement process. He said that the last two times they issued RFPs for Town Counsel, they received proposals from the same firms. He said that the first time they stayed with KP Law and the second time they kept KP Law as Labor Counsel and appointed Brooks DeRensis as General Town Counsel. Mr. Haddad said he didn't think issuing another RFP would provide the Board with any additional firms to consider. Mr. Haddad said that he was no longer comfortable nor happy with the services they were receiving from Brooks DeRensis and was recommending they change Town Counsel in FY 2021.

Ms. Manugian said that she had discussions with the Town Manager about this in putting together the agenda and why it was on the agenda. She said she was not comfortable in not issuing an RFP and thought it was a difficult time to be considering this. Mr. Haddad said that they had done the Prescott bid successfully, had an officer in the academy and hired summer help without any issue during the pandemic. He said that responses to the RFP would be 30 days out anyway. Mr. Degen asked why Mr. Haddad wanted to change counsel. Mr. Haddad said that he understood why the question was asked but wanted to be careful. He said he wanted to ask for and schedule an Executive Session if the Board wanted to hear the reasons why. Mr. Giger said that they should hold an executive session. Ms. Pine said this was a complete surprise to her and was not aware of any reason why they should change. Mr. Haddad said that he was surprised that she was surprised adding they discussed bringing this back in the spring when they discussed this last fall. Mr. Reilly said that an executive session should be held. Mr. Degen asked under what specific reason they would go into executive session. Mr. Haddad said it would be under Clause 1. Ms. Manugian asked if June 1 would work. Mr. Giger suggested waiting until after the Town Meeting.



9. Mr. Haddad said that he had set aside time on the Agenda for the Board to discuss any issues related to the proposed FY 2021 Operating Budget. He said that the Town Accountant had updated their FY 2020 revenues to reflect April income. He said that they were now projecting a \$233,500 deficit in Estimated Receipts for FY 2020. Mr. Haddad said that based on this new information, he had rethought his position on paying off the Snow and Ice Deficit in FY20 and wanted to change his recommendation and instead of paying it off this year, recommended that they raise it on the FY 2021 Recap Sheet. He said that he wanted to be able to turn back as much in unexpended appropriations as possible to offset the revenue deficit and preserve Free Cash. Mr. Degen asked how much money would be left in free cash if all articles passed. Mr. Haddad said it was around \$200K. Mr. Haddad said that he wanted to continue with the OPEB as planned because of the actuary. Mr. Degen said that there were now additional costs relative to the storm that was going to need to be funded. Mr. Haddad said that the Commonwealth would be receiving \$2B to deal with COVID related costs. Mr. Haddad said that Groton was eligible to submit an anticipated budget through December 31st for up to \$1.038M. He said he assumed some of this was for GDRSD also but would be submitting a budget by July. He said that this would help their free cash position. Mr. Degen said that he was satisfied with that response.

### OTHER BUSINESS

Ms. Pine said that the state recently authorized the use of CPC funds in the affordable housing bucket to be used to provide assistance to people who were renting and having a hard time paying rent due to the pandemic. Ms. Pine said that the Affordable Housing Trust discussed this topic at their meeting this past week. She said that they were excited about the possibility of proceeding with an out of cycle application for this purpose but the timing of the Town Meeting vote was in question. She said that it was possible to call for a special town meeting for June 13th. Mr. Haddad said that the Board could call for a special town meeting, would have to open and close the special town meeting within 20 days (by this Friday) and post the warrant on May 29th. He said that a special town meeting had a quorum requirement of 160 people which could be an issue given the current circumstances. Mr. Easom said that he was aware this was coming down the pike. Ms. Pine said that the Trust were not sure if there was a need but wanted to be sure they were ready should there be a need. Mr. Haddad reviewed the procedures for the special town meeting. Ms. Manugian said she was uncomfortable with having a special town meeting because they missed a deadline for the regular town meeting posting. She asked why this was coming forward by the Affordable Housing Trust and not just allowing things to flow through the Commissioner of Trust Funds as an example. Ms. Pine said that the Trust Funds did provide assistance for the purpose of paying rent but that this program was set up to use CPC money for affordable housing. Ms. Stanley said that the Community Preservation Act had been allowed to fund community housing projects and with the pandemic was allowed to use money for this type of emergency rental assistance project. Ms. Stanley said that she put in an application this afternoon on behalf of the Affordable Housing Trust to the CPC outlining those eligible who was mainly current Groton renters and landlords. Discussion ensued. Ms. Stanley said one of the questions was whether there was enough time to educate the voters. Mr. Giger said he was supportive of this but wanted to make sure their ducks were in a line with this. Mr. Haddad said that the proposal had a lot of merit and wanted to support it but was afraid that 2 weeks was not a lot of time to get the information out about this. Ms. Pine said that she agreed that they should wait until the fall to bring this forward given the lack of time.

### MINUTES

*Mr. Degen moved to approve the meeting minutes of May 11, 2020. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Giger-aye; Reilly-aye; Manugian-aye*

### ON-GOING ISSUES

Mr. Haddad said they received \$138K Green Community Grant earlier that evening and would begin working on the approved projects.

The meeting was adjourned at 9:36pm.

Approved: \_\_\_\_\_  
John Reilly, Clerk

\_\_\_\_\_ respectfully submitted:  
Dawn Dunbar, Executive Assistant

Date Approved: