



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1111
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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 15, 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: 861-1264-5675**

- 7:00 P.M. Annual Reorganization of the Select Board – Per Select Board Operational Policy, Town Manager Calls Meeting to Order and Calls for Nominations for Chair
- 7:05 P.M. Announcements and Review Agenda for the Public
- 7:10 P.M. Public Comment Period
- I. 7:15 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. Consider Opening Pool at Groton Country Club – Review and Approve Waiver and Protocols
 5. Review First Draft of Housing Production Plan
 6. Select Board Annual Appointments
 7. Town Meeting Follow-Up
 8. Proposed Select Board Meeting Schedule Through Labor Day

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

- II. Minutes: Virtual Meeting of June 8, 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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Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *June 15, 2020*

1. As this is the first meeting after the Election, the Board's policy calls for the reorganization of the Select Board. As stated in the Policy, the Town Manager shall call the meeting to order and call for nominations for Chair. Once the Chair is elected, the Town Manager turns the meeting over to the Chair for the election of a Vice Chair and Clerk. The regular meeting will commence thereafter. Other than the Town Manager's Report and an update on the On-going issues list, there is nothing else specifically scheduled on the Agenda.
2. The following is a summary of issues and action items for the Board's review and consideration:
 - a. Support staff will be/has returned to work at Town Hall on June 15th. Protocols that have been put into place have been working very well. We have begun scheduling meetings with residents/individuals at Town Hall following the protocols. We will continue to review and update as necessary.
 - b. I am pleased to report that our CARES Act funding for FY 20 has been received. We will continue to review and monitor expenditures. I will update the Board with any additional information at Monday's meeting.
 - c. Park Commissioner Don Black has expressed to me concern with the Board's decision to install sanitary facilities at the various Parks approved for opening by the Park Commission. He had requested a delay in installation, but we had ordered them and they are being installed. I provided Mr. Black with an invitation to Monday's meeting should he wish to discuss this further with the Board.
 - d. As voted the Board last week to allow me to issue temporary outdoor liquor licenses, I have approved the request from Ixtapa Mexican Restaurant for their outdoor seating. I have also granted permission to Johnson's Dairy Bar for BYOB at their outdoor seating area.
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. As discussed last week, I have scheduled time on the Agenda for the Board to reconsider opening the Pool at the Groton Country Club. Enclosed with this report are the revised Protocols, along with a Use Waiver drafted by Town Counsel for your review and consideration. I have invited Shawn Campbell to Monday's meeting to discuss this in more detail with the Board.

**Select Board
Weekly Report
June 15, 2020
page two**

5. Enclosed for our review and consideration is the Draft Housing Production Plan. I have invited both Land Use Director Takashi Tada and Housing Coordinator Fran Stanley to the meeting to assist you in your review. This Plan will eventually need to be approved by the Select Board and Planning Board. We can discuss process/next steps at the meeting.
6. Enclosed for your review and approval are the Annual Appointments of the Select Board. I would respectfully request that you approve and make these appointments at Monday's meeting.
7. I have set aside time on the Agenda for the Board to discuss any necessary Town Meeting follow-up. I will provide the Board with any new information, if necessary, prior to the meeting.
8. I would propose the following meeting schedule to the Board that will take you through Labor Day. Should the Board approve this schedule I will work with the new Chair to provide anticipated Agenda Items at your next meeting. Please approve the schedule:

Monday, June 15, 2020	Regularly Scheduled Meeting
Monday, June 22, 2020	No Meeting
Monday, June 29, 2020	Regularly Scheduled Meeting
Monday, July 6, 2020	No Meeting (July 4 th Holiday)
Monday, July 13, 2020	Regularly Scheduled Meeting
Monday, July 20, 2020	No Meeting
Monday, July 27, 2020	Regularly Scheduled Meeting
Monday, August 3, 2020	No Meeting
Monday, August 10, 2020	Regularly Scheduled Meeting
Monday, August 17, 2020	No Meeting
Monday, August 24, 2020	Regularly Scheduled Meeting
Monday, August 31, 2020	No Meeting
Tuesday, September 8, 2020	Regularly Scheduled Meeting

MWH/rjb
enclosures

Groton Country Club

Pool Operation – Draft Protocols for Opening Ver 2.0

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 COVID19-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 COVID19, cleaning and disinfecting must be performed
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace

The following protocols will be modified based on the guidelines provided by the Select Board, CDC, state and local boards 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 required to book a section.

Reservations will be limited to 5 people in your group.

All persons in a section must be Groton residents and live under the same roof.

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 978-448-2564.

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

1st Seating 11am-1:30pm

2nd Seating 2pm-4:30pm

3rd Seating 5pm-7:30pm

B Day (School is in session)

1st 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 15th. Refunds will be equal to the full amount of your membership minus the fees that 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

Staff, visitors, and patrons must wear face coverings at-all-times, except for when in the water.
Only cloth Face Coverings are allowed in the water.

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

Must be signed and delivered when you enter the pool area for reservation.
Waivers will be available to print in advance from our website, they will also be available at the guard shack.

Food

Food will not be permitted at the pool.
Only water will be allowed as well as food for medical reasons (i.e. Diabetes)

Weekly Reporting

The Select Board will receive a weekly report containing attendance, revenue, wages, expenses as well as any issue with rule/waiver compliance.

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 as well as the 22 Non-Residents that retained their memberships through June 1st. I have already refunded all pool memberships for the season on June 2nd. Those 22 Non-Residents would have the option of rejoining if the Select Board allows.

It will be made clear to anyone purchasing a membership that the pool may be closed by the Select Board for any number of reasons during the summer. If the pool is closed the membership would be refunded. Refunds will be equal to the full amount of your membership minus the fees that would have been paid during your visits prior to the closing of the pool.

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 2nd seating for the day and they would like to stay through the 3rd seating for the day. They would have to wait till 12pm to attempt to get a reservation for the 3rd seating. If they were successful in obtaining the 3rd seating, they would have to leave the pool area for 30 minutes during our cleaning/disinfecting that occurs between seatings. It is our expectation that you would return to your vehicle until entry for the next seating begins.

Indemnification, Release and Waiver of Liability

ASSUMPTION OF RISK. The undersigned has agreed to participate in the use of the Swimming Pool at the Groton Country Club located at 94 Lover's Lane, Groton, Massachusetts (the "Facilities"), including without limitation use of the Swimming Pool and associated amenities. The undersigned is fully aware of the risks and hazards involved in use of the Facilities, which vary from one activity to another including but not limited to minor injuries and major injuries, up to and including death, and in particular the undersigned is aware of the risks involved in swimming.

In consideration of receiving permission to participate in the use of the Facilities, the undersigned hereby acknowledges and agrees that such use of the Facilities, including without limitation the use of the Swimming Pool, is inherently hazardous and that the undersigned is solely responsible for the participant's safety while at the Facilities, including without limitation while present at the Facilities and while participating in the use of same.

During this time, Coronavirus, COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as one way to attempt to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in the use of the Facilities could increase the risk of contracting COVID-19. The Town of Groton, its officials, agents, servants, and employees in no way warrant that COVID-19 infection will not occur through participation and use of the Facilities. Participation is at the participant's own risk.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT. By participating in the use of the Facilities, the undersigned agrees, with respect to the Town of Groton and its officials, servants, employees and agents (collectively the "Town of Groton"): (i) to release the Town of Groton from any liability including, without limitation, any loss, damage, injury or expense that she/he may suffer as a result of participation at the Facilities, due to any cause whatsoever, including any ordinary or gross negligence of the Town of Groton and/or anyone acting on behalf of the Town of Groton, (2) to indemnify and hold harmless the Town of Groton from any and all costs and claims of any nature (including, without limitation, death, personal injuries or property damage) arising out of or related to the undersigned's presence at and/or use of the Facilities, and (3) to waive any and all claims against the Town of Groton that she and/or he may now or in the future have arising out of or related to the undersigned's presence at and/or use of the Facilities.

Only Residents of Groton will be allowed to participate in the use of the Facilities.

No minor may be a participant in the use of the Facilities who is not accompanied by his/her parent or Legal Guardian.

Any Legal Guardian who seeks to accompany a minor for participation in the use of the Facilities must provide a written a statement signed under the pains and penalties of perjury that he/she is in fact the Legal Guardian of said minor and is authorized to allow said minor to participate in the use of the Facilities.

Indemnification, Release and Waiver of Liability

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Each Legal Guardian must also provide satisfactory proof of identification which identification shall include a photograph proving his/her identity.

Any person who violates any provision of this Agreement concerning Legal Guardians shall be subject to a penalty at the discretion of the Town of Groton Select Board, or other authorized town representative, which penalty may include removal of any participant from the Facilities, forfeiture of the privilege to utilize the Facilities now and in the future, and/or a civil fine.

Each participant in the use of the Facilities, and his/her Authorized Guardian MUST read and sign the following acknowledgment attesting to the fact that he/she has read and understood the foregoing Indemnification, Release and Waiver of Liability.

Signature: _____

Print Name: _____

Signature of parent or guardian (if minor): _____

Print name of parent or authorized guardian: _____

Date: _____



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Charles D. Baker
GOVERNOR

Karyn E. Polito
LIEUTENANT GOVERNOR

Kathleen A. Theoharides
SECRETARY

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<http://www.mass.gov/eea>

Memorandum

From: Executive Office of Energy and Environmental Affairs

Date: June 9, 2020

Subject: Safety Standards for Public and Semi-Public Swimming Pools - Phase II

The Executive Office of Energy and Environmental Affairs (EEA) is providing guidance for the operation of public and semi-public¹ outdoor swimming, wading, and special purpose pools (including but not limited to hot tubs and whirlpools) at recreational facilities in Phase II of the Commonwealth's Reopening.

All public and semi-public pools must continue to meet the requirements of 105 CMR 435.00: Minimum Standards for Swimming Pools, State Sanitary Code: (Chapter V) in addition to any stricter state or local standard developed to control the transmission of COVID-19.

During Phase II, outdoor pool facilities may reopen, but indoor facilities may only reopen to supervised youth sports leagues and summer sports camps for participants under 18 years old in accordance with the *Workplace Safety and Reopening Standards for Businesses and Other Entities Providing Outdoor Adult Sports Supervised Youth Sports Leagues, Summer Sports Camps* guidance. Hot tubs and whirlpools should be closed in Phase II.

This guidance applies until amended or rescinded. Any questions regarding this guidance can be sent to outdoor.recreation@mass.gov

General Guidelines

Face Coverings and Masks: Consistent with [*COVID-19 Order 31: Order Requiring Face Coverings in Public Places Where Social Distancing is Not Possible*](#), which requires persons to wear face coverings while in public places to prevent the spread of COVID-19, and the Safer at Home Advisory issued by the Department of Public Health issued on May 18, 2020, all persons

¹ Pursuant to 105 CMR 435.00 a Semi-Public Pool means a swimming, wading or special purpose pool on the premises of, or used in connection with a hotel, motel, trailer court, apartment house, condominium, country club, youth club, school, camp, or similar establishment where the primary purpose of the establishment is not the operation of the swimming facilities, and where admission to the use of the pool is included in the fee or consideration paid or given for the primary use of the premises. Semi-public pool shall also mean a pool constructed and maintained by groups for the purposes of providing bathing facilities for members and guests only.

over the age of two must wear a face covering when they attend outdoor gatherings if the circumstances of the gathering could limit their ability to maintain at least six feet of distance from others, unless they are prevented from wearing a face covering by a medical or disabling condition. All persons are likewise advised to avoid close personal contact to prevent spreading the virus. Masks should not be worn while swimming.

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

General Pool Guidelines

- ❖ Pool operators should review and follow the Commonwealth's [Guidance on Safety Practices for Non-Healthcare Service Workers](#), [General Business Guidance](#) for Reopening Massachusetts, the Centers for Disease Control and Prevention (CDC) [Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19](#), and review the Environmental Protection Agency (EPA) [list of disinfectants meeting EPA criteria for use against the novel coronavirus](#). Pool operators should consult with venue designer in selecting a disinfectant.
- ❖ According to the CDC, there is currently no evidence that the virus that causes COVID-19 can be spread to people through the water in pools. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water. Criteria for maintaining proper water chemistry, pursuant to 105 CMR 435.00, is noted in the section: *Maintaining Chemical Standards and Turnover*.
- ❖ The temporary shutdown or reduced operation of a building and reductions in normal water use can create hazards for returning occupants; these hazards can include mold and *Legionella*. After a prolonged shutdown, building owners and employers should ensure that their building does not have mold and that the water system is safe to use to minimize the risk of Legionnaires' disease. Guidance on how to do this is available from the CDC <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.
- ❖ Consider operating hours set aside for high-risk populations (e.g. adults 60 years or older).

Social Distancing

- ❖ Recreational activities, including swimming and wading, should be conducted with adherence to social distancing recommendations of 6 feet between individuals and the proper use of face coverings in public settings where other social distancing measures are difficult to maintain. Swimming lessons which would require physical contact are not allowed in Phase II. Organized swimming programs should ensure compliance with the *Workplace Safety and Reopening Standards for Businesses and Other Entities Providing Outdoor Adult Sports Supervised Youth Sports Leagues, Summer Sports Camps*.
- ❖ Face coverings should be worn by patrons and staff in accordance with Covid-19 Order 31: *Order Requiring Face Coverings in Public Places Where Social Distancing is Not Possible* to prevent against the transmission of COVID-19 while at the facility. Face coverings should not be worn while in the water (diving masks, goggles, and snorkels may be worn): <https://www.mass.gov/info-details/covid-19-state-of-emergency>

- ❖ Social distancing of at least 6 feet is required for all individuals outside of a household group and applies to deck areas, bathrooms, or wading areas. No one should congregate in the water or on the pool deck.
- ❖ Pool operators, taking into consideration bather load, any building occupancy limits, and social distancing on deck areas should manage capacity to accommodate social distancing to the greatest extent possible, such as setting a maximum number of individuals that can be in a pool facility or pool area at one time. This number should not exceed 40% of existing facility capacity.
- ❖ Hot tubs and whirlpools should be closed in Phase II.
- ❖ Locker rooms and changing areas should be closed in Phase II. Restroom or shower facilities (if access is required) can be accessed through a locker room, but operators must ensure that guests do not use the lockers or changing area.
- ❖ Indoor and outdoor pool facilities must provide access showers in compliance with 105 CMR 435. If outdoor showers are not available, facilities may meet this requirement by providing access to indoor showers. If outdoor showers are available, facilities should keep indoor showers closed.
- ❖ Physical barriers such as plastic partitions, orange cones, rubber mats, tape and other easily cleanable products may be used to maintain social distancing.
- ❖ Consider using one-way signs on walkways and pool deck or visual guidelines for maintaining 6 feet distance in all restroom facilities to support social distancing and control flow of traffic.
- ❖ Make regular announcements or post clear signage to remind pool staff and patrons to follow social distancing guidelines.
- ❖ Facilities should limit the number and spacing of items of pool deck furniture on premises to maintain social distancing.
- ❖ Exceptions to the social distancing guidance include:
 - Anyone rescuing a distressed swimmer, providing first aid, or performing cardiopulmonary resuscitation, with or without an automated external defibrillator.
 - Individuals in the process of evacuating an aquatic venue or entire facility due to an emergency.
- ❖ Organized activities in the pool, including but not limited to ball games or swim tournaments should not be allowed.

General Sanitation

Pool operators should clean in accordance with CDC Guidance: Considerations for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

- ❖ [Clean and disinfect](#) frequently touched surfaces at least daily and shared objects each time they are used. For example:
 - Handrails, slides, and structures for climbing or playing
 - Lounge chairs, tabletops, pool noodles, and kickboards
 - Door handles and surfaces of restrooms, showers, handwashing stations, and diaper-changing stations
 - Consult the [EOEEA May 18, 2020 Outdoor Recreation Facility Restroom Cleaning Best Practices Memorandum](#), which details the standards and processes for the cleaning and disinfecting of certain outdoor recreation facility restrooms.

- ❖ Consult with the company or engineer that designed the aquatic venue to decide which [List N disinfectants approved by the U.S. Environmental Protection Agency external icon](#) (EPA) are best for your aquatic venue.

- ❖ Limit use of shared furniture or objects to one individual or group of users at a time and clean and disinfect between use by different individuals.

- ❖ Set up a system so that furniture (for example, lounge chairs) or objects (for example, kickboards, noodles) that need to be cleaned and disinfected is kept separate from already cleaned and disinfected furniture or objects. Label containers for used equipment that has not yet been cleaned and disinfected and containers for cleaned and disinfected equipment.

- ❖ If provided, launder towels and clothing according to the manufacturer's instructions. Use the warmest appropriate water temperature and dry items completely.

- ❖ Protect shared furniture, equipment, towels, and clothing that has been cleaned and disinfected from becoming contaminated before use.

- ❖ Ensure [safe and correct use](#) and storage of disinfectants and store them securely away from children.

- ❖ All handwash sinks shall be fully stocked with soap and paper towels.

- ❖ Alcohol-based hand sanitizer with at least 60 percent alcohol shall be available to staff.

- ❖ Close pool facilities used by a sick person and wait 24 hours before cleaning and disinfecting these pool facilities.

- ❖ Ensuring safe and correct use and storage of EPA-approved List N disinfectant, including storing products securely away from children.

- ❖ Admission/entry transactions are encouraged, where possible should be carried out through a no contact process such as online reservations, timed-ticketing, permit/sticker issuance or an on-site electronic transaction method that allows for social distancing guidelines to be followed. If not feasible, hand transactions and cash may be allowed.

- ❖ In order to manage capacity and allow for social distancing, operators may consider limiting the time individuals or groups are allowed to use pool facilities.

- ❖ Pool users may use personal floatation devices (PFD) that are U.S. Coast Guard (USCG) approved. PFDs cannot be shared. PFDs provided by the facility should be [cleaned in accordance with the USCG guidance](#).
 - No other equipment brought from home, such as pool noodles, inflatables, lounge furniture and toys, are allowed into the facility. However, Americans with Disabilities Act (ADA) approved equipment for personal use is allowed.
- ❖ Pool operators are strongly encouraged to include strategies to reduce COVID-19 exposure to the pool staff and patrons according to the following best practice guidance from CDC:
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Ventilation

Operators are required to maintain the facilities in accordance with CDC's guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html>

- ❖ Ensure ventilation systems of indoor spaces operate properly.
- ❖ Increase introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. However, do not open windows and doors if doing so poses a safety risk to staff, patrons, or swimmers.

Signs

- ❖ Post signage at each public entrance to ~~inform all pool staff and patrons that they should:~~
 - Stay home if sick or in quarantine. Avoid entering the premises if symptomatic, e.g., a fever of 100.0 degrees Fahrenheit or above, unusual coughing, shortness of breath, headaches, chills, shaking chills, sore throat, muscle aches or pains, new loss of taste or smell, or whether they have felt feverish.
 - Maintain 6 feet separation between individuals, except for in household groups.
 - Sneeze/cough into cloth, tissue, elbow or sleeve. Discard tissue in trash cans
 - Avoid hand shaking or physical contact except among household members.
 - Wash hands often with soap and warm water, and for at least 20 seconds.
- ❖ Staff, visitors, and patrons must wear face coverings at-all-times, except for when in the water.
- ❖ Post signs reminding patrons to wear facial masks or coverings in all non-swimming areas and to maintain a minimum of 6 feet of separation between individuals in other areas of the facility, including swimming areas, pool decks, and bathrooms.

Staff Procedures

- ❖ Staff must receive training about social distancing and general sanitation best practices. Conducting training virtually or ensuring that social distancing is maintained during in-person training.
- ❖ Staff should complete a self-assessment for symptoms and stay home if sick.

- ❖ Operators are encouraged to develop protocols to assess staff at the beginning of each shift and ask if they have experienced unusual coughing, shortness of breath, headaches, chills, shaking chills, sore throat, muscle aches or pains, new loss of taste, or smell or whether they have felt feverish.
- ❖ Anyone that develops a fever or symptoms, such as a cough or difficulty breathing, should not perform their work duties until they have obtained medical advice from a health care provider.
- ❖ Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH.
- ❖ Require frequent handwashing by staff, with soap and warm water for at least 20 seconds or the use of alcohol-based hand sanitizers or disinfecting wipes to reduce the spread of COVID-19.
- ❖ Log everyone (name and email or name and phone number) who comes in contact with site to enable contact tracing, including patrons, staff, and visitors.

Maintaining Chemical Standards and Turnover

According to the CDC, there is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water. Water Chemistry testing kits used by the facility should be in accordance with 105 CMR 435.30. In addition to meeting the minimum standards of 105 CMR 435.00, and in order to maintain safe swimming conditions, the Department is recommending:

- ❖ Increasing the frequency of water chemistry testing to a minimum of 6 times per day for all swimming, wading, and special purpose pools. Additional testing should be conducted during peak bather load periods.
- ❖ Increasing pool shocking frequency each week during hours of pool closure.
- ❖ Ensuring swimming, wading, and special purpose pools meet the minimum turnover requirement specified in 105 CMR 435.00.
- ❖ Operators and Supervisors should close immediately for maintenance and correction if the water chemistry does not meet minimum standards. All closures, maintenance, and corrections must be documented.

Lifeguards and Water Safety

- ❖ Lifeguard staff who are actively monitoring pool safety should not be asked to monitor handwashing, use of face coverings, or social distancing of others. Other staff should be assigned this task. Lifeguards must wear a face covering while out of the water if social

distancing cannot be maintained and limit any close contact with other people to emergency situations.

Communication Systems

- ❖ Put systems in place for:
 - Responding when staff, patrons, and swimmers self-report they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.
 - Notifying local health authorities of COVID-19 cases that have been brought to their attention.

- ❖ Provide online and other means of communication to alert pool staff and patrons to any pool status updates or changes, such as closures to maintain social distancing and general cleaning practices.

Vending/Rentals

- ❖ Food service shall follow all applicable food service and restaurant [guidance](#) for such activities.
- ❖ Snorkels, goggles, etc., may not be rented or provided by a facility.

TOWN OF GROTON, MASSACHUSETTS



HOUSING PRODUCTION PLAN 2020–2025

Submitted to the MA Department of Housing and Community Development (DHCD) in accordance with DHCD's Housing Production Plan Regulations 760 CMR 56.03(4)

Prepared by the Montachusett Regional Planning Commission
under a District Local Technical Assistance Grant



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I. EXECUTIVE SUMMARY

A. Introduction and Background

Groton had its precarious beginnings when John Tinker followed Indian Trails from the Bay area and settled near the mouth of Nod Brook on the Nashua to set up his trading post to do business with the Nashaway Indians. The area was known as Petapawag, an Indian name for swampy land. Adventurous families soon followed, on foot or on horseback, and found it a good place for the necessary farming and fishing.

In 1655, a trading post evolved into a formal settlement called The Plantation of Groton, which encompassed all of what is now Groton and Ayer, nearly all of Pepperell and Shirley, a large part of Dunstable and Littleton, as well as smaller parts of Harvard, Westford, Nashua, NH, and Hollis, NH. It was named in honor of one of the original Selectmen, Dean Winthrop, who was born in Groton, Suffolk County, England.

In 1676, during the King Philip's War, Indians attacked the town and burned down all but four garrison houses. The surviving residents fled to Concord and other safe havens returning two years later to rebuild the town. As Groton's population grew so did many supporting industries including a soapstone quarry, a large hop-growing industry, a brick factory, a sawmill, a grist mill, and a pewter mill which produced tea pots, plates, cups, and buttons.

West Groton lies within a "V" formed by the Nashua and the Squannacook rivers. The old red brick Groton Leather board factory still stands on the Squannacook River as an example of the late industrial period of a New England mill village. West Groton has its own post office, fire station, and water department. In the past, other areas of Groton were designated as east, south, and north, but only West Groton's name survived.

The Lost Lake area was created at the turn of the century through damming nearby streams and flooding an existing field. It was popular as a summer resort for city residents and today both permanent and summer residents live there.

With an area of 32.54 square miles, Groton is the largest town in Middlesex County and is located 32 miles northwest of Boston and 27 miles north, northeast of Worcester. The Town is surrounded by the towns of Ayer, Dunstable, Littleton, Pepperell, Shirley, Townsend, Tyngsborough, and Westford. There are 106 miles of plowed or maintained roads within Groton. Town Hall is 320 feet above sea level and the highest elevation is at Chestnut Hills at 516 feet above sea level. Groton is drained by the Nashua and Squannacook Rivers and the center of Groton is dominated mainly by Gibbet Hill, with several other large hills throughout the town.

Groton is governed by a Town Manager, five-member elected Select Board, and Town Meeting. The Town employs a Housing Coordinator who manages and coordinates housing issues within the Town. Groton also has a five-member elected Housing Authority which was formed in 1982 and is active in the Town's affordable housing policy and owns several

affordable housing units. The Groton Housing Partnership is a five-member board appointed by the Select Board to work with private developers and various Town boards involved in the permit process (including the Housing Authority) to evaluate proposals and make recommendations, primarily for first-time home buyers. In 2008, the Town Meeting accepted M.G.L. Chapter 44 Section 55C, Municipal Affordable Housing Trust Fund, adding it to the Town's Bylaws. The purpose of the Trust is to provide for the preservation and creation of affordable housing in Groton for the benefit of low- and moderate-income households. Groton has dedicated many resources to create affordable housing for all.

The Town of Groton shares the Groton-Dunstable Regional School District (GDRSD) with the Town of Dunstable and is also a member of the eight-town district of the Nashoba Valley Technical High School in Westford. The GDRSD is ranked highly in the State as an excellent district for education and this fact brings families to the community, creating a housing demand, which in turn increases housing prices and creates an ever-increasing need for affordable housing.

Based on the Massachusetts Department of Housing and Community Development's most recent data on the Chapter 40B Subsidized Housing Inventory (SHI), Groton has 3,930 year-round housing units, of which the state currently counts 222 units as affordable, representing 5.65% of the year-round housing stock. Of the 222 units, 177 are rental units and 46 are ownership units; 43 units are restricted as affordable in perpetuity and the remaining 179 units have varying dates of restriction expiration, the earliest being 2029. The DHCD's SHI is based on 2010 housing counts and when the 2020 census is completed, the percentage of affordable units will decrease based on the increased number of housing units. Groton has been proactive in steering its own destiny regarding affordable housing in working with developers and others to have built only what the town feels is appropriate for Groton. To meet the 10% required minimum of affordable housing units, Groton will need an additional 173 units. The following affordable housing units were added to the town's SHI since the last HPP in 2014:

- Boynton Meadows 3 Ownership Units
- Reedy Meadow Estates 2 Ownership Units

This Housing Production Plan suggests a range of options to meet pressing local housing needs and to bring Groton to the State 10% threshold, presenting a proactive housing agenda of Town-sponsored initiatives. Due to the rising costs of homeownership, including escalating energy costs and taxes, some residents are finding it increasingly difficult to afford to remain in Groton. Children who grew up in the town are now facing the possibility that they may not be able to return to raise their own families locally. Long-term residents, especially the "empty nesters" and elderly, are finding themselves less able to maintain their homes and keep up with increased real estate taxes, but unable to find alternative housing that better meets their current lifestyles. Families are finding it more difficult to "buy up", purchasing larger homes as their families grow. Municipal and local business' employees are increasingly hard pressed to find housing that is affordable in Groton. Suitable housing options are needed to meet all these local needs.

B. Purpose

This Housing Production Plan (HPP) update has been designed to guide the expansion of affordable housing opportunities in Groton. It represents a management tool for ensuring that timely progress is made toward meeting the town's affordable housing goals and is based on a comprehensive needs assessment and a thorough analysis of existing conditions, demographic trends and local and regional market forces. It identifies the constraints that have limited affordable housing production in Groton, and the town's efforts to mitigate them. This HPP also identifies opportunities and strategies the Town will pursue to meet its goal of providing housing for residents across a broad range of income, age, and needs.

The HPP describes the mix of housing units required to address the identified needs and a time frame for their production. It recommends a few regulatory reforms and policies to expand local development capacity and includes preservation tactics as well as new production initiatives and anticipates a significant role for both private and town-initiated development.

C. Organization

This plan is submitted to comply with the Massachusetts Department of Housing and Community Development's (DHCD's) Housing Production Plan Regulation, M.G.L. 760 CMR 56.03(4), and it follows the structure outlined in the Housing Production Plan Guidance, with the addition of an Executive Summary and Existing Municipal Tools and Resources sections.

- Section I Executive Summary
- Section II Comprehensive Housing Needs Assessment
- Section III Existing Municipal Tools and Resources
- Section IV Housing Goals
- Section V Implementation Strategies

This HPP takes into consideration other planning documents and meetings that the Town has completed:

- *Groton Master Plan, September 2011*, the Town's most recent master plan.
- *Groton Housing Production Plan 2014-2019*.
- "Affordable Housing Survey" completed during the summer of 2019.
- Comments and discussion resulting from two public presentations at the Planning Board meetings in June and October 2019.

D. Summary of Housing Needs Assessment

This section summarizes the demographic trends affecting future growth, existing housing stock, and future housing needs. Analysis of census data, population, and housing projections, as well as defining development constraints and limitations and how to mitigate them are contained in this section. A review of the community's infrastructure capacity and future expansion are also included in this assessment. This section identifies the town's existing and planned affordable housing resources – those officially recognized on Groton's Subsidized Housing Inventory (SHI), as well as units on the private market – and reports on

the town's organizational, administrative and regulatory framework as they relate to affordable housing. Lastly, it looks at challenges and opportunities specific to Groton. Key findings from the housing needs assessment in Groton are as follows:

- The total population increased 84% from 1980-2018 with a projected additional increase of 20% by 2040 to 12,773.
- The median age increased 48% from 30.6 years in 1980 to 45.2 years in 2018.
- The number of young adults aged 25-34 years decreased 35% from 1990 to 2018.
- From 1990 to 2018, the number of residents over 65 years old has increased 247%.
- The number of children under five years old has decreased 27% from 1990-2018.
- School enrollment in the district has decreased 26% since the year 2000.
- Approximately 1,000 people or 9% of the population of Groton are estimated to have a disability.
- Groton has 518 veterans out of the civilian population of 8,615 persons older than 18.
- 66.2% of Groton residents have earned a bachelor's degree or higher.
- The Groton median household income is \$126,883. Its median family income, for a family of four, is \$150,991, whereas the HUD median family income, also for a family of 4, for this region is \$108,000.
- A family of four at 80% of median family income making \$86,400 would only be able to afford a \$259,200 home which does not exist in Groton.
- Groton has 4,048 households, of which 1,053 or 26% are collecting income from Social Security and 146 or 3.6% are collecting income from Supplemental Security for disability.
- Of the 4,048 households, 156 are collecting food stamps/SNAP benefits.
- Of the 4,048 households, 1,561 or 39%, earn less than \$100,000 per year.
- 931 householders over 65 years old have a median income of \$69,395.
- Of the 4,048 households, 744 have one or more persons with a disability in the household.
- 19.6% of households are a person living alone, with 8.9% of those being over 65 years old.
- 87% of housing units are owner occupied and 13% are renter occupied.
- Residents are considered cost burdened when they pay more than 30% of their gross monthly income on housing costs. Currently, the cost burdened designation

describes: 19% of homeowners without mortgage, 30% of homeowners with a mortgage, and 39% of renters.

- According to Realtor.com, as of April 2020, the median listing price of a home in Groton was \$549,900 and the median sales price was \$520,000.
- Since 2000, home values have increased 140% and property tax bills have increased 122%.
- The numerical goal for annual affordable housing production is at least 0.5% of Groton's total units (3,930) or 20 units/year.
- Groton has a total of 222 affordable housing units, or 5.65% of total housing units, 177 of which are rentals and 45 of which are ownership units.
- Of the 19 projects listed on Groton's Subsidized Housing Inventory, 12 are designated as affordable in perpetuity and the remaining units have at least 9 years until expiration.
- Groton has limited capacity to expand water and sewer infrastructure.
- Groton has some town-owned properties to evaluate for housing needs.

E. Summary of Affordable Housing Goals

1. STRIVE FOR ANNUAL NUMERICAL TARGETS FOR AFFORDABLE HOUSING AND HOUSING PRODUCTION PLAN CERTIFICATION
2. ENCOURAGE A DIVERSITY OF HOUSING TYPES FOR A RANGE OF INCOME LEVELS, AGES, AND ABILITIES.
3. MAINTAIN GROTON'S SMALL-TOWN, RURAL CHARACTER AND ENSURE THAT NEW HOUSING CREATION IS HARMONIOUS WITH THE EXISTING COMMUNITY.
4. MONITOR AND PRESERVE EXISTING AFFORDABLE UNITS
5. ENCOURAGE A GREATER VARIETY OF ARCHITECTURAL DESIGN AND DIVERSITY OF HOUSING TYPES.
6. PROMOTE OUTREACH AND EDUCATION TO THE COMMUNITY TO PROVIDE INFORMATION ON AFFORDABLE HOUSING AND TO ENGAGE RESIDENTS IN LOCAL INITIATIVES.
7. LEVERAGE OTHER PUBLIC AND PRIVATE RESOURCES TO THE GREATEST EXTENT POSSIBLE.

F. Summary of Implementation Strategies

1. Evaluate zoning bylaws and Board of Health Regulations for barriers to developing affordable housing, including but not limited to, accessory dwelling units, dimensional requirements for infill or non-conforming lots, multifamily development, flexible development, and subsurface sewage disposal regulations.
2. Evaluate the feasibility of the six identified town owned parcels for affordable housing development and consider a Request for Proposal to attract a suitable developer.
3. Revisit and assist Groton Housing Authority with developing Nashua Road parcel.
4. Review active Chapter 61 parcels for potential purchase for town sponsored affordable housing and/or 40B development.
5. Consider adopting a bylaw that provides density bonuses for including senior and/or handicap-accessible units.
6. Continue existing and establish new regional housing partnerships with surrounding communities.
7. Evaluate affordable housing potential near new sewer infrastructure in the Four Corners area of town.
8. Develop an outreach program that includes the public in affordable housing topics and proposed projects.
9. Cultivate partnerships with non-profit housing developers.
10. Identify and leverage funding for affordable housing development.
11. Monitor and maintain affordability restrictions for existing affordable housing listed on the town's Subsidized Housing Inventory.

II. HOUSING NEEDS ASSESSMENT

The Housing Needs Assessment is important for evaluating existing conditions and future projections regarding population and housing demographics. This exercise is a critical part of determining where the greatest need for housing is by collecting data on existing populations, income levels, and market trends in housing, and using that information for decision making and developing a complete and effective assessment.

A. Demographics

1. Population

According to the U.S. Census Bureau, 2014-2018 American Community Survey (ACS) 5-Year Estimates, the total population of Groton is 11,301. Table 1 shows population totals since 1980 for Groton and its surrounding communities and rates of growth for each. Over the 38-year period from 1980 to 2018, Groton has the third highest growth rate in the area at 83.6%. Only Tyngsborough and Dunstable climbed at a higher rate at 115.9% and 100.2% respectively since 1980. This high rate of growth can most likely be attributed to the reputation of the local school district, fairly close proximity to highways for commuting, availability of goods and services, and natural beauty. These factors bring families to the Town as is evidenced in Table 2 showing the high increases over the years in the numbers of school aged children and their parents.

Table 1. Regional Population Growth 1980-2018.

GEOGRAPHY	1980 CENSUS	1990 CENSUS	2000 CENSUS	2010 CENSUS	2014-2018 ACS	8 YR GROWTH	18 YR GROWTH	28 YR GROWTH	38 YR GROWTH
Ayer	6,993	6,871	7,287	7,427	8,055	8.5%	10.5%	17.2%	15.2%
Dunstable	1,671	2,236	2,829	3,179	3,345	5.2%	18.2%	49.6%	100.2%
GROTON	6,154	7,511	9,547	10,646	11,301	6.2%	18.4%	50.5%	83.6%
Littleton	6,970	7,051	8,184	8,924	9,935	11.3%	21.4%	40.9%	42.5%
Lowell	92,418	103,439	105,167	106,519	111,249	4.4%	5.8%	7.6%	20.4%
Pepperell	8,061	10,098	11,142	11,497	12,083	5.1%	8.4%	19.7%	49.9%
Shirley	5,124	6,118	6,373	7,211	7,598	5.4%	19.2%	24.2%	48.3%
Townsend	7,201	8,496	9,198	8,926	9,455	5.9	2.8%	11.3%	31.3%
Tyngsborough	5,683	8,642	11,081	11,929	12,272	2.9%	10.7%	42%	115.9%
Westford	13,434	16,392	20,754	21,951	24,194	10.2%	16.6%	47.6%	80.1%
Middlesex County	-	1,398,468	1,465,396	1,503,085	1,595,192	6.1%	8.9%	14.6%	-
Massachusetts	5,737,037	6,016,425	6,349,097	6,547,629	6,830,193	4.3%	7.6%	13.5%	19.1%

Source: U.S. Census Bureau; 2014-2018 American Community Survey (ACS) 5-Year Estimates.

Other indicators in Table 2 show the group under age five has decreased 27% and the 25-34-year-old age group has decreased 35%, both indicating families with young children, college graduates, and first-time home buyers have not been able to move into Groton, most likely due to the high cost of housing. This reveals a need for housing that these

groups could afford. This could be rentals or smaller one- to three-bedroom, first time homes.

The groups over 55 years old have grown at a high rate over time, indicating that there is an immediate need for housing suitable for those hoping to stay in the town in which they raised their families. Once established in Groton, and having raised their families, older Groton residents are unable to move into smaller homes in Groton and are unable to afford the high taxes of the larger homes they raised their families in. The group that increased the most since

1990 is residents over 85 years old, growing a whopping 531%. In addition, the median age in Groton has increased from 34.1 years in 1990 to an estimated 45.2 in 2018, a 33% increase. To be a successful, diverse community, all levels of income should be able to afford to live in a community like Groton. Having no homes affordable to young families, returning college graduates, trade professionals, and local workers will affect the makeup of the Town.

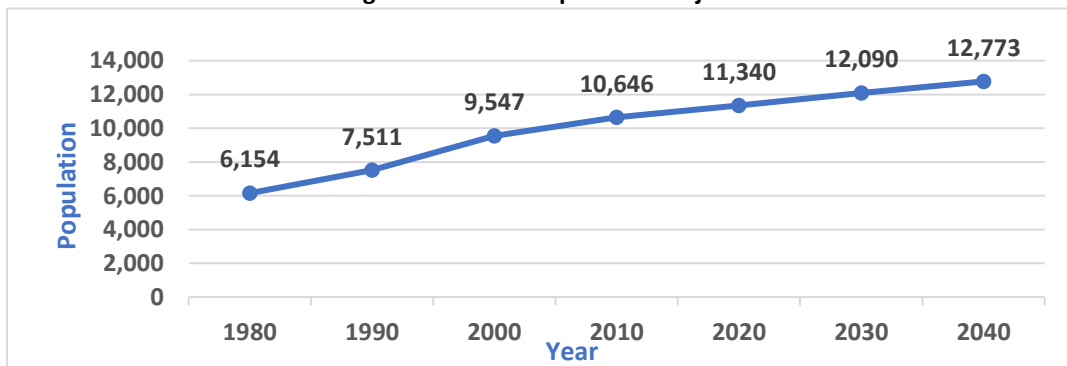
Table 2. Population Changes by Age Group

AGE GROUP	1990 ^(a)	2000 ^(a)	2010 ^(a)	2018 ^(b)	CHANGE 1990-2018
Under 5	618	837	517	453	-27%
5-19	1,671	2,436	2,750	2,552	53%
20-24	435	244	384	536	23%
25-34	1,176	968	672	767	-35%
35-44	1,595	2,155	1,485	1,306	-18%
45-54	972	1,505	2,363	2,090	115%
55-64	469	734	1,438	2,021	331%
65-74	351	362	584	841	140%
75-84	189	236	289	514	172%
Over 85	35	70	164	221	531%
Total	7,511	9,547	10,646	11,301	50%
Median Age	34.1	36.5	42.5	45.2	33%

Sources: (a) US Census; (b) 2014-2018 ACS 5-Year Estimates

As seen in Figure 1, the population projections show a modest increase at a pace the town can adapt to in planning for infrastructure improvements and school district adjustments.

Figure 1. Groton Population Projections.



Source: UMASS Amherst Donohue Institute

2. Households

The household composition of Groton in Table 3 shows that 81% of households consist of families, which is typical in a community with a reputation of good school systems, access to jobs and services, and many other factors. The data suggests that 794 persons are living alone, with 362 or 46% of those being over age 65. Also, of the 4,048 occupied housing units, 744 of them have one or more persons with a disability in the household, indicating a need for accessible housing. Groton also has a strong homeownership status with 87% of housing units being owner occupied and 13% being rental properties.

Table 3. Household Composition

Total Occupied Housing Units	4,048
Household Size	
One person	669
Two persons	1,599
Three persons	669
Four or more persons	1,164
Family	3,270
Married Couple Family	2,889
Other Family	381
Non-Family	831
Living Alone	794
Age 18-34	37
Age 35-64	395
Age 65+	362

Source: 2014-2018 ACS 5-Year Estimates

3. Race and Ethnicity

Table 4, Groton Population by Race and Ethnicity indicates that Groton is becoming more diverse with an increase of Asians, persons of two or more races and Hispanic or Latino persons. The data also indicate that Groton is losing the Black or African American and American Indian populations. We cannot speculate on why these populations are decreasing.

Table 4. Groton Population by Race and Ethnicity.

RACE/ETHNICITY	1990 ^(a)	2000 ^(a)	2010 ^(a)	2018 ^(b)	Change since 1990
TOTAL POPULATION	7,511	9,547	10,646	11,301	50%
White	7,378	9,198	9,964	10,357	40%
Black or African American	53	32	45	19	-64%
American Indian & Alaska Native	15	12	7	8	-47%
Asian	58	92	293	529	812%
Native Hawaiian/Pacific Islander	0	2	1	0	0%
Other Race (unspecified)	7	6	8	12	71%
Two or More Races	(c)	96	135	376	292%
Hispanic or Latino (All Races)	(c)	109	193	189	73%

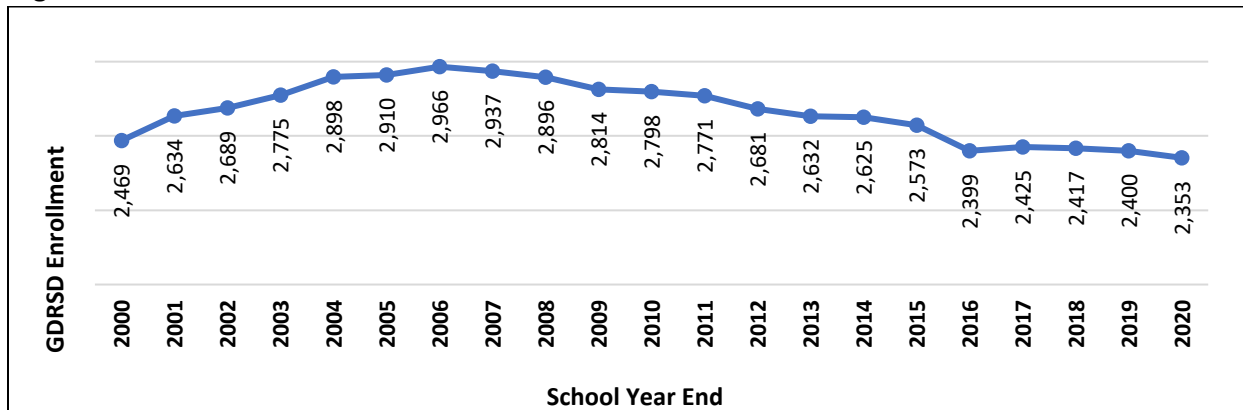
Source: (a) US Census; (b) 2014-2018 ACS 5-Year Estimates; (c) Not included in 1990 Census

4. School Enrollment

Figure 2 shows school enrollment over the past 20 years in the Groton-Dunstable Regional School District (GDRSD). The data show that there was a high point of enrollment in 2006 (2,966 students), with a steady decline ever since to a total of 2,353 students in 2020; a decline of 26%. This is a trend that is occurring statewide but could also indicate the

decline in families with children moving into the community, most likely due to the high cost of housing.

Figure 2. GDRSD Student Enrollment 2000-2020.

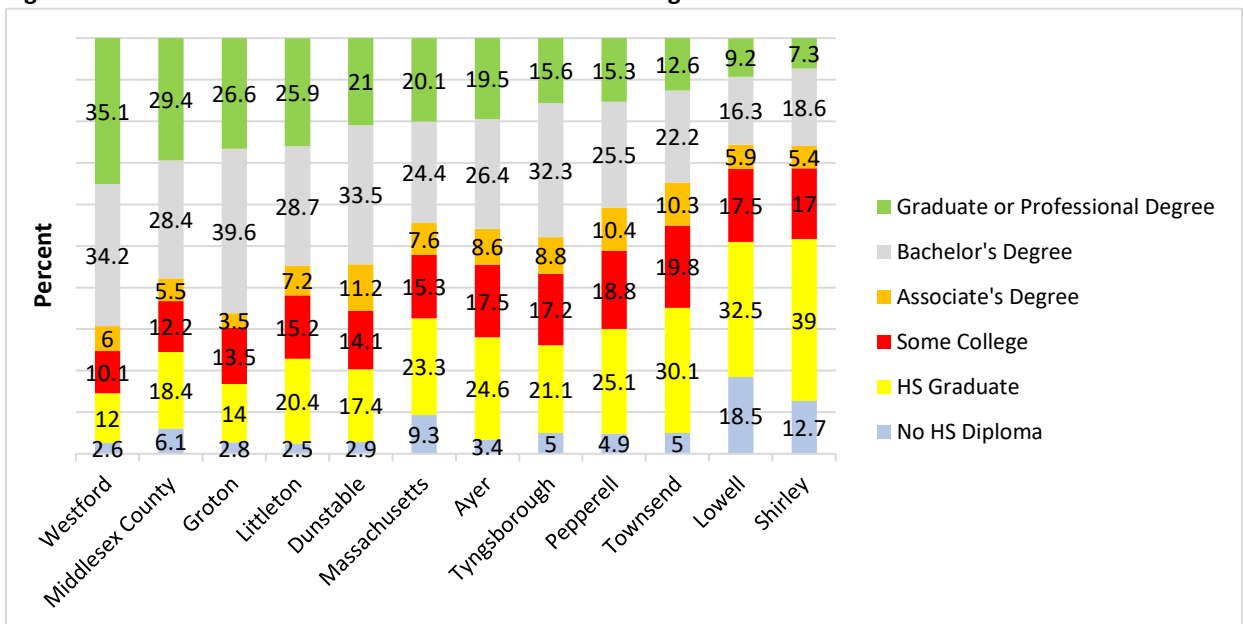


Source: <http://www.doe.mass.edu/SchDistrictData.html>

5. Educational Attainment

Groton has a high level of educational attainment, which correlates to the relatively high-income level of residents. Figure 3 compares the educational attainment of residents over age 25 years in Groton and surrounding communities. In Groton, over half (66.2%) of residents have earned a bachelor’s degree or higher, more than Middlesex County (57.8%) and much higher than Massachusetts (44.5%).

Figure 3. Educational Attainment of Groton and Surrounding Communities



Source: 2014-2018 ACS 5-Year Estimates

B. Housing Characteristics

The following section examines Groton’s current housing supply and how it has changed over time. Understanding housing type, age, tenure, vacancy, and recent development will contribute to an understanding of current need and demand in Groton and thereby help inform future housing production planning.

1. Housing Type and Age

According to the ACS 5-year Estimates, of the 4,278 total housing units in Groton, 4,048 or 95% are occupied; 84% are single-family detached dwelling units; and 17% were built before 1939. In a parcel count analysis from data obtained from the MA Department of Revenue, 74% of parcels are classified single-family, 7% are classified condos, and 4% are classified multifamily or apartments. Table 5 shows the changes in parcels over the last 15 years in Groton. The high decrease in Chapter 61 parcels shows undeveloped properties removed from tax-exempt status such as forestry, agriculture, and recreation. Most of these parcels would likely be used for housing developments.

Table 5. Parcel Type Change

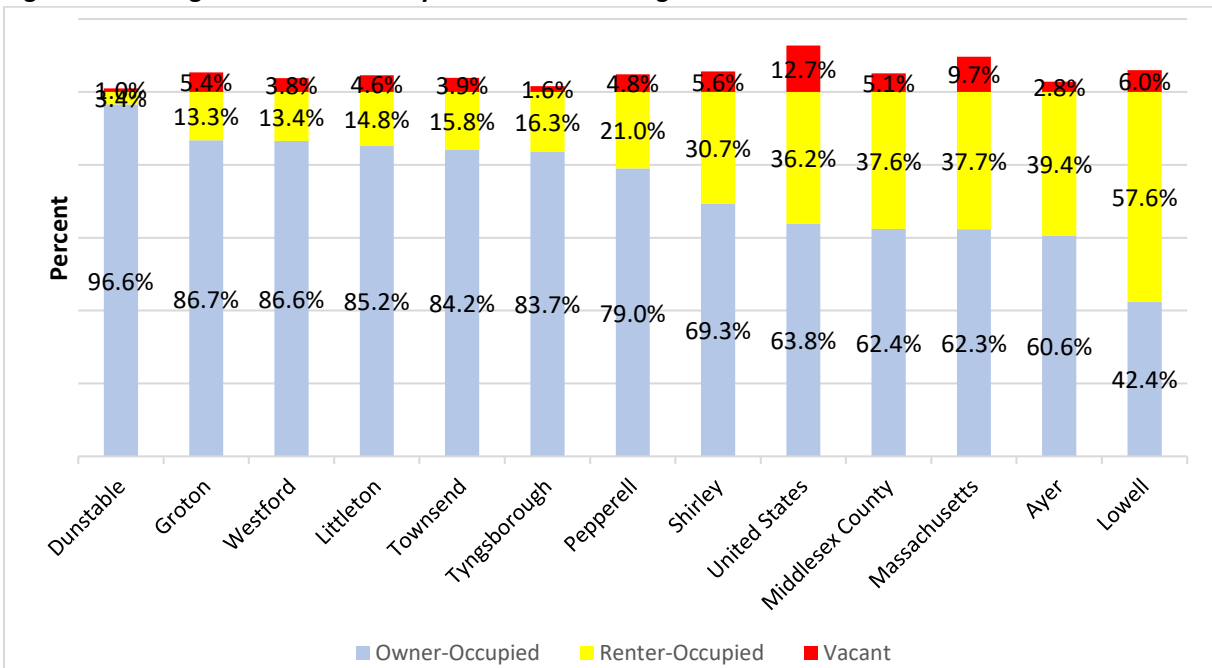
PARCEL TYPE	FY2005	FY2020	% CHANGE FY05 – FY20
Single Family	2,990	3,225	8%
Condos	104	295	184%
Two-family	160	137	-14%
Three-family	14	11	-21%
Apartment	14	12	-14%
Commercial	100	89	-11%
Industrial	17	15	-12%
Chapter 61	103	53	-49%
Vacant	644	482	-25%

Source: MA Department of Revenue Databank Reports FY20

2. Housing Tenure and Vacancy

Figure 4 shows Groton has a vacancy rate of 5.4%, which is less than the U.S. and Massachusetts, but higher than all but two of the surrounding communities. Groton has the highest ownership rate (86.7%) out of the surrounding communities, with Westford (86.6%) and Littleton (85.2%) right behind. Only Dunstable (3.4%) has a lower percentage of rental units than Groton (13.3%).

Figure 4. Housing Tenure and Vacancy Rates in Surrounding Communities

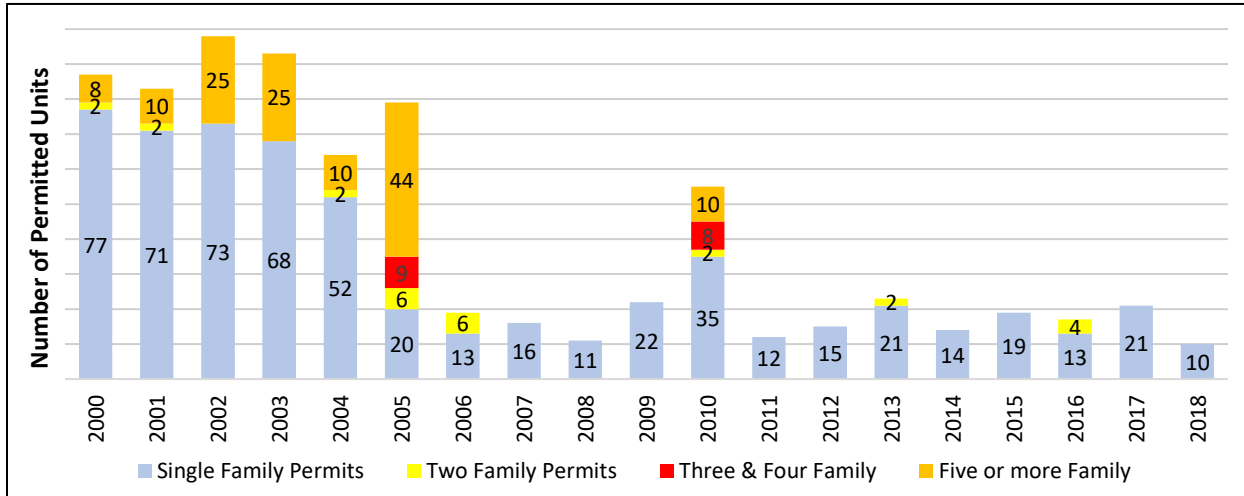


Source: 2014-2018 ACS 5-Year Estimates

3. Housing Units Permitted

As can be seen in Figure 5, Groton had large growth in housing units in the 2000s with a slowdown prior to the recession of 2009-2010, and after the recession mostly single-family units were being built. Multifamily rentals are a need in Groton that has not been fulfilled in the last ten years.

Figure 5. Housing Unit Building Permits 2000-2018.



Source: <https://mhpcenterforhousingdata.shinyapps.io/DataTown/#>

4. Development Pipeline

The Groton Planning Board recently approved a nine-lot residential development with market rate units. This development is an example of the developer not wanting to build ten units which would trigger the requirement of providing one affordable unit within the development. The Planning Board recently received an application for Preliminary Plan and Flexible Development Special Permit for 22 lots on land between Maple Avenue and Pepperell Road. This development proposes six affordable units.

C. Housing Market Conditions

Housing market conditions influence affordability of the housing stock within a community. Competitive housing markets tend to have a limited supply of available units (ownership or rental), compared to the number of households looking to live in or move to the community. This can lead to increasing housing prices and rents. These factors can significantly reduce affordability within a community, both for potential new residents and existing residents who can no longer afford their current unit.

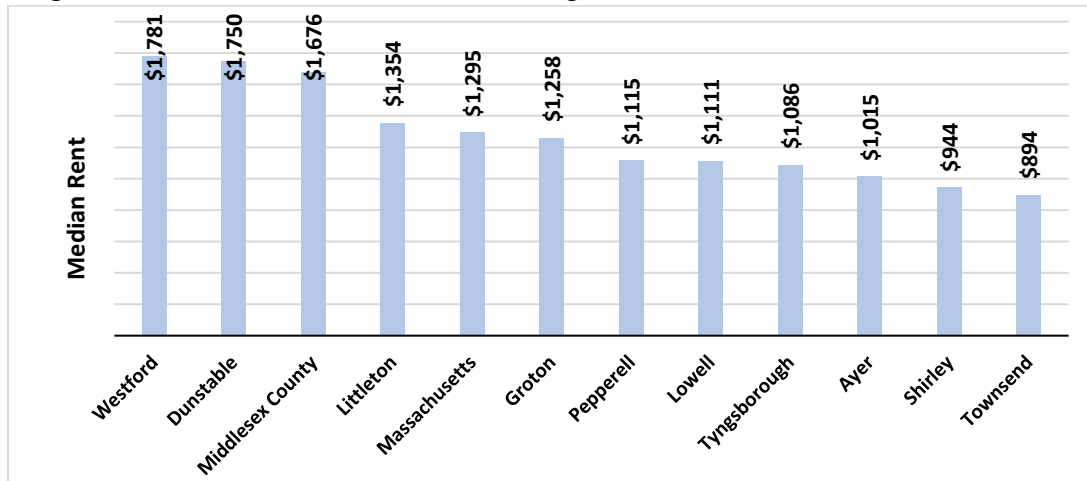
1. Median Sales Price

According to Realtor.com, as of April 2020, the median listing price of a home in Groton was \$549,900 and the median sales price was \$520,000. Current listings as of June 2, 2020 total 44 homes, from a low price of \$193,900 (an affordable 2 bdrm. condo) to a high price of \$1.6 million (9 bdrm. home). The next lowest price that is not an affordable unit is a condo for sale at \$294,900. The three-year trend in the housing market showed an average of 56 days on the market and a 3.9% above asking price selling price.

2. Gross Rents

Figure 6 shows the median rents in Groton and surrounding communities. The data indicates that rents in Groton are less than that of Middlesex County, the State as a whole and Westford, Dunstable, and Littleton. Groton’s distance from the highway as compared to the three communities with higher median rents is likely the reason renters pay less in Groton.

Figure 6. Median Rent in Groton and Surrounding Communities.



Source: 2014-2018 ACS 5-Year Estimates

3. Home Values

According to the MA Department of Revenue, the median home values in Table 6 show the median assessed values of single-family dwellings in Groton and surrounding communities and are not necessarily the value the units would sell for on the open market. The data suggests that since the year 2000, Groton’s values have increased 140%; with only Tyngsborough, Ayer, and Shirley’s values growing at a greater rate. Groton’s values had doubled from 2000 to 2010 but due to the recession in 2009-2010, construction was slowed, but development and values have been climbing since that time.

Table 6. Median Single-Family Dwelling Assessed Values.

MUNICIPALITY	MEDIAN SINGLE-FAMILY DWELLING VALUE			% CHANGE 2000-2020
	2000	2010	2020	
Ayer	\$141,634	\$275,964	\$350,208	147%
Dunstable	\$206,175	\$416,275	\$470,480	128%
Groton	\$207,685	\$403,710	\$498,184	140%
Littleton	\$203,375	\$370,111	\$465,384	129%
Pepperell	\$156,708	\$301,105	\$356,572	128%
Shirley	\$131,067	\$290,234	\$318,236	143%
Townsend	\$139,264	\$248,492	\$280,893	102%
Tyngsborough	\$158,042	\$324,403	\$400,516	153%
Westford	\$239,447	\$450,723	\$565,694	136%
Massachusetts	\$236,229	\$373,702	\$453,945	92%

Source: MA Department of Revenue Databank Reports FY2000, FY2010, FY2020

Even though Groton’s home values have risen 140% in the past 20 years, the average property tax bill has only increased 122% as can be seen in Table 7. Groton has the third lowest rate of increase in property taxes over the 20-year period, with only Tyngsborough (108%) and the State as a whole (99%) increasing property taxes at a slower rate. However, Groton has the second highest property tax bill out of the surrounding communities, with only Westford (\$9,238 per year) having a higher bill.

Table 7. Average Single-Family Property Tax Bill Groton

MUNICIPALITY	AVERAGE SINGLE-FAMILY DWELLING PROPERTY TAX BILL						% CHANGE 2000-2020
	2000	STATE RANK	2010	STATE RANK	2020	STATE RANK ^(a)	
Ayer	\$1,603	297	\$3,171	234	\$4,938	198	208%
Dunstable	\$3,229	70	\$5,740	56	\$7,923	56	145%
Groton	\$3,907	40	\$6,371	45	\$8,658	48	122%
Littleton	\$2,866	98	\$5,415	61	\$8,270	54	189%
Pepperell	\$2,410	144	\$3,788	163	\$6,055	156	151%
Shirley	\$2,096	204	\$3,573	179	\$5,127	174	145%
Townsend	\$2,404	145	\$3,804	162	\$5,483	165	128%
Tyngsborough	\$3,129	78	\$4,525	106	\$6,508	100	108%
Westford	\$3,946	39	\$6,594	41	\$9,238	45	134%
Massachusetts	\$3,015 ^(b)	-	\$4,390	-	\$6,185	-	99%

(a) Rank is from FY19; (b) FY2002 data.
Source: MA Department of Revenue Databank Reports FY2000, FY2010, FY2020

D. Housing Affordability

1. Household Income

The U.S. Department of Housing and Urban Development (HUD) sets income limits that determine eligibility for assisted housing programs. HUD develops income limits based on Median Family Income estimates and Fair Market Rent (FMR) area definitions for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county. Groton belongs to the Lowell, MA HUD Metro FMR Area (the HUD Area) which contains the following communities: Billerica, Chelmsford, Dracut, Dunstable, Groton, Lowell, Pepperell, Tewksbury, Tyngsborough, and Westford.

Figure 7 is the official FY20 Income Limits Summary for the HUD Area and shows a Median Family Income (MFI) of \$108,000. The MFI is determined by HUD annually and guides decision-making regarding qualifying for affordable housing. The extremely low income category is reserved for persons earning 30% of MFI or less, very low income category is for persons earning between 30% and 50% of MFI, the low income category is for persons earning 50-80% of MFI, and the moderate income category is for persons earning 80-120% of MFI.

In order to “count” a housing unit as affordable on the MA DHCD’s Subsidized Housing Inventory (SHI), the unit has to be affordable to a person(s) who earns at maximum 80% of the MFI and be dependent on the size of the household. For example, a four-person

Figure 7. HUD FY2020 Income Limits Summary.

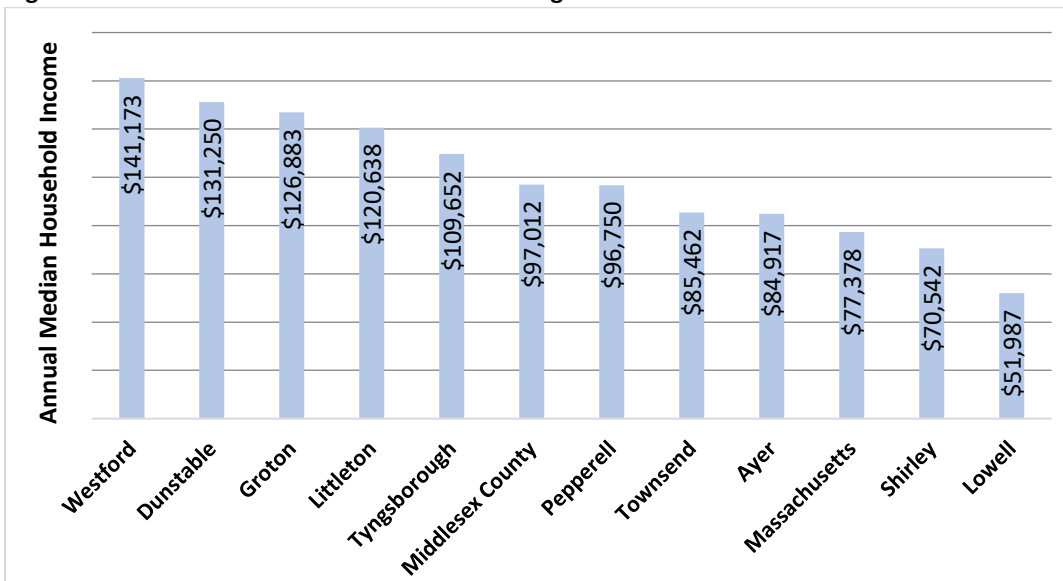
FY 2020 Income Limit Area	Median Family Income Explanation	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Lowell, MA HUD Metro FMR Area	\$108,000	Very Low (50%) Income Limits (\$) Explanation	37,800	43,200	48,600	54,000	58,350	62,650	67,000	71,300
		Extremely Low Income Limits (\$)* Explanation	22,700	25,950	29,200	32,400	35,000	37,600	40,200	44,120
		Low (80%) Income Limits (\$) Explanation	54,950	62,800	70,650	78,500	84,800	91,100	97,350	103,650

Source: <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

household needs to earn less than \$78,500 (2020 HUD income limits) to be considered for housing that is categorized as 80% MFI. Without income limits and affordable housing qualifications, a family of four earning \$78,500 would only be able to afford a home costing \$250,000. Homes of that price range do not exist in Groton, effectively limiting access to low income families for an excellent education for their children. Therefore, it is important to offer a range of affordable housing for all income levels.

The median household income in Groton is \$126,883 and the median family income is \$150,991 according to the ACS 5-year Estimates. Figure 8 shows the median household income for Groton and its surrounding communities. In comparing household income to the surrounding communities, Groton has the third highest, with only Westford and Dunstable being higher. As can be seen in Figure 8, there is a wide span between the community with the highest and the lowest household income. In comparison to Middlesex County and the State, Groton lies well above the State and is almost \$30,000 higher than the County.

Figure 8. Median Household Income - Surrounding Communities.

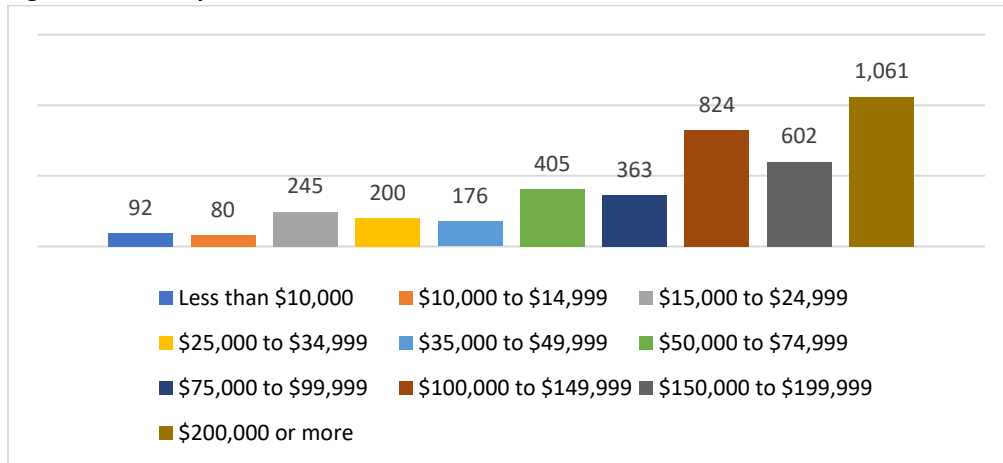


Source: 2014-2018 ACS 5-Year Estimates

According to the ACS 5-Year Estimates, out of the total 4,048 households in Groton, 1,053 or 26% are collecting Social Security benefits and 146 or 3.6% are collecting Supplemental Security income for some form of disability. In addition, 156 of the households are collecting food stamps or SNAP benefits from the State. Of the householders aged 65 and over, 931 of them have a median income of \$69,395, well below the HUD MFI of \$108,000.

Figure 9 illustrates the number of households in Groton in each income category. According to this data, 26% of households earn more than \$200,000 per year and 30% earn less than \$75,000 per year.

Figure 9. Income per Household.

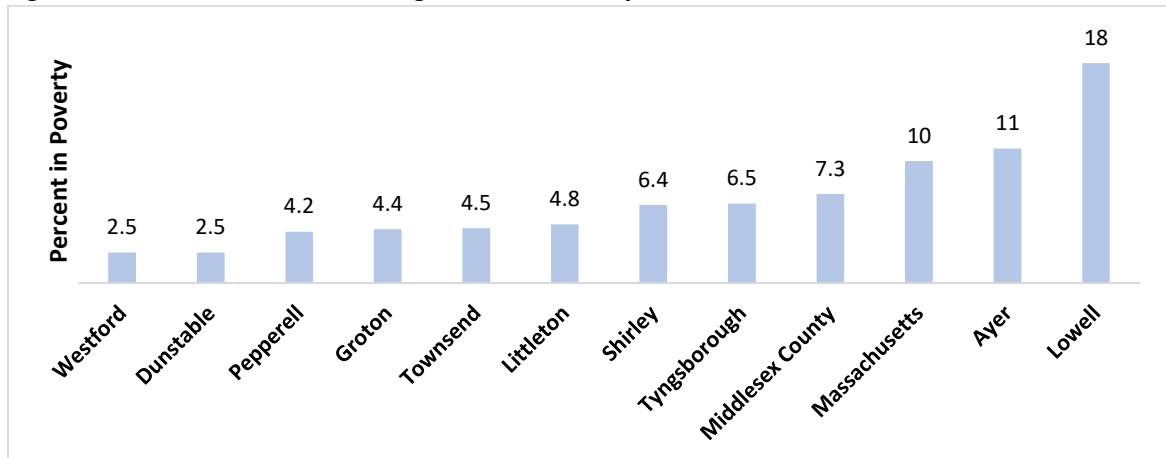


Source: 2014-2018 ACS 5-Year Estimates

2. Poverty

In Groton, 2.5% of residents are considered living below the poverty level. Included in this number are residents over age 60, of which 11.2% of that population are living below the poverty level. This data underscores the need for affordable housing for the senior population. As can be seen in Figure 10, Groton's poverty level is lower than most of the surrounding communities and much lower than Middlesex County (7.3%) and the State (10%).

Figure 10. Percent of Residents Living Under the Poverty Level.



Source: 2014-2018 ACS 5-Year Estimates

3. Households Eligible for Housing Assistance

To determine the need for affordable housing, one measure is to evaluate the number of households eligible for housing assistance. Federal and state programs use Median Family Income (MFI) figures, along with household size, to identify eligible households. Table 8 shows U.S. Department of Housing and Urban Development (HUD) income limits for Extremely Low (Below 30% MFI), Very Low (31-50% of MFI) and Low Income (51-80% of MFI) households by household size for the Lowell, MA Metropolitan Statistical Area, which includes Groton. Typically, households at 80% of AMI and below qualify for housing assistance.

Table 8. FY2020 Individual Income Limits for Affordable Housing: Lowell, MA-NH HUD Metro FMR Area

FY 2020 Income Limit Area	Median Family Income Explanation	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Lowell, MA HUD Metro FMR Area	\$108,000	Very Low (50%) Income Limits (\$) Explanation	37,800	43,200	48,600	54,000	58,350	62,650	67,000	71,300
		Extremely Low Income Limits (\$)* Explanation	22,700	25,950	29,200	32,400	35,000	37,600	40,200	44,120
		Low (80%) Income Limits (\$) Explanation	54,950	62,800	70,650	78,500	84,800	91,100	97,350	103,650

Source: U.S. Department of Housing and Urban Development, 2020.

As was seen in Figure 9, 30% (1,198/4,098) of households in Groton earned less than \$75,000 per year. That income level qualifies those households for affordable housing as long as the number of persons in the household is four or less, as the income limit for a family of four is \$78,500 to qualify for a unit that is affordable to someone making 80% of family median income.

4. Fair Market Rents

Another measure of housing affordability is whether local rent exceeds Fair Market Rents (FMR), or maximum allowable rents (not including utility and other allowances) as determined by HUD. Figure 11 shows the FMR for subsidized units in FY19 and FY20 for the Lowell, MA FMR Area, which Groton belongs to.

Figure 11. HUD Fair Market Rents in Lowell, MA FMR Area.

Final FY 2020 & Final FY 2019 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2020 FMR	\$1,066	\$1,188	\$1,534	\$1,912	\$2,078
FY 2019 FMR	\$1,026	\$1,179	\$1,514	\$1,897	\$2,047

Groton's median gross rent according to ACS estimates is \$1,258 per month, which is more than the efficiency and one-bedroom FMRs, but less than two-, three-, and four-bedroom rentals. This indicates that most rental households are paying within the range

of FMR, depending on the number of bedrooms they have. Table 9 shows the amount of rent being paid and the percentage of renters at each level in Groton.

Table 9. Percentage of Renters Paying Housing Costs

Monthly Rent	% of Renters
Less than \$500	14
\$500 to \$999	26
\$1,000 to \$1,499	39
\$1,500 to \$1,999	13
\$2,000 to \$2,499	7
\$2,500 to \$2,999	0
\$3,000 or more	0
Source: 2014-2018 ACS 5-Year Estimates	

5. Subsidized Housing Inventory (SHI)

Under M.G.L. Chapter 40B, affordable housing units are defined as housing that is developed or operated by a public or private entity and reserved for income-eligible households earning at or below 80% of the MFI. In addition, the units are secured by deed restriction to ensure affordability terms and rules. All marketing and placement efforts follow Affirmative Fair Housing Marketing guidelines per the Massachusetts Department of Housing and Community Development (DHCD).

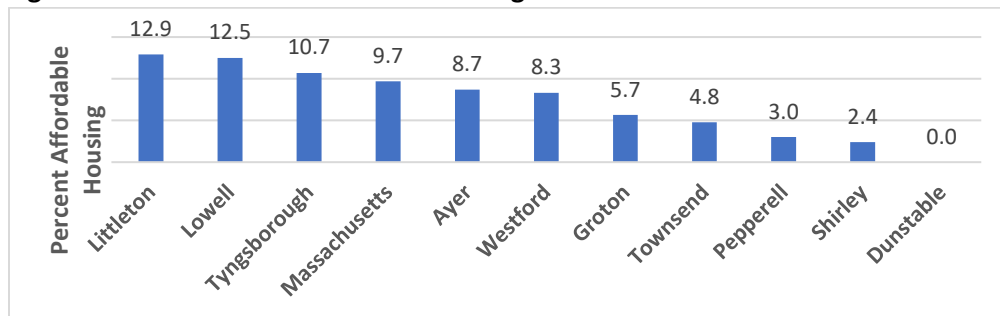
Housing units that meet these requirements, if approved by DHCD, are added to the Subsidized Housing Inventory (SHI). Under Chapter 40B, in any municipality where less than 10% of units are included on the SHI, a developer can build more densely than the municipal zoning bylaws would permit, if at least 25% (or 20% in certain cases) of the new units are affordable.

A municipality's SHI is determined by dividing the number of affordable housing units by the total number of year-round housing units from the most recent decennial Census (2010); in Groton, the SHI is 5.65%. The number of affordable units can change based upon the expiration of deed-restrictions that maintain affordability for qualified affordable units. As the number of SHI-eligible units increases, the 10% threshold may be maintained or exceeded. Statewide, 9.7% of housing units are on the SHI, and 12% of municipalities have met the 10% requirement under Chapter 40B.

Groton has 3,930 year-round housing units (Census 2010), of which DHCD currently counts 222 units as affordable. Of these 222 units, 177 are rental units and 46 are ownership units; 43 units are restricted as affordable in perpetuity and the remaining 179 units have varying dates of restriction expiration, the earliest being 2029. To meet the 10% required minimum of affordable housing units, Groton will need an additional 173 units. To meet certification requirements, Groton will need to produce 20 units in a year

or 39 units in two years. Figure 12 shows the percent of affordable housing units on the SHI within Groton and its nearest neighbors.

Figure 12. SHI for Groton and Surrounding Communities



Source: MA Department of Housing and Community Development Subsidized Housing Inventory

6. Affordability Gap

Another way to measure housing affordability is to compare the median home sales price in a community to the price that a household at the community's median income can afford. As housing prices increase, the affordability gap widens. The affordability gap is defined as the difference between the cost of housing and the proportion of income that is reasonable to pay for housing, typically defined as 30 percent of gross income. Over 30 percent of income is considered cost-burdened for the homeowner. The affordability gap is calculated as the difference between the median cost of a house and the cost of a house affordable to a household earning the median income

According to Realtor.com, as of April 2020, the median listing price of a home in Groton was \$549,900 and the median sales price was \$520,000; and according to ACS 5-year Estimates, the median income is \$126,883. Typically, income is multiplied by three to determine what can be affordable. For a person with Groton's median income, they would be able to afford a home at \$380,649, which is less than Groton's median home sales price. To afford the median sales price of a single-family home at \$520,000 by dint of income alone, a household would have to earn \$173,333 annually. A household earning the 2020 HUD metro median family income for Groton of \$108,000 would not be able to afford a home at the median sales price. To the extent that households with less income than is deemed "affordable" do purchase, that capacity is often explained by the household using assets to complete the transaction. Such assets may be savings, gifts, or equity gained from a prior home sale.

7. Housing Cost Burden

HUD defines cost-burdened families as those "who pay more than 30 percent of their income for housing" and "may have difficulty affording necessities such as food, clothing, transportation, and medical care". According to 2014-2018 ACS 5-year Estimates, in Groton, 30% of homeowners with a mortgage, 19% of homeowners without a mortgage, and 42% of renters are estimated to be cost burdened by their housing costs. Housing costs for a homeowner include principal and interest, mortgage and property insurance, property taxes, and utilities, whereas, a renter's housing costs are rent plus utilities.

Figures 13 and 14 show the percent of cost burdened households in Groton and the surrounding communities. Groton has the same percent of cost burdened homeowners as the State, Dunstable, and Townsend. Only Shirley and Lowell have higher percentages of cost burdened homeowners, but not by a wide margin. For renters in Groton, 40% are cost burdened, as compared to the State which has 50% of renters cost burdened.

Of additional note, 19% of homeowners without a mortgage are still considered cost burdened. This most likely is attributed to seniors on fixed incomes who have raised their children and paid off their mortgages, but still cannot afford to maintain their homes at their current income levels and property tax rates.

Figure 13. Cost Burdened Homeowners.

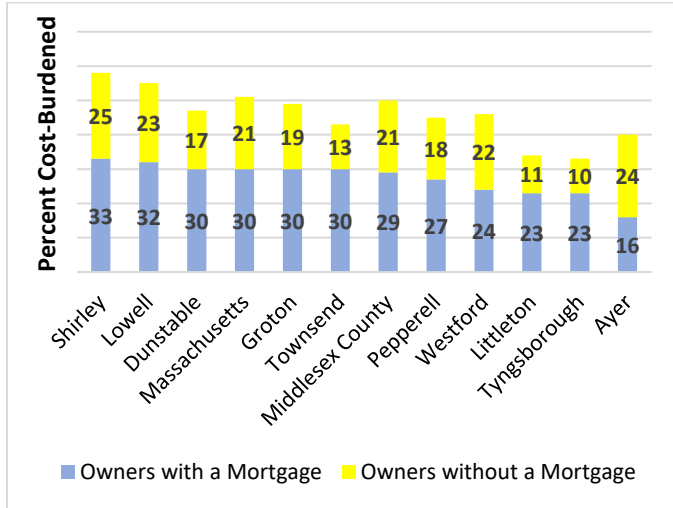
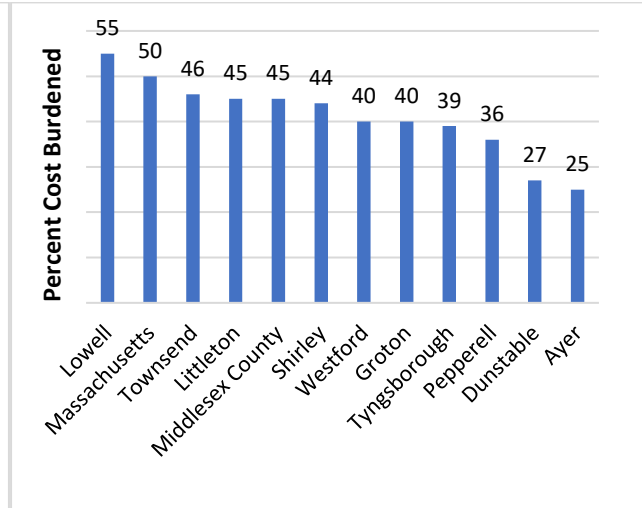


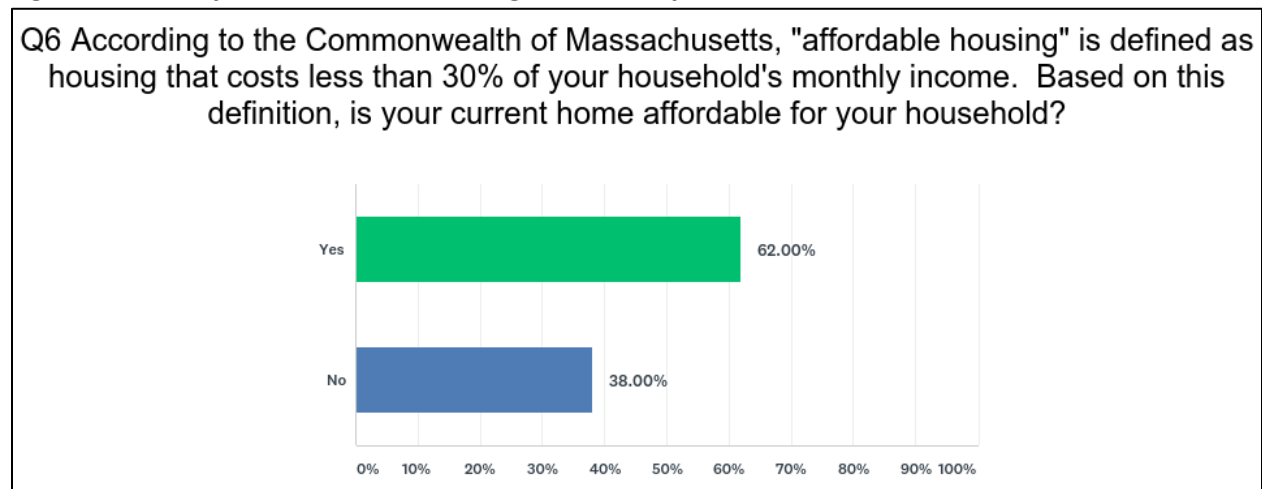
Figure 14. Cost Burdened Renters.



Source: 2014-2018 ACS 5-Year Estimates

In a survey of Groton residents, the question in Figure 15 was asked and the result can be seen following the question. Thirty-eight percent of the 202 survey respondents indicated that they were in fact paying more than 30% of their income on housing costs and considered their current home unaffordable.

Figure 15. Survey Question #6 on Housing Affordability



E. Development Constraints

Residential development is influenced by various factors, including historical development patterns, existing land use regulations, natural resources protection areas, municipal infrastructure, and the availability of developable land. This section provides an overview of constraints impacting residential development in Groton, including regulatory and physical obstacles to the creation of affordable housing.

1. Regulatory Constraints

Groton's Zoning Bylaw is primarily geared toward single-family homes on larger lots. This zoning model is not conducive to developing affordable housing or multifamily housing rentals. Groton has made use of zoning tools such as transfer of development rights, accessory dwelling units (ADU), flexible development, and a Town Center Overlay District (TCOD) to expand the types of housing that can be built in Groton and ease permitting burdens on developers.

ADU are allowed by Special Permit from the Board of Appeals and special consideration will be given for an apartment which will be restricted to a rent affordable to a person or household of low or moderate income. The ADU is required to be located within the existing residential structure on the lot. In 2020, the Planning Board is sponsoring Town Meeting warrant articles proposing to expand the ADU bylaw to allow detached ADUs by special permit issued by the Planning Board. A second proposal also calls for allowing attached ADUs by right. If these measures pass, then two-bedroom ADUs will be allowed which would represent another useful change. While not counting on the town's SHI, these units will assist residents in paying for their housing costs, especially seniors and young families.

Flexible developments with more than ten units are required to provide, at a minimum, 15% of the units be affordable for persons with low or moderate income. Flexible development also allows, single, two-, and multifamily units up to a maximum of five units. High land values, large-lot zoning, and sewage disposal requirements would make it challenging for homebuilders to construct many two-family dwellings in Groton. Having a ten-unit threshold and requiring an affordable unit tends to, in some cases, lead a developer to design a nine-unit development to avoid the required affordable unit. This bylaw will be evaluated for any amendments that will simplify and remove any barriers to successfully encouraging developers to use this mechanism.

The purpose of the TCOD is to promote a socially and economically vibrant town center by enabling civic, commercial, and residential development that is consistent with the design guidelines for the district and with the Town's Comprehensive Master Plan, and by providing landowners with the opportunity to elect an alternative form of development which provides greater flexibility and density in exchange for advancing the TCOD design and land use goals contained in those documents. The Boynton Meadows project completed in 2019 successfully built a mix of residential and commercial units, which included three affordable units.

Single-family units or structures are allowed by zoning bylaw to be converted to two-family structures by right or three-family structures by special permit. Age restricted (55+) housing units are allowed with not more than twelve housing units per structure by special permit and no more than one unit per 5,000 square feet of lot area. Evaluation of these requirements will be reviewed to ensure these are not barriers to affordable housing development.

2. Natural and Physical Constraints

Groton has an abundance of natural resources throughout the town that it has recognized and protected for the critical resources that they are whether it be rivers, streams, ponds, lakes, water supply, forests, agriculture, endangered species habitat, stormwater, or floodplain. There are two major rivers in town, the Nashua and the Squannacook, portions of which were recently designated (March 2019) as Federal Wild & Scenic Rivers because of their outstanding natural, cultural, and recreational values. While not imposing any specific regulations, this designation provides a mechanism to develop a stewardship plan and stewardship committee, ensuring continued monitoring and protection of these resources.

In December 2002, the MA Secretary of Environmental Affairs designated two Areas of Critical Environmental Concern (ACEC) both including resources in Groton. An ACEC is a place in Massachusetts that receives special recognition because of the quality, uniqueness, and significance of its natural and cultural resources. The Squannassit and Petapawag ACECs encompass 3,990 and 14,950 acres respectively in Groton, representing over 90% of Groton's land area. While the ACEC Program does not necessarily impose any new regulations themselves, other State natural resource regulations and protections include caveats for development within an ACEC. Groton's ACECs do contain an abundance of rare species habitat and that factor often limits development.

The Town has a Water Resource Protection Overlay District that encompasses well over half of the Town and limits allowable residential uses to one single-family dwelling per lot regardless of uses permitted in the underlying district. The District boundaries mirror the Zone I, Zone II, and Zone III groundwater and wellhead protection areas noted in 310 CMR 22, the Massachusetts Drinking Water Regulations. Groton's Board of Health Regulations applicable to this District also limits the number of units allowed to be built. While these protections and regulations are critical, it limits the available land for multifamily residential housing.

3. Land Availability

According to the MA Department of Revenue, Division of Local Services, Data Analytics and Resources Bureau, the only types of parcels that have increased in number in Groton are single-family and condos, by 8% and 184% respectively. Table 10 shows the parcel types and how they have changed over the past 15 years. The number of parcels with multifamily housing units have decreased 14% for two-family structures, 21% for three family structures, and 14% for apartment structures. Other residential parcels have also decreased 32% over that time.

Table 10. Parcel Counts by Type FY2005-FY2020

PARCEL TYPE	FY2005	FY2010	FY2015	FY2020	% CHANGE
Single Family	2,990	3,065	3,163	3,225	8%
Condos	104	178	238	295	184%
Other residential	44	40	36	30	-32%
Two-family	160	145	132	137	-14%
Three-family	14	12	12	11	-21%
Apartment	14	14	14	12	-14%
Commercial	100	92	87	89	-11%
Industrial	17	16	15	15	-12%
Chapter 61	103	58	57	53	-49%
Vacant	644	646	598	482	-25%

Source: MA Department of Revenue, Division of Local Services, Accessed 1/24/20
https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=PropertyTaxInformation.LA4.Parcel_counts_vals

Using Groton’s Assessor’s Data and MassGIS data, an evaluation of available town-owned parcels in Groton was conducted to exclude parcels as undevelopable based on absolute and partial constraints including, but not limited to, wetlands, riverfront area, endangered species habitat, floodplain, and water supply protection. The results can be seen on a *Town-Owned Land with Potential for Affordable Housing Production Map* in Appendix B. The resulting seven parcels shown in Table 11 will be further evaluated for affordable housing development potential. In addition to these parcels, Groton’s housing entities will evaluate all Chapter 61 parcels for potential affordable housing uses and be prepared for their purchase should these parcels be removed from their tax classification.

Table 11. Town-Owned Parcels for Consideration of Affordable Housing

LOCATION	PARCEL ID	ACRES	ZONING DISTRICT
145 Main Street	113-43-0	3.6	RA/TCOD
Bridge Street	248-9-0	34.7	RA
Hoyt's Wharf Road	249-51-0	10.4	RA
Nashua Road	227-135-0	7.1	RA
Nashua Road (owned by the Groton Housing Authority)	227-93-0	14	RA
Shirley Road (portion of Surrenden Farm)	220-35-0	25.4	RA
Townsend Road	205-9-1	16.9	RA

4. Municipal Infrastructure

In Groton, drinking water supplies draw from aquifers, or areas of water-bearing permeable rock or gravel that store and transmit groundwater. The health and viability of aquifers relate directly to the health of the larger ecosystem. The Squannacook River, Cow Pond Brook, and Baddacook Pond are important resources for Groton’s water

supplies. A third large aquifer underlies the Reedy Meadow area in the northern part of Groton. It supports the well serving the Groton-Dunstable Regional High School and two public wells in Pepperell. The town has two other potential well sites at Unkety Brook and Shattuck that are fully permitted.

The MA Department of Environmental Protection (DEP) regulates water supply protection areas around drinking water supplies, and these areas usually form the basis for local regulation as well. Zone I is a 400 foot protective radius around a public well or wellfield. Zone II represents the area that provides the most direct supply of water to the well under stress pumping conditions and is considered the aquifer contribution zone. Zone III is an aquifer recharge zone where water flows into Zone II. Like most Massachusetts towns, Groton has adopted zoning to limit land uses and use intensity in state-designated water resource protection areas. In addition, Groton has adopted zoning to limit activity throughout the watersheds that drain into DEP Zone II areas. Together, the two DEP-approved areas and the larger watersheds determine the boundaries of Groton's Water Resource Protection District.

Groton has two public water systems: The West Groton Water Supply District (WGWSD) and the Groton Water Department (GWD). The WGWSD serves the area along Townsend Road, West Main Street, Kemp Street, Hill Road, and other smaller streets in that vicinity. Today, West Groton Water Supply District services and supplies clean, safe drinking water to over 600 homes & businesses in the district. The system has two water supply sources: the Townsend Road Wellfield and the Town Forest Well.

The GWD serves all other areas of Groton, except for a section of town along its northern border. It is a town department overseen by the Groton Water Commission; a three-member elected board. As of 2018, the GWD serviced 2,200 water connections through a total of fifty-two miles of water distribution mains. The water system has four groundwater wells, all active except for the Shattuck Well, which serves as an emergency source because it has elevated levels of iron and manganese. Groundwater supplies often carry these elements, which are not considered a health risk, but they sometimes have an unappealing taste, odor, or color.

The Groton Sewer District is a small municipal sewer system servicing 584 buildings in Groton Center. All other areas of town rely on private septic systems, except for the Four Corners Sewer District described below. Under a 1987 agreement, Groton purchased capacity at the Pepperell Wastewater Treatment Plant for disposal of sewage produced in the Groton Sewer District. Groton also contracts with Pepperell to provide operations and maintenance support for the system's two pump stations, force main, manholes, laterals, and interceptors.

At the 2015 Annual Town Meeting, the Four Corners Sewer District was established, and funds were appropriated for the engineering and design of the project. The \$2.1 million sewer project was funded by a MassWorks grant and now provides wastewater disposal for commercial and business parcels as well as two residential parcels.

III. EXISTING MUNICIPAL TOOLS AND RESOURCES

A. Board and Committees

The Groton Housing Authority (GHA) is the local body responsible for the expenditure of State and Federal housing grants. The GHA currently owns and manages 20 units of State-subsidized rental housing for the elderly and disabled and eight units of rental housing for families. In addition to the State public housing inventory the GHA also owns nine units of rental housing for moderate-income families located on Sandy Pond Road. The GHA also serves as the long-term monitoring agent for several affordable units, assuring that these units will remain affordable in perpetuity as stated in the deed restrictions. Community Preservation Act (CPA) funds in the amount of \$25,000.00 were appropriated for pre-development studies which were conducted on a parcel of land owned by the GHA on Nashua Road. Currently, the GHA is working with other town boards to evaluate this parcel of land for affordable housing.

The GHA has been approved by the Department of Housing and Community Development (DHCD) to work on two major upgrades to their properties. The first upgrade will be on the sewer pump pit. The Authority has had some major issues with the sewer pumps in the past few years, so this project has been upgraded to a high priority by the Capital Planning System. The second upgrade is to hire an architect to do a feasibility study to possibly add an elevator to the senior building. If this is possible, it would be a major upgrade to the building and a major upgrade to the quality of life that seniors who live on the higher floors will be able to enjoy.

The Town of Groton adopted and accepted the Community Preservation Act (CPA) in 2004 and established a Community Preservation Committee (CPC). The CPC considers requests for CPA funding and recommends expenditures to Town Meeting each year. Part of the CPC's charge involves preparing an annual Community Preservation Plan, which outlines eligible uses of CPA funds and potential ways to invest CPA funds in community housing.

The Town of Groton accepted M.G.L. Chapter 44 Section 55C, Municipal Affordable Housing Trust Fund, to the Town Bylaws in 2008. The purpose of the Trust Fund is to provide for the preservation and creation of affordable housing in the Town of Groton for the benefit of low- and moderate-income households earning up to 125% of area median income as defined by the U.S. Department of Housing and Urban Development. The Town of Groton Affordable Housing Trust was created on November 17, 2010, and the Trust is structured to have at least one member drawn from the Board of Selectmen and other town boards. In 2011 Groton Town Meeting approved \$400,000 of CPA funds to the Affordable Housing Trust, which used the funds to subsidize the Boynton Meadows mixed use development. Boynton Meadows saved an historic building and provided three affordable units as well as 15 market rate units in the Town Center Overlay District. Any profits or return of capital from this investment will be available for additional affordable housing opportunities.

The Groton Housing Partnership works with private developers and various Town boards involved in the permit process (including the Housing Authority) to evaluate proposals and make recommendations, primarily for first-time home buyers.

B. Zoning

The Town Center Overlay District (§218-30.2) was established in 2008 as the Station Avenue Overlay District and renamed in 2011, the Town Center Overlay District (TCOD) includes land along Station Avenue, Court Street, and the Nashua River Rail Trail in Groton Center. The TCOD provides for commercial uses, duplexes, and multi-family dwellings. Development in the TCOD is governed by less prescriptive requirements than those which apply in Groton's other zoning districts. Notably, the TCOD has no minimum lot area or frontage regulations. Buildings may not exceed a height of thirty-five feet, and no buildings are permitted within fifteen feet of the district boundary. There is also a maximum site coverage rule (75 percent). Although the TCOD has a residential density cap of ten units per acre, up to fourteen units per acre may be built using Transfer of Development Rights (TDR) lots. The overlay area is the only designated "receiving zone" for TDR lots in town. In all other respects, development in the TCOD is judged for its adherence to the Planning Board's design guidelines. The Board worked with Dodson and Flinker on updating the TCOD Design Guidelines to include Low Impact Development requirements which were adopted on February 18, 2016.

The Flexible Development Bylaw (§218-26) has as two of its stated purposes to promote the development of housing affordable to low-, moderate- and median-income families; and to promote the development of housing for persons over the age of 55. If a development is more than ten units, it is required to provide, at a minimum, 15% of the units be affordable for persons with low or moderate income. Flexible development also allows, single, two-family, and multifamily units up to a maximum of five units.

Accessory Apartments (§218-16D) allow for the construction of an accessory housing unit secondary to a single-family structure. There are specific criteria to be met in this regulation but allows the primary resident to rent out the unit or downsize into the unit and rent the primary residence. These do not count on the SHI but provide a needed resource for homeowners looking to save money.

The 2014 Fall Special Town Meeting adopted a new Zoning Map with business zoning districts and a new Schedule of Use Regulations. The amendments converted the previous Business (B-1) District to three new districts: Village Center District, Neighborhood District, and General Business District. The previous Manufacturing District (M-1) was changed to Industrial District (I). The Use Regulations and Intensity Regulations were revised to accommodate the size, scale, and locations of each district.

IV. HOUSING GOALS

A. STRIVE FOR ANNUAL NUMERICAL TARGETS FOR AFFORDABLE HOUSING AND HOUSING PRODUCTION PLAN CERTIFICATION

Based on the Massachusetts Department of Housing and Community Development's (DHCD) most recent data on the Chapter 40B Subsidized Housing Inventory (SHI), Groton has 3,930 year-round housing units, of which 222 can be counted as affordable, representing 5.65% of the year-round housing stock. Groton is therefore vulnerable to losing control over housing development through Chapter 40B comprehensive permit applications. While it is a daunting challenge to move from a 5.65% to a 10% level of housing affordability, careful planning, local leadership and new resources can help the community make a more significant contribution to meeting local and regional needs with respect to providing decent, safe and affordable homes in Groton.

DHCD's certification of compliance, which allows communities to deny a 40B application as "Consistent with Local Needs" for a period of 12 or 24 months, requires an increase in affordable housing units equal to 0.5% or 1.0% respectively, of the communities year-round housing units. In Groton's case, 20 affordable units would need to be built in a year to gain certification from DHCD for a 12-month 40B stay. If a community has a DHCD approved HPP and is granted a DHCD certification of compliance with the plan, a decision by the Zoning Board of Appeals (ZBA) to deny a Comprehensive Permit application will be deemed "Consistent with Local Needs" under MGL Chapter 40B. "Consistent with Local Needs" means the ZBA's decision will be upheld by the Housing Appeals Committee (HAC).

B. ENCOURAGE A DIVERSITY OF HOUSING TYPES FOR A RANGE OF INCOME LEVELS, AGES, AND ABILITIES.

It can be argued that diversity in a community contributes to local health and vitality, and that differences enrich us all. There are clear advantages for maintaining what diversity still exists in Groton related to economic, age, religious, racial, and ethnic differences. Certainly, the preservation and production of affordable housing is a proven method for promoting diversity, allowing those individuals and families with more limited means to afford to live in town, particularly when the housing market is becoming increasingly oriented to the affluent. Solutions need to be found to enable children who grew up in town to return to raise their own families here, to offer Town employees the opportunity to live in the community in which they work, to provide housing alternatives to elderly residents who have spent much of their lives in town but now require alternatives to their large single-family homes, to offer fully accessible homes so those with disabilities are not burdened, and to offer families the flexibility of moving to larger homes as their families grow.

C. MAINTAIN GROTON'S SMALL-TOWN, RURAL CHARACTER AND ENSURE THAT NEW HOUSING CREATION IS HARMONIOUS WITH THE EXISTING COMMUNITY.

New affordable housing development should be harmonious with the existing community, becoming an amenity that blends well within the architectural context of Groton.

Developments, to the greatest extent possible, should incorporate a number of characteristics – mixed-income, covering a wide range of income needs; low to medium density, scattered-site, eliminating huge impacts in any one part of the community; and well designed to make maximum use of the natural attributes of development sites and to conform with the small-town, rural character of Groton.

D. MONITOR AND PRESERVE EXISTING AFFORDABLE UNITS

E. ENCOURAGE A GREATER VARIETY OF ARCHITECTURAL DESIGN AND DIVERSITY OF HOUSING TYPES.

Historically, market conditions and local zoning bylaws have incentivized developers to produce single-family homes on large lots. Not all households are best served by such development, and the Town can create opportunities for developers to build other types of housing for residents. For example, some of the elderly who own their homes are likely finding that these homes are too large for them to maintain on fixed incomes and that they are becoming increasingly isolated, compounded by limited transportation options such as trains, buses and taxis. Couples are hard-pressed to find housing they can afford in which to raise their families. Single individuals, whether they be young or old, may wish to live in closer proximity to others of similar age. Opportunities need to be made available to allow current residents to remain in place if they wish and to provide new housing options that are more responsive to current needs and lifestyle choices for others.

F. PROMOTE OUTREACH AND EDUCATION TO THE COMMUNITY TO PROVIDE INFORMATION ON AFFORDABLE HOUSING AND TO ENGAGE RESIDENTS IN LOCAL INITIATIVES.

Affordable housing production will not happen in Groton without the support of the community. To secure this support, it will be important to better inform residents on the need and benefits of affordable housing and to solicit their support in local efforts to guide new residential development to better meet local needs and priorities. Increase resident awareness of unmet housing needs and demand and explore real and perceived impacts of housing development on the community. Provide affordable and fair housing educational/training opportunities to town staff and ensure compliance with fair housing laws and other legal housing requirements. Ensure cross-town board coordination and alignment on housing activities. Promote existing programs aimed at helping seniors to stay in their homes, such as housing rehabilitation and modification, emergency repair services, and buy-down programs.

G. LEVERAGE OTHER PUBLIC AND PRIVATE RESOURCES TO THE GREATEST EXTENT POSSIBLE.

Groton is a small town that does not receive federal funding for affordable housing on an entitlement basis and it does not have large pockets of poverty that make it a target for state funding, so the Town needs to be creative in how it can leverage both public and private resources to make affordable housing development possible. State agencies recognize the importance of smaller communities doing their fair share in housing lower income households and want to be supportive of affordable housing initiatives, nevertheless, the

town needs to be strategic in how it invests its limited resources towards the production of new housing opportunities.

V. IMPLEMENTATION STRATEGIES

Achieving the goals set forth in Section IV will require appropriate tools and regulations (or regulatory relief), financial resources, development capacity, and political will. The proposed set of strategies is based on recommendations included in the Town's Master Plan, the previous Housing Production Plan, public meetings, and the experiences of comparable communities in the region and elsewhere in the state.

- A. Evaluate zoning bylaws and Board of Health Regulations for barriers to developing affordable housing, including but not limited to, accessory apartments, dimensional requirements for infill or non-conforming lots, multifamily development, flexible development, and subsurface sewage disposal regulations.
- B. Evaluate the feasibility of the six identified town owned parcels for affordable housing development and consider a Request for Proposal to attract a suitable developer.
- C. Revisit and assist Groton Housing Authority with developing Nashua Road parcel.
- D. Review active Chapter 61 parcels for potential purchase for town sponsored affordable housing and/or 40B development.
- E. Consider adopting a bylaw that provides density bonuses for including senior and/or handicap-accessible units.
- F. Continue existing and establish new regional housing partnerships with surrounding communities.
- G. Evaluate affordable housing potential near new sewer infrastructure in the Four Corners Sewer District.
- H. Develop an outreach program that includes the public in affordable housing topics and proposed projects.
- I. Cultivate partnerships with non-profit housing developers.
- J. Consider purchasing vacant and abandoned existing housing and converting to affordable housing.
- K. Identify and leverage funding for affordable housing development.

- L. Monitor and maintain affordability restrictions for existing affordable housing listed on the town's Subsidized Housing Inventory.

APPENDIX A HOUSING TERMS GLOSSARY

Accessory Apartment

A secondary dwelling unit created within or as an extension of an existing dwelling that contains separate bath and kitchen facilities.

Adaptive Reuse

The conversion of nonresidential properties such as mills, schools, hospitals, military bases, motels, warehouses, office buildings, etc. into residential or mixed uses.

Area Median Income (AMI)

The estimated median income, adjusted for family size, by metropolitan area (or county, in nonmetropolitan areas). AMI is updated annually by the US Department of Housing and Urban Development (HUD) and used as the basis of eligibility for most housing assistance programs. www.huduser.org

Brownfields

An abandoned, idled, or underused property where expansion or redevelopment is complicated by real or perceived contamination. Brownfield sites include abandoned factories and other industrial facilities, gasoline stations, oil storage facilities, dry cleaning stores, and other businesses that formerly dealt with polluting substances. Information about the state's brownfields redevelopment fund can be found at: www.massdevelopment.com

Citizens' Housing & Planning Association (CHAPA)

Established in 1967, CHAPA is a statewide non-profit umbrella organization for affordable housing and community development activities. CHAPA's mission is to encourage the production and preservation of housing affordable to low-income families and individuals. www.CHAPA.org

Chapter 40B

The state's Comprehensive Permit law, enacted in 1969, established an affordable housing goal of 10% for every community. In communities below the 10% goal, developers of low- and moderate-income housing can seek an expedited local review under the comprehensive permit process and can request a limited waiver of local zoning and other restrictions which hamper construction of affordable housing. Developers can appeal to the state if their application is denied or approved with conditions that render it uneconomic and the state can overturn the local decision if it finds it unreasonable in light of the need for affordable housing. (Chapter 774 of the Acts of 1969; M.G.L.c.40B§20-23). www.mass.gov/hed/community/40b-plan

Chapter 40R

Also known as the Smart Growth Zoning Overlay District Act (Chapter 149 of the Acts of 2004), M.G.L. Chapter 40R encourages communities through financial incentives to create dense residential or mixed use smart growth zoning districts which include a high percentage of affordable housing units, located near transit stations and/or in areas of concentrated

development such as existing city and town centers.
<http://www.mass.gov/hed/community/planning/chapter-40-r.html>

Community Development Block Grant (CDBG)

The Community Development Block Grant (CDBG) program is a federal program that provides communities with resources to address a wide range of unique community development needs. The Department of Housing and Urban Development (HUD) provides funding either directly to larger municipalities designated as entitlement communities or through the Massachusetts Department of Housing and Community Development's CDBG program.
www.mass.gov/hed/community/funding/community-development-block-grant

Community Economic Development Assistance Corporation (CEDAC)

A quasi-public agency created by the Legislature in 1978 to provide development assistance to nonprofit developers to increase the supply of affordable housing and help revitalize chronically distressed areas. By statute, it can only provide services to nonprofit corporations. CEDAC maintains a database on their website of over 1,400 properties statewide at risk of losing their affordability. www.cedac.org

Community Preservation Act (CPA)/ Chapter 44B

The Community Preservation Act Enabling Legislation (Chapter 267 of the Acts of 2000). Allows communities, at local option, to establish a Community Preservation Fund to preserve open space, historic resources, and community housing by imposing a surcharge of up to 3% on local property taxes. The state provides matching funds from its own Community Preservation Trust Fund, generated from an increase in certain Registry of Deed's fees. The Community Preservation Coalition (CPC) works with communities and advocates and supports the passage of CPA.
www.communitypreservation.org

Congregate Housing

Housing accommodation that offers separate rooms or apartments but provides shared activities of daily living with other residents.

Conservation Easement

A legal agreement, often used to preserve rural areas or Greenfields, in which a government or nonprofit can purchase a property in return for the guarantee of preserving it from development.

Co-operative (co-op)

A form of shared ownership housing where all residents own stock in the corporation that owns the property. They do not own their units, but co-op share ownership entitles a resident to a long-term lease on a unit and a vote in the governance of the property. Limited equity cooperatives are a form of affordable, resident-controlled homeownership in which the individual share purchase prices are very low so that the resident does not need mortgage financing to buy in. Like rental properties, co-ops may be syndicated to raise money for the construction.

Cottage Housing

Cottage Housing is generally defined as a grouping of small, single family dwelling units clustered around a common area and developed with a coherent plan for the entire site. They have gained popularity in recent years as a type of infill development on small sites, within existing developed areas. The cottage units may have other shared amenities. The shared common area and coordinated design allow densities that are higher than typical single-family neighborhoods, while minimizing impacts on adjacent residential areas.

Deferred loan (a.k.a. deferred payment second mortgage or soft debt)

Debt (borrowed money), often from a public or charitable source, repayment of which may be postponed for a specified period of time, indefinitely, or forgiven entirely, if the property maintains certain levels of affordability for a defined time period. Most deeply affordable housing needs some type of deferred loan in order to be feasible.

Department of Housing and Community Development (DHCD)

Massachusetts DHCD is the state's lead agency for housing and community development programs and policy. It oversees the state-funded public housing, administers rental assistance programs, including tax credits, provides funds for municipal assistance, and funds a variety of programs to stimulate the development of affordable housing. www.mass.gov/hed

Department of Housing and Urban Development (HUD)

The U.S. Department of Housing and Urban Development's mission is to create strong, sustainable communities and quality affordable homes. HUD administers hundreds of programs targeting communities from urban to rural. www.hud.gov

Entitlement Community

A city or urban county of at least 50,000 in population making it eligible for Community Development Block Grant (CDBG) funds directly from HUD.

Expiring Use Restrictions

Refers to affordable housing where the restrictions on rents and/or incomes of occupants could or will expire in the near future if owners prepay their publicly assisted mortgages and convert the units to market rate housing. The units were built with federal and/or state subsidies (such as low-cost mortgages, interest subsidies, rent subsidies and loan guarantees). While mortgages and other assistance often had terms as long as 30-40 years; many gave owners the option to prepay the mortgage after 20 years and thus remove use restrictions on the property. *Also see CEDAC.*

Fair Housing Act/MA Fair Housing Act

Federal legislation, first enacted in 1968 and expanded by amendments in 1974 and 1988, that provides the Secretary of HUD with investigation and enforcement responsibilities for fair housing practices. The law prohibits discrimination in housing and lending based on race, color,

religion, sex, national origin, handicap, of familial status. There is also a Massachusetts Fair Housing Act, which extends the prohibition against discrimination to sexual orientation, marital status, ancestry, veteran status, children, and age. The state law also prohibits discrimination against families receiving public assistance or rental subsidies, or because of any requirement of these programs.

Fair Market Rents (FMRs)

Maximum rents allowed by HUD in the Section 8 rental assistance program. Updated and published annually, FMRs represent HUD's estimate of the actual market rent for an apartment in the conventional marketplace. HUD sets FMRs by unit size (0-bedroom, 1 bedroom, etc.) and regions within each state. The current FMRs are posted on HUD's website: <http://www.huduser.org/portal/datasets/fmr.html>.

Federal Home Loan Bank of Boston (FHLBB)

One of the 12 district banks, the FHLBB covers the 6 New England states and is owned by more than 460 New England financial institutions. A wholesale bank (a bank for banks), it provides access to credit for its members and administers several grant and loan programs to promote community development and expand affordable housing.

Federal Home Loan Mortgage Corporation (FHLMC) or Freddie Mac

Congressionally chartered agency established in 1970 (and privatized in 1989) to buy qualifying residential mortgages from originating lenders. The loans are either kept in portfolio or packaged and sold as securities. Freddie Mac also offers programs with more flexible underwriting guidelines for lower income homebuyers. With Fannie Mae, the corporation's activity has helped to create an enormous secondary mortgage market.

Federal National Mortgage Association (FNMA of Fannie Mae)

Created in 1938 to purchase FHA, and later VA and conventional mortgages, Fannie Mae is now privately owned and managed, federally chartered corporation, the largest source of home mortgage funds in the United States. It buys qualifying residential mortgages from originating lenders and either keeps them in portfolio or packages and sells them as securities. Fannie Mae also offers programs with more flexible underwriting guidelines for lower income homebuyers.

501(c)(3)

Section of the Internal Revenue Code that grants status as a nonprofit corporation and entitles organizations to receive tax-exempt status and tax-deductible donations.

Geographic Information Systems (GIS)

A computerized system that stores and links spatially defined data in a way that allows information display and processing and production of maps and models. GIS is a powerful planning and analytical tool.

Green Building

A whole-building and systems approach to design and construction that employs building techniques that minimize environmental impacts and reduce the energy consumption of buildings while contributing to the health and productivity of its occupants.

Green Development

Development that uses environmentally friendly building practices and energy efficiency. There are several public and private incentives for green development, and increasingly, nonprofit developers use green construction as a way of increasing the expendable resources of lower income persons.

Greenfields Undeveloped Land

Smart growth principles dictate that new development be steered away from Greenfields to the maximum extent possible and toward sites where infrastructure and public transportation already exist, or to contaminated and/or underutilized sites that can be reclaimed to accommodate new development.

HOME Investment Partnership Program (HOME)

A federal program run by HUD which provides annual grants on an entitlement basis to states, large cities, and consortia of smaller communities for affordable housing activities, including homeownership, rent subsidies, housing development and rehabilitation. Like CDBG funds, some communities are part of a consortium and receive HOME funds directly from HUD and distribute in their communities. DHCD administers HOME funds at the state level.

Housing Appeals Committee (HAC)

A quasi-judicial body within DHCD, which hears appeals by developers, local zoning boards on comprehensive permit (Chapter 40B) decisions by local Zoning Boards of Appeal.

Housing Consumer Education Centers

A statewide information and referral network that assists tenants, landlords, current and prospective homeowners with their housing problems. The Centers are located at agencies that provide a variety of housing services throughout Massachusetts. www.masshousinginfo.org

Housing Stabilization Fund

The Housing Stabilization Fund (HSF) is a program available through DHCD to support comprehensive neighborhood redevelopment efforts and to help developers and municipalities acquire, preserve, and rehabilitate affordable housing. The state legislature placed a special emphasis on reusing foreclosed and distressed properties and on creating affordable homeownership opportunities.

Housing Toolbox/Welcome Home Massachusetts

MHP and the Citizens Housing and Planning Association (CHAPA) created an online affordable housing strategy web site that is designed to be a one-stop resource for local housing officials and volunteers. Called the Massachusetts Toolbox, the site features content designed to help

local officials and volunteers move locally initiated affordable housing developments forward. The toolbox provides easy access to strategies and best practices related to the preservation and production of all varieties of affordable housing. http://housingpolicy.org/index_MA.html

Inclusionary Zoning

A local zoning ordinance that either requires or encourages a developer to include affordable housing as part of a development or contribute to a fund for such housing. The bylaw may provide incentives such as increased density, reduced parking requirements, or expedited permitting in exchange for the affordable housing.

Infill Development

The practice of building on vacant or undeveloped parcels in dense areas, especially urban and inner suburban neighborhoods. Promotes compact development.

Limited Equity Homeownership

Ownership housing where resale values are restricted to maintain the long-term affordability of the units. A technique often used for housing developed with public assistance to reduce development costs (e.g. funding, relaxed zoning regulations, discounted sale of public land). Can take the form of a cooperative, a condominium or fee simple ownership.

Local and Regional Housing Authorities (LHAs)

A housing authority set up by a city or town, or group of towns, in accordance with state law, M.G.L. Ch. 149 to provide low-income family or elderly housing.

Local Housing Partnership

A local housing committee appointed by the municipality with the purpose of promoting opportunities to produce and preserve affordable housing.

Local Initiative Program (LIP)

A state program under which communities may use local resources and DHCD technical assistance to develop affordable housing that is eligible for inclusion on the State Housing Inventory (SHI). LIP is not a financing program, but the DHCD technical assistance qualifies as a subsidy and enables locally supported developments, that do not require other financial subsidies, to qualify for inclusion on the Subsidized Housing Inventory.

Low-Income Housing Tax Credit (LIHTC)

Federal tax credit for developers of affordable housing. States receive an annual dollar value of credits which they then allocate to qualifying projects based on priorities established in a state allocation plan. DHCD is the allocating agency for Massachusetts.

Manufactured Homes

A home built entirely in the factory to a federal building code administered by HUD. The Federal Manufactured Home Construction and Safety Standards (commonly known as the HUD code)

went into effect June 15, 1976. Manufactured homes may be single- or multi- section and are transported to the site and installed. The Federal standards regulate manufactured housing design and construction, strength and durability, transportability, fire resistance, energy efficiency, and quality.

Massachusetts Affordable Housing Trust Fund (AHTF)

A revolving trust fund established by the Massachusetts Legislature as Section 227 of Chapter 159 of the Acts of 2000, and now known as Chapter 121D. Administered by MassHousing, AHTF functions as a gap filler, the last funding piece necessary to make an affordable housing development financially feasible and sustainable for the long term. Funding is typically in the form of deferred loans.

MassDevelopment

A quasi-public agency created in 1998 by the merger of the Government Land Bank of the Massachusetts Industrial Finance Agency. MassDevelopment offers a variety of programs in support of economic development, large scale real-estate development projects and brownfield clean-up including pre-development assistance, loans, loan guarantees, mortgage insurance and taxable and tax-exempt bond financing. Its programs can also be used for mixed commercial and residential projects. www.massdevelopment.com

MassHousing (formerly the Massachusetts Housing Finance Agency, MHFA)

A quasi-public agency created in 1966 to help finance affordable housing programs. MassHousing sells both tax-exempt and taxable bonds to finance its many single-family and multi-family financing programs. The Agency oversees and regulates the properties it has assisted, and runs several other programs, some on behalf of HUD and DHCD. www.masshousing.com

Massachusetts Housing Investment Corporation (MHIC)

A private, non-profit corporation that provides loans for affordable housing, equity funds for low-income housing tax credit (LIHTC) developments and loan guarantees for lead paint abatement loans. Created in 1991 by a consortium of banks, MHIC also administers a bridge financing program for tax credit projects in conjunction with the Massachusetts Housing Partnership Fund. www.mhic.com

Massachusetts Housing Partnership (MHP)

A quasi-public agency created by the state legislature in 1985 to support affordable housing and neighborhood development. It is funded by state-mandated contributions from interstate banks and has received state funds as well. It is governed by a seven-member board appointed by the governor and the state's banking industry. MHP provides, below-market financing and bridge loans for affordable rental housing, runs the "One Mortgage" program for first time homebuyers and provides technical assistance to communities to support affordable housing. www.mhp.net

Massachusetts Rental Voucher Program (MRVP)

A state-funded rental assistance program begun in November 1992, as a revised version of the state's previous rental assistance program (Chapter 707). It has both a project-based component and a tenant-based component.

Mixed Income Housing Development

Development that includes housing affordable to various income levels.

Mixed Use Development

Projects that combine different types of development such as residential, commercial, office, industrial and institutional into one project.

Municipal Affordable Housing Trust

Passed into law in Massachusetts in 2005, allows for the creation of a trust created as part of local government for the purpose to administering funds and managing a range of real estate activities related to affordable housing.

Neighborhood Revitalization Strategy Area (NRSA)

Communities with HUD-approved NRSA are offered enhanced flexibility in undertaking economic development, housing, and public service activities with their CDBG funds. This flexibility is designed to promote innovative programs in economically disadvantaged areas of the community. www.hud.gov

New England Fund (NEF)

An affordable housing program run by the Federal Home Loan Bank of Boston (FHLBB) NEF provides loans to member financial institutions to finance affordable housing. NEF is a widely used program for the development of mixed income housing under the Ch. 40B Comprehensive Permit.

OneStop Application

A detailed application for public funding sources submitted to DHCD by affordable housing developers. This comprehensive funding application ensures that funders are reviewing the same information and have complete financial information for a development project. Most public financing for affordable housing is obtained through DHCD which holds public funding rounds once or twice a year.

Regional Planning Agencies (RPA)

There are twelve Massachusetts regional planning agencies. They are public organizations that serve the local governments by dealing with issues and needs that cross city, town, and county boundaries, through planning, policymaking, advocacy, and technical assistance. Different RPAs have different strengths and focuses. www.apa-ma.org

Request for Proposal (RFP)

A process for soliciting applications for technical or consulting services or for project developers when funds are awarded competitively. In Massachusetts, public bodies securing goods and services and/or acquiring or disposing of real property are subject to M.G.L. Ch. 30B and should consult the Office of the Inspector General for required procedures and information about RFP's.

Section 8

A HUD program (officially called the Housing Choice Voucher Program) providing funding for rental assistance to low-income households. Participating tenants typically pay 30% of their income for housing (rent and utilities) and the federal subsidy pays the balance of the rent.

Single Room Occupancy (SRO)

Efficiency units which may or may not include separate bathroom or kitchen facilities.

Smart Growth

An approach to planning and development that promote a more efficient use of land to reduce sprawl using compact development patterns that are less dependent on the automobile and include a range of housing options and improve the balance of jobs and housing within the community or the region.

OneMortgage Program (formerly Soft Second Program)

The State's first-time homebuyer mortgage program operated by the Massachusetts Housing Partnership. ONE Mortgage features low, fixed-rate financing and as state-backed reserve that relieves homebuyers from the cost of private mortgage insurance. Eligible buyers obtain a bank mortgage from participating banks. www.mhp.net/homeownership

Subsidy

Typically refers to financial assistance that fills the gap between the cost of affordable housing development/operations and the mortgage or sales income supported by income restricted rentals or homeownership sales. Affordable rents and home sales prices are determined by financing program eligibility requirements. Often, multiple subsidies from various sources are needed, referred to as the "layering" of subsidies, to make a project feasible. In the state's Local Initiative Program (LIP), DHCD's technical assistance qualifies as a subsidy and enables locally supported developments that do not require other financial subsidies to use the comprehensive permit process. Also, "internal subsidies" refers to those developments that do not have an external source(s) of funding for affordable housing but use the value of the market units to "cross subsidize" the affordable ones.

Transit Oriented Development (TOD)

Mixed-use higher density development centered on existing or new transportation facilities including bus, rail, bicycle, and pedestrian pathways.

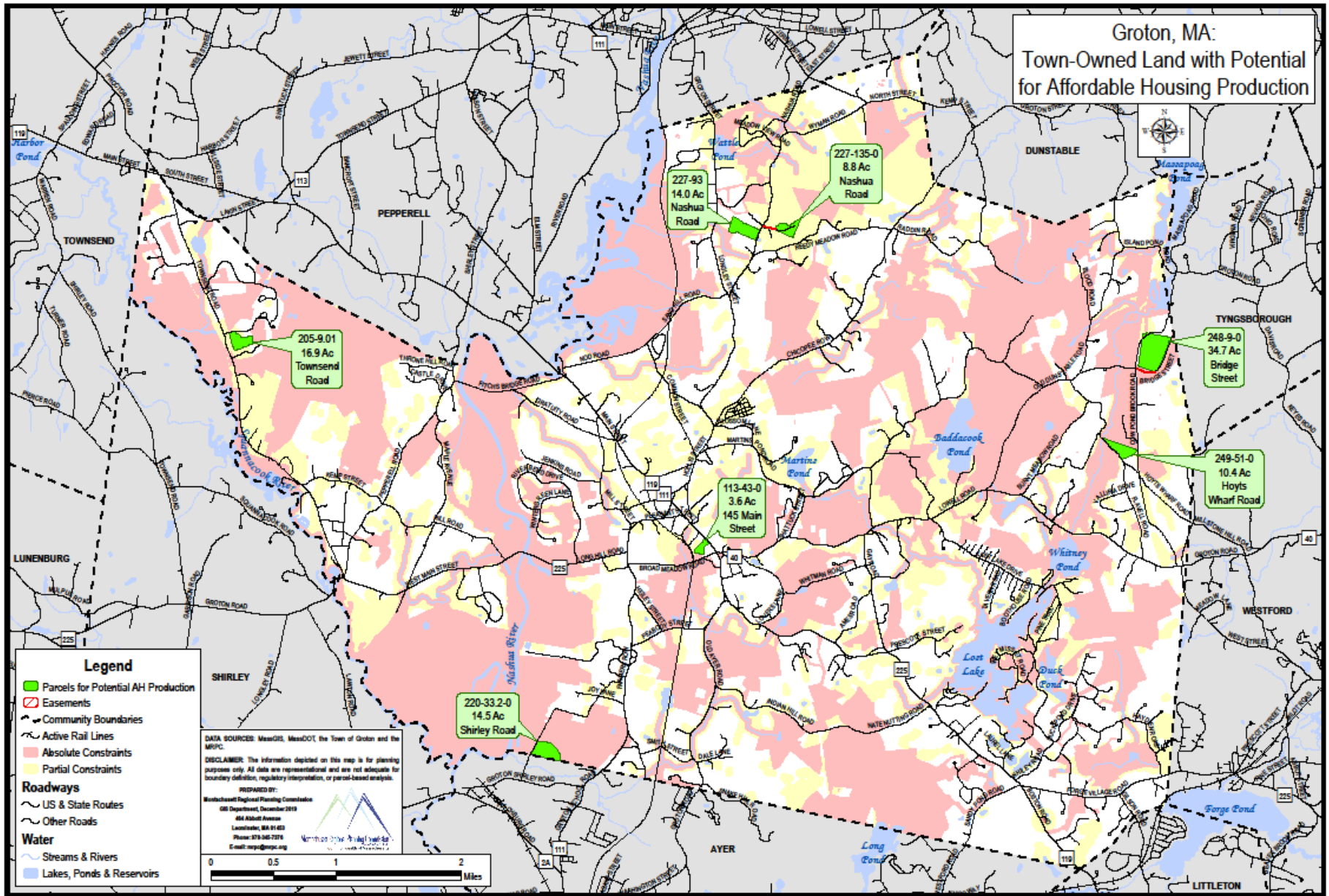
Transitional Housing

A short-term housing option for families or individuals that do not have permanent housing but benefit from more stability than that of an emergency shelter.

Universal Design

Building design that creates accessible and usable space for everyone, including people with disabilities.

APPENDIX B - Town-Owned Land with Development Potential



APPENDIX C – Survey Questions



Groton Housing Production Plan Survey

The Town of Groton has requested assistance from the Montachusett Regional Planning Commission (MRPC) to update its Housing Production Plan (HPP). The purpose of the HPP is to develop a proactive strategy for planning and developing affordable housing. The HPP is required to include a comprehensive housing needs assessment, a list of affordable housing goals, and an implementation plan to realize the goals.

This survey has been developed to assist with the housing needs assessment and solicit public input to be included in the HPP. We appreciate your opinions and will present the results of this survey at a Planning Board meeting in the fall.

Thank you for your participation!

1. What is your age?

- | | |
|--------------------------------|----------------------------------|
| <input type="radio"/> Under 18 | <input type="radio"/> 45-54 |
| <input type="radio"/> 18-24 | <input type="radio"/> 55-64 |
| <input type="radio"/> 25-34 | <input type="radio"/> 65-74 |
| <input type="radio"/> 35-44 | <input type="radio"/> 75 or over |

2. How many years have you lived in Groton?

- | | |
|----------------------------------|--|
| <input type="radio"/> 0-1 years | <input type="radio"/> 16-25 years |
| <input type="radio"/> 2-5 years | <input type="radio"/> 26 or more years |
| <input type="radio"/> 6-15 years | |

3. How many people live in your household?

- | | |
|-------------------------|-----------------------------------|
| <input type="radio"/> 1 | <input type="radio"/> 6 |
| <input type="radio"/> 2 | <input type="radio"/> 7 |
| <input type="radio"/> 3 | <input type="radio"/> 8 |
| <input type="radio"/> 4 | <input type="radio"/> More than 8 |
| <input type="radio"/> 5 | |

4. How many children under 18 live in your household?

- | | |
|-------------------------|-----------------------------------|
| <input type="radio"/> 0 | <input type="radio"/> 4 |
| <input type="radio"/> 1 | <input type="radio"/> 5 |
| <input type="radio"/> 2 | <input type="radio"/> 6 |
| <input type="radio"/> 3 | <input type="radio"/> More than 6 |

5. How many adults 60 or over live in your household?

- | | |
|-------------------------|-----------------------------------|
| <input type="radio"/> 0 | <input type="radio"/> 3 |
| <input type="radio"/> 1 | <input type="radio"/> 4 |
| <input type="radio"/> 2 | <input type="radio"/> More than 4 |

6. According to the Commonwealth of Massachusetts, "affordable housing" is defined as housing that costs less than 30% of your household's monthly income. Based on this definition, is your current home affordable for your household?

- Yes
- No

Additional Comments:

7. How would you describe your ability to meet your monthly housing costs?

- | | |
|--|---|
| <input type="radio"/> It is very easy to meet my monthly housing costs | <input type="radio"/> It is somewhat difficult to meet my monthly housing costs |
| <input type="radio"/> It is somewhat easy to meet my monthly housing costs | <input type="radio"/> It is very difficult to meet my monthly housing costs |
| <input type="radio"/> I am able to meet my monthly housing costs | |

8. Please evaluate this statement: "It is difficult to find affordable housing in Groton."

- Strongly agree Disagree
 Agree Strongly disagree
 Neither agree or disagree

Additional Comments:

9. Please score the following housing types you think are needed in the Groton community.

	There is a very high need for this type of housing	There is a small need for this type of housing	There is no need for this type of housing
Affordable housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low income senior rentals (60 years or older)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low income family rentals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moderate income rentals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moderate income home ownership housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supported housing for seniors (60 years or older)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supported housing for people with disabilities (59 years or younger)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments:

10. How open are you to the following types of housing in Groton?

	I am very supportive	I am supportive	I am not supportive
Affordable housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low income senior rentals (60 years or older)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low income family rentals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moderate income rentals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moderate income home ownership housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supported housing for seniors (60 years or older)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supported housing for people with disabilities (59 years or younger)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments:

11. Would you or someone you know benefit from any of the following types of housing? (Please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Affordable housing | <input type="checkbox"/> Moderate income home ownership housing |
| <input type="checkbox"/> Low income senior rentals (60 years or older) | <input type="checkbox"/> Supported housing for seniors (60 years or older) |
| <input type="checkbox"/> Low income family rentals | <input type="checkbox"/> Supported housing for people with disabilities (59 years or younger) |
| <input type="checkbox"/> Moderate income rentals | |

Additional Comments:

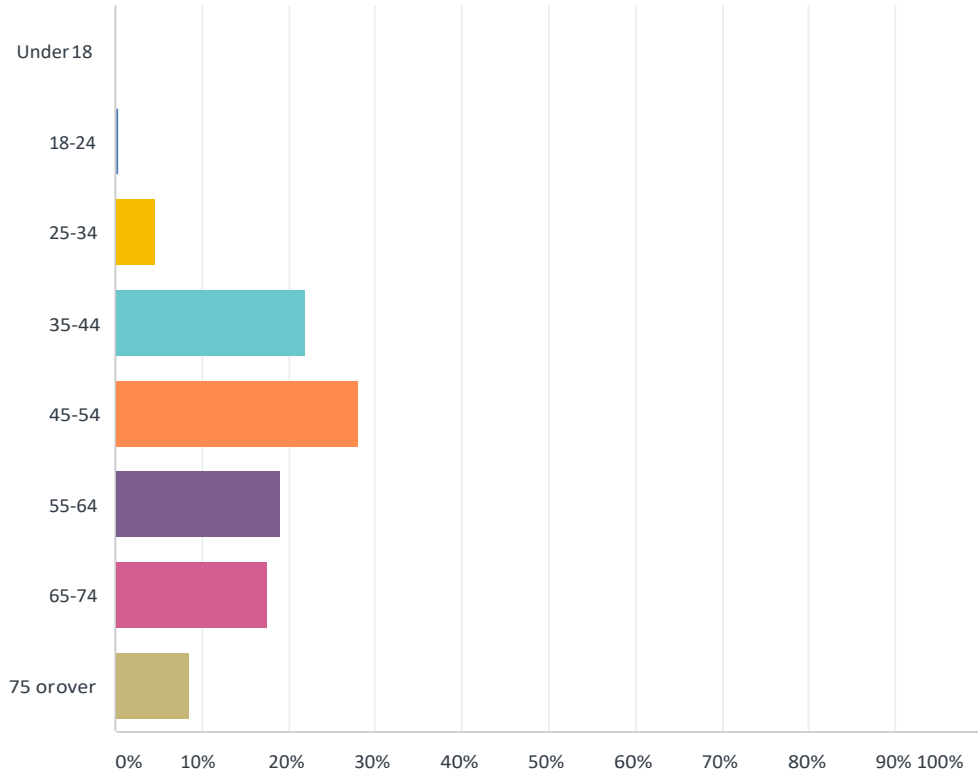
12. Are there other housing needs in Groton that you would like to see addressed in Groton's new Housing Production Plan?

13. Please provide any additional comments you would like to share.

APPENDIX D – Survey Results

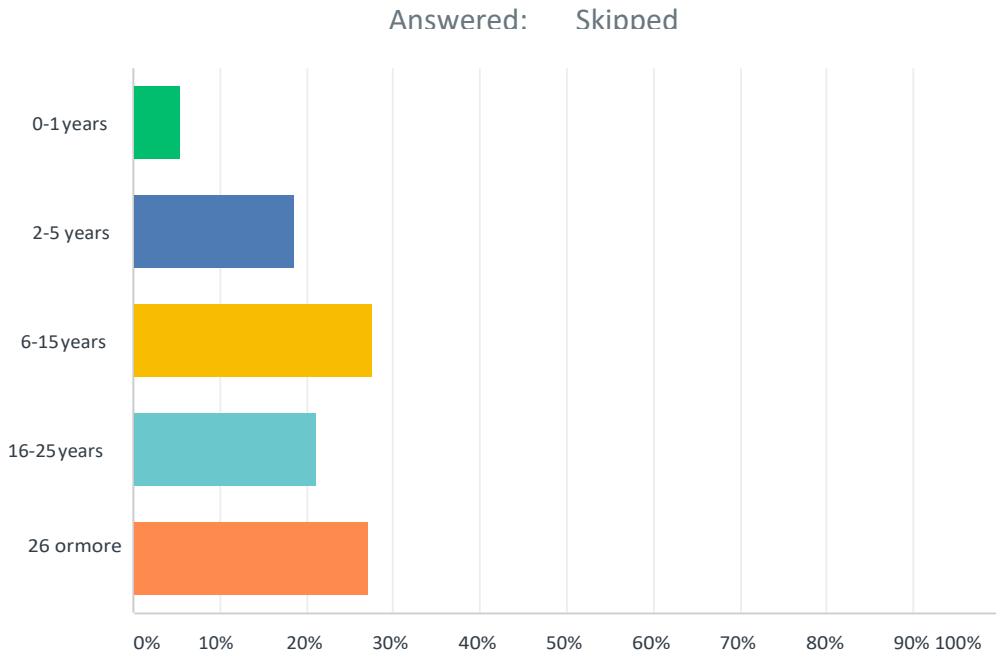
Q1 What is your age?

Answered: Skipped



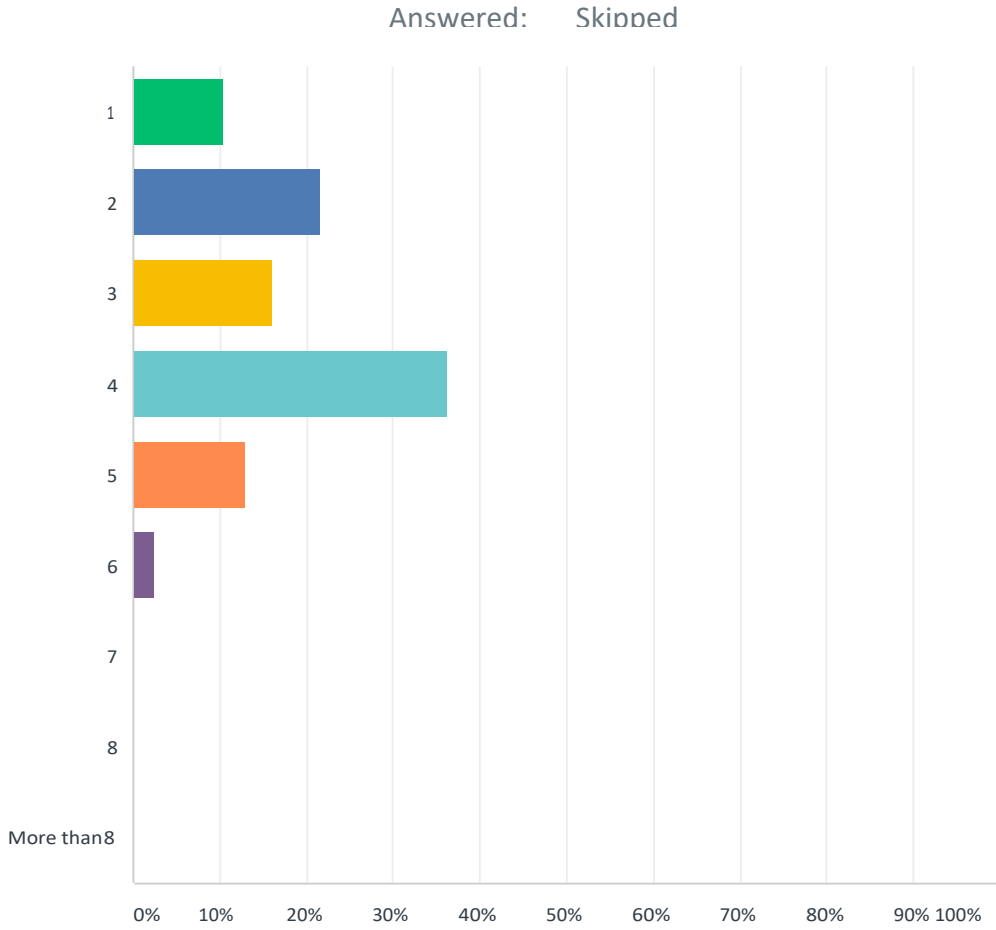
ANSWER CHOICES	RESPONSES	
Under	0.00	0
18-	0.50	1
25-	4.50	9
35-	22.00	4
45-	28.00	5
55-	19.00	3
65-	17.50	3
75 or	8.50	1
TOTAL		200

Q2 How many years have you lived in Groton?



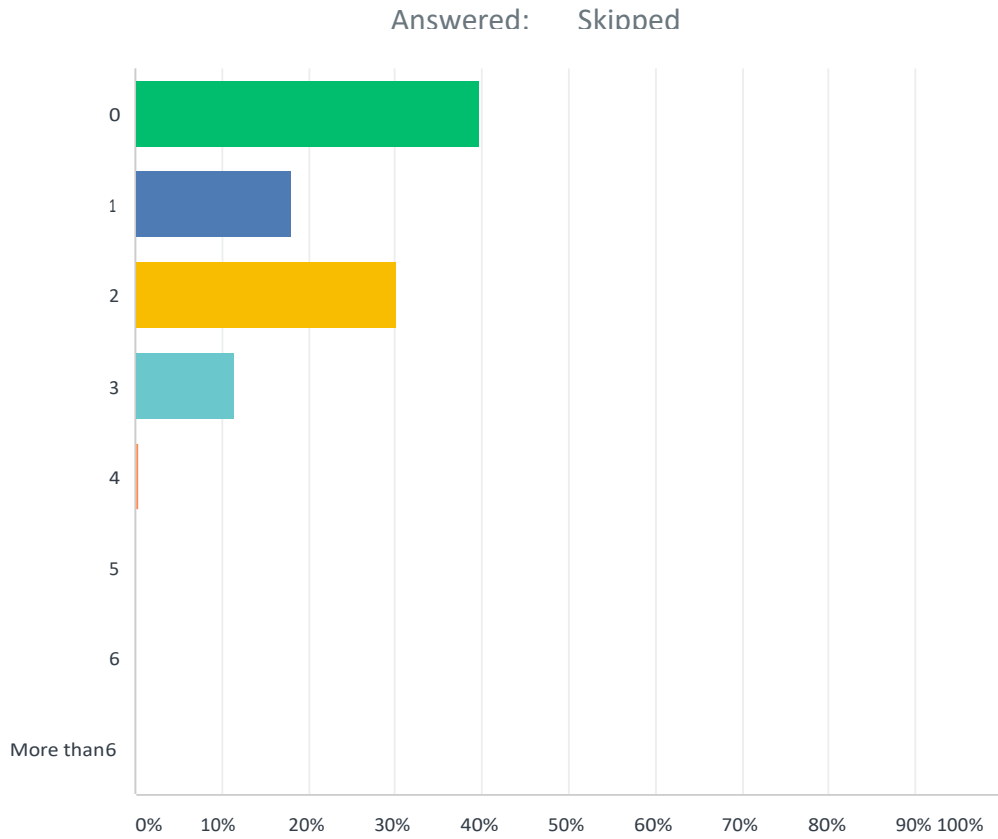
ANSWER CHOICES	RESPONSES	
0-1	5.53	1
2-5	18.59	3
6-15	27.64	5
16-25	21.11	4
26 or more	27.14	5
TOTAL		199

Q3 How many people live in your household?



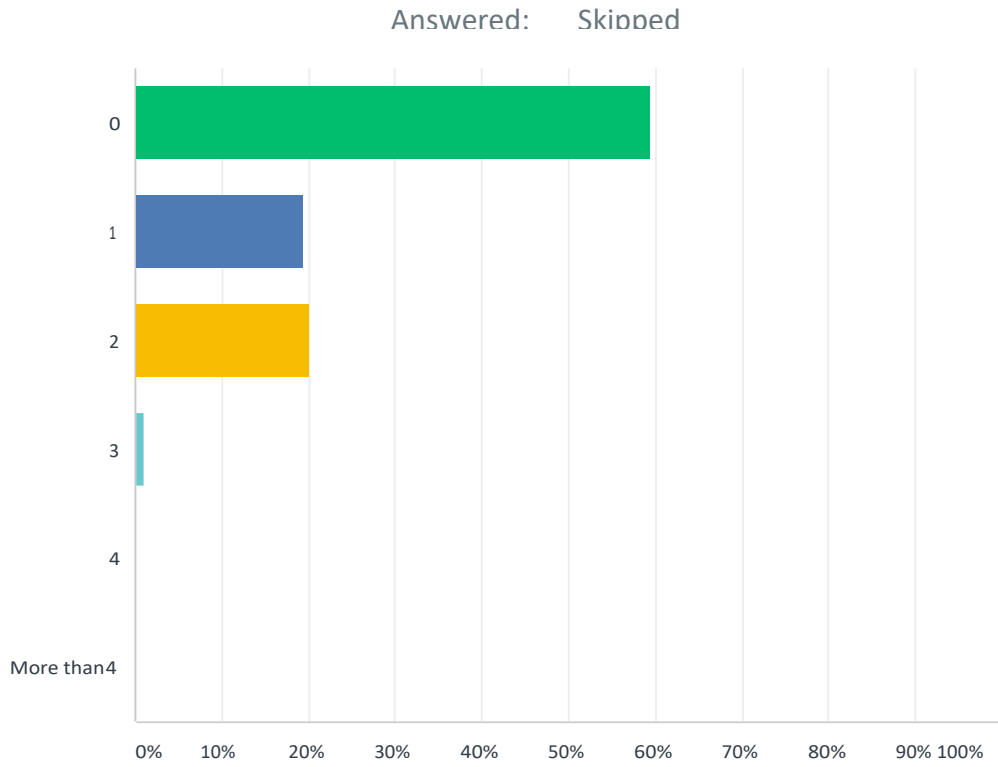
ANSWER CHOICES	RESPONSES	
1	10.55	2
2	21.61	4
3	16.08	3
4	36.18	7
5	13.07	2
6	2.51	5
7	0.00	0
8	0.00	0
More	0.00	0
TOTAL		199

Q4 How many children under 18 live in your household?



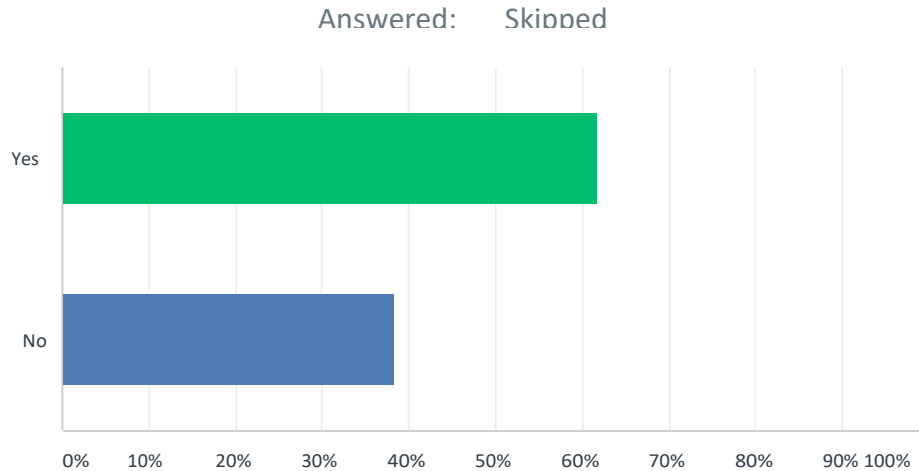
ANSWER CHOICES	RESPONSES	
0	39.70	7
1	18.09	3
2	30.15	6
3	11.56	2
4	0.50	1
5	0.00	0
6	0.00	0
More	0.00	0
TOTAL		199

Q5 How many adults 60 or over live in your household?



ANSWER CHOICES	RESPONSES	
0	59.50	11
1	19.50	3
2	20.00	4
3	1.00	2
4	0.00	0
More	0.00	0
TOTAL		200

Q6 According to the Commonwealth of Massachusetts, "affordable housing" is defined as housing that costs less than 30% of your household's monthly income. Based on this definition, is your current home affordable for your household?



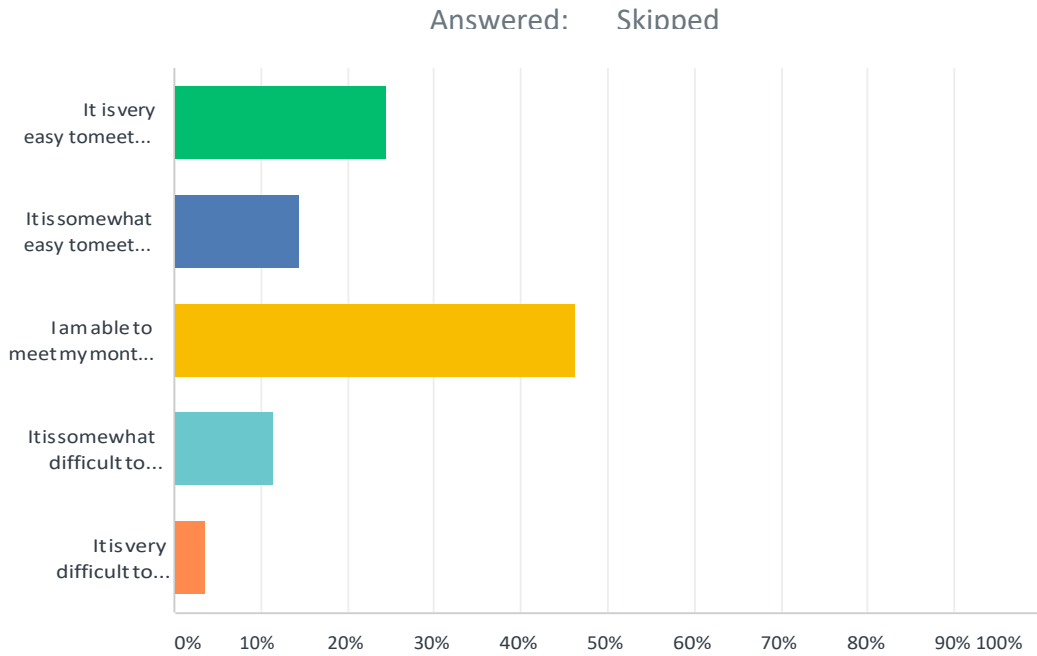
ANSWER CHOICES	RESPONSES	
Ye	61.81	12
N	38.19	7
TOTAL		199

#	ADDITIONAL COMMENTS:	DATE
1	Lucky I don't have a mortgage. RE taxes, home insurance and medical	9/23/2019
2	We are right at	9/2/2019
3	Own our home with no outstanding	8/30/2019
4	I listed 4 in the household because that is how many live where I live. I am a single mother who currently lives with my mother and stepfather, as well as my son. I don't have my own home or apartment for my son and I since I	8/30/2019
5	My family purchased and affordable home in Groton, and our mortgage alone is less than 30% of our income, but the increasing property tax has pushed us to about 33% of our income spent on mortgage and taxes alone.	8/30/2019
6	Our mortgage payment is over the	8/30/2019
7	With a rental apartment income from long-time tenants downstairs. Not	8/20/2019
8	Currently own our own home without outstanding loans, but maintenance	7/30/2019
9	Barelv...mv property taxes are outrageously	7/29/2019
1	We own our home. We do not have a	7/29/2019

Groton Housing Production Plan Survey

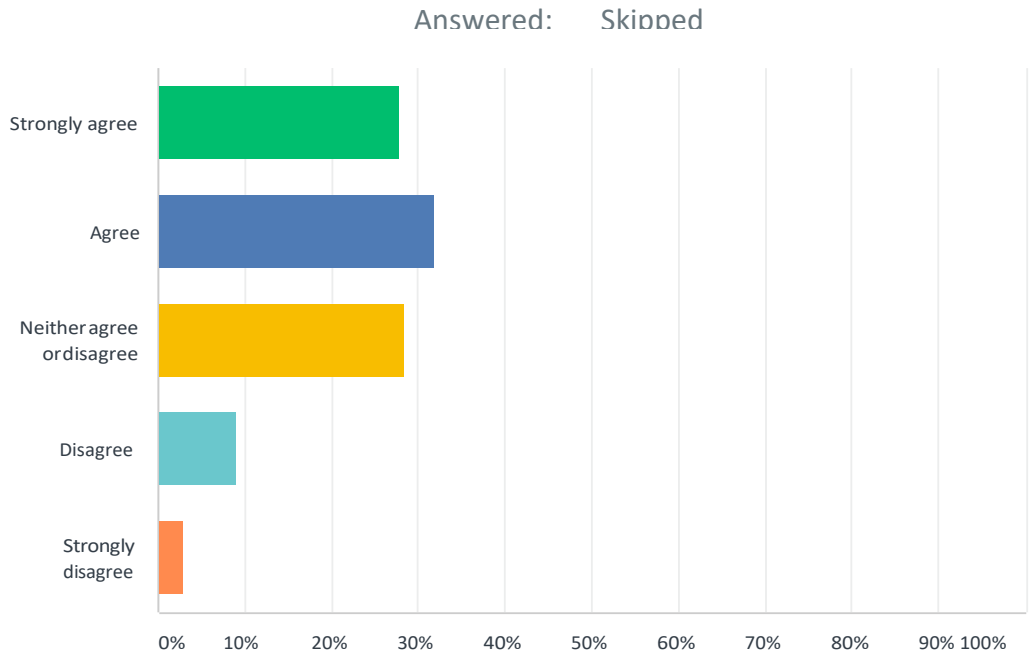
1	With taxes this is not	7/26/2019
1	I am in income based	7/26/2019
1	We have multiple generations living at our house. Only the actual	7/26/2019
1	If i had to finance it never. sold prior property to live	7/24/2019
1	I rent and was never able to	7/23/2019
1	Subiective	7/23/2019
1	Campus housing at Groton School, provided as a condition and benefit of employment. I know that this is a rather unique circumstance, but given the	7/23/2019
1	On the basis of high income but not on basis of median	7/23/2019
1	It is affordable as the mortgage is paid off. The taxes	7/23/2019
2	Not able to answer. Are you asking if the monthly housing payment costs less than 30% of income? What if the house is paid off & there's no mortgage payment? Is the cost supposed to iust include the mortgage/rent	7/23/2019
2	only because our mortgage is paid off. We don't have enough to keep up	7/23/2019
2	House mortgage is	7/23/2019
2	Paid off	7/23/2019
2	You need to define 'cost' Is this just rent? Is it mortgag principal or principal + interest? Does it include repairs for those who own a home	7/23/2019
2	does that include money spend on landscaping and	7/17/2019
26	Because we rent from Groton Housing, otherwise we would not be able to	7/14/2019 1:52 PM

Q7 How would you describe your ability to meet your monthly housing costs?



ANSWER CHOICES	RESPONSES	
It is verv easy to meet mv monthlv	24.38	4
It is somewhat easv to meet mv monthlv	14.43	2
I am able to meet mv monthlv	46.27	9
It is somewhat difficult to meet mv monthlv	11.44	2
It is verv difficult to meet mv monthlv	3.48	7
TOTAL		201

Q8 Please evaluate this statement: "It is difficult to find affordable housing in Groton."



ANSWER CHOICES	RESPONSES	
Strongly agree	27.86	5
Agree	31.84	6
Neither agree or disagree	28.36	5
Disagree	8.96	1
Strongly disagree	2.99	6
TOTAL		201

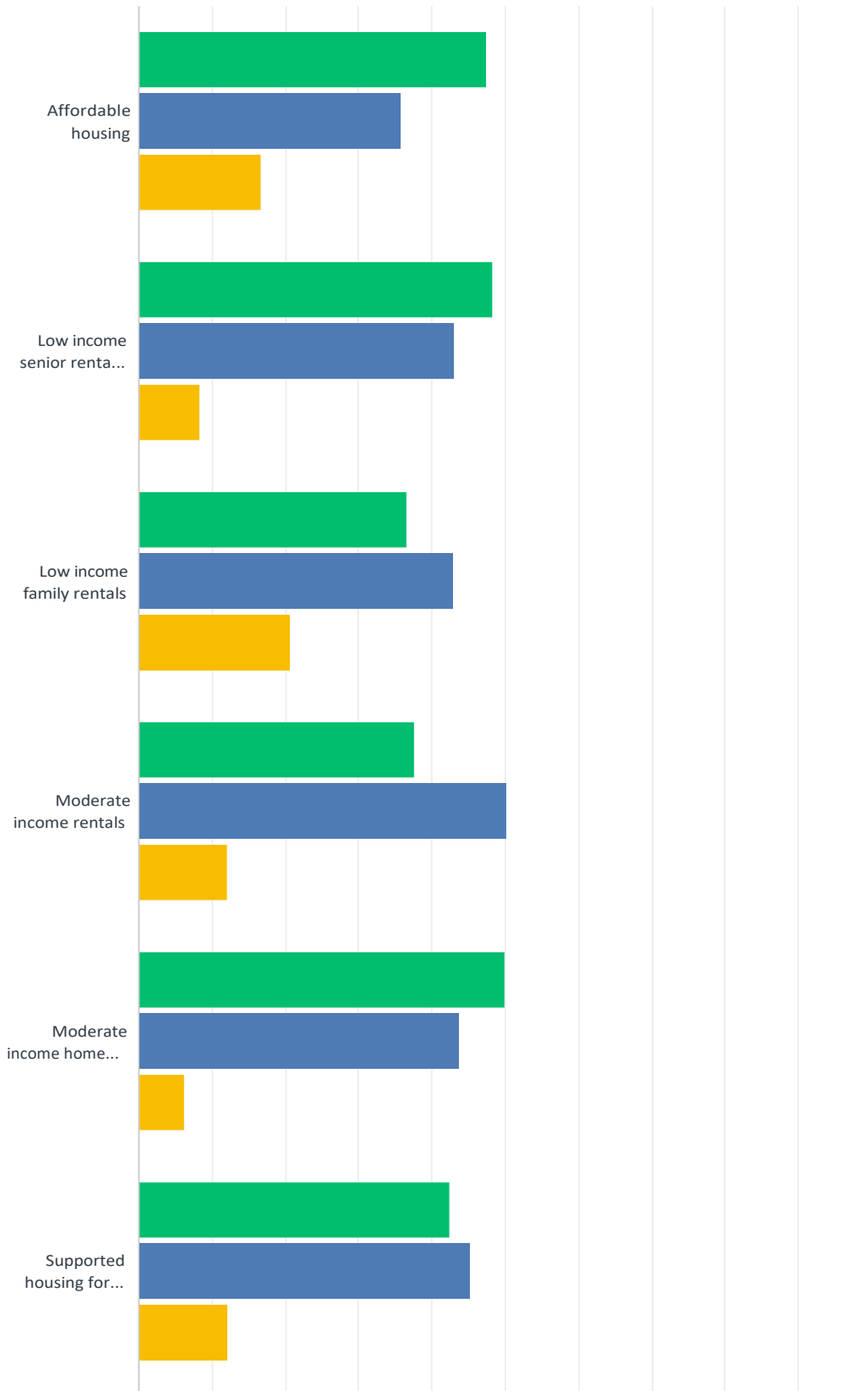
#	ADDITIONAL COMMENTS:	DATE
1	Less expensive properties for purchase are extremely limited. Rental stock is	9/23/2019
2	This is just based on housing prices and the cost of homes we	9/19/2019
3	Groton has great schools. I used to live in Shirley, as that was the town that I	9/3/2019
4	We choose Groton because we found we could get more house for our	9/2/2019
5	In almost 6 years I have barely come across anything when I have looked.	8/30/2019
6	I think the housing is more affordable than some nearby towns (Westford),	8/30/2019
7	Affordability is a function of income. In Groton, there would most like be affordable housing for people who make state median income or above	8/5/2019

Groton Housing Production Plan Survey

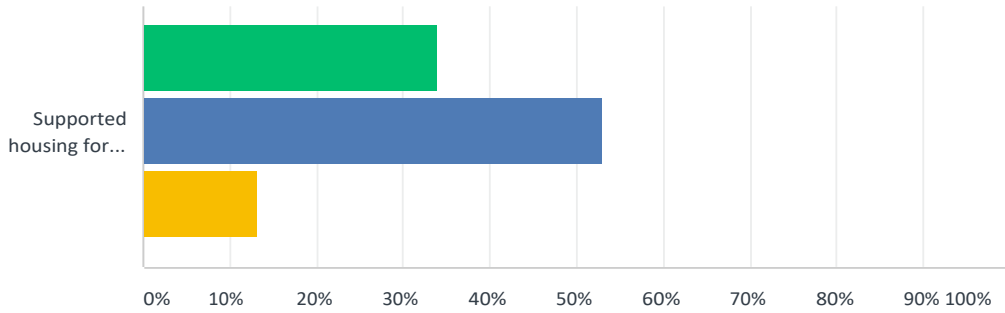
8	I don't know. It depends on your age and what you are looking for. I have heard people at the Senior Center wanting to stay in Groton, but not in their large house. They wanted more condominiums or smaller homes suitable for the elderly to take care of. For us, we paid off our mortgage. However, I love Groton, but will move back to my home town where first	8/4/2019
9	I'm currently living in	7/30/2019
1	What is the definition of affordable. The formulas mean nothing to me. When u r 75 yrs old and still working (part time) to supplement Social	7/29/2019
1	We have an adult disabled son. The only place I can envision him living is with us for the rest of his life. Personally I don't feel that is fair to him. But he will never make a living wage. Since he is significantly. but not severely	7/29/2019
1	Never looked for affordable housing in Groton so I	7/29/2019
1	I don't know since I'm not looking	7/26/2019
1	Finding affordable homes to buy is difficult and the complex I am in is	7/26/2019
1	Not a personal experience but hearing about young people looking for an	7/24/2019
1	There are not too many options and lottery is a guarantee you will have	7/23/2019
1	I have never looked. but I don't believe Groton has a lot of affordable	7/23/2019
1	The housing stock is not diverse (too many big expensive to maintain	7/23/2019
1	It is unlikely that I could live in Groton without the housing	7/23/2019
2	Depends on the	7/23/2019
2	Housing in Groton is difficult to find	7/23/2019
2	while i can presently easily afford my house, it's because i bought it 18 years	7/23/2019
2	Difficult for me, or for an average person, or for an average older person? This is a pretty ambiguous question. I am going to assume	7/23/2019
2	Groton is relatively affordable compared to comparable towns with	7/23/2019
2	Groton installed all are welcome signs at each main road in, but Groton's	7/23/2019
2	If "affordable housing" cost needs to be under 30% of income, then it is dependent on household income. So, it is impossible to say unless an income cut-off is given. Do I think there are affordable properties in Groton? Yes. As a Realtor I can say that Groton is more affordable than most towns to the East and South of us. Partially due to the longer	7/19/2019
2	if affordable housing is 30% of income, what income levels are used to define that? if it costs	7/17/2019
28	It is difficult for some people to find affordable housing, depending on income	7/15/2019 9:15 AM

Q9 Please score the following housing types you think are needed in the Groton community.

Answered: Skipped



Groton Housing Production Plan Survey



■ There is a very high need for this type
■ of housing There is a small need for
■

	THERE IS A VERY HIGH NEED FOR THIS TYPE OF HOUSING	THERE IS A SMALL NEED FOR THIS TYPE OF HOUSING	THERE IS NO NEED FOR THIS TYPE OF HOUSING	TOTAL
Affordable	47.57 n/	35.68 n/	16.76 n/	18
Low income senior	48.42 n/	43.16 n/	8.42 n/	19
Low income familv	36.51 n/	42.86 n/	20.63 n/	18
Moderate income	37.70 n/	50.26 n/	12.04 n/	19
Moderate income	50.00 n/	43.68 n/	6.32 n/	19
Supported housing for	42.55 n/	45.21 n/	12.23 n/	18
Supported housing for people with disabilities	33.88 n/	53.01 n/	13.11 n/	18

#	ADDITIONAL COMMENTS:	DATE
1	All of the above are needed and in mv opinion should NOT be mutuallv	9/23/2019
2	I don't really know if the housing needs of these populations are being met	9/2/2019
3	There was no way to say moderate need for some and high for others so I answered high need to all. The town's population demographics is aging and property taxes are high, we need some assistance for housing cost for the expanding older population. I also see a need to address the essentially nonexistent availabilitv of affordable house in town. When we moved to	8/31/2019
4	Groton is an inconvenient place to live if you need	8/30/2019
5	I don't really know how to answer this question. I understand that different types of housing can really affect the town in a lot of ways, so saying certain types are needed is hard without a greater understanding of the town than I have. I have also not spent any time looking into the current availability of	8/30/2019

Groton Housing Production Plan Survey

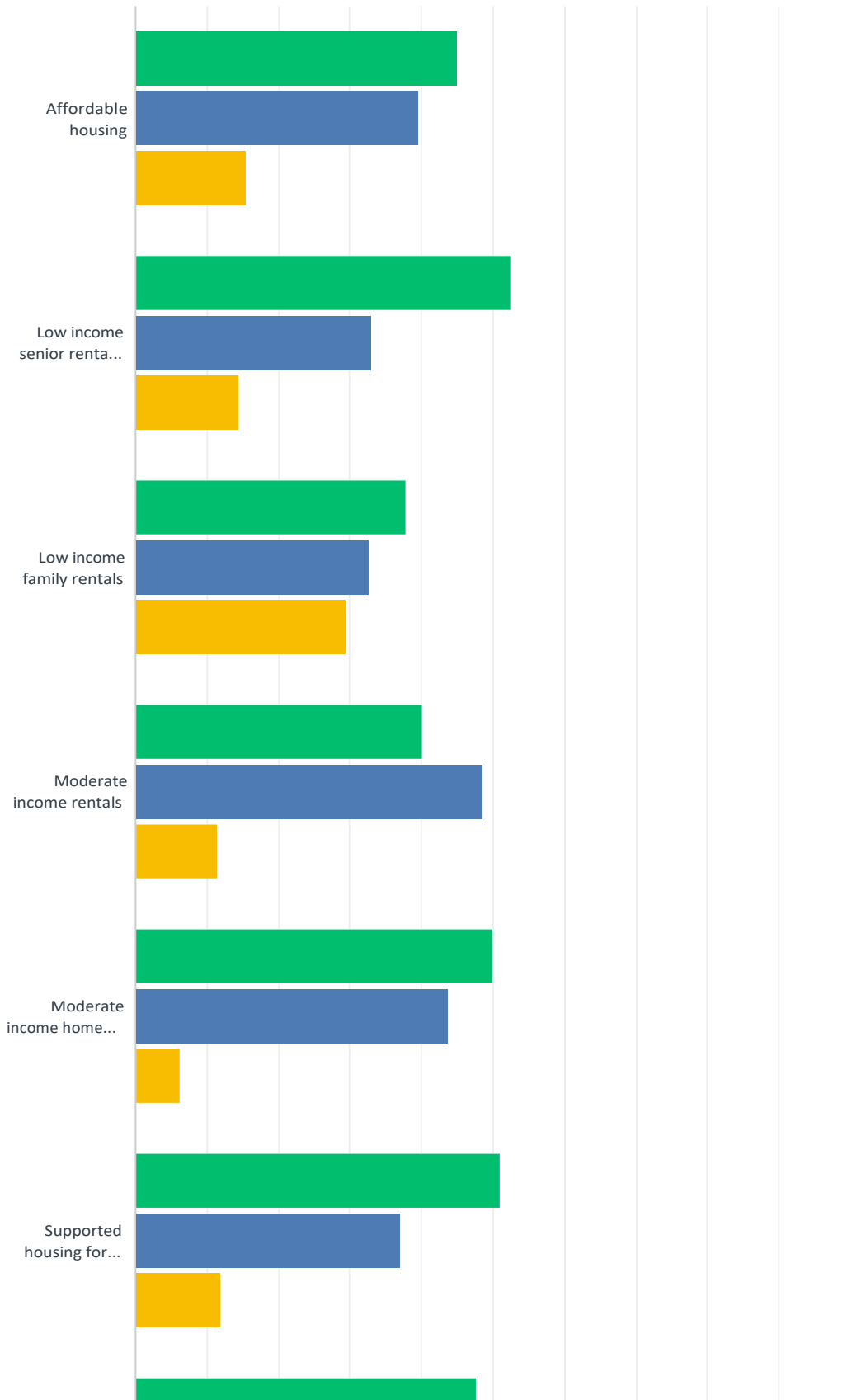
6	This should have a column for "I have no idea if there is such a need". How would I know if people other than I have looked to move to Groton and could not afford to. or who were living here and got priced out due to	8/30/2019
7	Since people 59 years and younger are most likely in the workforce and there is no public transportation in Groton aside from the Senior Center bus, supported housing should take into consideration the fact that	8/22/2019
8	Non	8/20/2019
9	The needs are a function of the expected type of household that Groton expects to want to live here. Without that information, attempting to determine the need for any particular class of housing does not make. For	8/5/2019
1	I don't know how to answer this. Groton housing is much more affordable than most communities in Boston Metro Area. However, the taxes are high relative to the value of the house. We have the Rivercourt as supportive housing (assisted? living) in Groton. Most people living in Groton aren't low income that is why the COA can't get any grants. I know that people who	8/4/2019
1	Again. What determines the measurement of affordable some formula	7/29/2019
1	I am more familiar with housing issues for the disabled because of my son. I have been to 4-5 presentations. The option seems to be 1) live at home, or 2) join with other families and buy our disabled adult children a home.	7/29/2019
1	I am not familiar with the available housing to judge any of this. As a general philosophical point, there isn't any "need" for any particular type of housing. People may wish there was more or less of a particular type available, but that's really a commentary on where the free market has found its level relative to what you would like, not any need. Nobody has an inherent right to live in Groton or anywhere else, whether they grew up here, lived here a long time, or anything else. Let the free market do its thing. It will do it better than any amount of "planning", with the resulting unintended consequences. Any choice you make results in winners and	7/26/2019
1	The current housing options should be reviewed and residents talked to personally about the conditions of their apartments. There are multiple families in mv complex with windows duck taped in and having health issues	7/26/2019
1	We bought so long ago - when Groton was more affordable. We have struggled at times to pay the mortgage. We could not afford to buy our home now. with our present income. In our house lives a young mother and	7/26/2019
1	Stop building huge monstrosities in town and driving up the real estate	7/26/2019
1	these are guesses. I don't	7/24/2019
1	I assume there are some elderly or disabled that would benefit from	7/23/2019

Groton Housing Production Plan Survey

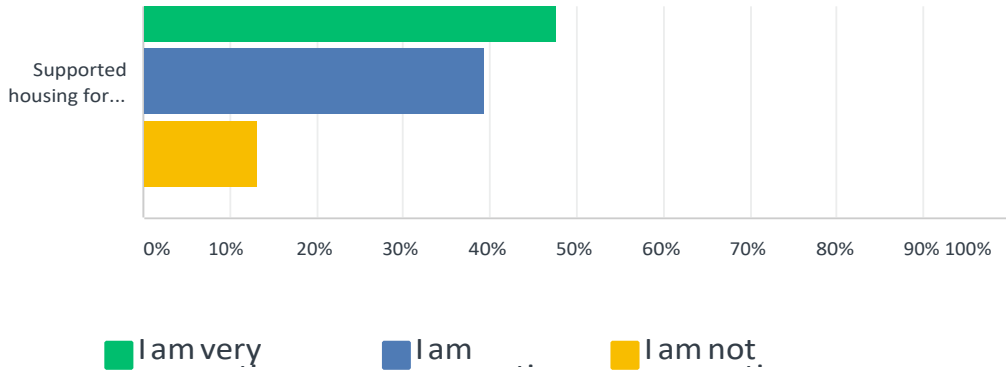
1	I do not have enough perspective to say if it is high or not. What is a high need is for people to be able to stay in Groton throughout their lives,	7/23/2019
2	I see 55+ housing as being very necessary in Groton. If folks want to	7/23/2019
2	Uncles what is meant by "supported housing". I am assuming it means	7/23/2019
2	1) my understanding is that we are having a hard time filling our existing affordable housing given current guidelines. This may be wrong. If so, there is a PR initiative here. 2) many of these terms are not clear or well defined for most of us, leaving the question open to interpretation. 2a)I don't know what 'moderate income home ownership housing' means. Is it a program	7/23/2019
2	The problem with building "affordable housing" , from what I've seen, is that it is still not affordable to many. Building is too expensive. The best solution I've seen is to convert large, often antique, homes to condos. I	7/19/2019
24	there is almost no housing available to families or individuals with less than \$250K incomes, and virtually none for affordable rental or mobile homes	7/17/2019 12:32 PM

Q10 How open are you to the following types of housing in Groton?

Answered: Skipped



Groton Housing Production Plan Survey



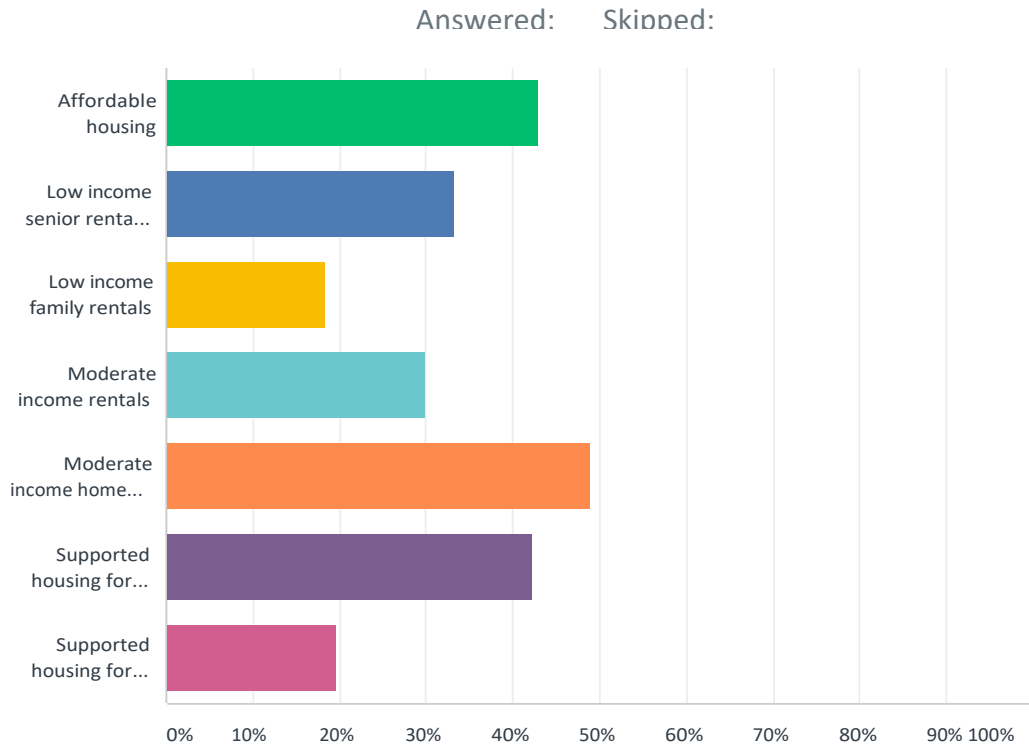
	I AM VERY SUPPORTIVE	I AM SUPPORTIVE	I AM NOT SUPPORTIVE	TOTAL
Affordable	44.92 o/	39.57 o/	15.51 o/	18
Low income senior rentals (60	52.58 o/	32.99 o/	14.43 o/	19
Low income family	37.82 o/	32.64 o/	29.53 o/	19
Moderate income	40.10 o/	48.44 o/	11.46 o/	19
Moderate income home	50.00 o/	43.75 o/	6.25 o/	19
Supported housing for seniors (60	51.03 o/	37.11 o/	11.86 o/	19
Supported housing for people with disabilities (50	47.64 o/	39.27 o/	13.09 o/	19

#	ADDITIONAL COMMENTS:	DATE
1	All of the above are needed and in mv opinion should NOT be mutually	9/23/2019
2	I am supportive of affordable housing if it doesn't bring down the value of my home to a point where it's no longer profitable for the owner.	9/19/2019
3	This is Groton. ALL are welcome. not only the rich or the	8/30/2019
4	I'll be moving out of Groton ASAP and into NH, so all I am concerned	8/30/2019
5	I am a community member 59 years and younger with disabilities who depends on others for transportation. It is very difficult living in Groton	8/22/2019
6	N/	8/20/2019
7	Again, I don't know how to answer the question. If it raises taxes to provide for family housing (schools), then probably not. Our taxes have quadrupled since we moved here and our house hasn't even doubled in value. I senior	8/4/2019
8	You need to define your terms and thresholds. What is "moderate"? What	7/30/2019
9	I just believe affordable is a term that is not achievable in Groton. Not based	7/29/2019
1	I realize mv response it biased towards	7/29/2019
1	Again, let the natural free market forces decide this. If there is enough	7/26/2019

Groton Housing Production Plan Survey

1	My daughter had "affordable" housing in Groton and had to work 2 jobs to keep it. She has a college education and a good full time job. Her	7/26/2019
1	Groton is too expensive and lacks both ethnic/racial diversity, and seems	7/24/2019
1	I don't feel that Groton has all of the additional support services	7/23/2019
1	Home owners make better citizens. they abide by laws more and don't	7/23/2019
1	I am not sure what supported housing is. definition would	7/23/2019
1	Regulations should be loosened to allow for multifamily housing and	7/23/2019
1	same as for 9	7/23/2019
1	I am not in favor of increasing taxes for any programs. If this is truly an issue	7/23/2019
2	These are all good things. Again, we do not need to break new ground for them. Let's keep the character of the town. Keep our open spaces. Once they are gone, they are gone. Convert the housing inventory we already have. The town does not need more large projects that increase traffic	7/19/2019
21	village zoning should plan for affordable housing and incentivize its development accompanied with public transportation options	7/17/2019 12:32 PM

Q11 Would you or someone you know benefit from any of the following types of housing? (Please check all that apply)



ANSWER CHOICES	RESPONSES	
Affordable	42.86	6
Low income senior rentals (60)	33.33	4
Low income familv	18.37	2
Moderate income	29.93	4
Moderate income home	48.98	7
Supported housing for seniors (60)	42.18	6
Supported housing for people with disabilities (59)	19.73	2
Total Respondents: 147		

#	ADDITIONAL COMMENTS:	DATE
1	n	9/1/2019
2	None of the	9/1/2019
3	We live in an affluent area of town, but the town really needs diversity in housing options. Seniors and people with disabilities would benefit most from the	8/31/2019
4	N	8/31/2019
5	Not	8/30/2019
6	Our son will not be able to live independently when he reaches adulthood and he would like to be able to live with his parents in Groton	8/30/2019

Groton Housing Production Plan Survey

7	No housing allotments until Gdrsd is	8/30/2019
8	I have many friends that are starting their families while still burdened by massive student loans. Even if they have 2 incomes that get close to the median income in the area it is very difficult to find somewhere to live, especially when looking to purchase in towns with good school districts. It has been a maior blessing for mv familv to have less in student loans than	8/30/2019
9	The Senior Center bus is helpful for non-seniors with disabilities who work however its services stop at 4 PM. Workdays usually continue beyond that hour. Additional Senior Center Bus hours or other modes of available	8/22/2019
1	Affordable. Not in	7/29/2019
1	Mv son would	7/29/2019
1	None that I	7/29/2019
1	No. I'm fine. And. if I wasn't. that should be	7/26/2019
1	We don't need more low income housing in Groton. We need	7/26/2019
1	N	7/23/2019
1	N	7/23/2019
1	Non	7/23/2019
1	n	7/19/2019
19	We do not need supportive housing at the present time, but may in the foreseeable future. We are all one accident or illness away from needing	7/11/2019 11:12 AM

Q12 Are there other housing needs in Groton that you would like to see addressed in Groton's new Housing Production Plan?

Answered: Skipped:

#	RESPONSES	DATE
1	Try to build rental complexes with full time management staff only, to	9/19/2019
2	N	9/5/2019
3	N	9/5/2019
4	N	9/2/2019
5	n	9/1/2019
6	N	9/1/2019
7	N	8/31/2019
8	Permission to build in-law suites. My parents would like to move in with us	8/31/2019
9	The future need of a refurbished or new	8/31/2019
1	Reduction in property taxes: Reduce the burden on the taxpayer: Allow	8/31/2019
1	Not	8/30/2019
1	N	8/30/2019
1	Housing/supported accommodation for individuals recovering from	8/30/2019
1	None that I can think of at the time. My concerns have always been with	8/30/2019
1	N	8/30/2019
1	X	8/30/2019
1	Not to use up all the farmland/greenspace. Keep environmental	8/30/2019
1	n	8/30/2019
1	No	8/22/2019
2	Don't over-develop Groton. Don't sellout like Westford!!	8/13/2019
2	N	8/9/2019
2	Perhaps more condos for senior citizens based on what I heard at	8/4/2019
2	more affordable 55	8/3/2019
2	No	7/30/2019
2	Overall planning so that less-mobile communities are not isolated at great	7/30/2019
2	55 and	7/29/2019
2	N	7/29/2019
2	Moderate Senior housing/condom rentals close	7/29/2019
2	Traffic patterns. Tax revenue from Lawrence academy and Groton school.	7/29/2019
3	Not aware of	7/29/2019

Groton Housing Production Plan Survey

3	Groton needs to support building homes for new families. Without this, the population will shrink, tax revenue will fall, and the town will face	7/27/2019
3	Ideally, as much open space without houses on it	7/26/2019
3	Not	7/25/2019
3	Have home owners/renters clean up and remove the unsightly huge piles of equipment and junk that are becoming toxic dumps outside the homes	7/24/2019
3	N	7/24/2019
3	clustered development with mixed types of housing to preserve open space	7/24/2019
3	N	7/23/2019
3	Over	7/23/2019
3	N	7/23/2019
4	N	7/23/2019
4	We don't need luxury condos. we need cost efficient housing for all	7/23/2019
4	Clear vision of what happens if we don't meet state affordable housing	7/23/2019
4	Multigenerational housing such as Minkas, backyard "granny pods" or accessory dwelling units in general. There may be families where the parents can't care for their existing Groton home. a child may wish to move	7/23/2019
4	ease up on zoning laws to allow a little density in the town center or	7/23/2019
4	rooming	7/23/2019
4	n	7/23/2019
4	Apartments for young	7/23/2019
4	55+	7/23/2019
4	See	7/23/2019
5	Small multifamily units (2 or 3 deckers) should be included not just	7/23/2019
5	Senior housing and low-income housing for a specific group: families, artists, etc. Low-income housing is not attractive to a voter base, but	7/23/2019
5	Renta	7/23/2019
5	n	7/23/2019
5	I've already spoken to	7/19/2019
5	yeah. there is no public transportation for people who can't afford or	7/17/2019
5	Ability to add an "in-law" apartment to housing and have it qualify	7/15/2019
5	Smaller condo units for Seniors to downsize into. Not necessarily subsidized, but at the lower end of market rate. Senior Community Housing (a Continuing Care Retirement Community such as Rivermead in	7/14/2019
5	There is a need for more universally accessible housing at	7/11/2019
5	Smaller single level 'ranch style' homes instead of the McMansions	7/11/2019
60	Affordable rental, families and seniors	7/11/2019 10:11 AM

Q13 Please provide any additional comments you would like to share.

Answered: Skipped:

#	RESPONSES	DATE
1	Just please no ugly mc mansion	9/21/2019
2	We must maintain enough children in the Swallow-Union school district	9/19/2019
3	n	9/1/2019
4	Non	8/31/2019
5	N/	8/31/2019
6	I would greatly benefit from additional housing resources. I have lived in Groton for several years with my parents. I am a 30 year old single mother who would like to be able to not be in her parents house. I have been on	8/30/2019
7	When permitting contractors to build entire neighborhoods, please be choosy and look at past jobs and reputation. Many builders who are willing to take on projects that include affordable homes do as little as possible, and do not really live up to the spirit of the law when working on the affordable homes. There is also little protection for the purchasing family if the town has not remained vigilantly involved. When we bought our affordable home, we asked for changes to the p&s that were common and	8/30/2019
8	X	8/30/2019
9	That is	8/22/2019
1	Don't over-develop Groton. Don't sellout like Westford!!	8/13/2019
1	This survey seems about the beliefs of the community and not useful for planning as there is not actual data provided. We do not have a baseline	8/5/2019
1	Traffic congestion through the center of Groton is a serious problem that will likely only become worse with increased housing and associated	7/30/2019
1	Change the methodology of determining the tax rate for seniors who are trying to remain in their homes instead of forcing us out of our homes.	7/29/2019
1	It is inconceivably irresponsible to think about adding affordable housing stock without also adding corresponding employment opportunities within the community and taking into consideration additional town services that	7/29/2019
1	N	7/29/2019
1	Hannv	7/29/2019
1	I am not familiar with Groton's housing	7/29/2019
1	I've said enough above	7/26/2019

Groton Housing Production Plan Survey

1	Please review Winthrop place. I have a neighbor with chunks of their ceiling missing. Others who confirmed mold and many with windows duct taped in place that the wind blows out. People are afraid to fight the owners and have asked them to fix these things many times over many years. I had to go way above and use the law to get them to fix a window	7/26/2019
2	Please inform Groton residents if any of the above initiatives,	7/25/2019
2	Non	7/25/2019
2	When a family loses one of their incomes due to unexpected death or	7/24/2019
2	thank	7/24/2019
2	As a community, we are better by being a diverse community. Groton tends to be a wealthy, white community. Affordable low and moderate income	7/23/2019
2	Please provide definitions of "supported" housing, is it financially	7/23/2019
2	Affordable housing so important to obtain/maintain a town that is vibrant and diverse in various ways. Fully support all efforts to add more affordable housing and additional housing options. Don't want Groton to become	7/16/2019
2	Allow detachable apartments on a single family lot and qualifv tword the	7/15/2019
28	Thank you for the good work you do!	7/11/2019 11:12 AM



TOWN OF GROTON

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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: June 12, 2020
RE: Select Board Annual Appointments

Terms Expire on June 30, 2021 unless otherwise noted

AFFORDABLE HOUSING TRUST – June 30, 2023
David Wilder

BOARD OF REGISTRARS – June 30, 2023
Jane Fry

CAPITAL PLANNING ADVISORY COMMITTEE
Scott Haggerty
Don Koski
David Manugian
Michael O'Rourke

COMMEMORATIONS & CELEBRATIONS COMMITTEE
Donald Black
Michael F. Luth
Steele McCurdy
Gail Chalmers

COMPLETE STREETS COMMITTEE
George Barringer
Michelle Collette
Peter Cunningham
R. Thomas Delaney Jr.
Stephen Legge
Kristen Von Campe

CONSERVATION COMMISSION
Bruce H. Easom – June 30, 2023
Olin Lathrop – June 30, 2023
Alison Hamilton – June 30, 2021

COUNCIL ON AGING - June 30, 2023
Dorothy Zale
Judith Palumbo O'Brien
Therese Keoseian
Peter Cunningham

HOUSING PARTNERSHIP
Peter S. Cunningham
Carolyn A. Perkins

INVASIVE SPECIES COMMITTEE
Jonathan Basch
Brian Bettencourt
Adam Burnett
Richard Hewitt
Olin Lathrop

LOCAL CULTURAL COUNCIL – **June 30, 2023**
David Zeiler

LOWELL REGIONAL TRANSIT AUTHORITY
George Rider

MBTA ADVISORY BOARD
John Reilly

MONTACHUSETT JOINT TRANSPORTATION COMMITTEE
Joshua A. Degen

MONTACHUSETT REGIONAL PLANNING COMMITTEE
Russ Burke
Mark W. Haddad

SCHOLARSHIP COMMITTEE – **June 30, 2023**
Kate Denninson

SUSTAINABILITY COMMISSION
Carl Canner
Bruce Easom
Alison Peterson
Marina Khabituyeva

ZONING BOARD OF APPEALS
Cynthia A. Maxwell – **June 30, 2023**
Stuart Schulman – **June 30, 2023**
Daniel McLaughlin (Alternate) – **June 30, 2021**
Jenepher Spencer (Alternate) – **June 30, 2021**
Chris Sweeney - **June 30, 2021**
Jack Petropoulos (Alternate) – **June 30, 2021**