

# Select Board Meeting Packet

June 8, 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 Manager**  
Mark W. Haddad

## 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*

**SELECT BOARD MEETING  
MONDAY, JUNE 8, 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: 839-6203-7327**

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
3. Review Any New Information from the Commonwealth
4. Review Proposed MVP Grant for Improvements to James Brook/Broadmeadow Road
5. Discussion with DPW Director - Address Manpower Issues at DPW
6. Discussion with Police Chief – Various Parking Concerns in Town including Fitch's Bridge, the Castle at Gibbet Hill and Court Street
7. Clarification – Decision on Groton Country Club Pool
8. Spring Town Meeting – Last Minute Review
9. Update on Select Board Schedule through June 30, 2020
10. FY 2021 Budget Update

**II. 7:15 P.M. In Joint Session with the Moderator and Groton Members of the Groton Dunstable Regional School Committee – Interview and Consider the Appointment of an Alternate Representative to the Nashoba Technical High School Committee – Applicant to be Interviewed: John Ellenberger**

**OTHER BUSINESS**

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

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

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

**SELECT BOARD LIAISON REPORTS**

**III. Minutes: Virtual Meeting of June 1, 2020**

**ADJOURNMENT**

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



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

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

**Subject:** *Weekly Report*

**Date:** *June 8, 2020*

1. In addition to the Town Manager's Report and an update on the On-going issues list, there is one item scheduled on Monday's Agenda. The Board will be meeting in joint session with the Moderator and the Groton members of the Groton Dunstable Regional School Committee to appoint an alternate representative from Groton to the Nashoba Technical High School Committee. We have one candidate for this position. John Ellenberger will be in attendance at the meeting to be interviewed for the vacancy.
2. The following is a summary of issues and action items for the Board's review and consideration:
  - a. At last week's meeting, the Board asked that I take a look at any anticipated revenue shortfall for FY 2020 and FY 2021 and how much I would count on from CARES Act funding should the Federal and State Government allow the money to be used for anticipated revenue shortfalls. With regard to FY 2020, while we will most likely not receive as much revenue as originally forecast and Free Cash will not be as high as we once thought, there will not be a revenue shortfall in FY 2020 based on the most recent review of estimated receipts and tax collections. FY 2021 is a different story. We reduced original estimated receipts by \$426,900 due to the impacts of COVID-19. In addition, it has been reported that we should expect a twenty (20%) percent reduction in Local Aid. That would equate to approximately \$200,000 (same amount we lost in FY 2009). Based on this, I would anticipate needing \$600,000 of the \$1 million CARES Act Funding set aside for the Town of Groton. We can discuss this further at Monday's meeting.
  - b. Last Tuesday night, the Groton Park Commission voted to allow for a limited reopening of the Cow Pond Fields, Town Field, Cutler Memorial Field, and Sgt. William Woitowicz Field beginning Tuesday, June 9, 2020. Residents must observe all Social Distancing etiquette. Transitory use of the fields will allow no more than 10 people to a group. Face coverings or masks will be required while at the fields as well as remaining 6 feet away from non-family members. Activities will be limited to run and dash type of events. Contact and Organized sports are not allowed. Strict adherence to all site-specific rules, regulations, and posted signage must be obeyed. They have also decided not to install any sanitary facilities at the fields. In addition, all Playground Structures and Basketball Courts will remain closed for the foreseeable future.

***Continued on next page – Over >***

**2 (b). Continued:**

While I appreciate and respect the independent authority of the Park Commission to make this decision, I am extremely disappointed that they did not require sanitary facilities to be installed as recommended by the Board of Health. In addition, they have not developed an enforcement plan. They will need to depend on the Police Department and I am not sure they consulted with the Police Chief before voting to open up four large field areas. I am not sure about the capacity of our Police Department to adequately police these areas. That said, I am requesting that the Select Board authorize me to install four sanitary facilities (one at each location) at the four field locations. It will cost \$2,015 per location per month to clean them daily. As voted by the Board at your meeting last week, I included a request of \$8,060 in our CARES Act budget request for this purpose. If we don't install the facilities, we will return the money. We can discuss all of this in more detail at Monday's meeting.

3. Governor Baker is due to release his guidelines for the Phase II Opening. It is my understanding that he will be releasing these guidelines on Monday. I will provide the Board with any update or information at the meeting.
4. As you know, I have been working with members of the Planning Board, the Land Use Director, DPW Director, Conservation Administrator and Executive Assistant on a Municipal Vulnerability Preparedness (MVP) Action Grant to address the flooding of Broadmeadow Road. We would like to leverage the \$50,000 appropriated previously by Town Meeting for this purpose to expand the work with MVP Grant funding. Our Grant application is due on June 11<sup>th</sup>. Weston and Sampson have been working with us to develop the application. Attached to this report is a summary of the Grant and the funding we will be seeking. We can review this in more detail at Monday's meeting.
5. As you know, we are currently down two full-time employees at the Highway Department. We have had one vacancy since last winter and another employee has been out on FMLA Leave for the last two months, and is not expected to return until the end of June at the earliest. This has put a real hardship on our operations. This really came to light in the last few weeks in dealing with the after effects of the microburst. Given that we are unclear when the employee out on leave will return and the summer workload of the Highway Department, both Tom Delaney and I would like to fill the vacancy on the department as soon as possible. Tom will be in attendance at Monday's meeting to discuss this in more detail with the Board. We would appreciate your consideration to lift the hiring freeze and allow us to fill the vacancy.
6. There are several areas in Town that have parking issues that need to be addressed by the Select Board. Enclosed with this report is a memorandum from the Police Chief making various recommendations to address these parking issues. Chief Luth will be in attendance at the meeting to discuss this further with the Board.

**Select Board  
Weekly Report  
June 8, 2020  
page three**

7. At last week's meeting, the Select Board discussed whether or not to allow the pool at the Groton Country Club to open this summer. The minutes of the meeting reflects the following action taken by the Board:

*Ms. Pine moved to allow the pool to open following protocols discussed tonight with changes in food and the need for waivers as discussed. Mr. Reilly seconded the motion. Mr. Haddad asked that it be subject to NABH guidance and state guidelines. Mr. Degen said this was opening a virtual can of worms. Manugian-nay. Degen-nay. Reilly-aye; Pine-aye; Giger-nay. Mr. Haddad said that the pool would not open.*

Based on this, I assumed that the pool would be closed for the year. There has been an interpretation that this vote left the door open for the pool to open at some point this summer. In order to avoid any confusion, I would ask the Board to clarify the action taken at last week's meeting. We can discuss this in more detail at Monday's meeting.

8. I have set aside time on the Agenda for the Board to review any last-minute issues related to the 2020 Spring Town Meeting scheduled for Saturday, June 13<sup>th</sup> at 10:00 a.m. Attached to this report is the final draft of the Motions for your review and information. Please note that should it rain on Saturday, the rain date for Town Meeting will be on Sunday, June 14<sup>th</sup> at 1:00 p.m. We can discuss this further at Monday's meeting.
9. Please see the following update to the Select Board's Meeting Schedule through June 30<sup>th</sup>:
- |                           |   |
|---------------------------|---|
| Monday, June 8, 2020 -    | Already posted  |
| Saturday, June 13, 2020 - | 2020 Spring Town Meeting (Subject to Change)  |
| Monday, June 15, 2020 -   | Annual Reorganization of the Select Board<br>Annual Appointments of the Select Board<br>Review First Draft of Housing Production Plan<br>Town Meeting Follow-Up |
| Monday, June 22, 2020 -   | Establish and approve Select Board Summer Schedule<br>Approve Housing Production Plan for submission to DHCD  |
| Monday, June 29, 2020 -   | Review proposed FY 2020 Line Item Transfers   |
10. 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

## Mark Haddad

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**From:** Town of Groton <mchiasson@townofgroton.org>  
**Sent:** Wednesday, January 15, 2020 5:27 AM  
**To:** Select Board  
**Subject:** New Committee Interest Form Entry

**Name**

John Ellenberger

**Phone Number**

9784482087

**Email**

[johnne@jellenberger.org](mailto:johnne@jellenberger.org)

**What Committee Are You Interested In Joining?**

Nashoba Valley Technical High School Committee

**Please give us a brief explanation of why you are interested**

When I worked in the news media I decided to expand our education coverage to include Nashoba Tech. In the process of writing about the various educational programs at the Tech I gained a huge amount of respect for their programs and the professionalism of the team teaching and administering Nashoba. I would welcome a chance to support them because I feel their programs are an important alternative for many students in Groton.

# Town of Groton Municipal Vulnerability Preparedness (MVP) Action Grant Proposal: Broad Meadow Road Flood Assessment & Mitigation



## The Goal:

Conduct a flood risk assessment along Broad Meadow Road to identify long term flood adaptation strategies and short-term actions for immediate flood mitigation.



## The Approach:

- Task 1: Collect and review available data and information, conduct field investigations, document conditions, delineate wetlands, and conduct a site survey.
- Task 2: Conduct subsurface exploration, hydraulic and hydrologic modeling of James Brook for current and future conditions, evaluate design options, prepare design drawings, and prepare permit applications. Design options may include:
  - Long-term restoration, repair, and replacement alternatives for the brook and culverts, including a detailed maintenance plan
  - Short-term dredging and riparian corridor improvements
  - Nature-based solutions and native plantings
- Task 3: Community Outreach and Engagement: the team is prepared to conduct engagement in-person or virtually, and the approach includes:
  - In-person or virtual public meetings held at each project milestone
  - Periodic mailings, Town website notifications, and social media posts
  - Direct outreach and collaboration with stakeholders who are directly impacted by flooding in this area; including the Library and its patrons, visitors to the Rail Trail, emergency management personnel, and students
  - Videos shared on the Local Cable Channel and their website
  - Work with local groups connected to native species in the area, including Trout Unlimited and local birders
- Task 4: Dredging and routine maintenance, culvert work, site restoration and planting



## The Funding Strategy:

- Apply for Municipal Vulnerability Preparedness (MVP) Action Grant to cover 75% of the project costs
- Fund the remaining 25% of project costs through in-kind and cash match funding, including:
  - Existing Town appropriation (\$50,000)
  - In-kind hours from municipal staff related to dredging and maintenance work
  - In-kind hours from Core Team municipal staff related to attending meetings and reviewing materials
  - Match hours from students from the Lawrence Academy and the Groton School's environmental programs to assist with selected tasks, including possible monitoring associated with the short-term dredging
  - Match hours from Trout Unlimited's work on natural solutions, wetlands and stream channel assessment, and native plantings

\$

The Budget:

<b>Task</b>	<b>Grant</b>	<b>Match</b>	<b>Total</b>
Task 1: James Brook and Wetlands/Meadow Hydrologic Assessment	\$27,413.42	\$5,573.00	\$32,986.42
Task 2: Stream Restoration, Culvert Upgrade, and Modification Design	\$31,100.48	\$8,303.36	\$39,403.84
Task 3: Public Outreach and Education	\$10,232.48	\$6,486.72	\$16,719.20
Task 4: Construction	\$196,730.56	\$75,413.44	\$272,144.00
<b>Total Project Cost FY21</b>	<b>\$265,476.94</b>	<b>\$95,776.52</b>	<b>\$361,253.46</b>

# FY21 MVP Action Grant Scope Template

Project Task Description	Deliverables	Due Date	Grant	Match	Total
<b>Tasks to be Completed by June 30, 2021</b>					
Task 0: Kick-off meeting with Town, EEA, and Consultant	Meeting notes, sign-in sheet	9/30/2020	N/A	N/A	N/A
Task 1:					
Sub-task 1.1 Data Review			\$ 3,577.16	\$ 1,783.60	\$ 5,360.76
Sub-task 1.2 Field Investigation			\$ 7,951.48	\$ 1,887.20	\$ 9,838.68
Sub-task 1.3 Wetlands Delineation			\$ 8,645.64	\$ 1,902.20	\$ 10,547.84
Sub-task 1.2 Topo Site Survey			\$ 7,239.14	\$ 1,996.00	\$ 9,235.14
Total Task 1 Cost			\$ 27,413.42	\$ 5,573.00	\$ 32,986.42
Task 2:					
Sub-task 2.1 Design			\$ 11,388.00	\$ 4,081.12	\$ 15,469.12
Sub-task 2.2 Drawings & Specs			\$ 11,838.24	\$ 2,721.12	\$ 14,559.36
Sub-task 2.3 Permitting			\$ 7,874.24	\$ 1,501.12	\$ 9,375.36
Total Task 2 Cost			\$ 31,100.48	\$ 8,303.36	\$ 39,403.84
Task 3:					
Sub-task 3.1 Education/Materials/Buy-in opportunities			\$ 10,232.48	\$ 6,486.72	\$ 16,719.20
Sub-task 3.2			\$ -	\$ -	\$ -
Sub-task 3.3			\$ -	\$ -	\$ -
Total Task 3 Cost			\$ 10,232.48	\$ 6,486.72	\$ 16,719.20
Task 4:					
Sub-task 4.1 Culvert materials and installation			\$ 116,406.00	\$ 60,400.00	\$ 176,806.00
Sub-task 4.2 Nature based channel/local site restoration and planting			\$ 80,324.00	\$ 15,000.00	\$ 95,324.00
Sub-task 4.3			\$ 0.56	\$ 13.44	\$ 14.00
Total Task 4 Cost			\$ 196,730.56	\$ 75,413.44	\$ 272,144.00
Task 5:					
Sub-task 5.1			\$ -	\$ -	\$ -
Sub-task 5.2			\$ -	\$ -	\$ -
Sub-task 5.3			\$ -	\$ -	\$ -
Total Task 5 Cost			\$ -	\$ -	\$ -
<b>TOTAL PROJECT COST FY21</b>			<b>\$ 265,476.94</b>	<b>\$ 95,776.52</b>	<b>\$ 361,253.46</b>

Tasks to be Completed by June 30, 2022					
<b>Task 1:</b>					
Sub-task 1.1			\$ -	\$ -	\$ -
Sub-task 1.2			\$ -	\$ -	\$ -
Sub-task 1.3			\$ -	\$ -	\$ -
Total Task 1 Cost			\$ -	\$ -	\$ -
<b>Task 2:</b>					
Sub-task 2.1			\$ -	\$ -	\$ -
Sub-task 2.2			\$ -	\$ -	\$ -
Sub-task 2.3			\$ -	\$ -	\$ -
Total Task 2 Cost			\$ -	\$ -	\$ -
<b>Task 3:</b>					
Sub-task 3.1			\$ -	\$ -	\$ -
Sub-task 3.2			\$ -	\$ -	\$ -
Sub-task 3.3			\$ -	\$ -	\$ -
Total Task 3 Cost			\$ -	\$ -	\$ -
<b>Task 4:</b>					
Sub-task 4.1			\$ -	\$ -	\$ -
Sub-task 4.2			\$ -	\$ -	\$ -
Sub-task 4.3			\$ -	\$ -	\$ -
Total Task 4 Cost			\$ -	\$ -	\$ -
<b>Task 5:</b>					
Sub-task 5.1			\$ -	\$ -	\$ -
Sub-task 5.2			\$ -	\$ -	\$ -
Sub-task 5.3			\$ -	\$ -	\$ -
Total Task 5 Cost			\$ -	\$ -	\$ -
<b>Required Task X:</b>					
Sub-task X.1 Prepare Case Study Draft (template provided)	Draft case study report, 1-2 powerpoint slides with project p	6/15/2021 or 6/15/202	N/A	N/A	N/A
Sub-task X.2 Prepare Final Case Study (template provided)	Final case study report, 1-2 powerpoint slides with project p	6/15/2021 or 6/15/202	N/A	N/A	N/A
<b>TOTAL PROJECT COST FY22</b>			\$ -	\$ -	\$ -
<b>TOTAL PROJECT COST OVERALL</b>			\$ 265,476.94	\$ 95,776.52	\$ 361,253.46

(Add lines as necessary and incorporate into existing formulas)

27%  
(Note: Match must be at least 25% of total project cost)

June 1, 2020

Mark Haddad

Town Manager

Mr. Haddad,

I am requesting to meet with you and the Select Board at an upcoming meeting to notify them of some concerning parking and access issues. I would like to present some mitigation recommendations for their consideration.

Sincerely,

Michael Luth

Chief of Police

Parking Issues – And Related issues with Public an Emergency Vehicle Access  
Pepperell Road/Fitch's Bridge Road

Inadequate and non-delineated parking. The posted rules are: Hours of Use: Dawn to Dusk, No Diving or Jumping from the bridge, No alcoholic Beverages.

Neighborhood Complaints: Excessive/offensive noise, public urination, people jumping off bridge, large groups blocking bridge by sunbathing, safety hazard, littering, car parked haphazardly impeding roadways and driveways.

This has been a problem spot during hot weather and in particular this spring with multiple car loads of people congregating at the bridge at the same time. It is not uncommon for officers to make contact with 40 to 70 people at one time.

Recommendation: On the East side of the bridge on Fitch's Bridge Road block vehicle access with gate and "No Parking" zone on the roadway. On the West side of the bridge delineate a small amount of parking and post Pepperell Road as "No Parking" from Wallace Road to Throne Hill.

Lowell Road/Bancroft Castle

Inadequate parking - too many vehicles for location, shoulder inadequate for cars to be parked off of roadway. When cars are parked West of the farm gate they can take up to half of the travel lane. Neighbor complaints of people traversing the trails long after dusk. This department stopped people on two occasions in the past two weeks from entering the trails at 1:00 AM and 3:00AM. The farm gate currently is posted No Parking but is frequently

blocked by parked car(s). This is the access point for farm vehicles to enter the pasture and where emergency vehicles could use to get to the Bancroft Castle, if needed.

Recommendation: Post No Parking from "Dusk to Dawn", from the Fire Tower driveway to the farm gate. Post No Parking Tow Zone from the farm gate towards Gibbett Hill Grill.

### Court Street

A majority of Court Street is too narrow to support parking on both sides of the roadway and allow for larger vehicles to pass, including an ambulance or fire engine. The beginning of the street has a width 31.8 ft. Beyond the first section the roadway narrows to 23 ft. and then to 19'.4" near residence of #31 Court St.

Recommendation: Not allowing on street parking on the right side of the roadway beyond the rear driveway to Murphy Insurance. From Main Street to this driveway is wide enough to have parking on both sides.

Note: Fire hydrants are located on the right side of road.

### Indian Hill Road

Cars were being parked on both sides of the roadway near the end of the road. A resident provided picture of a delivery driver walking a delivery to the house located at the end because delivery truck could not fit between the cars. Officers observed similar conditions on separate occasions. Due to immediate inability of emergency vehicles to reach the last residence temporary "No Parking" signs were put in place to limit parking to right side of the roadway after the driveway to 210 Indian Hill Road.

Recommendation: Establish "No Parking Zones" where the temporary signs are located currently.

### Long Hill Road/ Groton Place

I will update the Select Board on the parking restrictions that were put in place at Groton Place last year.

**SPRING TOWN MEETING  
MOTIONS  
JUNE 13, 2020**

**ARTICLE 1: HEAR REPORTS**

**Mover: Rebecca Pine**

**MOTION:** I move that the Town's 2019 Annual Report be accepted and placed in the permanent records of the Town.

**Quantum of Town Meeting Vote: Majority**

**Scheduled to Give Reports: None at this time.**

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**ARTICLE 2: ELECTED OFFICIALS' COMPENSATION**

**Mover: Alison Manugian**

**MOTION:** I move that the following compensation be set for the following elected officials for the ensuing year:

Town Clerk	\$91,748
Town Moderator	\$ 65

**Quantum of Town Meeting Vote: Majority**

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**ARTICLE 3: WAGE AND CLASSIFICATION SCHEDULE**

**Mover: Joshua Degen**

**MOTION:** I move that the Town of Groton Wage and Classification Schedule be amended and adopted for Fiscal Year 2021 as printed in Appendix B of the Warrant for the 2020 Spring Town Meeting.

**Quantum of Town Meeting Vote: Majority**

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## **ARTICLE 4: FISCAL YEAR 2021 ANNUAL OPERATING BUDGET**

### **CONSENT MOTION ON THE BUDGET**

**Mover: Bud Robertson**

I move that the town take affirmative action on Motion 1 through Motion 13, under Article 4, as set forth in the Town Meeting Information Handout for this Meeting, without debate and in accordance with the action proposed under each motion, provided however that if any voter requests the right to debate a specific budget motion, then said motion shall be debated and voted upon separately.

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### **MOTION 1: GENERAL GOVERNMENT**

**MOTION:** I move that Two Million One Hundred Thirty Three Thousand Four Hundred Eighteen Dollars (\$2,133,418) be hereby appropriated for General Government as represented by lines 1000 through 1182 in Appendix A of the Warrant; each line item to be considered as a separate appropriation for the purposes voted; and to meet this appropriation, the sum of \$15,500 be transferred from the Excess and Deficiency Fund (Free Cash) and the sum of \$2,117,918 be raised from the Fiscal Year 2021 Tax Levy and other general revenues of the Town.

**Quantum of Town Meeting Vote: Majority**

### **MOTION 2: LAND USE DEPARTMENTS**

**MOTION:** I move that Four Hundred Forty Eight Thousand Fifty Five Dollars (\$448,055) be hereby appropriated for Land Use Departments as represented by lines 1200 through 1281 in Appendix A of the Warrant; each line item to be considered as a separate appropriation for the purposes voted; and to meet this appropriation, the sum of \$6,056 be transferred from the Excess and Deficiency Fund (Free Cash) and the sum of \$441,999 be raised from the Fiscal Year 2021 Tax Levy and other general revenues of the Town.

**Quantum of Town Meeting Vote: Majority**

### **MOTION 3: PROTECTION OF PERSONS & PROPERTY**

**MOTION:** I move that Four Million Three Hundred Sixty Nine Thousand Four Hundred Twenty-Seven Dollars (\$4,369,427) be appropriated for Protection of Persons and Property as represented by lines 1300 through 1372 in Appendix A of the Warrant; each line item to be considered as a separate appropriation for the purposes voted; and to meet this appropriation, the sum of \$300,000 be appropriated from Fire & Emergency Medical Services Receipts Reserved and the sum of \$4,069,427 be raised from the Fiscal Year 2021 Tax Levy and other general revenues of the Town.

**Quantum of Town Meeting Vote: Majority**

#### **MOTION 4: SCHOOLS**

##### **a.) Nashoba Valley Regional Technical High School**

**MOTION:** I move that the sum of Six Hundred Eighty-Eight Thousand Two Hundred Seventy-Three Dollars (\$688,273) be raised and appropriated from the Fiscal Year 2021 Tax Levy and other general revenues of the Town for the Nashoba Valley Regional Technical High School as represented by line 1400 in Appendix A of the Warrant.

**Quantum of Town Meeting Vote: Majority**

##### **b.) Groton Dunstable Regional School District**

**MOTION A:** I move that the sum of Twenty-Two Million, Eight Hundred Seven Thousand, Nine Hundred Ninety Dollars (\$22,807,990) be hereby raised and appropriated from the Fiscal Year 2021 Tax Levy and other general revenues of the Town for the Groton Dunstable Regional School District as represented by lines 1410 through 1413 as shown in Appendix A of the Warrant.

**Quantum of Town Meeting Vote: Majority**

**MOTION B:** I move that the sum of Four Hundred Twenty-Three Thousand Nine Hundred Twenty-Six (\$423,926) be hereby transferred from the Groton Dunstable Regional School District Capital Stabilization Fund to the Groton Dunstable Regional School District to pay for the capital assessment from said School District as represented by line 1414 in Appendix A of the Warrant.

**Quantum of Town Meeting Vote: 2/3's Majority**

#### **MOTION 5: DEPARTMENT OF PUBLIC WORKS**

**MOTION:** I move that Two Million Two Hundred Fifty-Four Thousand Eight Hundred Fifty-Three Dollars (\$2,254,853) be hereby appropriated for the Department of Public Works as represented by lines 1500 through 1561 as shown in Appendix A of the Warrant; each line item to be considered as a separate appropriation for the purposes voted; and to meet this appropriation, \$2,768 be transferred from the Excess and Deficiency Fund (Free Cash) and \$2,252,085 be raised from the Fiscal Year 2021 Tax Levy and other general revenues of the Town.

**Quantum of Town Meeting Vote: Majority**

#### **MOTION 6: LIBRARY AND CITIZEN'S SERVICES**

**MOTION:** I move that the sum of One Million Seven Hundred Nineteen Thousand Six Hundred Fifty Dollars (\$1,719,650) be hereby appropriated for Library and Citizen's Services as represented by lines 1600 through 1703 as shown in Appendix A of the Warrant; each line item to be considered as a separate appropriation for the purposes voted; and to meet this appropriation, the sum of \$4,099 be transferred from the Excess and Deficiency Fund (Free Cash) and \$1,715,551 be raised from the Fiscal Year 2021 Tax Levy and other general revenues of the Town.

**Quantum of Town Meeting Vote: Majority**

#### **MOTION 7: DEBT SERVICE**

**MOTION:** I move that One Million Eight Hundred Nineteen Thousand Eight Hundred Twenty-Six Dollars (\$1,819,826) be hereby appropriated for Debt Service as represented by lines 2000 through 2007 in Appendix A of the Warrant; each line item to be considered as a separate appropriation for the purposes voted; and to meet this appropriation the sum of \$91,574 be transferred from the Excess and Deficiency Fund (Free Cash) and the sum of \$1,728,252 be raised from the Fiscal Year 2021 Tax Levy and other general revenues of the Town.

**Quantum of Town Meeting Vote: Majority**

#### **MOTION 8: EMPLOYEE BENEFITS**

**MOTION:** I move that the sum of Three Million Nine Hundred Sixty-Six Thousand Three Hundred Sixty-Nine Dollars (\$3,966,369) be raised and appropriated from the Fiscal Year 2021 Tax Levy and other general revenues of the Town for Employee Benefits as represented by lines 3000, 3002, 3010, 3011 and 3012 in Appendix A of the Warrant; each line item to be considered as a separate appropriation for the purposes voted.

**Quantum of Town Meeting Vote: Majority**

#### **MOTION 9: WATER ENTERPRISE**

**MOTION:** I move that One Million Three Hundred Eighty-Eight Thousand Nine Hundred Sixteen Dollars (\$1,388,916) be appropriated to be spent by the Groton Water Commission to defray all operating expenses, interest charges, and principal payments on bonds outstanding as they accrue and any reimbursement to the Town of the Groton Water Enterprise Fund as represented in the Water Enterprise Budget in Appendix A of the Warrant; each line item to be considered as a separate appropriation for the purposes voted.; and to meet this appropriation, the sum of \$1,222,663 be appropriated from Water Rates and Fees and the sum of \$166,253 in the Town's General Fund Operating Budget be raised and appropriated to be allocated to the Water Enterprise for FY 2021.

**Quantum of Town Meeting Vote: Majority**

#### **MOTION 10: SEWER ENTERPRISE**

**MOTION:** I move that Seven Hundred Sixty-Three Thousand Three Hundred Dollars (\$763,300) be appropriated to be spent by the Groton Sewer Commission to defray all operating expenses, interest charges, and principal payments on bonds outstanding as they accrue and any reimbursement to the Town for the Groton Sewer Enterprise Fund as represented in Appendix A of the Warrant; each line item to be considered as a separate appropriation for the purposes voted; and to meet this appropriation, the sum of \$734,319 be appropriated from Sewer Rates and Fees and, and the sum of \$28,981 be raised and appropriated in the General Fund Operating Budget to be allocated to the Sewer Enterprise for Fiscal Year 2021.

**Quantum of Town Meeting Vote: Majority**

## **MOTION 11: LOCAL ACCESS CABLE ENTERPRISE**

**MOTION:** I move that Two Hundred Fourteen Thousand Eight Hundred Four Dollars (\$214,804) be hereby appropriated to be spent by the Cable Access Commission to defray all operating expenses and any reimbursements to the Town of the Local Access Cable Enterprise Fund as shown in Appendix A of the Warrant report; each line item to be considered as a separate appropriation for the purposes voted and to meet this appropriation, the sum of \$27,554 be hereby transferred from the Local Cable Access Excess and Deficiency, the sum of \$126,220 be appropriated from Local Access Cable Fees and the sum of \$61,030 be raised and appropriated in the General Fund Operating Budget to be allocated to the Local Access Cable Enterprise for Fiscal Year 2021.

**Quantum of Town Meeting Vote: Majority**

## **MOTION 12: FOUR CORNERS SEWER ENTERPRISE-**

**MOTION:** I move that the amount of \$32,805 be appropriated for a Fiscal Year 2021 Budget for the Four Corners Sewer Enterprise as shown in Appendix A of the Warrant report each line item to be considered as a separate appropriation for the purposes voted; and to meet this appropriation, the sum of \$16,900 be hereby transferred from Four Corners Sewer Enterprise Excess and Deficiency and the sum of \$15,905 be appropriated from Four Corners Sewer Rates and Fees.

**Quantum of Town Meeting Vote: Majority**

## **MOTION 13: ELECTRIC LIGHT**

**MOTION:** I move that the income from sales of electricity to private customers or for electricity supplied to municipal buildings, together with receipts from jobbing accounts, be appropriated for the Groton Electric Light Department, the whole to be expended by the Manager of the Groton Electric Light Department under the direction and control of the Groton Board of Electric Light Commissioners, for expenses of the Department for Fiscal Year 2021, as defined in Section 57 of Chapter 164 of the Mass. General Laws, and that, if said sum and said income shall exceed said expense for said year, such excess shall be transferred to the construction fund of said plant and appropriated and used for such additions thereto as may thereafter be authorized by the Board of Electric Light Commissioners.

**Quantum of Town Meeting Vote: Majority**

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## **ARTICLE 5: APPROPRIATE FUNDING FOR OPEB TRUST**

**Mover: John Reilly**

**MOTION:** I move that the sum of One Hundred Seventy Seven Thousand and Ninety Four Dollars (\$177,094), be transferred from the Excess and Deficiency Fund (Free Cash) to be expended by the Town Manager, to be added to the Other Post-Employment Benefits Liability Trust Fund as authorized by Massachusetts General Laws, Chapter 32B, Section 20.

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**ARTICLE 6: FISCAL YEAR 2021 CAPITAL BUDGET****Mover: Joshua Degen**

**MOTION:** I move that the sum of Four Hundred Fifty Thousand One Hundred Dollars (\$450,100) be appropriated, to be expended by the Town Manager, for the following capital items and to meet this appropriation, the sum of \$325,000 be transferred from the Emergency Medical Services Receipts Reserved for Appropriation and the sum of \$125,100 be transferred from the Capital Stabilization Fund:

<u>Item</u>	<u>Amount</u>	<u>Department</u>
Ambulance 2 Replacement	\$325,000	Fire/EMS
Dump Truck	\$ 40,000	Highway
IT Infrastructure	\$ 40,000	Town Facilities
Tractor Trailer Unit	\$ 40,000	Transfer Station
Triplex – Greens Mower	<u>\$ 5,100</u>	Country Club
Total	\$450,100	

**Quantum of Town Meeting Vote:** 2/3's Majority

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**ARTICLE 7: STORMWATER ENTERPRISE FUND****Mover: John Giger**

**MOTION:** I move that Groton Bylaws be hereby amended to add Section 154-2, and Section 154-5 to establish a Stormwater Facilities Utility Enterprise Fund as printed in Warrant for the 2020 Spring Town Meeting and that the provisions of Chapter 44, Section 53F½ of the Massachusetts General Laws be accepted for this Enterprise Fund, in order to authorize establishment of an Enterprise Fund known as the "Stormwater Facilities Utility Enterprise Fund" for the Groton Stormwater Facilities Utility, effective in Fiscal Year 2021.

**Quantum of Town Meeting Vote:** Majority

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**ARTICLE 8: CPA FUNDING RECOMMENDATIONS****MOTION 1: Affordable Housing Coordinator****Mover: Bruce Easom**

I move that pursuant to Massachusetts General Laws, Chapter 44B, Section 5, the sum of Fifty-One Thousand Three Hundred Eighty-Five Dollars be appropriated (\$51,385) from the Community Preservation Fund Community Housing Reserve to fund Community Preservation Application 2021-01 "Affordable Housing Coordinator".

**Quantum of Town Meeting Vote:** Majority

**MOTION 2: Prescott School – Phase III**

**Mover: Bruce Easom**

I move that pursuant to Massachusetts General Laws, Chapter 44B, Section 5, the sum of One Hundred and Nineteen Thousand Dollars (\$119,000) be appropriated from the Community Preservation Fund Historic Resource Reserve and the sum of Six Thousand Dollars (\$6,000) be appropriated from the Community Preservation Fund Unallocated Reserve, for a total of \$125,000, to fund Community Preservation Application 2021-02 “Prescott School – Phase III”.

**Quantum of Town Meeting Vote: Majority**

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**ARTICLE 9: AMEND ZONING BYLAW – BYLAW CODIFICATION**

**Mover: Russell Burke**

**MOTION:** I move that the Code of the Town of Groton, Chapter 218 Zoning be recodified according to the Table of Contents as printed in the Warrant for the 2020 Spring Town Meeting.

**Quantum of Town Meeting Vote: 2/3's Majority**

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**ARTICLE 10: ACCEPT AMELIA WAY AS A PUBLIC WAY**

**Mover: John Reilly**

**MOTION:** I move that Amelia Way be accepted as a public way, as recommended by the Planning Board and laid out by the Select Board and as shown on a plan entitled “Amelia Way Street Acceptance Plan in Groton, Massachusetts,” prepared by Hannigan Engineering, Inc., Leominster, MA for Grand Coast Capital Group, Hingham, Massachusetts, dated January 16, 2018, and on file with the Town Clerk; and that the Select Board be authorized to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of a public way, including but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way.

**Quantum of Town Meeting Vote: Majority**

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**CONSENT AGENDA: ARTICLES 11 through 20**

**Mover: Alison Manugian**

**MOTION:** I move that the Town vote to combine for consideration Articles 11, 12, 13, 14, 15, 16, 17, 18, 19 and 20 of the Warrant for this Town Meeting and that the Town take affirmative action on said articles as set forth in the motions in the Town Meeting Information Handout, without debate and in accordance with the action proposed under each motion, provided, however, that if any voter, prior to the taking of the vote, requests the right to debate a specific article, then said article shall be removed from this motion and acted upon in the ordinary course of business.

**Quantum of Town Meeting Vote: Majority**

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## **ARTICLE 11: APPROPRIATE MONEY TO OFFSET SNOW AND ICE DEFICIT**

**MOTION:** I move that Article 11 be indefinitely postponed.

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## **ARTICLE 12: APPROPRIATION TO FUND TOWN FOREST EXPENSES**

**MOTION:** I move that the sum of Five Thousand Dollars (\$5,000) be appropriated from Receipts Reserved for the Town Forest, to Town Forest Expenses.

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## **ARTICLE 13: TRANSFER WITHIN CENTER SEWER ENTERPRISE FUND**

**MOTION:** I move that the sum of One Hundred thousand Dollars (\$100,000) be transferred from the Center Sewer Enterprise Fund Surplus to the Fiscal Year 2020 Center Sewer Enterprise Department Budget.

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## **ARTICLE 14: TRANSFER WITHIN FOUR CORNERS SEWER ENTERPRISE FUND**

**MOTION:** I move that the sum of Fifteen Thousand Dollars (\$15,000) be transferred from the Four Corners Sewer Enterprise Fund Surplus to the Fiscal Year 2020 Four Corners Sewer Enterprise Department Budget.

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## **ARTICLE 15: TRANSFER WITHIN CABLE ENTERPRISE FUND**

**MOTION:** I move that the sum of Ten Thousand Dollars (\$10,000) be transferred from the Cable Enterprise Fund Surplus to the Fiscal Year 2020 Cable Enterprise Department Budget.

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## **ARTICLE 16: PRIOR YEAR BILLS**

**MOTION:** I move that the sum of \$256 be transferred from the Excess and Deficiency Fund (Free Cash) for the payment of the following bills of a prior fiscal year:

AppGeo	\$110
Groton Herald	<u>\$146</u>
Total	\$256

**Quantum of Town Meeting Vote:** 4/5's Majority

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## **ARTICLE 17: DEBT SERVICE FOR SURRENDEN FARMS**

**MOTION:** I move that, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, the sum of Ninety Thousand Dollars (\$90,000) be appropriated from the Community Preservation Fund Open Space Reserve and the sum of Three Hundred Ninety Two Thousand Eight Hundred Ninety One Dollars (\$392,891) be appropriated from the Community Preservation Fund Unallocated Reserve, for a total of \$482,891 to fund the Surrenden Farm debt service for Fiscal Year 2021.

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## **ARTICLE 18: ESTABLISHING LIMITS FOR THE VARIOUS REVOLVING FUNDS**

**MOTION:** I move that pursuant to the provisions of G.L. chapter 44 section 53E ½ and the Revolving Fund Bylaw, the FY 2021 spending limits for the various revolving funds be set as follows:

<b>Program or Purpose</b>	<b>FY 2021 Spending Limit</b>
Stormwater Management	\$20,000
Conservation Commission	\$50,000
Building Rental Fund	\$50,000
Affordable Housing Marketing	\$20,000
Home Recycling Equipment	\$10,000
Access for Persons with Disabilities	\$10,000
Boat Excise Tax Fund	\$ 5,000
Transfer Station Glass	\$10,000
Senior Center Fitness Equipment	\$10,000

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## **ARTICLE 19: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTIONS**

**MOTION:** I move that the provisions of Massachusetts General Laws Chapter 59, §5C1/2, inserted by Section 14 of Chapter 62 of the Acts of 2014, be hereby accepted for the purpose of increasing the real estate tax exemptions by 100 percent to all persons who qualify for property tax exemptions under Clauses 17, 17C, 17C1/2, 17D, 22, 22A, 22B, 22C, 22D, 22E, 22F, 22G, 37, 37A, 41, 41B, 41C, 41C½, 42, 43, 56 or 57 of G.L. c. 59, §5.

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## **ARTICLE 20: ACCEPT PROVISIONS OF M.G.L., CHAPTER 59, §5, CLAUSE 22F**

**MOTION:** I move that the Town vote to accept the provisions of Massachusetts General Laws, Chapter 59, §5, last paragraph/sub-clause of clause 23 be accepted, which clause, for clauses 22, 22A, 22B, 22C, 22D, 22E and 22F of section 5, allows the Town to reduce from five consecutive years to one year the residency requirement for, making certain veterans and their surviving spouses or parents, eligible for the property tax exemptions of said clauses 22 through 22F under Massachusetts General Laws.

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**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, JUNE 1, 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; Kara Cruikshank, Land Use Administrative Assistant; Sammie Kul, Interdepartmental Administrative Assistant

Park Commission Members - Don Black, Anna Eliot, Gail Chalmers

Hazel Grove Members - Laurie Smigelski, George Moore

Sargisson Beach Members - Larry Hurley, Cheney Harper, Josh Degen, Lynda Moore

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

**ANNOUNCEMENTS**

Chief McCurdy said that before 2pm there was a fire at 373 Main Street, Winthrop Place, an 8-unit apartment building which appeared to have started at the exterior of the building and took off rapidly. He said that 7 different communities were on scene to help adding that there were 2 firefighters injured and one person who lived on the first floor was injured. He said that everyone was going to be okay. He thanked everyone that helped at the fire. Mr. Degen asked if the Red Cross was assisting. Chief McCurdy said that Red Cross was on scene and thanked Chief Luth and his department for facilitating those resources. Ms. Pine said that there was an email from the Schools about needing supplies for the families displaced. Mr. Giger said that new information would be forthcoming on what was needed.

Ms. Manugian left the meeting at 7:05pm because of connection issues.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that Department Heads returned to working at Town Hall that day. He said that anyone wishing to contact Town Hall would need an appointment. He said that masks would be required if you were in a room with someone else. Mr. Degen asked about how the breakroom was working. Mr. Giger asked how they were going to accommodate those that could not wear masks. Mr. Haddad said that the break room was limited to one person at a time. Mr. Haddad said that they were going to set up a spot in the garage for meetings to be held with those that could not wear masks.
2. Mr. Haddad said that the Election was going to be held on Tuesday, June 9th. He said that he was going to send home employees at 12pm that day and not reopen the Town Hall and Country Club until Thursday, June 11th. He said that he was going to have the Town Hall and Country Club deep cleaned on June 10th adding that the employees would be working from home on the afternoon of the 9th and on the 10th.

Mr. Kauppi said that he just met with the Board of Health and wanted to ask the Select Board if they thought there was a reason to not have the Town Meeting on June 13th. He said that they had developed a seating chart, including the rental of 200 seats, would have a separate seating section for those that did not wear masks, wireless microphones which would be sanitized after each use among other preventative measures. He said that he had received a lot of guidance from the Board of Health and the Town's Health Agent on precautions. Ms. Pine asked about the possibility of a rain date. Mr. Kauppi said that his thought on a rain date would be to have it on Sunday, June 14<sup>th</sup> at 1pm. Town Counsel said it was discouraged but not illegal to have it on a Sunday. Mr. Giger said he

was fine with the plans in place and saw it was going to be dry according to the long-range forecast. Mr. Degen said he was fine with this adding his only concern was sanitizing the microphone.

Ms. Manugian returned at 7:15pm.

Mr. Degen said that it sounded like all protocols were in place and could go ahead as scheduled.

Ms. Pine asked Mr. Bouchard at what point absentee ballots would not be sent out. Mr. Bouchard said that they do not stop sending them out even if they thought it might be too late. Ms. Pine asked when ballots had to be returned by. Mr. Bouchard said that by 7pm on election day but strongly encouraged folks to return them before that.

#### **7:15PM - REOPENING PARKS, POOLS, BEACH, ETC.**

Mr. Degen said that under the Public Duty Rule, it was his understanding that the Town would not be liable for anything that happened at its fields, commons, etc. COVID related if they were to being to open these things and people weren't following the rules. Mr. DeRensis said that they could post the parks as use at your own risk and the Public Duty Rule would apply because there was no charge. Mr. Haddad asked if a waiver could be used at the Country Club making the town not liable there also. Mr. DeRensis said that they could.

#### **Hazel Grove**

Mr. Haddad said that the HGAA leased Hazel Grove and named the Town as additionally insured on their insurance. Ms. Pine said that maybe they could ask HGAA to also use a waiver.

Ms. Manugian left the meeting and returned at 7:25pm.

Ms. Smigelski said that they would like to piggy back on the type of waiver the Town would require. Mr. Haddad said he had no issues sharing this waiver with the HGAA. Mr. Giger said that it was in the HGAA's best interest to require a waiver. Ms. Manugian said she was far more concerned with doing what they needed to do for the health and safety of their community. She said that the porta toilets were an issue for her. Ms. Smigelski said that there was enough space for them to make sure groups were no more than 10 people and separated into 3 groups. Ms. Smigelski said that they would have hand sanitizing stations set up.

Jason Weber called the Board of Health to order with Jason Weber and Bob Fleischer in attendance at 7:32pm. The Park Commission was called to order by Don Black at 7:32pm with Don Black, Anna Eliot and Gail Chalmers present. The Sargisson Beach Committee was called to order by Cheney Harper at 7:33pm with Larry Hurley, Cheney Harper, Lynda Moore and Josh Degen present.

Mr. Weber said that the Governor provided guidance last week discussing maintenance on a porta toilet. Ms. Smigelski said that putting two port toilets at Hazel Grove was possible. Ms. Manugian said that the hand sanitizer stations should be attended to daily. Mr. Weber agreed. Ms. Smigelski said that times would be made, by appointment, for designated periods of use time by riders. She reviewed the protocols in place for reopening. Ms. Manugian said that she would encourage that masks be worn as much as possible.

Ms. Pine said that protecting the public health was in her mind but also thought they needed to acknowledge a level of personal responsibility. She said that emphasizing one of the basics, that if weren't feeling well, you should go home or not go out. She said she was okay with allowing Hazel Grove to open. Ms. Manugian said that people were contagious for days before they might show symptoms. Mr. Reilly said he didn't see a difference between bicycling and riding a horse and didn't see an issue with this as long as the guidelines were followed and adhered to.

#### **Sargisson Beach**

Mr. Haddad said that the beach had been closed and the contract with the YMCA cancelled. He said his recommendation was that the beach remained closed adding they didn't have lifeguards or people to monitor use. Ms. Manugian said she agreed adding that beach guidelines were not practical at Sargisson Beach. Ms. Pine said she felt that if they closed Sargisson

Beach and opened the Country Club pool, it wasn't right. She said she was inclined to post Sargisson Beach as a swim at your own risk and follow social distancing protocols. Mr. Giger said that they never had full-time coverage at the beach even with lifeguards. Cheney Harper said that swim at your own risk was one thing but a porta toilet would be required adding they would have the same issue with cleaning it. Ms. Pine asked if the Sargisson Beach Committee (SBC) had a recommendation. Ms. Harper said that they had a list of action items that needed to be looked into before they could open the beach including a compliance officer, limiting the number of parking spots, etc. She said that they didn't know if they had the ability to do all that. Mr. Haddad said that they had a budget of \$9K to maintain the area and \$4K to pay the Ranger. He said that they did not have the money to maintain the porta toilet in the budget as would be required. Ms. Harper said that the SBC was on the same page as Mr. Haddad. Mr. Hurley said that the Committee wondered if there were state funds to hire a compliance officer to assist them. Mr. Haddad said that hiring additional personnel could require benefits and something they needed to be careful of that. He said that there was rumor they might be able to use Cares Act money to cover revenue shortfalls and wanted to make sure that that money was available to the Town if that came to fruition. Ms. Eliot said that she wasn't sure if porta toilets were available and couldn't find anything in the laws/bylaws/health codes that said it was required. Ms. Manugian said that if the Health Agent was requiring porta toilets at the Farmers Market then she would imagine that they would need one at Sargisson Beach. Mr. Giger said that if the decision was to not open the beach, at a minimum they needed to put construction fencing around the beach to keep people off.

Ms. Pine asked if they could spend money to monitor the use of the beach instead of spending money to close it off. Mr. Weber said that porta toilets would be required. Ms. Chalmers said that this was Phase 2 and could last for a short amount of time and should keep that in mind. Ms. Harper said she wouldn't want to have an eyesore on the beach just because they were closed. Mr. Giger said that there had always been a porta toilet there in the past as just a point of information. He said that even though Fitch's Bridge was policed by the Police Department, there were always kids jumping off it.

## **Parks**

Mr. Haddad said that they met with the Park Commission a few weeks ago adding at that meeting, the Commission voted to keep the parks closed at that point. Mr. Haddad said that it would be his recommendation that the parks stay closed adding the guidelines were difficult to follow. Mr. Black said that the Commission was meeting again the following night and would make an informed decision at that time. He said that the basketball courts and playgrounds were still an issue that needed to be considered. Ms. Eliot said that she agreed with Mr. Black that shared equipment should remain closed. She said that the use groups were invited to come to their meeting the next night to discuss further. Ms. Eliot said that other towns were not opening their sanitary facilities and restricted time on their fields requiring people to apply for usage. Ms. Pine asked what use groups were invited and asked if it was organized teams. Ms. Eliot said it was organized programs, adding that their fields were also used by permit. She said that if a use group or family wanted to have a game day for their kids, she wanted to see them allow this.

Mr. Giger said that the parks/fields were made up of a collection of things and was not a one size fits all. Ms. Manugian said she struggled with enforcement pieces. She said she was struggling with the state regulations as currently written and didn't know if they could rely on children to social distance and thought it was easier to keep things closed down for a little while longer. Mr. Degen said that he understood the concerns but thought they could post signage and not be liable. Mr. Black asked about the school fields. Ms. Eliot said that those guidelines were different. Ms. Marlena Gilbert agreed. Ms. Pine said that it didn't make sense keep the parks closed for families that wanted to open them for use. Ms. Manugian said that one family was one thing but groups of them was a different story. Mr. Haddad said that Mr. Grossman was recommending toilet facilities be placed at all parks. Mr. Haddad said that Mr. Grossman was also okay with opening the parks for non-organized activities. Ms. Manugian said that porta toilets would need to be cleaned on a daily basis. Ms. Pine said she was looking for ways for their taxpayers to use these properties. Mr. Haddad said that hiring additional compliance staff would cut into their potential needs for the Cares Act money. Mr. Reilly asked if they needed more porta toilets or if 13 was what they used every year. Ms. Manugian reviewed the information they were looking for as discussed and asked that this be put on next week's agenda. Mr. Giger suggested opening one park. Mr. Degen said that they should make a recommendation to the Park Commission that night. Mr. Degen said that porta toilet cleaning should be done by a professional company and thought the added expense was a priority this summer.

*Mr. Degen moved that they recommend opening one park, see how it goes and revisit it in a couple of weeks. Ms. Pine seconded the motion and offered a friendly amendment to open 2 parks. Mr. Degen accepted the amendment.*

Ms. Manugian said that daily cleaning of 2 porta toilets 6 days a week was approximately \$2K/month as stated by Ms. Smigelski earlier. Ms. Pine said she didn't have an answer on how to clean them. Ms. Manugian said that was important information to have. Mr. Black said that he wasn't sure a motion was needed adding the Commission would further discuss this discussion the next night.

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

#### **Hazel Grove – Cont.**

Mr. Haddad asked if the Board as willing to open Hazel Grove and reviewed the protocols.

*Mr. Degen moved to approve the proposed protocols and open Hazel Grove. Ms. Pine seconded the motion.*

Mr. Giger said he would like to see a line added that people would have to sign up for use. Mr. Black said that the Park Commission oversaw this property and asked if this was a recommendation. Mr. Haddad said that the HGAA signed a lease with the Select Board. Mr. Haddad said that they could just add to the motion that it be a recommendation subject to Park Commission approval assuming appropriate jurisdiction.

*Mr. Degen moved to add that to his previous motion. Ms. Pine seconded the addition. Roll Call: Pine-aye; Degen-aye Reilly-aye; Giger-aye; Manugian-aye*

*Ms. Eliot moved that the Park Commission vote to open Hazel Grove according to protocols drafted by HGAA and submitted to the Select Board. Mr. Black seconded the motion. Roll Call: Eliot-aye; Black-aye; Chalmers-aye*

#### **Sargisson Beach – Cont.**

*Mr. Degen moved that they keep Sargisson Beach closed for the Summer 2020 and install fencing to keep people from using the beach. The motion was seconded.*

Mr. Degen said that the Sargisson Beach Committee met last week and discussed access to the beach by a narrow trail adding it was impossible to make sure social distancing guidelines were met. Mr. Degen made a recommendation to keep Sargisson Beach closed for the season. Ms. Pine said she would prefer closing it until further notice. Mr. Degen asked about fishing. Ms. Manugian said if it was closed it was closed to all. Mr. Hurley thought the fencing was above and beyond.

*Mr. Degen withdrew the fencing from his motion. Ms. Manugian seconded the revised motion. There was a discussion about locking up the kayak rack too. Roll Call: Manugian-aye; Pine-aye; Degen-aye; Reilly-aye; Giger-aye*

#### **Country Club Pool**

Mr. Haddad said that they had fulltime staff to monitor the pool. Mr. Campbell said that they were basing capacity on 25% and were waiting on guidelines from the state still. He said that patrons would be screened by taking their temperatures. He said that the pool would be sectioned off into 10 sections. He said that the seniors would have an area and access to the pool for their own time. He said that face coverings would be required except while using the diving board or swimming in the lap lanes. He said that cleaning would be done every hour.

Ms. Manugian asked if the groups be limited to families, etc. Mr. Campbell said that they could make it family only and could iron out those details. Ms. Manugian said that a wet mask could be an issue. Mr. Campbell said that hospital masks would not be allowed adding they could require cloth masks. Mr. Campbell said that they could sell masks that could get wet. Ms. Pine said that this was well thought out. She asked about protocols for families that booked multiple times. Mr. Campbell said that those people would have to exit the pool area and wait in their cars to be allowed to reenter. Ms. Pine had some additional questions. Mr. Reilly asked who was doing the temperature reading. Mr. Haddad said that the lifeguards would. Mr. Reilly said this was well done and should give it a try. Mr. Degen said he was struggling with this. He said that

areas would be limited to 5 chairs but would limit areas to family unit only. Mr. Degen said that a family could bring neighbor kids and sign a waiver for them. Mr. Degen asked about coughing due to inhaling water. Mr. Campbell said that they would have to see what the guidelines say adding they could do their best to plan for all incidences. Mr. Degen said he could not support this adding this was not the time to be taking chances for a revenue stream. Mr. Degen said that waiving all fees would waive any liabilities the Town would have. Ms. Manugian said she shared concerns and didn't know how social distancing could be achieved at the pool. Mr. Haddad said that he was adamantly opposed to opening the pool for free adding they had costs associated with lifeguards, etc. Mr. Haddad said that the town of Shirley closed their pool for this year. Ms. Pine said that there should be no food for sale at the pool unless it was brought in by the user and not shared.

*Ms. Pine moved to allow the pool to open following protocols discussed tonight with changes in food and the need for waivers as discussed. Mr. Reilly seconded the motion. Mr. Haddad asked that it be subject to NABH guidance and state guidelines. Mr. Degen said this was opening a virtual can of worms. Manugian-nay; Degen-nay; Reilly-aye; Pine-aye; Giger-nay*

Mr. Haddad said that the pool would not open.

### **TOWN MANAGER'S REPORT – Cont.**

3. Mr. Haddad said that they had not received any updated protocols from the state.
4. Mr. Haddad said that he and the Town Accountant believed they needed to be prepared for Fiscal Year 2021 in the event that Town Meeting was not held prior to June 30th. He said that in accordance with Chapter 53 of the Acts of 2020, they were presenting to the Select Board for approval a 1/12 Budget for the month of July, 2020. Mr. Haddad said that pursuant to the Act, the Director of Accounts was authorized to *"approve expenditure's 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."* He said that Ms. Dufresne had prepared a 1/12 budget for the Board's approval including the Town and enterprise funds. He asked the Board to approve this so that they could file in case they didn't have town meeting by June 30th. Mr. Giger asked for clarification about the 1/12 budget and about not being able to spend more than what was requested and if the state denies some or all the request. Mr. Haddad and Ms. Dufresne qualified the process and any risks.

*Ms. Pine made a motion to approve the proposed 1/12 budget for FY2021. Mr. Degen seconded the motion subject to verification of the 1/12 roll as mentioned by Mr. Giger. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

5. Mr. Haddad said that they had been notified of the Cares Act eligibility. Mr. Haddad asked the Board to approve the presented budget. Ms. Pine asked if meals on wheels was something that was covered by the budget. Mr. Haddad said that they expanded the service and why they included it. Ms. Pine asked about FEMA reimbursement. Mr. Haddad said that the 25% that wasn't covered by FEMA could be reimbursed by the Cares Act. Ms. Pine asked about unemployment estimates that were included.

*Ms. Manugian moved to approve proposed funding request for Cares Act funds with the addition of porta toilet costs to be expended by the Town Manager through June 30th. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

6. Mr. Haddad asked the board to ratify and approve appointments made by the Town Manager and approve nominations for other appointments as presented by the Town Manager.

*Ms. Pine moved to approve the appointments both made by and nominated by the Town Manager. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

7. Mr. Haddad reviewed the boards meeting schedule.

8. Mr. Haddad said that he had no update on the budget. Ms. Gilbert said that the School Committee was meeting on Wednesday night to discuss further adjustments on their budget as provided by the Superintendent on May 20th. She said that they were going to discuss delaying some of their capital expenses. She explained unexpended costs and costs related to COVID that had been expended. She said that they had a TA with their teacher's union. A one-year contract with a .5% increase and thanked the union for working with them.

### **ON-GOING ISSUES**

Mr. Haddad said he met with the Friends of Prescott and the contractor last week to discuss construction should it be approved at town meeting. He said that construction would start around July 1 and take 3 months.

Mr. Haddad said that the repairs at the Center were completed and all costs were covered by the insurance company.

Mr. Haddad said that with the passing of Bob Johnson, they were looking to fill that position. He said that he wanted to take his time finding someone to fill that position. Mr. Haddad said he would like to appoint the Ayer/Shirley Veteran's agent Mike Detillion to fill this vacancy on a temp basis and asked the Board to support his appointment. Ms. Pine asked for an understanding of how this position was funded.

*Ms. Manugian moved to ratify the appointment of Mike Detillion as Interim Veteran's Agent. Ms. Pine seconded the motion. Mr. Giger asked if they should leave it open ended. Mr. Haddad asked for them to leave it open ended and he would provide periodic updates. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

Ms. Pine asked about Indian Hill and plans for the construction of the intersection. Mr. Degen said that he and Mr. Giger had been working with town officials to go through the requirements both Chiefs and Tom Delaney had.

### **MINUTES**

*Ms. Pine said she had one small correction to the minutes. Mr. Degen moved to approve the minutes of May 18, 2020 as amended. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

Ms. Manugian adjourned the meeting at 10:01pm.

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

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

Date Approved: