



**Town Manager**  
Mark W. Haddad

## TOWN OF GROTON

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

## Select Board

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

**SELECT BOARD MEETING**  
**MONDAY, FEBRUARY 8, 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: 863 5666 9224**

6:30 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 – Police Union Agreement

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. Consider Accepting the Town Manager's Nomination and Appoint Steve Woodin to the Williams Barn Committee
5. Consider Ratifying New Agreement with Town Accountant Patricia DuFresne
6. Consider Ratifying Collective Bargaining Agreement with Town and Library Employees, SEIU 888
7. Consider Ratifying the Town Manager's Appointment of Andrew Bernhardt as Truck Driver/Laborer for the Groton Highway Department
8. Consider Appointing Amy Degen and Deidre Slavin Mitchel to the Diversity Task Force
9. Consider Recommending CPC Project #2022-02 – Field and Recreation Feasibility Study
10. Update from Town Manager on Vehicle Charging Stations
11. Review of Fiscal Year 2021 Second Quarter Financials
12. Update on Select Board and Town Manager 2021 Goals and Objectives
13. Update from Town Manager on FY 2022 Proposed Budget
14. Update on Select Board Schedule through Town Meeting

**II 7:15 P.M. Continuation of Public Hearing – All Alcohol Package Store License Request from Kent Ventures, LLC, dba Liquor Republic, Kent Leung, Manager, 9 West Main Street**

**OTHER BUSINESS** – Based on Outcome of Executive Session – Consider Ratifying Police Union Agreement  
– Approve BAN for Various Capital Projects

**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 25, 2021  
Virtual Meeting of February 1, 2021

**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:** *February 8, 2021*

1. Please note that Monday's meeting will begin at 6:30 p.m. with an Executive Session for the Board to review the Tentative Agreement we have reached with the Groton Police Patrolmen's Association. Should the Board agree with the terms, I will be requesting that the Board ratify the Agreement during the regular meeting. 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, along with one additional item under "Other Business". The Select Board will be continuing the Public Hearing on the request for an All Alcohol Package Store License for Kent Ventures, LLC, dba Liquor Republic. There were several unanswered questions from last Monday's hearing. Enclosed with this report is an email from the applicant providing answers to those questions. Under Other Business, Mike Hartnett will be in to request that the Board approve the renewal of the Bond Anticipation Notes for several capital projects previously approved by Town Meeting. The winning bid from TD Bank is for .44% interest. This is good news for Groton's Tax Payers and a testament to our strong AAA Bond Rating.
2. Governor Baker has lifted the 25% capacity restrictions and has returned to the previously implemented 40% capacity. This went into effect on Monday, February 8, 2021 at 5:00 a.m. Based on this, we have ended remote work and everyone has returned to work at Town Hall and the Library effective at 6:00 a.m. on Monday, February 8, 2021. Town Hall will still be closed to the public and we will return to "by appointment" only. The Center in West Groton will continue to be closed until March 1<sup>st</sup>. Board and Committee meetings will continue to be virtual on zoom for the time being. Once the Governor lifts the state of emergency, we will transition back to board and committee meetings in person. I will have a further 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 February 4, 2021. We continue to be a "yellow" community with 44 reported cases in the last two weeks with a 2.19% positivity rate. We are trending lower for the fourth 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. The Williams Barn Committee has recommended that I nominate for appointment Steve Woodin of West Groton to the Committee. Pursuant to Section 4.2 (iv) of the Groton Charter, please consider this as my nomination of Mr. Woodin to the Committee. I would respectfully request that you consider accepting this nomination and appointing Mr. Woodin at Monday's meeting.
5. I am extremely pleased to report that Patricia DuFresne and I have reached agreement on a new three (3) year contract for her to remain as our Town Accountant. The term of the agreement is from July 1, 2021 through June 30, 2024. Patricia is a very important member of the Town's Finance Team and an outstanding Town Accountant. We are very lucky to have her in our employ. She has agreed to freeze her salary in FY 2022, which is in line with the recently approved Supervisor's Union Contract. In addition, we have added an additional week of vacation, which is also in line with the Supervisor's Union Contract. All other terms are the same. I had provided a copy of the Agreement with Patricia to the Board under separate cover. I would respectfully request that you vote to ratify this agreement at Monday's meeting.
6. As you know, we have entered into a Tentative Agreement with the Town and Library Employees, SEIU, Local 888 on a one-year contract. I had provided the Board with a copy of this Agreement under separate cover. They have agreed to freeze their salaries in FY 2022 in exchange for a one-time cash payment that will not be added to their base salaries. I am grateful to this Union for their willingness to work with the Town during these difficult fiscal times. I would respectfully request that Board consider ratifying this Agreement.
7. We have completed our search for a Truck Driver/Laborer to fill one of the two vacancies in the Highway Department as approved by the Select Board. A search team made up of DPW Director Tom Delaney, Highway Foreman Troy Conley and Human Resources Director Melisa Doig interviewed four applicants and have recommended to me that I appoint Andrew Bernhardt to this position. Mr. Bernhardt is currently employed by the Town of Harvard Highway Department and comes highly recommended to Groton. A copy of his job application is enclosed with this report. I have accepted this recommendation and have appointed him to the vacancy. Please consider this as notification of this appointment. Pursuant to Section 4-2 (iii) of the Groton Charter, I would respectfully request that the Board vote to ratify this appointment at Monday's meeting.
8. The Diversity Task Force has requested that the Board appoint Amy Degen and Deidre Slavin Mitchel to the Task Force. Ms. Degen replaces Nadia Madden as the representative from the Interfaith Council and Ms. Slavin Mitchel will be the representative from the Civil Discourse Group. Please note that the Groton Dunstable Regional School District will no longer have a representative on the Committee, so the membership stands at eleven. There is still one vacancy from the Disability Commission. We will bring that appointment forward at a future meeting. I would respectfully request that you make these appointments at Monday's meeting.
9. At last week's meeting, the Board requested that I bring back the application to the Community Preservation Committee for CPA funds from the Park Commission for their Field and Recreation Feasibility Study (CPC #2022-02 – Field and Recreation Feasibility Study). I have set aside time during my weekly report for the Board to consider this application and whether or not you want to submit a letter of recommendation to the CPC. We can discuss this in more detail at Monday's meeting.



10. At last week's meeting, I informed the Board of a Grant we received to install three (3) electric car charging stations at various locations in Groton. The Board had some questions and asked me to bring the issue back to this week's meeting. Please note the following answers to your questions:
- How long does it take to charge a car? The length of time to charge at level 2 depends on how empty the car is. There are also many varieties of level 2 chargers, but an approximate number would be 8 hours if the battery was fully depleted.
  - How will the payments work? The Light Department is recommending that we use a company called Chargepoint to handle the billing. They do it for many municipalities that have charging stations in their towns. Users would open chargers on their Chargepoint app and pay through the app.
  - Who shares in the income for use of the station? Chargepoint sets a fee for the use of their app and GELD would develop an electric use charge that would go directly to them through Chargepoint. The Town may be able to add a fee, but at this point I would not recommend we do as we are trying to provide a service that was obtained at no cost to the taxpayers.
  - How will we implement this? GELD would assist with the labor for the electric infrastructure and the Highway Department would assist with some of the labor for the physical site work. There will need to be some digging, conduits and concrete work.

I hope you find this information helpful. I am proposing that we install one of the stations at the Library, one at Town Hall and one at the Light Department. We can discuss this further at Monday's meeting.

11. I have scheduled time on the Agenda for the Board to review the Fiscal Year 2021 Second Quarter Financials. Enclosed with this report are the financials as prepared by the Town Accountant. I would like to take a few minutes at Monday's meeting reviewing these with the Board.
12. As is our practice when reviewing the quarterly financials, I have set aside time for the Board to review the status of your FY 2021 Goals. Enclosed with this report is a status update on the goals. We can discuss this in more detail at Monday's meeting.
13. As is our practice, I have set aside time on the Agenda to update the Board on any issues related to the Fiscal Year 2022 Proposed Operating Budget. As you know, I had set aside \$828,273 in my proposed budget for the Nashoba Regional Technical High School Assessment for next year. Superintendent Denise Pigeon has proposed a budget for next year that will increase by 2.4% and Groton's Assessment will be \$807,474, a reduction of \$20,799 from what I was carrying in my proposed budget. Good news for Groton. We can discuss this and any other issue concerning the FY 2022 Budget at Monday's meeting.



**Select Board  
Weekly Report  
February 8, 2021  
page four**

14. Please see the update to the Select Board's Meeting Schedule through Spring Town Meeting:
- |                           |  |
|---------------------------|--|
| Monday, February 8, 2021  | - Already Posted   |
| 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   |
| Monday, March 8, 2021     | -Transfer Station Fees Public Hearing  |
| Monday, March 15, 2021    | -Public Hearing on the Warrant for Spring Town Meeting                                       |
| Monday, March 22, 2021    | -Follow-Up on Warrant Articles Public Hearing<br>-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

## Mark Haddad

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**From:** Mark Haddad  
**Sent:** Wednesday, February 3, 2021 3:24 PM  
**Cc:** Dawn Dunbar  
**Subject:** Fwd: 9 West Main Street Public Hearing

Good afternoon:

There were several questions raised by the Board and members of the Public that went unanswered at Monday's public hearing. We sent the questions to the applicant and asked him to answer. We also asked him to make sure he could use zoom properly for the Hearing continuation on Monday. Below are his answers.

I hope you find this helpful. I will make sure this is in the public packet so the public has a chance to review these answers as well. Please let me know if you have any additional questions or concerns.

Mark

Sent from my iPad

Begin forwarded message:

**From:** sorjay@aol.com  
**Date:** February 3, 2021 at 3:05:31 PM EST  
**To:** Dawn Dunbar <ddunbar@grotonma.gov>  
**Subject:** Re: 9 West Main Street Public Hearing  
**Reply-To:** sorjay@aol.com

Questions:

1. **Clarify the use of the second floor and basement?** I wasn't planning to use the 2nd floor or basement, but I listed it since I thought I needed to list the entire building square footage even if I wasn't using it. I am planning to only use the 2,200 sq ft on the 1st floor for retail sales. If I do use the 2nd floor or basement I would only use it for storage.
2. **Where does the applicant live? You list 3 different addresses within your application (Chelmsford, Shirley and Cambridge).** I currently live at 335 Acton Rd Chelmsford, which is only about 22-25 minutes away from 9 W Main St location. My address in Cambridge is the address where Kent Ventures LLC was incorporated and it the registered agent address for the property and the official mailing address.
3. **Have any improvements been made to the property since you purchased the property?** Refinished the floors on 1st floor, painting, new electrical on 2nd floor, brand new 3-zone new mini-split system, and installed brand new flooring on the 2nd floor. I received both an electrical permit and final electrical inspection from the Groton Building department for work conducted on the 2nd floor. Both Ira Grossman of



the Board of Health and Robert Garside Building Commissioner visited the property prior to authorizing a building permit. The electrical inspection was conducted by a Town of Groton electrical inspector.

4. **The plans you submitted show an entrance on the Townsend Road side. Will that be the planned main entrance?** My plan is to have an entrance on the rear side of the parking lot and 1 in the front of the building. I can easily make either entrance work. If it is easier I can make the entrance at the rear of the building the main entrance this way customers do not have to walk onto the main road to access the building.
5. **Do you hold a liquor license currently?** No
6. **What is your experience running a liquor store.** I do not have experience running a liquor license. However, I have over 10-years of recent experience in the retail industry from selling pet supplies. I have over 15+ years of experience in the bar and restaurant business.
7. **Plans for parking and delivery of goods.** The existing parking lot plus any public allowed by the Town of Groton to be used. Since, the property previously sold alcohol and food I am sure they received regular deliveries. In fact, as a liquor store it should receive less frequent deliveries compared to any food related business.

Also I wanted to mention that the post office on Townsend road is a relatively busy location. If parking is a concern in that area was it a concern for the post office which has even less parking than the building at 9 W Main St Groton, MA. When the post office was allowed into the West Groton Village did they receive as rigorous as criticism as my proposed small business, which actually has more parking than the busier post office.

Thank you again for all your help.

Sincerely,  
Kent

-----Original Message-----

From: Dawn Dunbar <ddunbar@grotonma.gov>  
To: Kent Leung <sorjay@aol.com>  
Cc: Mark Haddad <mhaddad@grotonma.gov>  
Sent: Wed, Feb 3, 2021 1:34 pm  
Subject: RE: 9 West Main Street Public Hearing

Hi Kent:

I have attached the legislation that was recently signed into law by Governor Baker. The legislation doesn't specifically name 9 West Main Street but instead names West Groton Village which includes all properties under the zoning Village Center Business district as potential locations for a package store license.

I know Zoom was an issue for you on Monday night but if you could work with it before this coming Monday night, it would be appreciated. If you have a laptop you can connect that way and might be easier to use than your phone. There were quite a few questions for you which went unanswered because of your connection issues. Below are some of the questions that were being asked of you that went unanswered. If you could provide me with answers to these in advance on Monday, it would be appreciated. I have also included a link to the meeting video and suggest that you review the discussion in advance of Monday. The Select Board will be looking for answers to these questions in order to assist them in their decision making process.





# Massachusetts Department of Public Health COVID-19 Dashboard – Thursday, February 4, 2021

## Count and Rate of Confirmed COVID-19 Cases and Tests Performed in MA by City/Town, January 1, 2020 – February 2, 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	730	67	52.9	Lower	11200	1116	79	7.08%	Lower
Gardner	1896	269	96.7	Lower	29435	2220	296	13.33%	Lower
Georgetown	429	52	41.3	Lower	11092	1021	56	5.48%	Lower
Gill	26	0	0	Lower	3623	505	0	0%	Lower
Gloucester	1432	135	33.9	Lower	36245	3307	161	4.87%	Lower
Goshen	16	<5	6.2	Lower	675	92	1	1.09%	Lower
Gosnold	5	0	0	No Change	120	3	0	0%	No Change
Grafton	903	120	42.6	Lower	29113	2796	132	4.72%	Lower
Granby	260	26	30.4	Lower	8598	781	31	3.97%	Lower
Granville	66	6	27.7	Lower	1600	122	6	4.92%	Lower
Great Barrington	365	79	84.0	Lower	19474	1653	97	5.87%	Lower
Greenfield	636	44	18.3	Higher	26553	2785	53	1.90%	No Change
Groton	346	38	23.2	Lower	18610	2007	44	2.19%	Lower
Groveland	391	43	44.9	Lower	8350	644	48	7.45%	Lower
Hadley	225	18	22.2	Lower	16815	1546	18	1.16%	Lower
Halifax	391	55	51.4	Lower	8208	763	65	8.52%	Lower
Hamilton	302	48	46.5	No Change	11655	1282	52	4.06%	Higher

Data are current as of 11:59pm on 02/02/2021; 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 (1/17/2021– 01/30/2021) compared to the previous two-week period (1/10/2021– 01/23/2021). **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 (1/28/2021) 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.



Have you filed an application here before? ☐ Yes ☒ No If yes, give date \_\_\_\_\_

Have you ever volunteered for the Town of Groton before? ☐ Yes ☒ No

Have you ever been employed here before? ☐ Yes ☒ No If yes, give date \_\_\_\_\_

Were you in the U.S. Armed Forces? ☐ Yes ☒ No

If yes, which branch? \_\_\_\_\_ Dates of service: From: \_\_\_\_\_ To: \_\_\_\_\_

## **EDUCATION**

High School	Monty Tech	Circle Last Year Completed 1 2 3 <b>4</b>
Complete Address	1050 Westminster st. Fitchburg Ma	
	Graduated <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Major Course plumbing
College	Major Course of Study	Circle Last Year Completed 1 2 3 4
Complete Address		
	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Certificate Received
Other Schools or Specialized Training	Major Course of Study	Circle Last Year Completed 1 2 3 4
Complete Address		
	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Certificate Received

Scholastic Honors, Scholarships, Etc. \_\_\_\_\_

Do you intend to continue your Education? ☒ Yes ☐ No

If yes, give details:

I would like to take classes that pertain to my job

## **EMPLOYMENT EXPERIENCE**

Complete all information in full. A resume may not be substituted but may be included as a supplement.

Begin with your most recent employment, including any present employment. Your present employer will not be contacted without your permission. You may include any verifiable work performed such as military service or volunteer activities. Any gaps in employment must be briefly explained.

Employer Name, Address, Phone: Town of Harvard Dpw, 47 Depot rd Harvard Ma  
978-456-4130

Job Title & Work Performed: Mechanic/operator -Maintain all town equipment and operate  
equipment when necessary.

Supervisor: Tim Kilhart

Dates Employed: 03/1/2015-present Scheduled hours per week: 40

Reason for Leaving: looking for a better opportunity May we contact? ☒ Yes ☐ No



Employer Name, Address, Phone: Directional Technologies, 77 N Plains Industrial Rd Wallingford Ct

Job Title & Work Performed: Laborer/ drillers assistant- Set up the site for the drill rig and the other required equipment. Dig entry and exit pits with a backhoe , keep drill rig in operation.

Supervisor: Ashley Packard

Dates Employed: 6/17/2014-2/23/2015 Scheduled hours per week: 40

Reason for Leaving: took job cloer to home May we contact? ☒ Yes ☐ No

Employer Name, Address, Phone: \_\_\_\_\_

Job Title & Work Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Scheduled hours per week: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact? ☐ Yes ☐ No

May we contact your present employer? ☒ Immediately ☐ After acceptance of employment

☐ No If no, please explain: \_\_\_\_\_

**Town of Groton**  
**General Fund Statement of Revenues & Expenditures**  
**December 31, 2020**

<i>Revenue</i>	<i>Current Budget FY21</i>	<i>July - Dec Actual FY21</i>	<i>Variance to FY21 Budget</i>	<i>2nd Qtr % of Budget</i>	<i>Final FY20 Budget</i>	<i>July - June Actual FY20</i>	<i>July - Dec Actual FY20</i>	<i>Variance to FY20 Budget</i>	<i>2nd Qtr % of Budget</i>	<i>% of Budget Change</i>	<i>Notes</i>
State Aid (Lottery/Exempts/Van)	950,546	486,076	(464,470)	51.14%	971,581	1,079,211	581,874	(389,707)	59.89%	85.39%	FY19 Qtr4 UGGA rec'd 1st Qtr FY20
Motor Vehicle/Boat Excise	1,555,341	271,535	(1,283,806)	17.46%	1,577,642	1,718,301	241,721	(1,335,921)	15.32%	113.97%	FY20 excise collected in FY21 :Timing Difference
Local Option Meals Tax	100,000	80,441	(19,559)	80.44%	150,000	172,096	109,342	(40,658)	72.89%	110.36%	Covid suppressed revenue FY21
Local Option Room Occupancy Tax	50,000	17,070	(32,930)	34.14%	50,000	45,994	27,368	(22,632)	54.74%	62.37%	Covid suppressed revenue FY21
Penalties and Interest on Taxes	110,000	61,295	(48,705)	55.72%	90,000	93,835	27,643	(62,357)	30.71%	181.44%	4th Qtr FY20 rec'd 1st Qtr FY21 (deferrals)
Payments in Lieu of Taxes	265,000	75,453	(189,547)	28.47%	260,000	242,168	167,119	(92,881)	64.28%	44.29%	Groton Sch received early FY20
Other Charges for Service (Dunst)	82,000	3,450	(78,550)	4.21%	82,000	79,319	350	(81,650)	0.43%	979.07%	Billing for Regional Service done 4th Qtr
Country Club Revenue	491,045	215,738	(275,307)	43.93%	493,838	323,711	174,985	(318,853)	35.43%	123.99%	FY21 Golf Revenue boosting CC performance
Fees (incl Van vouchers)	306,000	231,271	(74,729)	75.58%	289,737	340,328	194,993	(94,744)	67.30%	112.30%	Planning Brd/Solid Waste Activity in FY21
Rentals ( Cell Towers)	40,000	25,042	(14,958)	62.61%	49,000	49,900	25,188	(23,812)	51.40%	121.81%	Budget reduced for FY21
Library Fines	6,000	599	(5,401)	9.98%	12,000	7,620	4,993	(7,007)	41.61%	23.98%	Fine activity impacted by COVID FY20/21
Other Departmental Revenue	725,000	519,866	(205,134)	71.71%	700,000	517,610	281,724	(418,276)	40.25%	178.16%	GELD 4th Qtr FY20 rec'd in FY21 (\$165k)
Licenses and Permits	300,000	237,306	(62,694)	79.10%	300,000	455,235	231,408	(68,592)	77.14%	102.54%	On track to meet budget FY21
Fines and Forfeits	20,000	10,099	(9,901)	50.50%	25,000	19,784	12,079	(12,921)	48.32%	104.51%	On track to meet budget FY21
Investment Income	40,000	20,065	(19,935)	50.16%	40,000	44,398	31,794	(8,206)	79.49%	63.10%	
Misc Non-recurring (State Aid)	0	0	0		0	0	0	0			
Misc (Bond Prem Amort & Other)	894	10,760	9,866	1203.58%	14,318	21,887	4,244	(10,074)	29.64%	4060.66%	FY21 Vehicle Auction/Vendor Refund
Enterprise Allocation for Indirects	256,264	130,084	(126,180)	50.76%	236,288	233,221	101,103	(135,185)	42.79%	118.63%	Benefit Reimbursement
Real Estate and Personal Prop	34,849,318	16,737,329	(18,111,989)	48.03%	33,723,200	33,332,029	15,934,168	(17,789,032)	47.25%	101.65%	
<b>Total Revenue</b>	<b>40,147,408</b>	<b>19,133,479</b>	<b>(21,013,929)</b>	<b>47.66%</b>	<b>39,064,604</b>	<b>38,776,647</b>	<b>18,152,096</b>	<b>(20,912,508)</b>	<b>46.47%</b>	<b>102.56%</b>	
<b>Expenditures (Operating Expenses)</b>											
General Government	2,645,888	1,349,118	1,296,770	50.99%	2,556,043	2,296,179	1,227,893	1,328,150	48.04%	106.14%	
Public Safety General Fund**	4,395,632	1,905,271	2,490,361	43.34%	4,391,829	4,024,150	1,921,685	2,470,144	43.76%	99.04%	
Department of Public Works	2,294,853	890,665	1,404,188	38.81%	2,250,122	2,224,602	1,005,884	1,244,238	44.70%	86.82%	
Culture, Rec, & Citizen's Svcs	1,695,650	766,023	929,627	45.18%	1,695,450	1,505,855	872,526	822,924	51.46%	87.80%	
Employee Benefits and Other*	3,966,369	3,157,453	808,916	79.61%	3,841,547	3,687,478	2,811,528	1,030,019	73.19%	108.77%	Jan billing included in FY21
<b>Total Operating Expenses</b>	<b>14,998,392</b>	<b>8,068,530</b>	<b>6,929,862</b>	<b>53.80%</b>	<b>14,734,991</b>	<b>13,738,264</b>	<b>7,839,516</b>	<b>6,895,475</b>	<b>53.20%</b>	<b>101.13%</b>	
**\$301,603 = Dispatch Grants Awarded for FY21, \$134,380 offset to Dispatch Budget thru 12/31/20											
<b>Expenditures (Non -Operating Exp.)</b>											
Special Articles Voted for Current Yr	544,670	5,091	539,579	0.93%	514,945	375,378	171,519	343,426	33.31%	2.79%	
PY Articles/Enc(SeeUse of Enc Below)	553,657	170,677	382,980	30.83%	485,927	169,275	124,031	361,896	25.52%	120.81%	
Education	23,680,684	12,012,410	11,668,274	50.73%	23,251,705	23,251,705	11,625,853	11,625,852	50.00%	101.46%	
Debt Service	1,737,302	827,683	909,619	47.64%	1,604,192	1,604,191	958,777	645,415	59.77%	79.71%	
Intergovernmental (State Offsets)	94,829	47,415	47,414	50.00%	93,392	93,392	46,696	46,696	50.00%	100.00%	
<b>Total Non - Operating Expenses</b>	<b>26,611,142</b>	<b>13,063,276</b>	<b>13,547,866</b>	<b>49.09%</b>	<b>25,950,161</b>	<b>25,493,941</b>	<b>12,926,876</b>	<b>13,023,285</b>	<b>49.81%</b>	<b>98.55%</b>	
<b>Excess (Deficiency) Before OFS&amp;U</b>	<b>(1,462,126)</b>	<b>(1,998,327)</b>	<b>(536,201)</b>	<b>136.67%</b>	<b>(1,620,548)</b>	<b>(455,558)</b>	<b>(2,614,296)</b>	<b>(993,748)</b>	<b>161.32%</b>	<b>84.72%</b>	
<b>Other Financing Sources</b>											
Transfers from Other Funds	1,076,477	1,020,272	56,205	94.78%	1,324,592	1,324,592	1,465,467	(140,875)	110.64%	85.67%	CapStab/EMS Receipts
Use of Avail. Funds: Encumbrances	553,047	553,047	0	100.00%	482,477	482,477	482,477	0	100.00%	100.00%	Funded in Prior Fiscal Year
Avail. Funds: F. C./Overlay Surplus	461,686	461,686	0	100.00%	381,507	381,507	381,793	286	100.07%	99.93%	
<b>Total OFS</b>	<b>2,091,210</b>	<b>2,035,005</b>	<b>56,205</b>	<b>97.31%</b>	<b>2,188,576</b>	<b>2,188,576</b>	<b>2,329,737</b>	<b>(140,589)</b>	<b>106.45%</b>	<b>91.41%</b>	
<b>Other Financing Uses</b>											
Overlay & Deficits to be Raised	293,081	272,343	20,738	92.92%	220,799	220,799	220,799	0	100.00%	92.92%	Sno&Ice/Library Offset/Overlay/RecapDebt
Transfers to Other Funds	339,618	339,618	0	100.00%	341,526	341,526	475,589	(134,063)	139.25%	71.81%	Stabilization/OPEB/Capital Projects BANS
<b>Total OFU</b>	<b>632,699</b>	<b>611,961</b>	<b>20,738</b>	<b>96.72%</b>	<b>562,325</b>	<b>562,325</b>	<b>696,388</b>	<b>(134,063)</b>	<b>123.84%</b>	<b>78.10%</b>	
<b>Excess (Deficiency) Incl. OFS&amp;U</b>	<b>(3,615)</b>	<b>(575,283)</b>	<b>(571,668)</b>		<b>5,703</b>	<b>1,170,693</b>	<b>(980,947)</b>	<b>(986,650)</b>			



**Town of Groton**  
**General Fund Statement of Revenues & Expenditures**  
**December 31, 2020**

	<b>Current Budget FY21</b>	<b>July - Dec Actual FY21</b>	<b>Variance to FY21 Budget</b>	<b>1st Qtr % of Budget</b>	<b>Final FY20 Budget</b>	<b>July - June Actual FY20</b>	<b>July - Dec Actual FY20</b>	<b>Variance to FY20 Budget</b>	<b>2nd Qtr % of Budget</b>	<b>% of Budget Change</b>	<b>Notes</b>
<b>Salaries/Wages Expenditures by Function of Government</b>											
<b>General Government:</b>											
BOS/Town Manager	358,451	181,388	177,063	50.60%	348,637	348,495	174,025	174,612	49.92%	101.36%	
Accountant	146,710	74,312	72,398	50.65%	142,947	142,931	72,654	70,293	50.83%	99.65%	
Assessors	145,256	75,610	69,646	52.05%	141,130	141,130	70,192	70,938	49.74%	104.64%	
Treasurer/Collector	213,012	107,184	105,828	50.32%	212,403	212,403	104,598	107,805	49.25%	102.17%	
Personnel	84,313	43,514	40,799	51.61%	82,673	82,673	42,674	39,999	51.62%	99.98%	
Information Technology	178,099	88,986	89,113	49.96%	173,753	173,753	87,220	86,533	50.20%	99.52%	
Town Clerk/Elections	178,939	94,326	84,613	52.71%	158,012	155,214	72,974	85,038	46.18%	114.14%	
Land Use Conservation Comm.	71,545	36,051	35,494	50.39%	70,169	70,043	35,860	34,309	51.11%	98.59%	
Land Use Inspection Services	186,645	116,696	69,949	62.52%	212,330	201,004	86,557	125,773	40.77%	153.35%	FY21 includes Bldg Insp Retirement costs
Land Use (Planning/ZBA)	106,893	53,856	53,037	50.38%	103,841	103,841	51,822	52,019	49.91%	100.94%	
<b>Total General Government</b>	<b>1,669,863</b>	<b>871,923</b>	<b>797,940</b>	<b>52.22%</b>	<b>1,645,895</b>	<b>1,631,487</b>	<b>798,576</b>	<b>847,319</b>	<b>48.52%</b>	<b>107.63%</b>	
<b>Public Safety:</b>											
Police Department	2,237,198	1,038,326	1,198,872	46.41%	2,207,441	2,177,171	1,097,068	1,110,373	49.70%	93.38%	
Fire Department	1,238,244	560,508	677,736	45.27%	1,174,641	1,091,971	530,314	644,327	45.15%	100.27%	
Dispatch (paid from Gen Fund) **	416,823	135,733	281,090	32.56%	479,816	337,559	98,740	381,076	20.58%	158.21%	Grant Support rec'd
Animal Cntrl/Dog Officer	19,164	9,085	10,079	47.41%	19,164	19,164	9,582	9,582	50.00%	94.82%	
<b>Total Public Safety</b>	<b>3,911,429</b>	<b>1,743,652</b>	<b>2,167,777</b>	<b>44.58%</b>	<b>3,881,062</b>	<b>3,625,865</b>	<b>1,735,704</b>	<b>2,145,358</b>	<b>44.72%</b>	<b>99.69%</b>	
<b>Department of Public Works:</b>											
Municipal Buildings	149,451	73,238	76,213	49.00%	145,276	144,189	70,100	75,176	48.25%	101.55%	
Highway	823,714	378,482	445,232	45.95%	815,890	796,913	402,861	413,029	49.38%	93.05%	
Snow & Ice	140,000	33,649	106,351	24.04%	140,000	148,927	57,741	82,259	41.24%	58.29%	
Solid Waste	143,243	66,167	77,076	46.19%	138,211	134,303	63,895	74,316	46.23%	99.91%	
<b>Total DPW</b>	<b>1,256,408</b>	<b>551,536</b>	<b>704,872</b>	<b>43.90%</b>	<b>1,239,377</b>	<b>1,224,332</b>	<b>594,597</b>	<b>644,780</b>	<b>47.98%</b>	<b>91.50%</b>	
<b>Culture, Rec. &amp; Citizen's Svcs:</b>											
COA/COA Van	214,985	97,858	117,127	45.52%	208,861	189,408	102,183	106,678	48.92%	93.05%	
Vets Svcs/Water Safety/Graves	9,450	2,625	6,825	27.78%	9,368	6,765	4,525	4,843	48.30%	57.52%	
Library	739,323	325,780	413,543	44.06%	724,398	672,272	345,042	379,356	47.63%	92.50%	
Country Club	290,634	143,847	146,787	49.49%	277,017	276,992	174,682	102,335	63.06%	78.48%	Xtra lifeguards/Club Attendant 1st Qtr FY20
<b>Total Culture, Rec. &amp; Citizen's Svcs</b>	<b>1,254,392</b>	<b>570,110</b>	<b>684,282</b>	<b>45.45%</b>	<b>1,219,644</b>	<b>1,145,437</b>	<b>626,432</b>	<b>593,212</b>	<b>51.36%</b>	<b>88.49%</b>	
<b>Grand Total Salaries &amp; Wages</b>	<b>8,092,092</b>	<b>3,737,221</b>	<b>4,354,871</b>	<b>46.18%</b>	<b>7,985,978</b>	<b>7,627,121</b>	<b>3,755,309</b>	<b>4,230,669</b>	<b>47.02%</b>	<b>98.21%</b>	
<b>Benefits:</b>											
County Retirement	2,090,289	2,090,289	0	100.00%	1,973,053	1,973,053	1,973,053	0	100.00%	100.00%	
Health / Life Insurance *	1,726,080	997,263	728,817	57.78%	1,707,394	1,582,431	778,093	929,301	45.57%	126.79%	Jan Billing included in FY21 2nd Qtr
Other Benefits (Medicare/Unemplmt)	150,000	69,901	80,099	46.60%	161,100	131,994	60,382	100,718	37.48%	124.33%	
<b>Total Benefits</b>	<b>3,966,369</b>	<b>3,157,453</b>	<b>808,916</b>	<b>79.61%</b>	<b>3,841,547</b>	<b>3,687,478</b>	<b>2,811,528</b>	<b>1,030,019</b>	<b>73.19%</b>	<b>108.77%</b>	
<b>Total Salaries/Wages/Benefits</b>	<b>12,058,461</b>	<b>6,894,674</b>	<b>5,163,787</b>	<b>57.18%</b>	<b>11,827,525</b>	<b>11,314,599</b>	<b>6,566,837</b>	<b>5,260,688</b>	<b>55.52%</b>	<b>102.99%</b>	

\*\* \$145,245 = Dispatch Wage Grants Awarded for FY21; \$117,894 offset to Dispatch Budget thru 12/31/20

\*\*\$200,574 = Dispatch Wage Grants Awarded for FY20, \$163,446 offset to Dispatch Budget thru 12/31/19

# FISCAL YEAR 2021

## GOALS OF THE GROTON SELECT BOARD

*While the Select Board has set several goals for this year, a majority of their time and effort (as well as the Town Manager's) will be focused in FY 2021 on managing through the Pandemic/State of Emergency and Union Contract Negotiations.*

### 1. Review Existing Committees Select Board Member Assigned – Alison Manugian

Goal: Conduct a review of and make adjustments to all existing committees under SB purview. Review based on membership count & meeting frequency. Review charge and 'output' relating thereto & make adjustments as needed & combining committees where/if this makes sense. Review overall committee structures and efficacy

Measurable Benchmark: A sub-committee is formed made up of members of the Board, the Town Manager and the Executive Assistant by October 1, 2020. A thorough review and recommendation on what Committees are to continue and what are to be disbanded is made by February 1, 2021.

October 19, 2020 Update No action taken as of yet. The Town Manager plans on setting up a meeting in the near future with the Chair of the Select Board and Executive Assistant to start this process.

February 8, 2021 Update This item is scheduled on the Agenda for the Board's meeting of February 22, 2021

### 2. Review Trainings Offered to Employees Select Board Member Assigned – John Giger

Goal: Conduct a review of trainings offered to employees upon hire and on an ongoing basis. Determine which trainings are mandatory and determine if the process of finding programs is management driven. Determine if trainings are related to specific topics of concern to management and the community.

Measurable Benchmark: A sub-committee is formed made up of members of the Board, the Personnel Board, the Town Manager and the Human Resources Director to review all trainings offered by October 1, 2020. A listing of trainings is created and approved by the Select Board by March 1, 2021. The trainings are to be reviewed annually by the Town Manager and Human Resources Director.



October 19, 2020 Update

The Human Resources Director is in the process of developing a list of all trainings offered. Once completed, the Town Manager will organize a meeting with Select Board Member Giger, Personnel Board Chair Robertson and the Human Resources Director to review and recommend additional trainings, if necessary.

February 8, 2021 Update

A list of trainings has been established and reviewed by the Town Manager, Select Board Member Giger, Select Board Chair Manugian and Human Resources Director Melisa Doig. These trainings will be reviewed annually. This goal is completed.

**3. Understand Options and Alternatives for Affordable Housing  
Select Board Member Assigned – Becky Pine**

Goal:

Use the information in the Housing Production Plan regarding available town-owned land, and work collaboratively with the Affordable Housing Trust to take steps toward increasing the number of Affordable Housing Units in Groton.

Measurable Benchmark:

A workshop between the Select Board and Affordable Housing Trust is scheduled by January 1, 2021 to review the issue in more detail, with the expectation that a formal plan is adopted by both Boards by the 2021 Spring Town Meeting, with the ultimate goal of creating new affordable housing units within three years.

October 19, 2020 Update

The workshop has been scheduled for November 16, 2020.

February 8, 2021 Update

The workshop was held and was very informative. The Affordable Housing Trust has submitted a CPA Application for funding (\$150,000) to further explore the development of low-income housing. Hopefully, the CPC will move this forward to Town Meeting for approval.

**4. Assess Long Term Needs of Prescott School  
Select Board Member Assigned – John Reilly**

Goal:

Assess Prescott long term needs and identify options to move forward. Develop renovation cost & construction duration. Develop Funding Sources.

Measurable Benchmark:

Prior to going out to bid for a new long-term lease of the Prescott School, the Select Board, in conjunction with the Prescott Oversight Committee, determines what, if any, changes need to be made to the RFP.

October 19, 2020 Update      The RFP was issued and will be awarded on October 19<sup>th</sup>. The Oversight Committee will be making a recommendation to the Board on a lease that addresses the long-term viability of the Prescott School.

February 8, 2021 Update      The Select Board has awarded a three year lease to the Friends of Prescott to manage/operate the Prescott School. This lease has renewal clauses based on performance. In addition, a sprinkler system and fire alarm system has been installed that will allow the Friends of Prescott to rent the second floor of the building. This goal is completed in the short-term.

**5. Review Town's Participation in Community Preservation Act  
Select Board Member Assigned – Joshua Degen**

Goal:      Continue Review with the Community Preservation Committee to determine if Town will continue to participate in the Community Preservation Act.

Measurable Benchmark:      Schedule a second workshop with the Community Preservation Committee by December 31, 2020 to follow-up on workshop held in the Spring of 2020. Decide if an Article will be placed on the 2021 Spring Town Meeting Warrant and Election to end the Town's participation in the CPA, or change the percentage is warranted.

October 19, 2020 Update      Need to schedule workshop with CPC.

February 8, 2021 Update      The workshop was held on February 1, 2021. Members of the CPC, Finance Committee and Select Board participated. A review of the surcharge and the revenue received from the state along with future anticipated revenues took place at this meeting. At the conclusion of the review, the Select Board voted to leave the CPA percentage at 3% for the time being. This goal is completed.

## **FISCAL YEAR 2021 GOALS OF THE TOWN MANAGER**

**1. Union Contract Negotiations**

Goal:      Determine guidance for Town Manager on upcoming negotiations, including whether or not to have a member of the School Committee participate in advisory discussions with Town Manager.



Measurable Benchmark: Schedule guidance meeting with Finance Committee and Town Manager by October 1, 2020. Develop strategy for the upcoming negotiations prior to Town Manager starting negotiations with all seven unions.

October 19, 2020 Update The Select Board will hold an Executive Session on October 19<sup>th</sup> to discuss this with the Town Manager. A follow-up Executive Session with the Select Board and Finance Committee is scheduled for October 26<sup>th</sup>.

February 8, 2021 Update The Town Manager and his bargaining teams have reached tentative agreements with five of the Town's seven unions. By the end of this meeting, the Select Board will have hopefully ratified all five of the Tentative Agreements. There are still two contracts (Fire & Superior Officers) left to settle.

## **2. Review and Update Traffic Rules and Regulations**

Goal: Review and update Chapter 266, Traffic Rules and Regulations, of the Code of Groton since the last update was in 2009. Update and confirm all new streets, as well as their speed and traffic control signage. Ensure traffic signage on the ground matches the traffic signage called for in Chapter 266. Review all speed regulations and bring them up to date, as well as parking violations and fines.

Measurable Benchmark: Establish a sub-committee made up of a member of the Select Board, Town Manager, Town Clerk, Executive Assistant and Police Chief by September 1, 2020. A thorough review and update of the existing Rules and Regulations is presented to the Select Board for a public hearing by March 1, 2021. The revised rules and regulations are adopted by the Select Board by June 1, 2021.

October 19, 2020 Update No action as of yet. Will begin review in the next month or two.

February 8, 2021 Update The Town Manager, Police Chief, Town Clerk, DPW Director and Executive Assistant have been working on reviewing and updating the Rules and Regulations. A public hearing is scheduled for March 1, 2021 for the Select Board to review/approve the updated Rules and Regulations.

## **3. Develop Strategy to Address Long Term Disability**

Goal: Explore ways to prepare for, and cover the costs of, long-term employee absences, via insurance, or other methods of setting funds aside to pay for these costs.

Measurable Benchmark:

Town Manager and Human Resources Director develop a plan/strategy for ways to pay for long-term absences and present it to the Select Board for adoption by December 31, 2020.

October 19, 2020 Update

The Human Resources Director has begun looking into various plans. The Town Manager and Human Resources Director will have a proposal to the Board by the end of the year.

February 8, 2021 Update

Please see attached email from the Human Resources Director to the Town Manager. After a review various short-term/long-term disability insurance, she has recommended that is not in the Town's best interest to add this benefit. The Town Manager has adopted this recommendation. This goal is completed.



## Mark Haddad

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**From:** Melisa Doig  
**Sent:** Thursday, October 22, 2020 11:37 AM  
**To:** Mark Haddad  
**Subject:** STD/LTD

Hi Mark,

As discussed, I reached out to my broker and talked with my current carriers in regard to short/long term disability that the town was looking to purchase. Currently, the town offers employees to purchase short/long term insurance through the town at their own expense. We have a good amount of participation. The town can purchase policies for every person, however the cost would be substantial. Our monthly bill now is \$906.80 for Aflac and \$1,724.98 for Sunlife. The combined annual total would be \$31,581.36. Again, this number will be a lot more if you add all the employees who do not currently participate and those numbers change because they are based on age and income. For example, income is \$56,000 a person 25 years old or less will pay \$24.42 per month, where as a person who is at the same income, but is between the age of 50-54 the monthly cost will be \$126.62 per month. The amounts increase every 5 years. For example, age 25-29, one amount, 30-24 the amount increases etc. The income amount doesn't change unless the employee opts for more coverage during an open enrollment period.

In most private industry, they give their employees these types of policies, but they get don't give a lot of sick time. For instance, my husband's company gives them 5 sick days per calendar year, you have use or lose them, there is no carry over. The Town of Groton is very generous with sick time, by giving 12 sick days per year and employees are allowed to carry them over. This is a wonderful benefit, especially if you have to use FMLA, most employees are on a paid leave which is a huge benefit.

In conclusion, I don't think it is worth the town adding this as a benefit. As much as it would be great, but the town would have to negotiate the sick time and think about the impact of the sick banks. I think this would be a huge undertaking

[REDACTED]

A consideration for the future, is adding some language for light duty in the contracts, but again that may come with a whole set of different problems. Unless, the town is willing to pay for the benefit and leave everything the same. I have a strong feeling that will not be an option. In the end you either pay for benefit and reduce the sick time or leave things the way they are.

If have any questions, let me know.

Regards,  
Melisa

*Melisa Doig*

HR Director  
Town of Groton  
173 Main Street  
Groton, MA 01450  
Tel: (978) 448-1145  
Fax: (978) 448-1115

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**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, JANUARY 25, 2021  
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; Bud Robertson; Diversity Task Force Members; Eileena Long and David Saindon from Left Field

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

**TOWN MANAGER'S REPORT**

1. Mr. Saindon said that the Building Committee voted to go with a CMR model. He said it fused what was done in the private sector in the public sector. He said they vetted out elements of the design process and select the CMR they would like to work with. He said that they would be prequalifying a pool of contractors. Mr. Haddad said that they had a D level contractor who was allowed to bid and win the fire station project which ended up going bankrupt. He said that with this model, they would be able to pick an A level contractor. Mr. Giger said it made sense to him. Mr. Saindon said that they had to file an application with the Inspector General for CMR contract. He said that this would have to be an acknowledgment by both the School Committee and Select Board.

*Ms. Pine moved to approve the CMR process for the Florence Roche School. Mr. Giger seconded the motion. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Degen-aye; Giger-aye*

2. Mr. Haddad said that due to Governor Baker extending capacity limits, they extended working remotely at Town Hall through February 8<sup>th</sup>.
3. Mr. Haddad said that the weekly COVID health report showed Groton was trending lower over a 2-week period and hopefully they would continue to trend down still. Ms. Pine said that it was announced today that people 75 and older would be able to register on Wednesday for the vaccine.

Mr. Haddad asked the Board to approve a CVL for the Country Butcher naming Patrick Gaudet as Manager.

*Ms. Pine moved to approve to CVL license for Country Butcher, Patrick Gaudet as Manager. Mr. Reilly seconded the motion. Ms. Manugian made a friendly amendment for the hours to be 9am-5pm 7 days a week to allow them flexibility. Ms. Pine accepted the amendment and added to her motion to allow for electronic signatures to be used also. Roll Call: Manugian-aye; Pine-aye; Giger-aye; Reilly-aye; Degen-aye*

**DIVERSITY TASK FORCE PRESENTATION**

Raquel Majeski and Audra Waiters were present.

Ms. Waiters gave an overview of Diversity Task Force and reviewed their Charter. She said they one of their first tasks was to put action items into buckets for sub groups to work on. Ms. Majeski said that they had 4 working groups working on affordable housing, community education, diversity training and town image. Ms. Majeski said that they didn't feel as though their work was done and had identified suggestions for improving their task force and goal accomplishments. They asked that they be give until June 30, 2021 to complete their work. Ms. Majeski said that Nadia Madden was stepping off the committee along with Paul Shea and one member from the School Committee possibly. She said they would like to fill them with members from those designated groups. Ms. Majeski also asked for a member from the Civil Discourse Group stating the School Committee was unsure if they were going to continue serving with the DTF or develop their own group. Mr. Haddad said that they had gift fund money to be able to purchase handbooks the committee would like.



*Ms. Pine moved to authorize the Town Manager to use Lawrence Academy gift account money to purchase Racial Healing Handbooks for the Diversity Task Force and a few extras for around town. Mr. Giger seconded the motion. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Giger-aye; Degen-abstain*

*Mr. Giger moved to extend the period of work time for the Diversity Task Force to June 30, 2021. Ms. Manugian seconded the motion and asked to include a member from the Civil Discourse Group. Mr. Giger accepted the amendment. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Giger-aye; Degen-abstain*

Ms. Pine said it would be wonderful if the Diversity Task Force could attend the Non-Profit Group on Friday to talk about what they had been working on. She said that the Library had chosen the book "March" for their Groton Reads program this year. She added that she attended the MMA conference last week adding that the keynote speakers were all speakers centered around diversity, equity and inclusion.

Mr. Degen thanked Ms. Majeski for the great job she had done chairing their Committee and thanked the Board for allowing them more time.

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

4. Mr. Haddad said that he had set aside time for the Board to discuss the process for whether they would make recommendations for various CPA projects. He said that there were some projects that required Board action as co-sponsors. Ms. Manugian said that there were projects they needed to co-sponsor but beyond that she was at a point to not recommend beyond those co-sponsorships at this time. Mr. Giger said he shared Ms. Manugian's concerns. Ms. Pine said they weren't being asked to prioritize or comment on which ones should go forward or not but instead their own sense of whether they support a project or not. She said that she was comfortable with what had been past practice that proponents of some, if not all proposals, ask the Select Board for a letter of support, after having a discussion with the applicants. Ms. Pine said she contacted the State Ethics Commission to explore conflict of interest and reviewed what she had found out. She said this would not be considered a conflict of interest but more so a policy decision. Mr. Giger said there was a significant difference between allow and support. Mr. Degen said he agreed with Mr. Giger's point. Mr. Degen said if a project wasn't on town land, they applicants should not come before them for a letter of support. Ms. Manugian said that they should either be a co-applicant or not. Ms. Pine said she wasn't sure what the difference was between now and during the warrant period of registering their support.

*Mr. Degen moved that they adopt as a policy that the Board take no action and not entertain for debate CPC letters of support, requested by applicants, on any application that does not involve a town owned asset and further that the Board instead offer its position on said other projects on an article-by-article basis on the Town Meeting warrant. Mr. Reilly seconded the motion.*

Ms. Pine ~~said that~~ asked clarification if this motion would not allow them to hear about other projects ~~either beforehand applying for CPC funds.~~ Mr. Degen said that he thought they should be dealing with things in their bailiwick and not things that were not. Ms. Pine disagreed with that. Ms. Pine said they should not restrict citizens from coming before the Board and said she could not support this motion.

Mr. Haddad said that of the 14 projects before the CPC, there were 3 that required the Select Board or Town Manager to sign on as a co-applicant. Mr. Haddad said he as the Town Manager had been asked to support projects and write letters of support and asked the Board what they recommended he do; should he follow the Board's policy. Ms. Manugian, Mr. Degen and Mr. Giger said they thought the Town Manager should follow the Board's policy. Ms. Pine ~~disagreed~~ agreed that he should follow Board policy.

*Roll Call: Manugian-aye; Degen-aye; Giger-aye; Reilly-aye; Pine-no*

*Mr. Degen moved that the Town Manager follow Select Board policy relative to previous CPC policy. Ms. Manugian seconded the motion. Manugian-aye; ~~PP~~aine-aye; Reilly-aye; Degen-aye; Giger-aye*

Mr. Haddad reviewed the projects. It was decided that there were 6 projects that required Select Board signing as co-applicants.

Ms. Pine noted that the Board's decision to not consider writing a letter of support for the Affordable Housing Trust CPC application was in contrast to the Board's stated goal of creating Affordable Housing.

5. Mr. Haddad said he thought the Saturday Budget Meeting went really well. He said he was meeting on Thursday morning to discuss the police staffing as was discussed on Saturday.
6. Mr. Haddad reviewed the Board's schedule for the next few weeks.

#### **OTHER BUSINESS**

Mr. Haddad said that Mr. Degen had suggested, as one of their goals, that a member of the Finance Committee or Capital Planning Advisory Committee be appointed to the CPC. He said that Mr. Degen suggested that those members serve as ex-officio members of the CPC until such time as the at-large members decided to no longer serve after speaking with the CPC at their last meeting. Ms. Pine said it was decided that nothing should happen now, allowing the at-large members to continue, but thought there were various ways to bring in Finance Committee and Capital Planning Advisory Committee members into the process. She said there was agreement there was benefit to doing that now. She said no vote was taken to appoint these members once there was a vacancy but rather discuss it when a vacancy arose. Mr. Degen asked every member on a straw pole adding the members felt good about the suggestion.

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

A: Mr. Haddad said that the alarm system at Prescott School should be completed by next week.

D: Mr. Haddad said they had a great meeting about Green Communities today and were on track to complete the projects by the deadline adding they had identified \$500K worth of projects for the next round.

B: Mr. Giger said he had done a bunch of work on the polystyrene containers a year ago and had not heard anything from the Board of Health. He said he was very disappointed that the Board of Health had not done anything yet. Mr. Degen suggested that Mr. Giger request time on the Board of Health agenda.

#### **MINUTES**

*Ms. Pine moved to approve the meeting minutes of January 11, 2021 as presented. Mr. Reilly seconded the motion. Roll Call: Manugian-aye; Pine-aye; Degen-aye; Giger-aye; Reilly-aye*

#### **Liaison report**

Mr. Degen said he and Mr. Orcutt met with the Board of Health on PFAS adding there was a moratorium on the use of certain fertilizers and thought the Board of Health should notify the hardware store. Ms. Manugian suggested that the Town Manger work with Mr. Grossman to issue a press release as had been discussed at the Board of Health Meeting

Ms. Manugian adjourned the meeting at 8:30pm.

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

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

Date Approved:



**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, FEBRUARY 1, 2021  
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; Hannah Moller, Assistant Tax Collector/Treasurer; Finance Committee Members Bud Robertson, David Manugian, Scott Whitefield, Mary Linskey, Colby Doody, Art Prest, Gary Green; Community Preservation Members Carolyn Perkins, Tim Svarzkopf, Bruce Easom, Richard Hewitt, Anna Eliot, Bob DeGroot; Police Chief Luth; Bob Garside, Building Commissioner; Kent Leung; Ravilla Garthe

Mr. Robertson called the Finance Committee to order at 7:00pm.

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

**ANNOUNCEMENTS**

Chief Luth updated the Board on an emergency call that was taken in December by Dispatcher Weix and how Dispatcher Weix a couple of the Officers handled the situation. Chief Luth commended Dispatcher Weix and Officers O'Connor and Beal for the way in which they all handled the emergency situation. Ms. Manugian said that this was everything they hoped for adding it was important to have a department that worked well together. Ms. Pine said it was important for the Town to hear about this collaboration adding there were stories of departments in other places that were not able to work well together.

Ms. Pine wanted to thank the Kathy Shelp and Stacey Shephard Jones of the COA for the manner in which they decided to distribute the small number of vaccines they received from the Board of Health. She said they were hoping to receive more vaccines in the near future and would continue to work to vaccinate the residents of Groton.

Mr. Giger said that bad things happen in the middle of the night and thought that they should remember that when it came to staffing in the Police Department.

Mr. Prest thanked Ms. Shelp also and said they owed her a big debt of gratitude.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that he had no update or changes in COVID protocols. He said that the employees were slated to return to Town Hall on Monday, February 8, 2021 by appointment only, unless the Governor decided not to lift the capacity limits.
2. Mr. Haddad said that they continued to be a yellow COVID community but the rate of positivity had declined. He said he hoped that things continued to keep moving in a positive direction.
3. Mr. Haddad said that they completed a search for an Assistant Assessor. He said that they received 18 applicants and interviewed 3 qualified candidates. He said that based on that they decided to appoint Ravilla Garthe from Tyngsboro as Assistant Assessor. He said that she really impressed them during the interview and was looking forward to adding her to the team. He asked the Board to ratify his appointment effective February 22, 2021.

*Ms. Pine moved to ratify the appointment of Ravilla Garthe as Assistant Assessor effective February 22, 2021. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Giger-aye; Reilly-aye; Degen-aye*

## **9 WEST MAIN STREET – PACKAGE STORE LIQUOR LICENSE HEARING**

Mr. Haddad read the public hearing notice into the record.

Mr. Kent Leung, applicant, was present along with a number of abutters to the property.

*Ms. Pine moved to open the public hearing. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

Mr. Haddad said that this application had been two years in the making. He said that in 2019 they brought forward a warrant article to the Spring Town Meeting requesting 2 additional package store licenses with one of them being in West Groton. He said it was signed by the Governor in January of 2021. He said that as part of their request, the Town had to designate where the licenses would be assigned. He said that they had requested the additional license for West Groton Center and Four Corners to help with economic development. Ms. Manugian said that in 2007 a beer and wine license was approved for this location, 9 West Main Street and then transferred in 2012 to a subsequent owner adding there was history at this location of alcohol licenses. Ms. Manugian said that they had received letters with concerns about parking and traffic from abutters. She said that the applicant was also required to obtain permission from the Planning Board and other various boards. Mr. Haddad said that because the square footage was larger than 2500 sq ft, they would need a special permit from the Planning Board and would also need to address handicap accessibility issues.

Ms. Donna Nowak, 17 Pepperell Road, said she lived across the street from 9 West Main Street. She said she was not against commercial business, but said that if the park was used across the street from 9 West Main Street, she wondered who would be responsible for cleaning up alcohol containers. Ms. Manugian said that public consumption was still not allowed but wasn't sure they could prevent that from occurring. She said she would like to request that the owner clean this up if they see it happening. Mr. Haddad said that this was a package store license and alcohol was not to be consumed on premise. Mr. Leung said he would be open to discussing the clean up of a public park but didn't think it was incumbent on a business owner to clean a public space.

Ms. Gail Chalmers, an abutter, said that she had concerns. She said that there were a lot of elderly people that lived at Rivercourt who walked along the sidewalks in West Groton. She said she thought it was the wrong business for that location. Mr. George Barringer, also an abutter, asked the applicant to give them a short summary of his business plan. Mr. Leung said that it would just be a liquor store. Mr. Carl Canner, an abutter, said he sent a letter to the Board and read it into the record. (see attached).

Ms. Manugian asked Mr. Garside, Building Commissioner, if the use was allowed. Mr. Garside said that the use was allowed as a mercantile but could not speak for the Board of Health and the septic system.

Mr. Jack Petropoulos said that he had no objection to the use of this property as a liquor store but objected to the impact the neighborhood. He said that the park across the street had been cleaned up and thought it would be a shame to see it become a place for trash. Mr. Petropoulos said that signage was an issue for him also and didn't want to see signage advertising liquor not highly regulated. Mr. Barringer said that he would recommend that the Select Board review the past history of this building. He said that the Planning Board had concerns which the Building Inspector had just touched upon. Mr. O'Brien a resident of Pepperell Road said his main concern was Pepperell Road traffic control. He said that speeding was an issue. He said he was also concerned about the clientele that would be invited into the area to shop for hard alcohol. Ms. Effie Stewart, an abutter, said that she would support all comments made by the residents thus far and hoped that the Board considered the comments before making a decision. Ms. Ann Brady, an abutter, said that she wanted to emphasize the issue with speeding on Townsend Road. She said she was pro-business but thought way an owner took care of a building said a lot. Mr. John Masiello, a resident, said that he supported businesses and thought that anything that went into a community would be impactful. He said that business owners were always willing to listen to issues. He said that it would behoove the business owners and residents to try to resolve any potential issues that may arise.

Mr. Giger said that he had a couple of concerns. He said that parking was an issue and thought there might only be 2 parking spaces near the rear of the building. He said that the Police Chief said that parking should not be allowed along Townsend



Road and Pepperell Road. Mr. Giger said that it had been brought to his attention that 12 package stores had been identified within 12 miles of West Groton and wasn't sure they needed to add more to that.

Ms. Pine asked Mr. Leung where he lived. Mr. Leung was unable to answer questions. Mr. Haddad asked the Board to continue the hearing to next Monday at 7:15pm because of the applicant's trouble with connectivity. Ms. Pine said that there were 3 different addresses listed on the application. She asked what the original plan of the property was when he bought it. She asked if any improvements had been made since he purchased the building and about plans, they received in their packet. She said she wanted to ask about his experience running liquor stores. She said she wanted to hear for plans for parking and delivery of goods. Ms. Pine added she didn't recall being consulted about this location for a liquor store. Mr. Haddad said that during the presentation made at the 2019 Spring Town Meeting, it was stated that this location would be a potential location for a liquor store.

Mr. Leung said that his original intention was to open a dog supply store at 9 West Main Street. He said he applied for a liquor license there because there had been previous liquor licenses granted at this location. He said he also saw it as a lower intensity business because not everyone drank alcohol. He said he didn't consider convenience items because of the higher use.

Mr. Reilly said that he had concerns about the impact to the neighborhood and parking and traffic in general. Mr. Reilly said he also worried about the clean up of the park across the street. Ms. Carol Canner said that West Groton had been a walking community and something that should be considered. She said she didn't think a liquor store would add much to the community. Mr. Degen said he thought they were getting this application to early in the game. He said some issues needed to be worked out with the Planning Board first. He said that if all those things were worked out first, he didn't have an issue with free enterprise. He said he shared concerns with signage also. Ms. Manugian said she would be closest to where Mr. Degen was at this point. She said she shared a lot of the concerns but that some of the concerns raised had worked in the past. She said she had been a resident of West Groton once before and saw that things worked. Mr. Haddad said that the Board had 30 days to act on the license and needed to act by February 15<sup>th</sup>. He said that the applicant could choose to extend the application.

Mr. Robertson said that there were always cars at that location and always trucks adding he grew up in West Groton. He said that there would be cars. He said that there had been many businesses there that didn't make it adding that parking was always going to be a problem.

Mr. Leung said that the building sold alcohol within the last few years and wasn't sure what had changed and what made his request different. Ms. Manugian said that the hard alcohol brought a different piece to the puzzle.

Ms. Manugian said she would entertain a motion to continue the public hearing to next week at 7:15pm.

*Ms. Pine moved to continue the public hearing to Monday, February 8, 2021 at 7:15pm. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

#### **COMMUNITY PRESERVATION SURCHARGE PERCENTAGE DISCUSSION**

Mr. Easom called the CPC to order at 8:15pm.

Mr. Easom showed a history of the local surcharge and what matches by the State had been since the Act was adopted in Groton. He said that the fees collected at the Registry of Deeds was where the state match came from. He said that only those communities who adopted the 3% surcharge were eligible for the second and third round matches. He explained the trust fund outlook looking back to FY18 and how much it had increased over the last FY. He said that they were estimating a state match by the end of FY21 of about 60%. Mr. Easom said that a drop from 3% to 2.5% in surcharge would save the average homeowner \$35 per year but would lose the Town \$140K in state match. He said that to go from 3% to 2% would save the average taxpayer \$70 per year and would lose the Town \$178K in state match.

Ms. Manugian said that Mr. Degen had been tasked with understanding this as one of his goals. She said that when they originally talked about this, there was the possibility that the state match was going to be really low but according to this

report, that had changed. She said it made all the sense in the world to continue with the 3% surcharge at this point. Mr. Degen said that Mr. Easom had done a great job explaining to him at the last CPC meeting about the turnaround the Registry of Deeds had made with state match by increasing the fees collected. He said it made sense to stay at the 3% amount for at least the next few years.

Mr. Reilly asked if they were to go from 3% to 0% if they could use the money they had left and if they dropped out, could they get back in. Mr. Easom said that there used to be a 5-year minimum to stay as a CPA community but the process for getting in and getting out was the same as it had been when they joined. Ms. Pine said that if for some reason they decided to stop participating, they would face the problem of funding the housing coordinator and conservation fund. Ms. Pine said she thought they should continue at the 3% surcharge adding she never saw any merit in not continuing at the 3% rate.

Mr. Robertson said that this was a great return but thought they should keep looking at this every year adding there was the potential for overrides in future years. Ms. Manugian said she was prepared to mark the goal as completed and not make any changes this year.

Mr. Degen said that the other part of the discussion he had with the CPC was about the two at large positions appointed by the Select Board. He said that once the individuals serving no longer wanted to serve, that a member of the Finance Committee and Capital Planning Advisory Committee should serve in those seats. He said that the CPC was willing to entertain having a member of the Finance Committee and Capital Planning Advisory Committee serve as ex-officio members starting now. Ms. Manugian said it made sense to continue with the membership as it was until such time as those at large members decided to not seek reappointment.

*Mr. Giger moved to continue the 3% CPA surtax for 3 years and revisit it before the three years ended. Ms. Pine seconded the motion.*

Mr. Easom said that the motion should be to not place an article on the warrant to lower the surcharge. Ms. Manugian said she wasn't comfortable with putting a 3-year timeframe on this. Mr. Degen said he would recommend the Board say it had completed its goal and not recommend any warrant article for a change in the participation rate. Ms. Pine said that the motion tied a future Board into a timeframe. She said she preferred Mr. Degen's recommendation.

*Mr. Giger withdrew his motion.*

*Ms. Manugian moved to consider this goal handled and not recommend any changes. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Degen-aye; Giger-aye*

*Ms. Eliot moved to adjourn the meeting of the CPC at 8:44pm. Mr. Svarczkopf seconded the motion. Roll Call: Svarczkopf-aye; Eliot-aye; Easom-aye; Hewitt-aye*

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

Mr. Haddad said that they had entered into tentative agreements with 4 of the 7 unions. He said that they had entered into one (1) year Agreements with Groton Communications Officer, IBPO, Local #522; Town and Library Employees, SEIU, Local 888; Highway/Transfer Station/Water Employees, SEIU, Local 888; and AFSCME, Council 93, Local 1703, AFL-CIO. He said that all four of these Unions had agreed to freeze their salaries in Fiscal Year 2022 in exchange for one-time cash payments that would not be added to their base salaries. He said he was extremely grateful to these Unions for their willingness to work with the Town during these difficult fiscal times. He respectfully requested that the Board consider ratifying agreements with Communications, Supervisors and DPW unions.

*Ms. Pine moved to ratify the agreements with the 3 unions, Groton Communications Officer, IBPO, Local #522, Highway/Transfer Station/Water Employees, SEIU, Local 888, and AFSCME, Council 93, Local 1703, AFL-CIO.*



Ms. Pine added her own thank you to the employees for working with them on this to freeze their salaries adding the one-time payments did not equal what they would have received.

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

Mr. Degen was not present for this vote due to connectivity issues.

*Mr. Degen texted the Town Manager that he was in favor of the above motion.*

Mr. Robertson adjourned the Finance Committee at 8:50pm.

Mr. Haddad said that the Select Board adopted a policy that stated the Board would only consider supporting and providing letters of recommendation for Community Preservation Projects that were either on Town property or required approval of the Select Board. Mr. Haddad said that he had provided full copies of these proposals to the Board under separate cover.

- **CPC #2022-02 – Field and Recreation Feasibility Study** – Ms. Manugian said that she thought the application included too much and thought it should be broken down further. Ms. Pine said she shared the concerns. Mr. Reilly said he wanted to see the study done also but didn't read it that way. Ms. Eliot said that the request was for \$120K. She said that on behalf of the Park Commission, the feasibility and design went hand in hand. Ms. Manugian said they needed to do a study, then design it and then construct it and thought it should be a multistep request.

*Ms. Manugian made a motion to not support this application. Ms. Pine seconded the motion.*

Mr. Reilly said he supported the application as presented and would not support the motion on the floor. Mr. Giger said he did not support the motion. Because there were only 4 of them present, they decided to table this until their next meeting when all 5 of them could be present.

- **CPC #2022-03 – Non-Point Sources of Pollution of Lost Lake/Knops Pond Watershed** – Mr. Haddad said this was a continuation of their lake management plan. Ms. Manugian said that the issue was phosphorus which was from fertilizer and was not sure she could support this application. Ms. Pine said she was willing to support this.

*Mr. Reilly moved to support CPC application #2022-03 – Non-Point Sources of Pollution of Lost Lake/Knops Pond Watershed. Mr. Giger seconded the motion. Manugian-no; Pine-aye; Reilly-aye; Giger-aye*

- **CPC #2022-07 – Duck Pond Restoration & Preservation, Phase 2** – Mr. Haddad said that this was successful project and recommended that they support the continuation of this project.

*Ms. Pine moved that they write a letter of support for CPC application #2022-07 – Duck Pond Restoration & Preservation, Phase 2. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Giger-aye*

- **CPC #2022-12 – Multi Use Recreational Courts at the Groton Country Club, Restoration Project** – Mr. Haddad reviewed the project. He said that he had been working with this group from day one adding he was wholeheartedly in support of the refinishing of these courts. Ms. Manugian asked if there would be an outcry for the loss of tennis. Mr. Haddad said that they didn't have any nets up there as it was. Ms. Pine said that the group had done a great job with this application and thought it would be an asset. Mr. Haddad said that the Town would be responsible for the upkeep of this. Mr. Giger questioned the number of pickleball

courts they could add and asked if they would be expanding the size of the courts there already. Ms. Ancil said that they were not changing the current footprint but would be able to fit 8 pickball courts, and one tennis court which would also serve as half a basketball court.

*Ms. Pine moved to write a letter of support for CPC application #2022-12 – Multi Use Recreational Courts at the Groton Country Club, Restoration Project. Mr. Reilly seconded the motion.*

Ms. Manugian said her concern was that it was a lot of money adding it should be included in a longer-term capital plan for the Country Club. Mr. Haddad said the project cost was \$175K which included design, bid and construction. Ms. Pine said there was excitement at the Non-Profit meeting for this. She said it may not be in a comprehensive plan but was a good thing to do.

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

- **CPC #2022-13 – Original Interior Skylight Restoration** – Mr. Haddad said that this was an application for the library totaling \$3K.

*Ms. Pine made a motion to support CPC application #2022-13 - Original Interior Skylight Restoration. Ms. Manugian seconded the motion. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Giger-aye*

4. Mr. Haddad said that several years ago, when they sold the Tarbell School, the Town received an easement for use of the playground located on the former School Property. He said that there was a provision in the deed that allowed the Town to release the easement if it no longer wished to use it. He said that the new owners of the condominiums in the former School did not want the playground on their property and wished to remove it. Mr. Haddad said it had been years since the playground had been used and saw no reason why they would not release it. He said he had checked with Town Counsel who had advised him that the Select Board could vote to release the easement at their discretion. Mr. Haddad respectfully requested that the Board vote to release the Easement.

Mr. Giger asked if there were any town materials on that playground. Mr. Haddad said he was unsure. Ms. Pine asked if there were children in that neighborhood that used that equipment. Mr. Giger asked if the abutters were notified about this. Mr. Haddad said that the owners of the property had requested this and didn't think to notify the abutters. Ms. Manugian said she couldn't support this adding the owners moved in knowing this easement was there. Mr. Haddad said he would notify the abutters and bring this back to a future meeting.

5. Mr. Haddad said he was pleased to report to the Board that he had applied for and successfully received a \$30,000 Community Compact Grant to install three (3) electric car charging stations at various locations in Groton. He said that given their "Green Communities" status, this was an exciting opportunity for the Town. Mr. Haddad said that the Electric Light Department and Highway Department would provide the work necessary for the installation but that they needed to determine where to install them. Mr. Haddad recommended to the Select Board that they install one at the Library, one at the Prescott School and one on Station Avenue, either at Town Hall or at the Electric Light Building.

Ms. Manugian said she was very excited about the grant and the initiative. She said that Library location made sense and couldn't support one behind Prescott School adding it made sense to put 2 of them outside of Town Hall. Ms. Pine said she too was very excited about this. She said that she reached out to ask where the best place to install these stations was adding the Library made sense, that Prescott made sense but was concerned about taking up spaces behind Town Hall. Mr. Giger asked how long one would have to charge their vehicle. Ms. Manugian said it would be app based and something the user would have to pay for. Ms. Manugian said it would make sense to limit it to half hour uses, etc. Mr. Haddad said he would bring this back with answers to their questions.

6. Mr. Haddad said that as discussed at the January 23rd Budget Hearing, he had met with Josh Degen, Bud Robertson, Mike Luth, Patricia DuFresne and Dawn Dunbar to discuss the impact of not filling the Patrol Officer Position and



whether or not they should continue to fill shifts with overtime. He said that they reviewed all information and had developed a plan to address staffing in the Police Department. Mr. Haddad said that given the various unknowns, including finalizing both the Groton Dunstable and Nashoba Tech annual assessments, they wanted to hold off on any formal recommendation for right now.

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

B. Mr. Haddad said that they met with the BOH earlier that evening to discuss polystyrene containers. Mr. Haddad said that the BOH would be discussing the possibility of adding a warrant article at their meeting on February 17<sup>th</sup>.

#### **MINUTES**

The meeting minutes were put off until next week.

Ms. Manugian adjourned the meeting at 9:30pm.

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

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

Date Approved:



# GROTON POLICE DEPARTMENT

99 Pleasant Street  
Groton, Massachusetts 01450

**Michael F. Luth**  
*Chief of Police*

Tel: (978) 448-5555  
Fax: (978) 448-5603

February 1, 2021

Mark Haddad  
Town Manager  
173 Main Street  
Groton, MA 01450

Dear Mr. Haddad,

I have reviewed the site at 9 West Main Street for the purposes of a Liquor License Application. The building is situated in West Groton Square at the intersection of and in between Pepperell and Townsend Roads.

I have safety concerns regarding parking along the east side of the building on Pepperell Road and on Townsend Road from the front of the store to the just beyond the first entrance on the West side of the building. When cars are parked along the store and at the Post Office, Pepperell Road becomes nearly impassable for all but the smallest vehicles. Parking along Townsend Road side of the building forces patrons to walk in traffic.

I recommend the following requirements be considered for issuance of the permit:

- 1) No Parking Zone be established on Pepperell Road, along the entire lot length of 9 West Main Street.
- 2) No Parking Zone be established on Townsend Road, along the store, starting at the intersection extending to just beyond the first building entrance. Signage should be mounted to the building and appropriate pavement markings applied to the edge of the roadway for both No Parking Zones.
- 3) Parking area maintained on the property, to rear of the store, adjacent to Townsend Road.
- 4) ADA Compliant Customer access/egress be maintained at one of the doorways facing Townsend Road. This would eliminate pedestrians from walking in the roadway along Townsend Road to access the front of the store.

Please see attached diagram.

Respectfully,

Michael F. Luth  
Chief of Police





## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1109  
Fax: (978) 448-1113

Office of:  
**Building Commissioner**  
**Zoning Enforcement Officer**

February 1, 2021

MR MARK HADDAD  
GROTON SELECTBOARD

RE: 9 West Main St Liquor License

At your request I have reviewed the above address in regards to Zoning and Building Code regarding issuance of a Liquor License to permit sale of Liquor from a retail type store. The Building Dept has seen no plans or sketches of what the Owner intends to do and the answers below are based on our assumption that the Owner will be using the street level floor ONLY for this retail outlet.

*Here is a summary of what we find:*

*Use Group per Code- M*

*SF Floor area (first only)-2200 SF*

*Occ Load based on above- (1 per 60 SF)- 37 people*

*Town Zoning District- VCB (Village Center Business)*

*Existing Construction- Type VB, nonsprinklered, I believe there is no Fire Alarm also*

**Special Permits-** Based on Zoning Bylaws for Retail establishments from 2500 GROSS SF- 5000 SF, this would require a SP from the Planning Board. Also, as this structure is of nonconforming in nature, any alterations would also require a Special Permit from the ZBA per 281-6.E.1

**Use Group-** Per IBC- Section 307 ( High Hazard Group H) Exception 6- Liquor Stores and distributors without Bulk Storage ... shall be classified as the Occupancy it most resembles which in this case would be M - Mercantile, it is my understanding this building was previously a convenience store which would be a NO Change of Use from the original M Occupancy

**Alteration-** Again there are no plans available as of now, but based on the International Existing Building Code, the alteration of the space could provide for such changes as Fire Alarm, Sprinkler, Accessible Means of Egress etc. Any alteration done in the work area would be subject to 521 CMR Accessibility Code as well as current Fire Codes. The Fire Dept and Building Dept would work in conjunction to determine Code requirements once plans are submitted.

**Egress-** Per Code, two means of egress shall be provided based on OCC Load above. Based on my observations, neither entrance on this Building is accessible as of now but could change based on Alteration Level. I will caution that any accessible route required would NOT be allowed to routed into the public ways

**Parking-** There is limited parking available at this location and it may have to have at least one Handicap/Van accessible spot per Code, again depending on the Alteration Level

Robert Garside, C.B.O.  
Building Commissioner/Zoning Enforcement Officer

## Dawn Dunbar

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**From:** Valeri Edwards <valeriedwards@gmail.com>  
**Sent:** Monday, February 01, 2021 10:28 AM  
**To:** Select Board  
**Subject:** All Alcohol Package Store License Request from Kent Ventures, LLC

Dear Members of the Board - I'm writing to you as a homeowner in West Groton in opposition to the proposed liquor store at 9 West Main Street - LLC Kent Ventures dba The Liquor Republic.

(1) I used to rent an apartment across the street from a liquor store prior to buying my home. The liquor store was a place for loitering, littering, the attraction of criminal and addictive behavior. Ask yourself if you'd want this next to your home? West Groton is a quiet village center with many senior residences and families with school age children.

(2) The traffic and parking situation. The four way stop located in front of 9 West Main Street is terrible. The traffic on those roads is terrible. The speeding is awful - especially during peak commuting hours. The parking at 9 West Main Street looks as if it can accommodate a few cars that will have to back in and out of the traffic and/or park on the street. This seems like a recipe for disaster. On a personal note - my first husband was a serious alcoholic who died from the disease in his 40's. Let me assure you - he wasn't sober when he took his daily trips to the liquor store. He was never sober. He couldn't be. He'd go into withdrawal. I realize that many folks consume alcohol responsibly - the fact remains - that there are those who don't and they need to get to and from the liquor store somehow....

(3) There are plenty of liquor stores around to provide access to alcohol. Within a 7 mile radius of 9 West Main street there are 12. I would hope this is an adequate supply to meet the local demand. Please see the list below

Liquor stores within a 7 mile radius from 9 West Main Street = 12

Shirley Package Store = 2.4 Miles

The Wine Nook - 3.4

Groton Market = 3.6

The Vineyard = 4.9

Ayer Package Store Inc = 5.3

Net Variety & Liquors = 5.5

Townsend Package Store = 5.8

Pepperell Beverage = 5.9

Sunny's Liquors = 5.9

Ray's Package Store = 6.1

Barnum Road Liquors 6.3

Jack O'Lantern Package store 6.5

(4) Having a liquor store close to your home negatively impacts property value and sellability. No homeowner wants this.

Just to be clear - I would love to see a small business flourish in our community. But, I'm opposed to small businesses that bring a negative impact to a community. A small, quiet, family community. The Liquor Empire would be the only retail store in the village of West Groton. The benefit of the business is to the owner - not the community. I would advise the owner to adopt a business model that positively impacts our community he serves as well as himself.

Respectfully,  
Valeri Edwards

Peter and I live at 102 Townsend Rd. We are recent additions to the neighborhood (about 4 years) and have been welcomed into this amazing community with open arms. We take nightly walks doing the "kemp loop" and enjoy seeing everyone walking around our neighborhood. We were so excited to see that someone purchased the old general store and we were one of the first visitors into their modern home ect to welcome them to the neighborhood.

As a preservation carpenter for the National Park Service it has been heartbreaking to watch the decline of this lovely building over the past couple years. We watched as they poured cement forms around the brick foundation, right over the clapboard siding, causing the water to pool against the building, slowly rotting it away. We watched as they put in an apartment upstairs (the new door that was mentioned on Townsend Rd.) and added a sky light. The building is left unattended for months on end. There are broken windows along Pepperell, piles of trash behind the building, peeling paint and rotted siding, valentines day decorations that have been up for over a year. The list goes on, but my real concern is the constant lying about what is going into this property. First it was a pet store that quickly turned into a three unit rental, when that was shot down it went up for sale or lease, next it was the Modern Home ect. And now it's a liquor store. When asked for his business plan by concerned members of the community his only response was "a liquor store". This is not an individual who is invested in our community, it's someone who is desperate to turn a profit from a poor investment. Our little West Groton neighborhood should not be a gambaling chip. Yes there are a few parking spaces but what happens when he needs to install an ADA compliant ramp? A dumpster and recycling bin? It is a very small lot that needs to accommodate quite a bit, including employee parking. Will he be allowed to sell nips(they already litter Pepperell Rd)? What protection does the Squannacook river have from plastic bottles and other garbage produced by customers? He already stated that he will not be held responsible for this burden on our community. Will they be able to sell lottery tickets and cigarettes?

Mr. Leung put it best himself during the meeting on Feb 1. The store is for people passing through West Groton. His business has nothing to do with the individuals surrounding him and he has no intentions of investing in our community. Liquor stores belong in strip malls and commercial areas, not neighborhoods and certainly not across the street from a beautiful community park that so many members of our community enjoy.

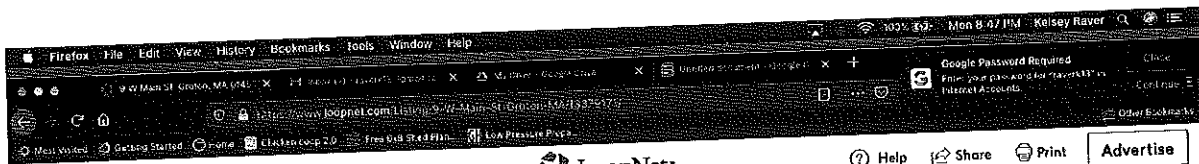
Please see the photo taken of his lease ad where he states that the property would make a "Great retail or restaurant space in beautiful Groton" and how "This location operated with a wine and beer licenses for many many years. It would be easy to get a wine and beer license. It also had a full package license including the sale of liquor."

Please do not allow one man's greed destroy our community for generations to come.

Thank you for your time

Kelsey Raver and Peter McPherson





Menu CoTour



Help Share Print Advertise

## 9 W Main St

3,351 SF of Space Available in Groton, MA

### ABOUT THE PROPERTY

Great retail or restaurant space in beautiful Groton. Potentially comes with beer and wine, and/or liquor license. Also possible for LIVE/WORK SPACE!!! This commercial space is the former Clover Farm Store. This retail location operated as a successful country store for over 35+ years.

Now under new ownership. I am leasing with an option to purchase or selling with owner finance. This retail space with approximately Total square footage 3,450 sq feet approximately. The first floor has 2,700 sq ft. The space is also has a 2nd floor which is partially finished for an additional 650 sq ft.

This is a stand alone building with its on parking plus there is public parking across the street. This property sits

at a 3-way intersection. This property is commercial zoned in the Village Business District with many uses by-right.

This location operated with a wine and beer licenses for many many years. It would be easy to get a wine and beer license. It also had a full package license including the sale of liquor.

Lease rate \$3,000 + NNN

Plus option to purchase the building

Or

Purchase with owner financing

Owner financing or seller financing available to right

buyer

• Corner Lot

**BOSTON DOG COMPANY**  
Dog Daycare, Vet Clinic, & Training

617-858-3647

Contact



198 Charlton Rd - For Lease  
20,810 SF Available



To the Select Board

Town Hall

Groton Ma.

Feb1, 2021

Dear Select Board,

Reference is made to your Monday Night Hearing Feb. 1<sup>st</sup> Concerning a Package Store Liquor License application by the Liquor Republic at 9 West Main Street, West Groton.

West Groton is a residential Community and does not need a liquor store in the one stand alone commercial building in the center of West Groton. There are a number of liquor stores nearby that are sufficient to serve the West Groton residential community's needs for alcohol.. The Shirley Package Store, next to the Bull Run Restaurant (that has a spacious bar), is 1.6 miles away, The Groton (liquor) Market is 2.6 miles away, The Ayer Package Store is 4.3 miles away.. In addition Wine and Beer are available at The Townsend Wine Nook 3.5 miles away and Shop and Save 2.9 miles away.. There are other sources in the nearby areas but these are the closest to West Groton..

The West Groton Store has a sign on the West side of the building, "For Sale or Rent call 617 257 3544". The call reaches Mr. Kent Leung.. He has now quoted \$475,000 to buy the building. Note that the building is not listed with any Real Estate Brokers and does not appear on any Commercial listing services. Potential Tenants for instance such as Professionals- Doctors, Lawyers, Dentists, Engineers, Architects etc. - might not even be aware that this space is available..

Mr. Leung bought the store from Janet Shea in April of 2018. Janet Shea died shortly after the sale..According to public records Mr. Leung paid \$200,000 for the building to Janet Shea. The Town assessment is \$275,000.

A recent quote to rent the building from Mr Leung is \$3500 a month. He would require a triple net lease where the tenant pays all the expenses including taxes, insurance, heat, light, power, maintenance etc.. About a year ago when asked about renting the building Mr. Leung quoted \$3000. a month rent..

A stand alone liquor store in the center of this residential area of Groton would require customers from out of the area to make the liquor store their destination.. In the 1970s for instance the parking lot across from the store was frequented by Drug Dealers..

Out of Town Traffic to the Liquor Store could be detrimental to the residential character of West Groton. Children growing up here might be influenced to have the wrong impression of commercial activity. Arguably the negative presence of a standalone liquor store to greet anyone driving to West Groton could be a bad influence on residential Real Estate values in the neighborhood.

For the above reasons, I urge the Select Board to vote against granting a Package Store Liquor License to Kent Ventures LLC dba Liquor Republic.

Sincerely,

Carl Canner, Abutter

35 Cannery Row



## **Dawn Dunbar**

---

**From:** Michael Bouchard  
**Sent:** Thursday, January 28, 2021 4:09 PM  
**To:** Mark Haddad; Dawn Dunbar  
**Cc:** Fran Stanley; Nancy Pierce  
**Subject:** Fwd: Zoom mtg Feb 1st regarding West Groton Ilquor license.

Referring to your office

Mike

Michael Bouchard  
Town Clerk  
173 Main Street  
Groton, MA 01450  
978-448-1100  
(via iPhone - please excuse typos)

Begin forwarded message:

**From:** THOMAS BRADY <brady4@comcast.net>  
**Date:** January 28, 2021 at 3:56:41 PM EST  
**To:** Town Clerk <TownClerk@grotonma.gov>  
**Subject:** Zoom mtg Feb 1st regarding West Groton Ilquor license.

Good afternoon,  
I just learned from neighbor while at the West Groton Post Office today that the owner of the previous "Cloverdale" is applying for a liquor license. This owner has an established history of not exercising due diligence. He is essentially an absent owner, bringing up even more concerns about day to day management. Another liquor store especially in this location would change the entire feel of the West Groton village. There are four package stores with 4 miles, how many do we need? He is not a neighbor or resident of the town has no investment other than self interest in this community. He has not been able to. make anything work there.

My bigger concern is the apparent lack of effort to inform residents of this small community. I understand that technically you might only be obligated to inform immediate abutters, but in consideration of a decision that would impact everyone here, I would think there might have been a bigger effort. There are also many elderly folks here which i doubt attend zoom mtgs, suggesting a more inclusive effort to inform could have happened.

Respectfully  
Ann Brady  
75 West Main St  
5085175081