

# Select Board Meeting Packet

June 29, 2020

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



# TOWN OF GROTON

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

## Select Board

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

**Town Manager**  
Mark W. Haddad

**SELECT BOARD MEETING**  
**MONDAY, JUNE 29, 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: 818 9902 6977**

6:00 P.M. Executive Session – Pursuant to M.G.L. c. 30A, §21(a), Clause 1 – “To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal or, or complaints or charges against, a public officer, employee, staff member or individual.” or Clause 2 – “To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel” – Purpose - Town Counsel

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

7:05 P.M. Public Comment Period

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

1. Select Board's Agenda Schedule
2. Address Any Changes in Emergency Protocols – Update on Town Action – Review Liability Concern of Park Commission Decision to Open Basketball Courts and Playing Fields; Review and Consider Approving Recommendations of the Sargisson Beach Committee
3. Review Any New Information from the Commonwealth
4. Continue Review of Housing Production Plan
5. Discuss Potential Date for 2020 Fall Town Meeting
6. Schedule Workshop to Establish Annual Goals of Select Board and Town Manager
7. Update from Town Manager/Water Superintendent on Water Plant Upgrade to Address Manganese Issue
8. Consider Ratifying the Appointments Special Police Officers and Kenneth Kromer, Michele Chu and Carolyn Orcutt as a Lifeguards at the Groton Country Club
9. Update on Select Board Schedule through Labor Day

### OTHER BUSINESS

- Update from Select Board Members Manugian and Pine on Proposed Police Forum
- Proposal from Select Board Member Degen on Forming a Task Force to Address Diversity Issues in Town

### 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  
Virtual Meeting of June 15, 2020

### ADJOURNMENT

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



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

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

**Subject:** *Weekly Report*

**Date:** *June 29, 2020*

1. Please note that the Board will be meeting in Executive Session at 6:00 p.m. I will be sending the Board a separate Zoom Invite for this meeting. The regular meeting (separate Zoom Webinar) will commence at 7:00 p.m. In addition to the Town Manager's Report and an update on the On-going issues list, there are two matters under other business. First, Select Board Members Manugian and Pine will update the Board on the proposed Police Forum, along with an update from Nadia Madden and Susan Hughes who are part of a community group established in January to do work around racism. Second, Select Board Member Degen will be proposing a Task Force to address Diversity Issues in Town. I will be providing the Board, under separate cover, a proposed Charge drafted by Mr. Degen for this purpose.
2. The following is a summary of issues and action items for the Board's review and consideration:
  - a. Town Hall will be open to the Public as of June 29<sup>th</sup>. In addition, the Pool at the Country Club opened to Groton Residents by appointment on Thursday, June 25<sup>th</sup>. I will provide the Board with an update on both openings at Monday's meeting.
  - b. As discussed with the Park Commission at your Emergency Meeting of Friday, June 19, the Park Commission has ordered the following signs to be installed at the various Parks/Courts in Town (please note the wording on this sign has been reviewed and approved by Town Counsel):

*NOTICE: This park is made available in accordance with laws governing recreational use, M. G. L., Chapter 21, Section 17C(a). The Town of Groton is not liable for personal injuries or property damage sustained by members of the public.*

The Board needs to discuss and determine if there are any other liability issues.

- c. As requested at your last meeting, I reached out to Nashoba Tech and asked what their needs would be relative to CARES Act Funding. Superintendent Pigeon stated that the School is currently eligible for FEMA funds and are submitting for a 75% reimbursement on supplies/custodial OT to date for expenses. They have asked if we could help with the other 25%. I asked her to provide me with an estimate of Groton's share. I will report back to the Board when I receive that information.

***Continued on next page – Over>***

**2. Continued:**

- d. The Sargisson Beach Committee met on Wednesday, June 24<sup>th</sup> to discuss whether or not to open Sargisson Beach this summer. They approved five specific recommendations to the Select Board relative to Sargisson Beach. The recommendations are as follows:

VOTED to recommend to the Select Board that regardless of whether the Sargisson Beach is open, that the safety measures (buoys and swim ropes) be installed.

VOTED to recommend to the Select Board that fishing be allowed at Sargisson Beach consistent with past practices.

VOTED to recommend to the Select Board that use of the kayak rack be restored to how it was previously used within advertising or promoting of the change of status.

VOTED to recommend to the Select Board that the beach is not open with lifeguards or any protocols and should be posted swim at your own risk and the parking lot is open.

VOTED to authorize the Conservation Administrator to award a contract (up to \$4k) for summer cleanup of the Sargisson Beach parking lot, main walking path, and beach front.

I would respectfully request that the Select consider approving these recommendations at Monday's meeting.

3. As of the writing of this report, I do not have any new information from the Commonwealth. It is my understanding that the Governor will be releasing information relative to the next phase in the next day or so. I will provide the Board with any new information at the meeting Monday evening.
4. As requested by the Board, I have set aside time on the Agenda for the Board to continue its discussion on the Housing Production Plan. I have invited both Takashi Tada and Fran Stanley to the meeting to help with the discussion. Please refer to the copy of the Draft Plan that I provided you in your last meeting packet. If you need another copy, please advise.
5. I would like to discuss with the Board a date for the Fall Town Meeting. I had originally thought we should wait until late November for the meeting so that we would have a better handle on first quarter receipts. Since that time, we have been informed by the State not to expect any local aid decisions, including meals tax and occupancy tax revenues until later this fall. In addition, I am concerned that the COVID-19 Pandemic will not be over by the fall and it would be in our best interest conduct the Town Meeting outdoors again. Waiting until late November would make it very difficult to have an outdoor Town Meeting. Our Town Accountant will continue to monitor revenues on a monthly basis, so we should have an idea by early September how the first two months of FY 21 have unfolded. Patricia will also do her best to have free cash certified by the middle of September. Based on all of this, I would like the Select Board to consider holding the Fall Town Meeting on Saturday, October 3<sup>rd</sup>. Should the Select Board feel we should wait until November, I would propose the date of Monday, November 16<sup>th</sup>. Whatever the Board decides, I will be asking the Board to officially call for the Fall Town Meeting at your next meeting on July 13<sup>th</sup>.

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6. It is that time of year for the Board and Town Manager to establish goals for the ensuing year. It has been the Board's practice to schedule a workshop for this purpose. Given our every other week summer schedule, I would propose that the Board schedule the workshop for Monday, July 6<sup>th</sup> at 6:00 p.m. We can discuss this further at Monday's meeting.
7. As requested, the following is a brief update of the progress the Water Commission has made since the Town signed the Consent Order with the DEP in February of 2020. This was prepared by Superintendent Tom Orcutt (he will be at the meeting to answer any additional questions):

It is important to note that there has been no official change to the consent schedule based on the COVID-19 Pandemic to date. This question was asked in late March early April and is worthy of a more formal written response to DEP. Attached a schedule the Water Commission put together in January of 2020 anticipating an accelerated schedule and seeking partial funding in the Fall under Option 3C- Baddacook as the earliest potential start date for any construction work. This option also allowed us to see if we could provide more treated water to our customers for a longer period of time. The Water Commission is exploring two treatment plant options for the treatment of manganese at the Whitney Wells. Option #1: Construct a new facility Iron and Manganese Treatment Facility at the Whitney Wells (3B-Manganese Mitigation Plan Aug 2019). Option #2 Expand the Baddacook Iron and Manganese Treatment Facility and pipe water to Baddacook for Treatment (3C-Manganese Mitigation Plan Aug 2019). Note: both options would include building capabilities for the treatment of PFAS/PFOS in future if required.

Piloting:

The Water Department engaged CEI to conduct Pilot Testing of both source waters to be sure the treatment technology being considered – “Greensand Plus” will be acceptable treatment technologies. Other treatment technologies were considered, but they are not cost-effective treatment options the Board could approve. Both source waters are similar in nature and a “Greensand Plus” pressure system will work at either site (note Baddacook currently use this type of treatment system). The Final Report for the Piloting is to be submitted to the DEP on or about June 30<sup>th</sup> and to the GWD.

Conceptual Plan:

This phase of engineering is running concurrently with the Piloting of the source waters. The preliminary “draft” report discussed the two options in greater detail (3B-Whitney and 3C-Baddacook). The building foot prints or Building layouts were reviewed and construction costs were further refined with both options. This Report is due to the BOWC's on or about July 14<sup>th</sup>.

Water Department Staff has reviewed numerous financing and debt schedules using a \$7.5M dollar figure back in the Fall of 2019 for both options. These very preliminary estimates that formed the basis for exploring two potential options for the Board to consider with guidance from our engineers. As the Conceptual Plan evolved, Option #1 – 3B Whitney appears to have an estimated to cost \$6.6m and Option #2 – 3C Baddacook has an estimated to cost \$7.3M. These are very preliminary figures, but it shows that Option 3B-Whitney is less expensive than Option 3C- Baddacook. The Water Commission will continue to review each option very carefully and weigh the Pros and Cons of each. The Water Commission will also work with Bond Counsel to review the revised financing and debt schedules for both options.

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8. I would respectfully request that Board consider ratifying the following appointments of the Town Manager:

**Special Police Officers, 1-year term – June 30, 2021**

Pepperell – PO Box 292, Pepperell, MA 01463  
Townsend – PO Box 137, Townsend, MA 01469  
Dunstable – PO Box 154, Dunstable, MA 01827  
Tyngsboro – 20 Westford Road, Tyngsboro, MA 01879  
Westford – 53 Main Street, Westford, MA 01886  
Ayer – 54 Park Street, Ayer, MA 01432  
Shirley – 11 Keady Way, Shirley, MA 01464  
Littleton – 500 Great Road, Littleton, MA 01460  
Chelmsford – 2 Olde North Road, Chelmsford, MA 01824  
Lunenburg – 655 Mass Ave, Lunenburg, MA 01462

Kenneth Kromer, Michele Chu and Carolyn Orcutt as lifeguards at the Groton Country Club

9. Please see the following update to the Select Board's Meeting Schedule through Labor Day:

Monday, June 29, 2020	-Already Posted
Monday, July 13, 2020	-Call for 2020 Fall Town Meeting -Begin Annual Review of the Town Manager -Consider Approving Housing Production Plan -Approve FY 2020 Line Item Transfers -Update on Country Club Pool Status
Monday, July 27, 2020	-First Public Hearing on Developing MS4 Permit Fee -Review and Approve Proposed Annual Goals -FY 2020 Fourth Quarter Financial Review -Update on Diversity Classes/Training
Monday, August 10, 2020	-Review First Draft of Fall Town Meeting Warrant -Town Manager's Annual Performance Review -If RFP for Town Counsel – Review Proposals
Monday, August 24, 2020	-Public Hearing for Fall Town Meeting Warrant -Executive Session Minute Review
Tuesday, September 8, 2020	-To Be Determined

MWH/rjb  
enclosures



**TOWN OF GROTON**  
**Water Department**  
173 Main Street. Town Hall  
Groton, Massachusetts 01450

Office: 978-448-1122  
Fax: 978-448-1123

Superintendent:  
Thomas D. Orcutt

Business Manager:  
Lauren E. Crory

Commissioners:  
John J. McCaffrey  
Greg R. Fishbone  
James L. Gmeiner

## Manganese Treatment Plant Milestones: Spring / Summer 2020

- Pilot Scope and Fee Proposal by CEI – January 7<sup>th</sup>, 2020
- Pilot Study Notice to Proceed to CEI – January 21<sup>st</sup>, 2020
- Pilot Study Application To DEP-CERO – February 6<sup>th</sup>, 2020
- Piloting Approved by DEP-CERO – February 28<sup>th</sup>, 2020
- Piloting at Whitney and Baddacook – April 30<sup>th</sup>, 2020
- Pilot Report to DEP-CERO – June 30<sup>th</sup>, 2020
- Pilot Report Approved by DEP-CERO – July 30<sup>th</sup>, 2020\*
- Conceptual Plan Scope and Fee Proposal to GWD – March 10<sup>th</sup>, 2020
- Conceptual Plan Notice to Proceed – March 24<sup>th</sup>, 2020
- “Draft” Conceptual Plan to the GWD – May 28<sup>th</sup>, 2020
- “Final” Conceptual Plan to the GWD – July 14<sup>th</sup>, 2020
- Final Concept Plan to DEP – July 28<sup>th</sup>, 2020
- Concept Plan Approval from DEP-CERO – August 28<sup>th</sup>, 2020\*
- Town Meeting Article to the Town Manager - August 28<sup>th</sup>, 2020\*
- Presentation of Conceptual Plan to the Public/BOS – September 2020
- Town Meeting Presentation – October 19<sup>th</sup>, 2020

\*Exact dates may change due to DEP approval process

6/25/2020

FW: Diversity and Inclusion - mwh1346@gmail.com - Gmail

From: Alison Manugian

Sent: Thursday, June 25, 2020 9:00 AM

To: Mark Haddad <mhaddad@townofgroton.org>

Cc: Dawn Dunbar <ddunbar@townofgroton.org>; Nadia Madden <nadia.madden@gmail.com>; Susan Hughes <susahughes@gmail.com>

Subject: Diversity and Inclusion

Mark,

I had a great conversation last night with Nadia Madden and Susan Hughes, who are part of a community group established in January to do work around racism. I mentioned to them both on this email and urge them to add details and correct my errors. As an individual I have much to learn and struggle with vocabulary, structure etc. This would be a recently organized, enthusiastic but perhaps not committed, group of many in town wanting to be part of the solution. While enthusiasm is in and out, it is coordinated to be most effective. I was pleased to find that the group they represent includes most of the other folks I've heard about and that they are committed.

They have found opportunities for SEED training in conjunction with Lawrence Academy to be offered for local school and community leaders. This training is now complete. The feedback on the program is tremendously positive and participation will be important for change and to encourage our community as a whole. They would like (and I share their enthusiasm) to have highly visible community and municipal leaders participate in the first training cohort. The current cohort includes Fire, SC members, SB members, library reps and other department heads with significant community contact. In addition to the training they are working to address racism and discrimination. They are working now on approaches that allow for sharing in productive ways that create a foundation for further discussion and action. I am convinced many community members of the need for discussions and work, and we are fortunate that this group began several months ago and is now ahead.

With this email I'm asking you to add to the agenda for 6/29 an item - Discussion of community based SEED training and experience sharing event. If they are unable to coordinate with their larger group in a formal way before Monday (which is fully understandable) I will do an intro and we will add the event to the agenda with them and look forward to this important work!

Thank you,

*Alison Manugian*

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Creating conversational communities that drive change

## About SEED

The National SEED Project (Seeking Educational Equity and Diversity)<sup>SM</sup> partners with schools, organizations, and communities to develop leaders who guide their peers in conversational communities **to drive personal, organizational, and societal change toward social justice.**

Participants first attend [SEED New Leaders Week \(/be-a-part/new-leaders-week\)](#), where they will experience our immersive and intensive methods and pedagogy. We then continue to support the new SEED leaders across the year as they develop their own seminar series for colleagues at their schools, organizations, workplaces, or communities.

SEED leaders design their [SEED seminars \(/be-a-part/local-seed-seminars\)](#) with the flexibility to adapt them to their own local needs. They include **personal reflection and testimony, listening to others' voices, and learning experientially and collectively**, in the context of each participant's **intersecting identities**. Through this methodology, **SEED equips participants to connect our lives to one another and to society at large by acknowledging systems of power, oppression, and privilege.**

More than 2,900 educators, parents, and community leaders from 42 U.S. states and the District of Columbia, plus 15 other countries, have been trained as SEED leaders by the National SEED Project and its Minnesota and New Jersey branches.



## A Brief History

In 1987, [Peggy McIntosh \(/Leader-Essays/peggy-mcintosh-a-personal-autobiography\)](#), author of the classic paper, "[White Privilege: Unpacking the Invisible Knapsack \(/about-us/white-privilege\)](#)," founded the National SEED Project to confirm her belief that teachers could be leaders of their own professional development. She and [Emily Style \(/SEED-Directors-and-Year-Round-Staff/emily-style\)](#), author of the 1988 article "[Curriculum as Window and Mirror \(/Key-SEED-Texts/curriculum-as-window-and-mirror\)](#)," co-directed the project for its first 25 years. [Brenda Flywithhawks \(/SEED-Directors-and-Year-Round-Staff/brenda-flywithhawks\)](#), whose consulting was a shaping force from the beginning, also served as a co-director for 15 years from 2002-2016. The scholarly activism of SEED, which has always been housed at the Wellesley Centers for Women at Wellesley College, seeks to balance, in the words of Emily Style, "scholarship on the shelves" with "scholarship in the selves." Now in its fourth decade, SEED is currently led by Co-directors [Emmy Howe \(/SEED-Directors-and-Year-Round-Staff/emmy-howe\)](#), [Gail Cruise-Roberson \(/SEED-Directors-and-Year-Round-Staff/staff-roberson-gail-cruise\)](#), and [Jondou Chase Chen \(/SEED-Directors-and-Year-Round-Staff/staff-jondou-chen\)](#), with Associate Directors [Motoko Maegawa \(/SEED-Directors-and-Year-Round-Staff/staff-motoko-maegawa\)](#), and [Ruth Mendoza \(/SEED-Directors-and-Year-Round-Staff/staff-ruth-mendoza\)](#).

## What SEED Offers

SEED offers:

- A **seven-day, residential [New Leaders Week \(/be-a-part/new-leaders-week\)](#)** that prepares people to lead SEED seminars in institutions or communities where they are already employees or members
- A **three-day, residential [ReSEED \(/be-a-part/reseed-revisit-recharge-renew\)](#) training** that helps experienced SEED leaders to revisit, renew, and recharge their practice
- An **online community** for SEED leaders to support each other, network, and share resources
- **Regional events** that showcase SEED concepts and methods
- **Workshops** at conferences around the U.S.

SEED leaders get:

- **Facilitation techniques and interactive exercises** that increase people's abilities to see systemically
- Access to **SEED leaders-only resources and online community**
- **Print and digital media resources** for adults and youth
- **Regional networks** for SEED leaders
- **Support** from SEED co-directors and other experienced SEED leaders

Learn more about [becoming a SEED leader \(/be-a-part/new-leaders-week\)](#).

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## What Makes SEED Different?

- SEED believes that **each of us is an authority on our own experiences** and that cultivating spaces for self-learning and peer-sharing leads to meaningful conversations and change toward equity and diversity.
- SEED acknowledges each participant's **intersecting identities** and the ways these multiple identities are both personal (our own) and political (socially shaped).
- SEED asks us **to reflect on and share our own stories of identities and wellness and to consider how they are connected to others**, as a necessary prelude to creating more inclusive learning spaces and communities.
- SEED takes a **systemic approach** to oppression and privilege, rather than seeing them only in terms of individuals making individual choices.
- SEED acknowledges that **justice work is an ongoing process**, professionally and personally, not a one-time training.
- SEED **honors and develops local leaders** rather than bringing in outside "experts" to lecture. SEED leaders guide their colleagues in **experiential, interactive exercises and conversations** often stimulated by videos and readings.
- SEED uses methods of **intentionally structured group conversation**, developed over more than 30 years, to create effective learning environments that include input from all voices.
- SEED work is **not about blame, shame, or guilt** about one's location in societal systems. It is about deepening awareness of and our sense of responsibility for the existence of these systems.
- SEED builds agency and capacity for change by asking what the justice is that we need individually, relationally, and systemically, and by **committing to enact that change** from our positions within our SEED sites.
- SEED is deeply grounded in recognizing the time it takes to self-reflect, to be in authentic conversation, and to design systemic change for justice. SEED seminars put in place **an ongoing constructive conversation** about sometimes polarizing issues. SEED is therefore not a quick fix for a crisis, but makes communities more competent to deal with crises when they do occur.
- **SEED's storytelling approach** can complement other diversity programs by preparing participants to be more aware of their own experiences with privilege and oppression and to listen more effectively to the experiences of others.

(<http://www.wcwoonline.org/>)SEED has been a collaborative effort of SEED staff members since 1987.

Wellesley  
Centers for  
Women

## KEY CONCEPTS

To create the most effective environments for learning and flourishing, we need curricula, teaching methods, and workplace practices that are gender fair, multiculturally equitable, socioeconomically aware, and globally informed.

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We as educators, parents, community leaders, and business leaders can create such environments if we look again at how we ourselves were schooled to deal with difference and connection.

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When we are put at the center of our own processes of growth and development, we are better able to put the growth and development of young people and colleagues at the center of our classrooms, communities, and workplaces.

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Creating conversational communities that drive change

## Local SEED Seminars

### What Is a SEED Seminar?

SEED seminars, run by local teachers, faculty, parents, community leaders, or other professionals who have gone to [SEED New Leaders Week \(/be-a-part/new-leaders-week\)](#), are what make SEED such an effective force for professional development, curricular change, and institutional transformation.

A SEED seminar involves participants in (traditionally) a series of monthly, three-hour seminars during the academic year. Teachers, other school personnel, business colleagues, community members, employees of other organizations, or even students may participate in SEED seminars at the discretion of the seminar leader. Participants explore their own education in relation to race, gender, socioeconomic status, religion, sexual identity, abilities, and age, and how these factors currently impact their school, classrooms, community, or workplace. They consider how they can use their classrooms, communities, or workplaces to create a more equitable environment for all.



### What is the purpose of a SEED seminar?

A SEED seminar seeks to improve schools, colleges, communities, and workplaces by helping participants make their climates, curricula, and teaching methods more gender fair and multiculturally equitable. SEED seminars help participants reflect upon and connect their individual experiences to the wider systemic context.

### How does a SEED seminar differ from a class?

Leaders of SEED seminars do not lecture. Instead, they lead their colleagues in experiential, interactive exercises and discussions often stimulated by monthly films and readings. The seminars deepen participants' understanding of themselves, expand their knowledge of the world, and point the way to making schools, colleges, communities, and workplaces more inclusive.

### How does a SEED seminar differ from other kinds of professional development?

At the monthly seminars, participants engage in conversations with colleagues about things they really care about. No outside professional delivers a pre-canned workshop. Hundreds of schools, colleges, communities, businesses, and other institutions find that SEED seminars offer a refreshing and effective way to fight teacher burnout, change their institution's social and emotional climate, and rethink their curriculum and practices.

### What does a school, college, community, or workplace gain from sponsoring a SEED seminar?

When an organization, institution, or business sponsors a SEED seminar it demonstrates a commitment to making education and community interaction fair and inclusive. People thrive when they are trusted with their own professional development. Parents appreciate the impact of SEED in their children's classrooms. Parent seminars extend the benefits of re-envisioning the curriculum to the community and create support for improvement and for shared reflection on their own parental practices. Everyone benefits from the expanded curriculum, improved climate, and thoughtful facilitation that SEED seminars promote.

### Who can lead a SEED seminar?

A SEED seminar can be led by a facilitator who has participated in the week-long [SEED New Leaders Week \(/be-a-part/new-leaders-week\)](#) that equips the leader with the necessary skills and knowledge.

### What is the setting of a SEED seminar?

SEED seminars meet in libraries, lounges, classrooms, conference rooms, or other spaces that are amenable to group meetings. Food is always provided in order to help create a welcoming, comfortable atmosphere.

### How can a school, college, community, business, or other institution sponsor a SEED seminar?

Begin by having a prospective SEED leader [complete the application \(/be-a-part/new-leaders-application\)](#) to attend the SEED New Leaders Week residential training. The sponsoring entity must also make certain that it can provide support for the seminar with time and space to meet and a budget for food.

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# **GROTON PUBLIC FORUM**

**A MODERATOR GUIDED DISCUSSION  
OF EXISTING GROTON TOWN AND  
POLICE DEPARTMENT POLICIES  
AND PRACTICES**

Come learn how our local officers respond now, and to understand the foundation for future discussions of priorities and alternatives.

**GROTON  
SELECT  
BOARD**

**GROTON  
POLICE  
DEPARTMENT**

**WWW.TOWNOFGROTON.COM**

**Monday  
July 20  
at 7pm**

**ONLINE VIA ZOOM**

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PASSWORD**

# DID YOU KNOW?

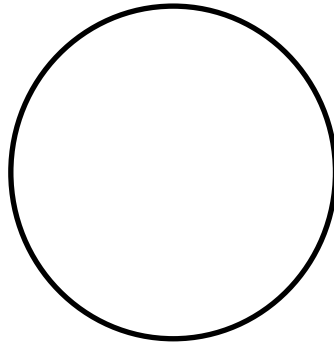
## GPD HAS XX OFFICERS

Xx patrol

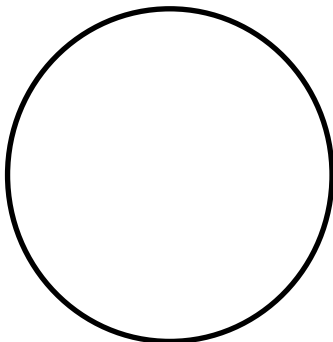
Xx sergeants

Xx School Resource Officer

1 highly trained fabulous dog



## GPD RESPONDED TO XX CALLS IN LAST SIX MONTHS



XX welfare checks

Xx breaking & entering

Xx traffic enforcement

# Groton Public Forum

A MODERATOR  
GUIDED  
DISCUSSION OF  
EXISTING GROTON  
TOWN AND POLICE  
DEPARTMENT  
POLICIES  
AND PRACTICES

**Monday  
July 20  
at 7pm**

**ONLINE VIA ZOOM**

**LINK**

**MEETING ID  
PASSWORD**

**WWW.TOWNOFGROTON.COM**

# DID YOU KNOW?

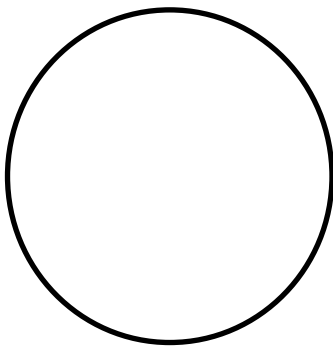
## ANNUAL GPD BUDGET

**XXX**

**XXX PER HOUSEHOLD**

**XXX PER PERSON**

## ALLOCATED LIKE THIS:



Xx salaries and wages

Xx benefits

Xx vehicles

Xx equipment

Xx training

**WWW.TOWNOFGROTON.COM**

# Groton Public Forum

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## DRAFT – PROPOSED POLICE FORUM GUIDE

Moderator	Becky Pine
SB Representative	Alison Manugian
GPD Representatives	Chief Michael Luth Sergeant Rachel Mead XXX Gordon XXX
Question Compiler	???
Technical Zoom Guru	???

The intent here is to have an open and respectful conversation about our local community with a focus on the Police Department. As moderator I have the ability to mute or remove participants should there be an issue of some sort. We have been publicizing this event and have shared some data via those media postings. They are available xxx if you would like to review them during or after this event. Lastly we are recording this event and plan to broadcast it via Groton Cable Access. Unclear now if this is the first in a series of conversations or a single time event. We have tried to anticipate some more common questions in advance and will go through those first. We have then set aside time to take questions via the chat feature of Zoom. XXX will review the questions for clarity and to make sure that they are constructive to the community conversation.

Being an elected official, I as Chair of the Select Board, will address the political and non-police related questions and concerns. We are fortunate as a community to have a PD open to conversations such as these. While every organization has room for improvement, we have not seen here the egregious behaviors that other places are struggling with.

1. Please each introduce yourself and say a few words about your background and role(s) here in Groton.
2. Help us understand what the term Community Policing means in Groton's PD?
3. Groton PD is unionized; are you part of a state or national Police Union? Do the state or national unions mandate specific policies?
4. Governor Baker has proposed state-wide certification and licensing of Police Officers. Do you support this idea? Do you believe your union(s) support this idea?

### POLICIES AND PRACTICES:

5. Please tell us about Groton's Use of Force Policy
  - a. Where can it be found
  - b. When adopted/review frequency
  - c. Outline - highlights
6. Does Groton PD use body cameras or vehicle cameras now? Do you see a need for body cameras? Is there any downside to use of these tools?
7. I understand that Groton PD is a member of NEMLEC. What is NEMLEC and what do they do?
  - a. NEMLEC website & high level structure
  - b. Tool used by GPD and others to offer less frequently needed services
  - c. Cost effective and procedurally/outcome effective
8. Groton has Police Officers in our schools, called School Resource Officers. What do they do?
  - a. Who are they and where do they cover

b. Shared effort of Groton/GDRSD/Groton School & Lawrence Academy

9. What information is available about calls for GPD? Are there non-fire calls where you share a responsibility with another type of first responder? Are there tasks that are routinely done by GPD that could be done by others with similar impact?

#### BUDGET AND REALLOCATION:

10. What about the idea of re-allocating some of the Police budget to Social Services Agencies? Does Groton PD have access to Social Services Agencies for assistance?
- a. Here's a high level view of the GPD budget
    - i. Call out direct employee costs
    - ii. Training costs & materials costs

#### TRAINING AND BIAS AWARENESS:

11. Racist police practices and unconscious bias have been in the news recently. How does the GPD approach these topics internally and what does the GPD traffic stop data look like. What trainings has GPD had to identify and alter bias and have they been optional or mandatory?
- a. How does Groton PD respond when they get a call from a resident who is concerned about a black or brown person running or walking in their neighborhood? How do Groton Police officers respond when they see an unfamiliar black or brown person running, walking, or driving in Groton?
  - b. Has the Groton PD made or discussed any changes in policy in response to the recent national conversation about unconscious bias?  
<This was Members of the community have expressed concerns about people of color being stopped by Groton PD far more frequently than white people under circumstances when white people are generally not stopped. Since we are a predominantly white community, people of color may draw our attention, and arouse unconscious feelings, both positive and negative. How does Groton PD approach this situation? How can the PD and the community work together to reduce unconscious bias?>
12. How much/what kind of diversity training has been done/is standard for Groton Police Officers? Can more be done? When you are hiring or doing performance reviews, what do you look for/ evaluate on?
- a. Overview of training to considered as a hire – what do you look for in a new hire
  - b. Overview of initial new hire training
  - c. Ongoing trainings/frequency – what do you look at in reviews
  - d. Ideas for new mandatory trainings & costs thereof
13. You are working toward achieving Certification for Groton PD. What does that mean, and what are the requirements we still need to meet?

Public notice topics – to be shared via FB and to have event information

GPD basic data – types of calls & force make up - SRO role

GPD policy link & affiliations info

GPD budget



**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, JUNE 8, 2020  
UN-APPROVED**

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

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

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

**ANNOUNCEMENTS**

Ms. Manugian said that voting was tomorrow, Tuesday, June 9, 2020 and encouraged people to drop off their absentee ballot or vote at the polls from 1pm-7pm.

Ms. Manugian read a statement into the record relative to the rally held on Sunday.

Ms. Pine commended the organizers and the participants for an amazing event in Groton. She also thanked the Police Department for their part in this. Ms. Pine said that emotions were high and energy to do something was high adding this an opportunity for meaningful change. She provided some suggestions that had been brought to her attention including a program called SEED. Chief Luth expressed his honor and pride of being the Chief of the Groton Police Department and their dedication to the department and the Town.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said he was asked to look at FY209 and FY21 deficits requiring Cares Act funding. He said that they did not anticipate a deficit in FY20 adding those numbers would continue to be monitored. He said that FY21 was a different story. He said that they should be anticipating a deficit in state aid of 20% adding this was the same story in FY08. He said that they could see a revenue shortfall of \$600K. He said that he was hoping they might be able to use Cares Act funding to help with revenue shortfalls. Mr. Haddad added that the District could be helped out by the Town once they exhausted all federal grant funding available to them relative to COVID-19.

Mr. Degen asked what would happen if they couldn't use Cares Act money for revenue shortfalls. Mr. Haddad said that he could answer that better in September adding that he would keep the spending freeze in place as an example. Mr. Giger said that they needed to look at the 20% reduction in local aid as a best case adding they may not even get that much. Mr. Haddad said that they were fortunate that state aid only made up 3% of the municipal budget adding he was more worried about the school district adding state aid made up a larger part of their budget.

**APPOINTMENT OF ALTERNATE TO NASHOBA TECH SCHOOL COMMITTEE**

Ms. Gilbert called the School Committee to order at 7:18pm. Members Cronin, Raynor, and Kubick were also present. Mr. Kauppi called the joint meeting to order. Mr. Kauppi said that he would accept nominations to serve as an alternate to the school committee for a three-year term.

*Ms. Manugian nominated John Ellenberger. Mr. Degen seconded the nomination.*

Mr. Kauppi closed the period for nominations.

Mr. Ellenberger said he was interested in serving as he had gotten to know and appreciate what they did in his years covering their meetings. Mr. Reilly asked if he had served on other town committees. Mr. Ellenberger said that he had served on the original Cable Committee. Ms. Pine said it sounded like he was a good fit and thanked him for expressing his interest.

*Roll Call: Degen-aye; Giger-aye; Manugian-aye; Pine-aye; Reilly-aye; Cronin-aye; Gilbert-aye; Kubick-aye; Raynor-aye; Kauppi-aye*

Mr. Kauppi adjourned the joint meeting.

*Mr. Kubick moved to adjourn the GDRSC at 7:25pm. The motion was seconded. Roll Call: Gilbert-aye; Kubick-aye; Raynor-aye; Cronin-aye*

**TOWN MANAGER'S REPORT – Cont.**

2. Mr. Haddad asked the Board for permission to install porta-toilets at each of the open fields at a cost of \$2,015 per location, per porta-toilet. Mr. Haddad said that they added that cost to their Cares Act funding, should this be approved. Mr. Degen said that because the Park Commission did not take this into account and would fall to their Police Department, he asked if they would be able to use the reserve officers to monitor the parks and further asked if it would be covered by the Cares Act. Chief Luth said that they had an obligation to offer OT to full-time staff first. Mr. Haddad suggested that they see what utilization of the Parks looked like first and see if they needed to add extra coverage. Mr. Delaney said that they had installed snow fencing at the playgrounds and basketball courts to keep people from using them. Ms. Manugian said she still had a lot of concerns about this and was interested to see how this went.

Mr. Haddad asked the Board to approve the installation of porta toilets at the four fields the Park Commission approved opening.

*Ms. Pine made the motion. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

3. Mr. Haddad said that a new law was passed updating the Municipal Relief Act but nothing that really affected Groton. Mr. Haddad said that restaurants could open outdoor seating as part of Phase 2. Mr. Haddad talked about the liquor license requirements to serve alcohol outside. Attorney DeRensis suggested designating the Town Manager as the local licensing authority which would speed things up and allow restaurants to operate sooner.

*Ms. Manugian moved to appoint the Town Manager as the temp Local Licensing Authority until expiration by law, language that was suggested by Town Counsel. Mr. Degen seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

Mr. Haddad said that hotels and lodging could reopen, and driving ranges and libraries could also reopen as part of Phase 2.

4. Mr. Haddad said that they had been working on the MVP grant to fund the Broadmeadow Road/James Brook flooding issues. He provided the Board with a copy of the draft budget and summary. Mr. Haddad thanked Mr. Burke for leading the charge on this grant opportunity.
5. Mr. Haddad said that they were down 2 fulltime employees in the Highway Department. Mr. Haddad said that being down 2 employees was a huge hardship for the department and said that they really needed to get Mr. Delaney some help. Mr. Delaney said that he lost an employee last July, filled the position in October adding he had been again without some since December. He said that he also had an employee out on extended FMLA. He said that couple all this with childcare issues due to COVID, he said he was really short staffed most days. Ms. Manugian said that it made sense to fill this position given the microburst and COVID issues. Ms. Pine said that the Library and Police Department were short-staffed also and was concerned about those departments coming in to make their case. Mr. Haddad said that he was bringing this forward on a priority basis. He said that the Library was operating on a curbside basis right now and would have reduced hours when they opened. He said that he was not going to bring forward any positions within the police department even though they were going to be down an employee on July 1.

Mr. Robertson asked what this would do to the budget. Mr. Haddad said that these positions were already in the budget and were being fully funded right now. He said that the DPW position was a vacancy.

*Mr. Degen moved to temporarily lift the hiring freeze to fill a vacancy in the Highway Department effective June 9, 2020 and replace the hiring freeze in effect after this appointment. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

Mr. Haddad asked the Board to ratify his appointment of Wyatt Pepp from Dracut as a DPW Laborer effective June 16, 2020.

*Mr. Degen made the motion. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

Mr. Haddad and Mr. Delaney thanked the Board for their support.

6. Chief Luth talked about parking issues at certain places within Town. He talked about Fitch's Bridge being used as a place for kids to hangout adding that the intent was as a means for access to the trails. He suggested posting along the Pepperell Road entrance as no-parking.

Chief Luth said that the next location was along Gibbet Hill to access Bancroft Castle. He said that they had people accessing the area in the middle of the night. He suggested closing off access in front of the gate to access the field and posting other areas as town zones. Mr. Degen asked about posting the private road as for those residents and authorized vehicles only.

Chief Luth said that Court Street was an engineering nightmare. He said that the road fluctuated in size the entire way down and didn't allow for parking on both sides the entire way down. Chief Luth suggested no parking along the right-hand side of the road which would also allow access to fire hydrants.

Chief Luth said that along Indian Hill Road there was also a narrow part of road that didn't allow for larger vehicles to get through when people were parked on either side.

Ms. Pine said that parking on the left-hand side of Court Street was essentially the wrong way even though it was a one way. Chief Luth said that where it was a one way, it was consistent with the law. Ms. Pine asked if the residents had been asked their feelings about this. Chief Luth said that he had not asked the residents and thought they would not be ecstatic about it. Ms. Pine asked if parking was available at Gibbet Hill restaurant to access the castle adding that was what she had heard. Ms. Manugian cautioned advertising this. Mr. Tada said that along the northside of the parking lot there was a designated area outlined in the conservation restriction for parking to access the trails. Ms. Pine said that trails had been highly used during the pandemic and thought that this may diminish once the pandemic went away.

Mr. Degen said that they needed to notify the residents on Court Street and asked if the Board agreed. Mr. Giger said that if was possible for Mr. Delaney and Chief Luth to look at a layout where no more than 2 cars be parked on either side. Chief Luth said that there was no designated-on street parking anywhere else in Town and would have to delineate parking spaces. Ms. Manugian said that parking on one side makes it easier and safer for the residents.

*Ms. Pine moved to approve no parking zones and restrictions as prepared and laid out by Chief Luth for Fitch's Bridge. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

*Ms. Pine moved to approve no parking zones and restrictions as prepared and laid out by Chief Luth for Lowell Road/Bancroft Castle. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

*Ms. Pine moved to approve no parking zones and restrictions as prepared and laid out by Chief Luth for Indian Hill Road Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

*Ms. Pine moved to approve no parking zones and restrictions as prepared and laid out by Chief Luth for Court Street to begin on July 1, 2020 pending notification to the neighbors. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

7. Chief Luth said that he had come to the Board a year ago to limit parking at Groton Place. He provided the Board with some statistics relative to this change in parking. He said that he was happy with the outcome of the changes.

Ms. Pine commended their police department adding people were grateful for their service.

8. Mr. Haddad said that a motion was made at their last meeting to open the pool at the Country Club adding the motion failed 3-2. He said that it was his interpretation that the pool would not open for the season but that wasn't the same interpretation for all. He said that they had received a number of emails from the community to reconsider opening the pool. Mr. Haddad said he wanted clarification from the Board adding Mr. Campbell had worked with Town Counsel today on a waiver should the Board decide they wanted to reconsider.

Ms. Manugian said that she was one person that didn't think the vote was for the entire season and was open to discussing this. Mr. Degen said he understood the concern of the public and understood how important it was to go to a pool during COVID this summer. Mr. Degen said he was still concerned about the use of the pool and the Town's liability. He said that he could go along with a 2-week trial to see if the protocols put into place and the waiver drafted by Town Counsel worked. He said that the adult signing the waiver needed to be the parent or subject to prosecution. Mr. Reilly said he voted to open the pool last week but thought there should be language about someone getting hurt also. Mr. Haddad said that the waiver would have that language. Ms. Pine said that the CDC was not clear in its protocols but thought that Mr. Campbell's protocols would meet all their recommendations. Mr. Giger said that he could kind of go along with Mr. Degen's thought but one thing that stood out strongly was the lounge chairs. He thought that they needed to go and be replaced with regular chairs only. Mr. Campbell said that the chairs were within the areas that the pool would be sectioned off. He said that the chairs would be disinfected after each use but that removing the chairs was not a dealbreaker. Mr. Degen said he would not support removing the lounge chairs. There was a discussion about adding this to next week's agenda to allow the Board time to review the protocols and the waiver.

9. Mr. Haddad said that Town Meeting was this Saturday, June 13th at 10am with a rain date of 1pm on Sunday, June 14th. Mr. Haddad reviewed protocols in place for Town Meeting. He said he thought they were in great shape and thought the Moderator had done a great job outing plans into place. Mr. Kauppi said that this plan conquered logistical changes.
10. Mr. Haddad said that they would have the draft housing production plan to review next week. He reviewed the Board's meeting schedule for the next few weeks.
11. Mr. Haddad encouraged the Board to review the Finance Committee's budget presentation online prior to the Town Meeting.

Mr. Degen moved to designate John Giger to continue signing the warrant through July 11, 2020 along with the Town Manager. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-abstain

### **LIAISON REPORT**

Ms. Pine said that the Non-Profit council had a great meeting virtually last week.

Mr. Degen said that he attended the School Committee meeting last week adding Dunstable was recommending the Town not meet the needs of the District. He said that the District would need to operate on a 1/12 budget until Dunstable approved the budget. He said that this might mean that the District would need to call for a super town meeting.

Mr. Giger said he attended the Sewer Commission meeting as well as the Park Commission meeting.

**MINUTES**

*Mr. Degen moved to approve the minutes of June 1, 2020 as written. Mr. Giger seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

Ms. Manugian adjourned the meeting at 9:05pm.

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

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

Date Approved:

**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, JUNE 15, 2020  
UN-APPROVED**

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

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

Mr. Haddad called the meeting to order at 7:00pm and reviewed the agenda.

**BOARD REORGANIZATION**

Mr. Haddad asked for nominations for Chair.

*Ms. Pine nominated Alison Manugian to continue as Chair for the ensuing year. Roll Call: Pine-aye; Degen-aye; Giger-aye; Reilly-aye; Manugian-aye*

Ms. Manugian asked for nominations for Vice Chair.

*Ms. Pine nominated Mr. Degen as Vice Chair. Mr. Degen said he would be willing to continue as Vice Chair. Roll Call: Pine-aye; Degen-abstain; Giger-aye; Reilly-aye; Manugian-aye*

Ms. Manugian asked for nominations for Clerk.

*Ms. Pine nominated herself as Clerk. Roll Call: Pine-aye; Degen-aye; Giger-aye; Reilly-aye; Manugian-aye*

**ANNOUNCEMENTS**

Mr. Haddad said that there had been some confusion with transfer station sticker purchases. Mr. Haddad said that they were selling stickers, allowing for construction debris from residents only along with other recyclables as of this past weekend. Mr. Haddad said that they extended the use of current stickers the month of July to obtain their stickers and thought this time period would allow for those to purchase their stickers.

Mr. Haddad read the following announcement from the Water Department.

*“Good evening, the Groton Water Department is issuing the following Emergency Water Ban for all outside lawn watering until further notice.*

*“All irrigation systems and lawn watering must be turned off until further notice”*

*The extremely dry May and June and heavy pumping in the 1st two weeks of June coupled with the lack of any winter snow pack this past season and the winters since 2016, we are headed for a potential shortage of drinking water this summer.*

*The Water Commissioners want to be sure that there is an ample supply of drinking water for “essential” uses such as drinking, cooking and bathing as well as firefighting.*

*The Groton Water Department thanks you in helping us preserve and protect our valuable drinking water resources.*

Mr. Degen asked for an update from Mr. Orcutt on irrigation for businesses. Mr. Orcutt said that irrigation for new shrubs or landscape businesses as examples could water under this ban along with those with newly installed lawns.

Mr. Haddad congratulated Mike Bouchard, Jason Kauppi, Dawn Dunbar, election workers and all department heads for a flawless Town Election and Town Meeting. He said that Groton showed the country how they run an election and town meeting. Ms. Pine added Mr. Haddad to the list of accolades adding this was a positive display of what could be done as a community.

### **TOWN MANAGER'S REPORT**

1. Mr. Haddad said that support staff had returned to work at Town Hall on June 15<sup>th</sup>. He said that protocols that had been put into place and had been working very well. He said that they had begun scheduling meetings with residents/individuals at Town Hall following the protocols. Mr. Haddad said that Board and Committee meetings would continue on Zoom for the time being.
2. Mr. Haddad said he was pleased to report that their Cares Act funding for FY 20 had been received. He said that they would continue to review and monitor expenditures and plan for FY21 COVID related expenditures. Mr. Haddad said that he had spoke to Representative Harrington last week and asked her to get them any available information on Cares Act usage.
3. Mr. Haddad said that Park Commissioner Don Black had expressed to him a concern with the Board's decision to install sanitary facilities at the various Parks approved for opening by the Park Commission. He said that Mr. Black had requested a delay in installation, but they had ordered them and they were being installed. Mr. Black said that they had been monitoring the field usage since opening them last week adding there was little to no usage so far. Mr. Black said that the Smith Pavilion had been getting use. He said that one of the basketball courts had been used by teenagers who had broken down the snow fences to play. Mr. Black said that he deferred to the Board's wishes on having the porta toilets installed. Mr. Degen said that he was happy the fields were open and that the porta toilets were installed. He said he was concerned about the basketball courts and the playgrounds. Mr. Black said that the porta toilets were being sanitized daily which was great adding that as far as the basketball courts went, the snow fence and signs should be enough to deter but thought it might be an unstoppable project. Mr. Black said that the only other thing to do was remove the hoops. Mr. Black said that Westford, as an example, never closed their courts adding the thought was there wasn't an issue with some social distancing. Ms. Manugian said that she had a lot of problems with use of the basketball courts and asked what enforcement they could initiate. Mr. Haddad said that with support of the Board they could ask the police to monitor and enforce. Mr. Haddad said he could talk to the Police Chief tomorrow.

Mr. Black said that without a crystal ball, they needed to think about delaying the July fireworks. He said he was thinking about maybe holding the Memorial Day parade, the fireworks and Muster all at once in August and would be reaching out to Chief McCurdy.

4. Mr. Haddad said that as voted by the Board last week they had allowed him to issue temporary outdoor liquor licenses. He said that he had approved a request from Ixtapa Mexican Restaurant for their outdoor seating. Mr. Haddad said that he had also granted permission to Johnson's Dairy Bar for BYOB at their outdoor seating area.
5. Mr. Haddad said that he did not have any new information from the Commonwealth.
6. Mr. Haddad said that as discussed by the Board last week, he was bringing back the discussion to reconsider opening the Pool at the Groton Country Club. He said that he had provided the Board with the revised Protocols, along with a Use Waiver drafted by Town Counsel for their review and consideration. He said that nothing was going to be perfect but recommended that the Board consider opening the pool for a 2-week trial period. Mr. Campbell said that they would target a July 1 reopening which would allow them time to get the pool certified and lifeguards in place. Mr. Campbell said that he would also be happy to provide the Board with a detailed weekly update once they did open. Mr. Giger said he spent some time with Mr. Campbell last week and was comfortable with the protocols in place. He said that a lack of cooperation by the users would be what would get them in trouble and cause the pool to be shut down again. Mr. Degen said he was happy with the waiver drafted and was okay with approving this. He also suggested that the Town Manager drop by the pool to check-in on compliance. Ms. Manugian asked about memberships. Mr. Campbell said that he would like time to think about that and come back to the Board next week. He said that memberships were cost effective to families that used the pool all the time adding the pool would be limited to Groton residents right now but wanted to make sure that the residents were happy. Ms. Pine asked about allowing food. Ms. Manugian said that food was one more headache she didn't think they needed. Ms. Pine asked about the possibility of allowing grandparents to bring grandchildren to the pool. Ms. Manugian said that the waiver

was limited to parents or guardians. Mr. Haddad said he was afraid that once they started to address every exception that might come up, their protocols would fall apart. He suggested remaining strict at the beginning and see how things go after the trial period.

Mr. Haddad asked the Board to vote to authorize the opening of the Groton Country Club pool effective July 1, 2020 for a 2-week trial period subject to the protocols adopted by the Select Board that evening including the waiver and to have the General Manager report back to the Board 2 weeks after the opening to see how things were going.

*Mr. Degen made the motion. Ms. Manugian seconded the motion.*

Mr. Giger suggested adding language that anyone who uses the pool for the 2-week period and wants to purchase a membership to have those fees applied to their membership fee.

*Mr. Degen made the amended motion. Ms. Manugian seconded the motion.*

Ms. Manugian said that they should further amend the motion to say the pool could open when logistically possible and not wait until July 1st adding that the trial basis be through July 12th.

*Mr. Degen said he would further amend his motion to say that the pool could open as soon as it was physically ready and staffed to meet the protocols in place and additionally that the Board would reevaluate on July 12th. Ms. Manugian seconded the motion.*

Mr. Campbell asked about the 23 non-Groton resident memberships that had already been refunded. Mr. Degen said it needed to be limited to Groton residents.

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

7. Mr. Haddad said that he had provided the Board with a copy of the Draft Housing Production Plan. He said that he had invited both Land Use Director Takashi Tada and Housing Coordinator Fran Stanley to the meeting to assist the Board in their review. Mr. Haddad said that the Plan would eventually need to be approved by the Select Board and Planning Board. Ms. Stanley said that she was glad they had a draft plan and thought that the MRPC had done a great job with it. Ms. Stanley reviewed some main aspects of the plan. Ms. Manugian said that she was looking for what the number of units they needed to have to meet residents' needs. Ms. Stanley said that that data needed to be extrapolated from the report based on cost burdened residents. Ms. Pine said that the change in demographics and age of population data stood out to her. She said it was clear that lower priced smaller housing was what they needed based on that data.

Mr. Haddad said that the Affordable Housing Trust and Planning Board would be meeting to discuss and review the plan and provide any comments to the MRPC for final adoption by the Board. Ms. Stanley suggested that the Board makes comments as soon as possible so that other groups may have a chance to consider those suggested changes. Mr. Haddad suggested discussing it again on June 29<sup>th</sup> for final adoption on July 13<sup>th</sup>. Mr. Giger said he liked the idea of getting this done by the middle of July.

8. Mr. Haddad asked the Board to approve their annual appointments as presented. Mr. Haddad provided an update on the committee vacancies based on all appointments made.

Ms. Manugian mentioned that one of their annual goals for the next year be to look at all committees and understand if they were working effectively, meeting their needs, etc.

*Ms. Pine made a motion to approve the annual appointments of the Select Board as presented. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Giger-aye; Degen-aye*



Mr. Degen said that he only voted no because they were not reading the names and expiration dates of the terms. Ms. Manugian said that packets were now available online and why she didn't feel they needed to read them all. Mr. Degen said he would change his vote to an aye but hoped that this practice would not continue in the future.

*Degen-aye. The motion was approved unanimously.*

9. Mr. Haddad said that the budget was approved as presented last Saturday at the Town Meeting adding there was no need for a 1/12 budget come July 1. He said that with all the information provided in advance, the consent agenda for the budget was something they should consider in the future. Ms. Pine talked about people liking the town meeting being held on a Saturday but cautioned people that the meeting went as quick as it did because they delayed a lot of articles that could wait until the fall. Mr. Degen suggested sending out a survey to see if people liked having town meeting on Saturday and in September this year. Mr. Haddad said that with all the unknowns with the pandemic, they may want to consider holding a fall town meeting in late September/early October and doing it outside.
10. Mr. Haddad said he issued a notice to proceed to Xcel Fire Protection today relative to the positive Town Meeting vote on Saturday in support of the sprinkler system at Prescott School. Mr. Haddad said that Bob Garside would be serving as the Clerk of the Works for the project adding he would split his time between his Building Inspector work and the Clerk. Mr. Degen asked if Mr. Garside would be working as the Clerk out of his current paid capacity of Building Inspector. Mr. Haddad said that he would be paid out of the sprinkler system project for those hours worked as the Clerk and out of the Building Inspector budget for hours worked as the Building Inspector. Mr. Degen asked if this was a potential conflict of interest. Mr. Haddad said it was not adding Ed Cataldo would be the one to sign off on the work.
11. Mr. Haddad reviewed the Board's summer schedule. He said that the Board would meet every other week for the next couple of months.

*Mr. Degen made a motion to approve the Board's summer schedule as presented. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Reilly-aye; Giger-aye*

#### **OTHER BUSINESS**

Mr. Haddad said that they had issued letters for PILOT payments. He said that in lieu of things going on, all payments had been made to the Town and thanked members of the non-profits for doing so. Mr. Haddad said that Lawrence Academy would be providing \$15K in a gift fund to be used toward a project as voted on by the Board. Ms. Manugian said that one idea for using the money generously donated by LA was toward training around social equity and racial injustice, books relative to the same, etc. Mr. Degen said he liked the idea. Mr. Reilly said he liked the idea for training. Ms. Manugian mentioned the SEED program that had been mentioned at their last meeting. Ms. Pine suggested some kind of an event involving the police department on how they operate and their community involvement. Mr. Giger said that he didn't have a strong feeling in any direction. Mr. Haddad said that he had been working with Chief Luth and would like to participate with Ms. Pine and Ms. Manugian in all discussions. He said that their police department was exceptional.

Mr. Degen said that they approved the budget on Saturday but asked how they funded GD's assessment in absence of Dunstable not having an approved assessment yet. Mr. Haddad said that the school district had to operate on a 1/12 budget until Dunstable approved their assessment. He said that Groton would only be charged 1/12 of their assessment also for the summer. Mr. Haddad said that should Dunstable not approve a budget, they would have to continue to operate under a 1/12 budget until such time they did or call for a super town meeting.

#### **ON-GOING ISSUES**

D: Mr. Haddad said that the bylaw for the MS4 permit was approved on Saturday which now needed to go to the Attorney General. He said that in mid-July early August he would schedule a public hearing to discuss funding the permit needs.

F: Mr. Haddad said that the Green Communities project was in the very capable hands of Takashi Tada and would need to start discussing their next application projects.

G: Mr. Haddad said that the State was reviewing the Flo Ro plans. He said that they were talking about how to fund this project. He said that the Town was in a great position with a AAA bond rating to help with low interest rates. He said that the school regional agreement did not allow Groton to bond a project alone. He said that they might want to consider revising the regional agreement. Mr. Haddad said that they were trying to get some information on what the interest rate difference would be between a AAA bond rating and an A1 bond rating.

H: Mr. Haddad said that the generator was being installed at the Highway Garage today adding this was the last thing they were waiting for.

Ms. Manugian asked for an update from the Water Department on manganese at their next meeting.

Ms. Manugian adjourned the meeting at 8:50pm.

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

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

Date Approved: