

# Select Board Meeting Packet

January 25, 2021

*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, JANUARY 25, 2021  
AGENDA  
VIRTUAL MEETING  
BROADCAST ON ZOOM AND THE GROTON CHANNEL  
PURSUANT TO GOVERNOR'S EXECUTIVE ORDER  
CONCERNING THE OPEN MEETING LAW  
ZOOM MEETING ID: 880 7699 2080**

- 6:00 P.M. Executive Session – Pursuant to M.G.L., c. 30A, §21(a), Clause 3 – “To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.”  
– Purpose – Various Union Agreements
- 7:00 P.M. Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:10 P.M. Town Manager’s Report
1. Select Board’s Agenda Schedule
  2. Address Any Changes in Emergency Protocols – Update on Town Action
  3. Review Any New Information from the Commonwealth
  4. Approve Construction Management at Risk Process for Florence Roche Elementary School Construction Project
  5. Approve Common Victualler’s License for Country Butcher and Deli
  6. Determine Process – Select Board Support/Co-Sponsor CPA Projects
  7. Update from Town Manager on FY 2022 Proposed Budget
  8. Update on Select Board Schedule through Town Meeting
- II. 7:15 P.M. Diversity Task Force – Report to the Select Board

### OTHER BUSINESS

- Review Proposal from Select Board Member Degen on Future Appointments to the Community Preservation Committee
- Pending Outcome of Executive Session – Consider Voting to Ratify Union Agreement(s)

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

- A. Prescott School Sprinkler System Project
- B. Water Department – Manganese Issue – PFAS Issue
- C. Polystyrene Containers
- D. Green Communities Application and Implementation
- E. Florence Roche Elementary School Feasibility Study

### SELECT BOARD LIAISON REPORTS

- III. Minutes: Virtual Meeting of January 11, 2021

### ADJOURNMENT

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



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

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

**Subject:** *Weekly Report*

**Date:** *January 25, 2021*

1. Please note that we will be meeting in Executive Session at 6:00 p.m. to review Collective Bargaining Agreements. The regular meeting will commence at 7:00 p.m. In addition to the Town Manager's Report and a review of the On-going Issues List, there is one item scheduled on the Agenda and two items under "Other Business. The Select Board will be receiving the Diversity Task Force Report from Raquel Majeski, Chair of the Task Force. Under other Business, there are two items. First, Select Board Member Degen has met with the Community Preservation Committee to discuss his proposal to have the Select Board appoint members of the Finance Committee or Capital Planning Advisory Committee to the Community Preservation Committee. After discussing this with the CPC, it was determined that until the two at-large members decide to retire or not seek reappointment, a member of the FinCom or CPAC will serve as ex-officio members of the CPC. Once a vacancy occurs, the Select Board would then appoint a member from the FinCom or CPAC to the CPC. Second, depending on the outcome of the Executive Session, I may ask the Board to consider ratifying various Collective Bargaining Agreements.
2. Due to Governor Baker's decision to extend the temporary limits in capacity for various businesses and activities through February 8, 2021, we have extended working remotely at the Town Hall and Library through 6:00 a.m. on Monday, February 8, 2021. I will provide the Board with an update at Monday's meeting.
3. We continue to monitor the weekly health report issued by the Department of Public Health. Enclosed with this report is the latest report dated January 21, 2021. We continue to be a "yellow" community with 51 reported cases in the last two weeks with a 2.58% positivity rate. We are trending lower for the second consecutive week and hopefully this trend will continue. We will continue to be diligent in our efforts to address the impact this pandemic has on our operations. I will have a further update for the Board at Monday's meeting.
4. Pursuant to construction laws and the Massachusetts School Building Authority process, the Florence Roche Building Committee had to determine whether or not to construct the project under the traditional design, bid build process, or the Construction Management at Risk (CM-R) process. Essentially, the CM-R process allows for the hiring of the General Contractor prior to design so that they can assist in the design and sub-bidding process.

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**4. Continued:**

The Building Committee has voted to use the CM-R process for the Florence Roche Construction Project. In order to utilize this, the Building Committee is required to apply to the Inspector General for approval. In completing this application, there is a standard legal counsel certification that is required. In order for Town Counsel to sign off on this application a vote of both the Select Board and District School Committee is required to approve the CM-R process. I have asked David Saindon and Eileena Long of Leftfield, the Florence Roche Project OPM, to come to Monday's meeting to explain this process to the Board in more detail. I will be requesting that the Board vote to approve the CM-R process at Monday's meeting.

5. The Country Butcher and Deli has been sold. The new owners have applied for a Common Victualler's License. Enclosed with this report is the application. I would respectfully request that the Board vote to approve the license at Monday's meeting.

6. As discussed at your last meeting, I have set aside time on this week's agenda for the Board to discuss the process you will utilize to either co-sponsor or recommend projects to the Community Preservation Committee. To assist the Board with this discussion, enclosed with this report is a listing and brief summary of the projects before the CPC this year. I would suggest that the Board develop the process this week and then at a future meeting, if you determine that you want to recommend various projects, we can invite in the applicants for a more detailed discussion with the Board. I hope that this makes sense. I look forward to discussing this with the Board in more detail at Monday's meeting.

7. Since we will have met with the Finance Committee on Saturday (January 23<sup>rd</sup>), I have set aside time on this week's agenda for any follow up discussion on the proposed Fiscal Year 2022 Proposed Operating Budget. We can discuss this in more detail at Monday's meeting.

8. Please see the update to the Select Board's Meeting Schedule through Spring Town Meeting:

Monday, January 25, 2021	-Already Posted
Monday, February 1, 2021	-FY 2022 Budget Review/Update -Consider Recommending Various CPC Projects -Continue Discussion on CPA Percentage
Monday, February 8, 2021	-Review FY 2021 Second Quarter Financials -Review/Update Annual Goals
Monday, February 15, 2021	-No Meeting (Presidents Day Holiday)
Monday, February 22, 2021	-Review Existing Committees
Monday, March 1, 2021	-Review/Approve Update to Traffic Rules and Orders -Update from Town Manager on Long Term Disability

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8. Continued:

Monday, March 8, 2021	-Review Trainings Offered to Town Employees
Monday, March 15, 2021	-Public Hearing on the Warrant for Spring Town Meeting
Monday, March 22, 2021	-Follow-Up on Warrant Articles Public Hearing -Finalize FY 2022 Proposed Operating Budget
Monday, March 29, 2021	-Regularly Scheduled Meeting (Potential No Meeting)
Monday, April 5, 2021	-Regularly Scheduled Meeting
Monday, April 12, 2021	-Finalize Warrant for Spring Town Meeting
Monday, April 19, 2021	-No Meeting – (Patriot’s Day Holiday)
Monday, April 26, 2021	-Final Spring Town Meeting Prep
Saturday, May 1, 2021	2021 Spring Town Meeting

MWH/rjb  
enclosures

**Town of Groton Diversity Task Force  
Interim Report  
January 2021**

The Diversity Task Force was convened by the Groton Select Board in August 2021 with the following charge:

*Examine the causes of systemic racism and stereotypes attached to race, religion, ethnicity, sexual orientation and culture. Meet with local and state stakeholder groups to identify areas that need to be evaluated to determine if they are still appropriate in today's culture. Provide observations and give recommendations to the Select Board. The committee will suggest ideas to help to educate the citizens of Groton and make it a more welcoming community.*

The DTF is composed of 11 community members, each representing Groton's diverse communities and organizations, and has met twice a month since August 2020. An interim report along with an Executive Summary will be delivered no later than February 15, 2021 to both the Select Board and the GDRSD. Should the Select Board choose to continue the committee they may do so via voice vote.

To date, the Diversity Task Force has accomplished the following:

1. Submitted an article to the Town meeting warrant for subsequent approval at the Fall Town Meeting.
2. Convened 4 working groups to focus on the following issues: Affordable Housing, Community Education, Diversity Training, and Town Image.
3. Began inviting key stakeholders from the town to identify needs and get feedback on working group recommendations.

Part I: Working Groups

After a process of brainstorming and sorting various suggestions from task force members and the communities they represent, the DTF developed the following working groups, each with a specific objective:

- **Affordable Housing (Nii-Ama Akuete, Tim Manugian, Audra Waiters):** Provide observations and give recommendations to the Select Board around inclusive housing options.
- **Community Education (Josh Degens, Rafael Glod):** Provide recommendations for a system that connects and advertises community initiatives.
- **Diversity Training (Deborah Dowson, Nadia Madden, Raquel Majeski):** Provide recommendations for cultural competency training for town employees.
- **Town Image (Michelle Collette, James Moore, Paul Shay):** Provide observations and give recommendations to the Select Board on signage and ribbons displayed around town.

The working groups met outside of DTF meetings throughout October 2020 - January 2021 and have been developing [recommendations for discussion and approval](#) at regular DTF meetings.

As the working groups have progressed at different rates in completing research and drafting recommendations, task force members have expressed interest in developing recommendations for the following additional areas:

- **Creating a Welcoming Community (Michelle Collette, James Moore, Nadia Madden)**
- **Engaging Youth and the Council on Aging (Michelle Collette, Deborah Dowson, Raquel Majeski)**

## Part II: Next steps

While we were able to accomplish great thinking and a framework for suggested next steps, we do not feel that our work is complete. Given the challenges of COVID which prevented us from physically meeting and the challenge of doing diversity work without building common language, we ask that we are given an opportunity to extend our work until the end of the 2021 fiscal year on June 30th.

We have identified areas and suggestions that we feel will allow us to improve our task force and accomplish our goals with clear outcomes. The areas are as follows:

### Group representation

We request giving current members an opportunity to step off or renew membership on the task force at the end of their 6-month term and allowing for new representation from community stakeholders as needed. We would like for this process to be an appointment. We value the expertise of the Civil Discourse Group and feel that representation from that group on our committee will strengthen our task force.

### Common language

We request that members of the task force participate in the interpersonal work that is necessary to lead diversity, equity and inclusion initiatives. The resource [Racial Healing Handbook by Annelise Singh](#) will serve as required reading for members of the committee. We will use time during each meeting to review chapters and activities. We request funding to purchase each member of the task force a copy of the handbook.



Massachusetts Department of Public Health COVID-19 Dashboard – Thursday, January 21, 2021

Count and Rate of Confirmed COVID-19 Cases and Tests Performed in MA by City/Town, January 1, 2020 – January 19, 2021

City/Town	Total Case Count	Case Count (Last 14 Days)	Average Daily Incidence Rate per 100,000 (Last 14 days) <sup>1</sup>	Relative Change in Case Counts <sup>2</sup>	Total Tests	Total Tests (Last 14 days)	Total Positive Tests (Last 14 days)	Percent Positivity (Last 14 days)	Change in Percent Positivity <sup>3</sup>
Freetown	669	136	107.3	Lower	10137	1178	155	13.16%	Lower
Gardner	1640	389	139.8	Lower	27163	2791	423	15.16%	Lower
Georgetown	380	70	55.6	Higher	10063	1154	75	6.50%	Lower
Gill	26	8	34.2	Higher	3115	167	8	4.79%	Higher
Gloucester	1303	301	75.7	Higher	32927	4070	329	8.08%	Lower
Goshen	15	<5	12.4	Higher	577	69	2	2.90%	Higher
Gosnold	5	0	0	No Change	118	3	0	0%	No Change
Grafton	797	186	66.0	Higher	26257	2959	202	6.83%	Higher
Granby	234	50	58.4	Higher	7823	825	53	6.42%	No Change
Granville	60	9	41.5	Higher	1495	137	9	6.57%	Lower
Great Barrington	303	112	119.0	Higher	17886	1811	117	6.46%	Higher
Greenfield	595	66	27.5	Lower	23841	2366	75	3.17%	Lower
Groton	306	47	28.7	Lower	16432	1976	51	2.58%	Lower
Groveland	353	70	73.0	Lower	7722	802	81	10.10%	Lower
Hadley	207	48	59.1	Higher	15262	1072	52	4.85%	Higher
Halifax	335	64	59.8	Higher	7424	848	69	8.14%	Lower
Hamilton	255	78	75.5	Lower	10378	1606	91	5.67%	Lower

Data are current as of 11:59pm on 01/19/2021; For populations <50,000, <5 cases are reported as such or suppressed for confidentiality purposes. <sup>1</sup> For the calculations used to delineate Grey, Green, Yellow, and Red, please see table on page 24. <sup>2</sup>Number of new cases occurring over the current two-week period (1/03/2021– 01/16/2021) compared to the previous two-week period (12/27/2020 – 01/09/2021). **Higher**=number of new cases in the current two-week period higher than the number of new cases during the last two-week period. **Lower**=number of new cases in the current two-week period lower than number of new cases during the last two-week period. **No change**=number of new cases in current two-week period is equal to the number of new cases during the last two-week period. <sup>3</sup>Change in percent positivity compared to the previous week's (1/14/2021) report. **No Change**= <0.10% difference in the percent positivity. DPH calculates rates per 100,000 population using denominators estimated by the University of Massachusetts Donahue Institute using a modified Hamilton-Perry model (Strate S, et al. Small Area Population Estimates for 2011 through 2020, report, Oct 2016.) As of 11/5/2020, the Massachusetts Department of Public Health is using the 2019 population estimates, the most current available data. **Please note:** Data for these tables are based on information available in the DPH surveillance database at a single point in time. Case counts for specific cities and towns change throughout the day as data cleaning occurs (removal of duplicate reports within the system) and new demographic information (assigning cases to their city or town of residence) is obtained.





Select Board  
Groton, MA

### LICENSE FORM

This application must be clearly filled out, duly signed and returned to the Select Board's office. Please note that the Town has adopted a bylaw (per M.G.L. Chapter 40, Section 57) which states a license or permit may be denied, revoked, or suspended for non-payment of local tax betterments or assessments.

**Please check all relevant transactions: Make Checks Payable to The Town of Groton**

- Common Victualler License-\$25
- Entertainment License-\$100
- Sunday Entertainment License-\$24
- Class II License-\$100
- Auctioneer License-\$10

*\*Sunday Entertainment State Fee \$100  
Made out to Commonwealth of MA*

COUNTRY BUTCHER OF GROTON  
Name of Company

COUNTRY BUTCHER & DELI  
Doing Business As

PATRICK GAUDET  
Manager

68 BOSTON ROAD  
Mailing Address of Company

68 BOSTON ROAD      MA      01450  
Business Mailing Address      State      ZIP

978-448-9300      \_\_\_\_\_  
Phone number business      Phone number of company (if different)

MON-FRI 9-5 SAT 9-3  
Hours of Operation

0      86-1245426  
Seating Capacity (if applicable)      Federal I.D. Number

*I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state and local tax returns and paid all state and local taxes required under law. This license will not be issued unless the applicant signs this certification clause.*

[Signature]  
Signature of Individual or Corporate Name (Mandatory)

[Signature]  
Signature of Corporate Officer (Mandatory if Applicable)



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 1 Congress Street, Suite 100  
 Boston, MA 02114-2017  
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.  
 TO BE FILED WITH THE PERMITTING AUTHORITY.

**Applicant Information**

Please Print Legibly

Business/Organization Name: Country Butcher of Groton DBA country Butcher & Del

Address: 68 Boston Rd

City/State/Zip: Groton MA 01450

Phone #: 978-448-9300

**Are you an employer? Check the appropriate box:**

1.  I am an employer with 3 employees (full and/or part-time).\*
2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

5.  Retail
6.  Restaurant/Bar/Eating Establishment
7.  Office and/or Sales (incl. real estate, auto, etc.)
8.  Non-profit
9.  Entertainment
10.  Manufacturing
11.  Health Care
12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

**I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.**

Insurance Company Name: Hartford Accident & Indemnity CO

Insurer's Address: One Park Place, 300 South State St, 7<sup>th</sup> floor

City/State/Zip: Syracuse NY 13202

Policy # or Self-ins. Lic. # 76 WEG AKOB3V Expiration Date: 1/18/22

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

**I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.**

Signature: [Signature]

Date: 1/19/21

Cell Phone #: 978-846-1717

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office  
 6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



**CPC # 2022-07: Duck Pond Restoration & Preservation, Phase 2** **\$20,000**

**Summary:** *The Great Pond Advisory Committee is requesting \$20,000 in CPA funds to help with the continuation of the restoration and preservation work completed during Phase 1 of the previously approved Duck Pond Restoration project. Phase 2 of this project that is currently being proposed will provide three years of funds for electricity to operate the Compressor (8 months / year), three water quality tests per year, periodic muck-depth measurements ("polling"), and a written final report.*

**CPC # 2022-08: Housing Coordinator** **\$51,617.44**

**Summary:** *This application is requesting \$51,617 in CPA funding from the Community Housing category to fund the wages and benefits of the Housing Coordinator position (25-hours/week).*

**CPC # 2022-09: Groton Dunstable Natural Field Restoration Plan** **\$234,080**

**Summary:** *The Groton Dunstable Regional School Committee is requesting \$234,080 in CPA funds to use towards the renovations of the GDRHS Stadium Field and GDRHS Softball Field. After assessing the conditions of the 25 acres of athletic fields in the district, these were found to be two of the three filed restoration projects that have been identified as needing to be completed in order for the fields to be considered safe and usable for the student athletes and community usage. This project will include total replacement and restoration of the stadium high school natural turf field and resolve tree overgrowth at the high school softball field to address the wet field preventing the use of the field.*

**CPC # 2022-10: Conservation Fund FY2022** **\$350,000**

**Summary:** *The Conservation Commission is requesting \$350,000 in CPA funds to be added to the Town's Conservation Fund to help preserve open space, protect water resources and wildlife habitat, and preserve land for agricultural, recreational, and forestry activities. The Conservation Fund allows the Town to move quickly in the event a priority parcel becomes available. In the past, the Conservation Fund has been used to purchase Conservation Restrictions, Agricultural Preservation Restrictions, and fee ownership of conservation land in the Town. The Commission's goal is to maintain an amount between \$750,000 and \$1,000,000 in the Conservation Fund. As of the December 1, 2020 the Conservation Fund balance is \$320,129.*

**CPC # 2022-12: Multi-Use Recreational Courts at the Groton Country Club, Restoration Project** **\$170,184**

**Summary:** *Friends of Groton Pickleball is requesting \$170,184 in CPA funds to help fund the restoration project at the Groton Country Club that will create new multi-use recreational courts, consisting of 8 pickleball courts, 1 tennis court and adding a half basketball court.*

**CPC # 2022-13: Original Interior Skylight Restoration** **\$3,000**

**Summary:** *The Groton Public Library is requesting \$3,000 in CPA funds to restore and fortify the original piece of the building fabric that is part of the library's original interior skylight.*

**CPC # 2022-14:**

**Middle School Track Construction**

**\$1,405,374**

**Summary:** *The Groton Dunstable Regional School District Committee and Groton Select Board is requesting \$1,405,374 in CPA funds to rebuild the track at the new Middle School. The Track Reconstruction is not eligible for State support under the MSBA program.*

**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, JANUARY 11, 2020  
UN-APPROVED**

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

**Also Virtually Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Melisa Doig, HR Director; Patricia Dufresne, Town Accountant; Michael Hartnett, Tax Collector/Treasurer; Hannah Moller, Assistant Tax Collector/Treasurer; Megan Foster, Principal Assistant Assessor; Members of the Groton Dunstable Regional School Committee Marlana Gilbert; Fay Raynor, Rafael Glod, Brian LeBlanc, Jeff Kubick; Finance Committee Members Bud Robertson; David Manugian; Mary Linskey; Colby Doody; Gary Green; Art Prest; Scott Whitefield; DPW Director, Tom Delaney; GDRSD Business Manager, Sherry Kersey; Superintendent Dr. Laura Chesson

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

**ANNOUNCEMENTS**

Ms. Dunbar reminded the public that the plastic bag ban went into effect on January 1, 2021.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad asked the Board to approve a CVL license for Hollis Street Nutrition. Ms. Manugian asked if it was possible for the Board to expand the approved hours to 7am-6pm daily to allow the owner flexibility to adjust hours seeing they were a new business. Mr. Haddad said that nothing prohibited the Board from doing that.

*Ms. Pine made a motion to approve the license with hours from 7am to 6pm daily with permission for the Executive Assistant to use the Board's electronic signatures on the license. Mr. Degen seconded the motion. Roll Call: Manugian-aye; Pine-aye; Degen-aye; Reilly-aye; Giger-aye*

2. Mr. Haddad said that due to Governor Baker's decision to extend the temporary limits in capacity for various businesses and activities through January 24, 2021, he had extended working remotely at the Town Hall and Library through 6:00 a.m. on Monday, January 25, 2021.
3. Mr. Haddad said that they continued to monitor the weekly health report issued by the Department of Public Health. He said that they continued to be a "yellow" community with 45 reported cases in the last two weeks with a 4.93% positivity rate. He said that Groton was trending higher and dangerously close to becoming a "red" community. He said that they would continue to be diligent in their efforts to address the impact this pandemic has had on their operations.
4. Mr. Haddad said that they had completed their search to fill the new Stormwater Technician I position for the newly created Stormwater Utility. He said that DPW Director Tom Delaney was recommending that he appoint Benjamin Zimmer to the position. Mr. Haddad said that Mr. Zimmer had worked for the Town's Highway/DPW since 2001 and had been an exemplary employee. He said that Mr. Zimmer was the right person for this position. Mr. Haddad respectfully requested that the Board consider ratifying his appointment of Benjamin Zimmer as Stormwater Technician I and further respectfully requested that the Board lift the hiring freeze and allow him to fill the vacancy this appointment would create in the Highway Department. He explained that transferring Mr. Zimmer to the Stormwater Utility would put the DPW down two (2) employees adding it would be extremely difficult to operate the Department down two employees.

*Mr. Giger made the motion to ratify the Town Managers appointment of Benjamin Zimmer as Stormwater Technician I. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Manugian-aye; Giger-aye; Reilly-aye; Degen-aye*

*Mr. Degen moved to lift the hiring freeze to hire a DPW position. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Giger-aye; Reilly-aye*

5. Mr. Haddad said that he had drafted the Liquor License Fee Adjustment Policy as discussed by the Board in December. He said that Town Counsel had reviewed and commented on the policy and it was in its final form and ready for adoption by the Board. He provided a summary of what the policy achieved. Ms. Pine said that she liked how Mr. Haddad worded this policy. Mr. Degen said that he believed the Country Club tenant had not paid their fee yet.

*Mr. Degen moved that they approve the liquor license fee adjustment policy as written with the caveat that one license holder that had yet to pay their fee must do so in order to qualify for said fee adjustment. Ms. Manugian seconded the motion.*

Mr. Giger said that they should only be credited if they paid up front. Mr. Haddad said that they would not wait until June to collect payment adding he wanted to have this resolved by the end of the month.

*Mr. Degen withdrew his motion and made another motion that they adopt the liquor license fee adjustment policy as written and the one license holder approved who had yet to pay had until February 15<sup>th</sup> to pay the entire fee or be added to the Select Board agenda for further discussion. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Reilly-aye; Giger-aye*

#### **PRESENTATION - TOWN MANAGER'S FY22 PROPOSED OPERATING BUDGET**

Mr. Robertson called the Finance Committee to order at 7:17pm. Ms. Gilbert called the GDRSC to order at 7:18pm.

Mr. Haddad presented the Town Manager's Proposed Operating Budget for FY22. (see attached presentation)

Mr. Haddad reviewed steps involved in the development of the proposed budget including placeholders for GDRSD and Nashoba Tech as the schools wouldn't have their budget requests until February and March. Mr. Haddad reviewed revenue projections. He said that new revenue totaled \$1.6M.

Mr. Haddad said that they had no choice but to cover pension and health insurance costs of \$422,754, Mr. Haddad said that some key positions were not filled because of budget constraints to include a police officer, highway employee, and part time library positions. Mr. Haddad provided examples of some of the cuts made to the municipal budget to balance the budget.

Mr. Prest asked about the proposed increase in Country Club revenue. Mr. Haddad said that they were hopeful that revenue would increase in FY22 based on golf usage of the Country Club during the pandemic. He said that should they not be able to resume the pool at full capacity and summer camp due to continuation of the pandemic, they would adjust the numbers.

Mr. Haddad said that should any funding become available, the Finance Team was recommending that the police wages be restored, the highway wages be restored, the library wages be restored and that fire expenses be restored and in that order.

Mr. Haddad reviewed the Enterprise Fund proposed budgets. He reviewed the proposed capital budget also adding it was a scaled back budget to include only those capital items that were necessary this year in order to save as much as they could in free cash due to the unknowns with the ongoing pandemic.

Mr. Haddad said that they were looking at using all their levy capacity next FY. He said that the final tax rate was projected to go from \$17.60 it currently was now to \$18.09. Mr. Haddad said that the five-year projection showed deficits of about \$700K/year. He said that they couldn't sustain these paths. Ms. Linskey said that their needs were growing but all they talked about was cutting. She said that every avenue needed to be explored including PILOT payments.

Mr. Haddad said that January 23, 2021 at 8:30am had been set by the Finance Committee as the Saturday budget meeting.

Mr. Robertson said there was only so much they could get from 2 ½ and new growth adding wages and benefits needed to be looked at continually adding that was a majority of both the municipal and school budgets. Ms. Linskey said that this needed to be looked at like a business. She said that everything needed to be looked at including new sources for revenue. Ms. Gilbert said that they were doing their part on their end to look at all costs. She said the placeholder would be a reduction of about \$900K in their 5-year projected budget but appreciated the work that had been done by the Town Manager to work to meet their needs. She outlined some of the programs and needs that would not be met with a reduction of that size. She explained how they were going to be playing catch up for many years due to the pandemic and special education needs that had not been met since the pandemic started.

Mr. Degen thanked Mr. Haddad for his presentation adding they needed to seriously consider a major multiyear override in addition to approaching the private schools along with Indian Hill about increasing PILOT payments. He suggested having a workshop meeting to discuss how to approach increase in PILOT payments. Ms. Manugian said they needed to be cognizant of the fact that the non-profits were also facing an increase in costs and losses in revenue due to COVID. Mr. Haddad said that 86% of their new revenues were going to the school district adding they would continue to work with them to address their needs. Mr. Robertson explained the reason he didn't think they needed to look at a major override just yet. Dr. Chesson said that the next round of stimulus was coming to the schools this time adding GD was only going to be getting about \$130K which was unfortunately much less than what they had hoped for. She said that they spent about \$900K in hiring of new staff due to COVID. She said that they only had funds to cover them for the first half of the year. Ms. Gilbert said she didn't think they were ready for a 5-year override and agreed with Mr. Robertson but thought there were enough reserves and pencil sharpening that could be done by both the schools and municipal budgets to get through this year.

#### **TOWN MANAGER'S REPORT – CONT.**

6. Mr. Haddad said that as directed by the Select Board, and in conjunction with representatives from the Groton Dunstable Regional School District, he drafted a Community Preservation application for a new Middle School Track. Mr. Haddad said that he believed the application was ready for approval and submittal to the Community Preservation Committee adding he had received no negative feedback from the Select Board. Mr. Haddad added that the application had been approved by the Groton Dunstable Regional School Committee.

Mr. Giger asked about the Board supporting projects. Mr. Haddad said that the deadline for draft proposals was this Thursday. He said he was going to ask Sammie Kul for a list of all CPA projects and bring it back to a meeting at the beginning of February for the Board to discuss their support for various projects. Mr. Giger said that if they were going to put in an application for funding, they couldn't avoid a conflict of interest and therefore should not support other applications. Mr. Haddad said that what Mr. Giger was saying was that if the Select Board went forward with their own application, they should refrain from supporting other applications. Mr. Giger said that was correct. Mr. Haddad said that made sense. Ms. Pine said that if other applications had to do with other properties the Town owned, the CPC had a policy that they needed landowner support. Ms. Manugian said they could sign an application as a co-applicant if they were the landowner. Mr. Haddad said that this was more of an appearance issue than a legal issue. Ms. Pine said she would like to think they could register their support for multiple projects and allow the CPC to make decisions on what was presented to the Town Meeting. Ms. Manugian said that Mr. Giger's concern was really compelling. She said that the process of putting in an application, supporting an application and then taking a position on a warrant article was shifting the burden onto the Board and away from the CPC. She said her preference would be to be a co-applicant as needed and either support or not support when it came time to the warrant article. Mr. Degen agreed with what had been said. Mr. Reilly said that they were co-applicants on a lot of these potentially as landowners. He said he liked the idea of prioritizing. Mr. Haddad asked the Board to allow him an opportunity to compile a list of all CPC projects and bring it back to the Board for further discussion.

Ms. Raynor said that she thought with all the layers of review and approval that it was a stretch there would be a conflict of interest here. Ms. Pine said she was in favor of seeing a list of all projects. Ms. Manugian said she would prefer to not see a list right now but instead discuss the track project and further discuss this with the CPC at a later date.



*Ms. Pine moved that they approve the CPC application to be co-sponsored by GDRSD and the Town of Groton for the construction of a Middle School Track. Mr. Reilly seconded the discussion. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Giger-aye; Degen-nay. The motion carried 4-1.*

7. Mr. Haddad said that it was that time of year for the Board to call for and open the Warrant for the 2021 Spring Town Meeting. He said that given the fact that the State was slowly rolling out the COVID-19 vaccinations, he would recommend that they hold the Town Meeting outdoors at the Track. He proposed that the Select Board call for the Spring Town Meeting to be held on Saturday, May 1, 2021 at 10:00 a.m. at the Track behind Florence Roche. He said he had cleared this date with the Town Moderator and that the track was available that day. He said that this would push the Annual Election back one week to Tuesday, May 25, 2021. He said he had cleared that date with the Town Clerk. Mr. Haddad respectfully requested that the Board vote to call for the meeting and open the Warrant at Monday's meeting adding the Warrant would close on Friday, February 26th.

*Ms. Pine made the motion that the Spring Town Meeting would take place on Saturday, May 1, 2021 at the Florence Roche Track. Mr. Degen seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

*Mr. Degen moved to open the Spring Town Meeting warrant effective today and close it on February 26, 2021 at the end of business. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Reilly-aye; Giger-aye*

8. Ms. Gilbert said that the project cost for the high school stadium field restoration, and the softball field restoration would be \$404,500. She said that GD@Play was donating \$100K to be used toward that. She said that Groton's portion would be \$138K. She said that in FY23, part of their capital would come down because this was being planned for FY23. Ms. Gilbert said that this project had been put off for many years. Ms. Gilbert asked the Select Board and Finance Committee to recommend their project adding it was a planned capital project that they were seeking CPC funds for instead. Mr. Haddad said that final applications were due to the CPC on February 18<sup>th</sup> which gave them time to discuss their policy on support letters. Mr. Degen said that the School Committee needed to obtain more quotes on the field restoration adding he thought those numbers should come in much less than what was included in the draft. Mr. Degen said that they spent a lot of money on those fields when they constructed them and asked what they were going to do to maintain these fields should this project move forward. Ms. Gilbert said that they now had maintenance plans in place which never existed before. She said that they were trying to get back to baseline on these fields so that they could maintain them properly. Mr. Degen appreciated her answer adding it was what he was looking for.
9. Mr. Haddad reviewed the Board's schedule for the next few months.
10. Mr. Haddad said that the legislature had finally approved their request for two additional package store licenses. He said they had already had a request for a package store license in West Groton.

### **ON-GOING ISSUES**

Green Communities – Mr. Haddad said that they were finalizing the projects already approved and were waiting for the State to come out and review the projects completed already.

### **MINUTES**

*Ms. Pine moved to approve the meeting minutes of December 21, 2020 as presented. Ms. Manugian seconded the motion. Roll Call: Manugian-aye; Pine-aye; Degen-aye; Giger-aye; Reilly-aye*

Mr. Degen said that burn permits were for sale right now adding outdoor burning was permitted effective January 15, 2021.

Ms. Manugian adjourned the meeting at 9:10pm.

Approved: \_\_\_\_\_  
Rebecca H. Pine, Clerk

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

Date Approved: