

# Select Board Meeting Packet

May 10, 2021

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



## TOWN OF GROTON

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

## Select Board

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

**Town Manager**  
Mark W. Haddad

### SELECT BOARD MEETING

MONDAY, MAY 10, 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: 811 9714 1369

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. Ratify Town Manager's Appointment of Ashley Doucette as Program Director for The Groton Channel
5. Ratify Town Manager's Appointment of Dylan Grimm as a Greenskeeper at the Groton Country Club
6. Consider Appointing Kevin Charland and Nicholas Degaitas to the Sargisson Beach Committee
7. Develop Process/Procedure to Negotiate Easement for Sewer Connection to 227 Boston Road
8. Discuss/Review any Town Meeting Follow-Up
9. Update on Select Board Schedule through Town Meeting

II.      7:15 P.M.      Public Hearing – All Alcoholic On Premise Liquor License – Cambridge Cuisine, LLC, DBA The Herb Lyceum, 368 Main Street, Groton, MA – William Gilson, Manager

OTHER BUSINESS      - Discussion of Affordable Housing Workshop

ON-GOING ISSUES – For Review and Informational Purposes

- A. Water Department – Manganese Issue – PFAS Issue
- B. Green Communities Application and Implementation
- C. Florence Roche Elementary School Construction Project

### SELECT BOARD LIAISON REPORTS

III.      Minutes:      Virtual Meeting of April 26, 2021  
Meeting of May 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.



## TOWN OF GROTON

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

## Select Board

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

**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

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

**Subject:** *Weekly Report*

**Date:** *May 10, 2021*

1. 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. Cambridge Cuisine (known as the Herb Lyceum) has requested an All Alcoholic on Premise Liquor License. We have scheduled a public hearing for the Board to consider the application. Enclosed with this report is application.
2. I had previously recommended to the Select Board, and the Select Board agreed, that we would not reopen Town Hall to the public (no appointments necessary) until after the Town achieved "Green" Status for two consecutive weeks. After reviewing the matter, and taking into consideration that almost every Town Hall employee will be fully vaccinated by the end of the month, I am recommending to the Select Board that we reopen Town Hall to the public effective June 1, 2021. Masks will still be required to be worn while in Town Hall and we will continue to operate under the protocols approved by the Select Board in May, 2020. I have consulted with the Fire Chief and other Department Heads and we are all comfortable with this recommendation. We can discuss this further at Monday's meeting.
3. According to the latest State Health Report, Groton is still in "Yellow" Status. We are trending lower for the fourth consecutive week, but we have remained "Yellow". We will continue to monitor these reports and update the Board accordingly.
4. As you are aware, Bob Colman's last day as Program Director for the Groton Channel is May 14<sup>th</sup>. As discussed at a previous meeting and approved by the Select Board, based on the recommendation from the Cable Advisory Committee, I have appointed Ashley Doucette as Program Director, effective May 17, 2021. Enclosed with this report is Ashley's resume. She has served as our Production Assistant since 2016 and has done a great job. Melisa Doig, Dawn Dunbar and I interviewed Ashley and we are excited for her to take over managing The Groton Channel. Pursuant to the Groton Charter, I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.
5. I have appointed Dylan Grimm as a Greenskeeper at the Groton Country Club. I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.
6. The Sargisson Beach Committee has recommended that the Board appoint Keven Charland and Nicholas Degaitas to the Committee. I have enclosed their Citizen Interest Forms with this report. I would respectfully request that the Board consider making these appointments at Monday's meeting.

**Select Board  
Weekly Report  
May 10, 2021  
page two**

7. Now that Town Meeting has authorized the Select Board to enter into an Easement Agreement with Kevin Lindemer for the Sewer Connection for 227 Boston Road, Mr. Lindemer would like to start the process as soon as possible. If I may, I would recommend that the Select Board designate two members to work with me to negotiate the Easement to bring back to the full Board for approval. We can discuss this in more detail at Monday's meeting.
8. As far as Town Meeting, I am working with our Finance Team to put together the necessary documentation for the various bonding authorizations approved at Town Meeting. Obviously, the Middle School Track Project and Florence Roche Construction Project is dependent on the Debt Exclusion Vote at the Annual Election. I will update the Board on any Town Meeting follow-up at Monday's meeting.

9. Please see the update to the Select Board's Meeting Schedule through the end of Summer:

Monday, May 17, 2021	-No Meeting
Monday, May 24, 2021	-Update on Composting Operation at Transfer Station -Liquor License Hearing – Ixtapa -Housing Discussion
Monday, May 31, 2021	No Meeting (Memorial Day Holiday)
Monday, June 7, 2021	-Annual Board Reorganization -Annual Appointments of the Town Manager -Determine Process for Setting Annual Goals
Monday, June 14, 2021	-No Meeting
Monday, June 21, 2021	-Annual Appointments of the Select Board
Monday, June 28, 2021	-Schedule Various Committee Reports -Start Town Manager's Annual Review
Monday, July 5, 2021	-No Meeting (July 4 <sup>th</sup> Holiday)
Monday, July 12, 2021	-Joint Session with FinCom – Line-Item Transfers -Call for the 2021 Fall Town Meeting
Monday, July 19, 2021	-No Meeting
Monday, July 26, 2021	-Regularly Scheduled Meeting
Monday, August 2, 2021	-No Meeting
Monday, August 9, 2021	-Regularly Scheduled Meeting
Monday, August 16, 2021	-No Meeting
Monday, August 23, 2021	-Regularly Scheduled Meeting
Monday, August 30, 2021	-No Meeting
Tuesday, September 7, 2021	-Regularly Scheduled Meeting



## TOWN OF GROTON

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

## Select Board

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

**Town Manager**  
Mark W. Haddad

April 28, 2021

### LEGAL NOTICE TOWN OF GROTON PUBLIC HEARING

The Groton Select Board will hold a public hearing on Monday, May 10, 2021 at 7:15 P.M. virtually, via Zoom (link to meeting can be found on the final posted agenda located at [www.grotonma.gov](http://www.grotonma.gov), at least 48 hours before the meeting), to discuss and consider a new all alcohol, on-premise restaurant liquor license application submitted by Cambridge Cuisine, LLC, dba The Herb Lyceum, with William Gilson named as Manager, for the premise located at 368 Main Street, Groton, MA.

All interested parties are encouraged to attend.

#### SELECT BOARD

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

Groton Herald  
4/30/2021  
5/7/2021

cc: Assessor's List of all abutters within a 500 Foot Radius



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**APPLICATION FOR A NEW LICENSE**

Municipality

Groton

**1. LICENSE CLASSIFICATION INFORMATION**

**ON/OFF-PREMISES**

**TYPE**

**CATEGORY**

**CLASS**

On-Premises-12

§12 Restaurant

All Alcoholic Beverages

Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Cambridge Cuisine LLC would like to apply for an all alcoholic beverages license for our wedding venue The Herb Lyceum located at 368 MAIN STREET Groton MA 01450. This property is currently run as an event site and a catering license is used. We would like to now apply for a permanent license as we wish to operate the venue more regularly and do less private functions.

Is this license application pursuant to special legislation?



Yes



No

Chapter

Acts of

**2. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Entity Name

Cambridge Cuisine LLC

FEIN

45-4048596

DBA

The Herb Lyceum

Manager of Record

William Gilson

Street Address

368 MAIN STREET, Groton MA 01450

Phone

Email

will@puritancambridge.com

Alternative Phone

978-448-6499

Website

www.herblyceum.com

**3. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

The indoor premises is 1500 square feet of dining space with 30 seats on 1 floor between 2 rooms. We also wish to license a 30x30 event tent and 1 acre of garden/lawn space to be used for seasonal outdoor seating

Total Square Footage: 1500

Number of Entrances: 3

Seating Capacity:

30

Number of Floors

1

Number of Exits:

3

Occupancy Number:

40

**4. APPLICATION CONTACT**

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

William Gilson

Phone:

Title:

owner

Email:

will@puritancambridge.com

## APPLICATION FOR A NEW LICENSE

**5. CORPORATE STRUCTURE**

Entity Legal Structure	LLC	Date of Incorporation	1/2012
State of Incorporation	Massachusetts	Is the Corporation publicly traded?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST**

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises (Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
William Gilson			
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
Owner/Manager	39%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Ming-Tai Huh			
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
owner	27%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Nicholas Vantzelfde			
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
owner	14%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? ☐ Yes ☒ No

**CRIMINAL HISTORY**

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

## APPLICATION FOR A NEW LICENSE

### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
William Gilson	All Alcohol	Cambridge Cuisine LLC	Cambridge
Ming-Tai Huh	All alcohol	Cambridge Cuisine LLC	Cambridge
Nicholas Vantzelfde	All Alcohol	Cambridge Cuisine LLC	Cambridge

### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒

If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

## 7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No



## APPLICATION FOR A NEW LICENSE

### 8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	0
B. Purchase Price for Business Assets	0
C. Other * (Please specify below)	0
D. Total Cost	0

\*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

### SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total	

### SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

### FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

This is an existing property that we manage. There are no financials being traded to begin the process of this venture.

### 9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes   ☒ No

Please indicate what you are seeking to pledge (check all that apply)   ☐ License   ☐ Stock   ☐ Inventory

To whom is the pledge being made?

## 10. MANAGER APPLICATION

### A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name  Date of Birth  SSN

Residential Address

Email  Phone

Please indicate how many hours per week you intend to be on the licensed premises

### B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?\* ☒ Yes ☐ No \*Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

### C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
11/25/2011		chef/owner	cambridge cuisine LLC	self

### D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature  Date

# ASHLEY DOUCETTE

---

(978) 314-3446  
doucette.ashleym@  
gmail.com

17 Breakneck Rd.  
Groton, MA  
01450

---

## PROFILE

Dedicated and detail-oriented Production Technician and Assistant with The Groton Channel for 5 years. Fully knowledgeable in all Groton Channel production setups, equipment, software, and procedures. Proven ability to learn and advance skill sets. Always accomplishing and setting new goals.

## EXPERIENCE

### **Production Technician, The Groton Channel; Groton, MA — 2016-Present**

Expanded my previous role as Production Assistant to include studio management, production setup, technical directing, as well as any and all odd jobs that arose as a part of a small team.

Creating informational videos for the community on a weekly basis and working with show producers to create new programming regularly.

### **Production Assistant, The Groton Channel; Groton, MA — 2016**

Assisted The Groton Channel with news, event, sport, and meeting coverage in a part-time capacity.

## EDUCATION

### **Bristol Old Vic Theatre School; Bristol, United Kingdom - 2015**

— Foundational Degree in Arts - Professional Stage Management

## SKILLS

Production Management, Video Production, Video Editing - Final Cut Pro, Social Media, Organization, Productivity, Multi-Tasking, Problem-Solving, Oral & Written Communication

## REFERENCES

### **Bob Colman - Program Director, The Groton Channel**

(978) 448-3796

bcolman@thegrotonchannel.org

*Bob Colman has been my direct supervisor at The Groton Channel since 2016.*

### **Kelly Cook - Teacher, Groton-Dunstable Regional High School**

(978) 772-6197

kcook@gdrsd.org

*Kelly Cook was my teacher throughout high school and has remained a good friend. We have collaborated on several projects throughout my time at The Groton Channel.*

## Dawn Dunbar

---

**From:** Town of Groton <mchiasson@townofgroton.org>  
**Sent:** Wednesday, April 28, 2021 8:16 AM  
**To:** Select Board  
**Subject:** New Committee Interest Form Entry

**Name**

Kevin Charland

**Phone Number**

9786067429

**Email**

[k\\_charland@yahoo.com](mailto:k_charland@yahoo.com)

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

Sargisson Beach Committee

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

I care about maintaining the beach and the surrounding property that supports recreational activity for Groton residents.

Sent from [Town of Groton](#)

## Dawn Dunbar

---

**From:** Town of Groton <mchiasson@townofgroton.org>  
**Sent:** Wednesday, April 28, 2021 7:41 AM  
**To:** Select Board  
**Subject:** New Committee Interest Form Entry

**Name**

Nicholas Degaitas

**Phone Number**

6179902578

**Email**

[nickdegaitas@gmail.com](mailto:nickdegaitas@gmail.com)

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

Sargisson Beach Committee

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

I live very close to and use the beach regularly with my family. I would like to be involved to assist with any issues that may arise and contribute to the community and town.

Sent from [Town of Groton](#)

**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, APRIL 26, 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; Michael Hartnett, Tax Collector/Treasurer; Hannah Moller, Assistant Tax Collector/Treasurer; Megan Foster, Principal Assistant Assessor; Patricia Dufresne, Town Accountant; Bud Robertson; Michael Bouchard, Town Clerk; Mike Luth, Police Chief; Kevin Lindemer

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

**ANNOUNCEMENTS**

Mr. Haddad said that Town Meeting was going to be held on Saturday, May 1<sup>st</sup> beginning at 9am on the Field behind the Florence Roche Elementary School.

Ms. Pine said that the Non-Profit Council would be meeting on Friday morning at 9am via Zoom. She said it was open to any non-profit group in Groton.

Ms. Pine said that there was an article on the Town Meeting warrant relative to affordable housing. She said that Jack Petropoulos's show on Groton Cable Access, Groton Matters, interviewed one of the Trust Members for anyone who wanted to view that episode.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that Groton was still yellow last week and would continue to keep Town Hall closed to the public.
2. Mr. Haddad said that the Police Department had been working for the last several years in becoming an Accredited Department. He said that part of the process required an update to the Department's Rules and Regulations to conform with all current laws, practices and policies.

Chief Luth said it was important for his profession to have Rules and Regulations in place so that there was a clear understanding of what was expected. He said that some of the material contained seemed obvious but was required. He said that they were in que with the Accreditation Organization to come out and be reviewed as they moved toward full accreditation. Chief Luth said that the recent marijuana changes at the State level provided for modifications within the regulations, and the body tattoo policy was reduced in strictness, to name a couple of the changes.

Ms. Pine said she thought the Rules and Regulations were impressive. She said that there was within the new police reform law, mention about a citizen's oversight committee and asked if there would be any changes with the accreditation because of this. Chief Luth said that he didn't see many changes coming down the pike for their department as far as the new state laws and accreditation.

*Ms. Pine moved to adopt the Groton Police Department Rules and Regulations as presented that night. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

3. Mr. Bouchard said that they were obligated to produce an informational ballot question booklet whenever there was a ballot question. He said that this was in regard to potentially funding the Florence Roche Building Project. Mr. Bouchard reviewed the information booklet adding that Town Counsel had reviewed and approved the contents.

*Ms. Manugian asked for a motion to issue the booklet as presented with the one change as described. Ms. Pine made that motion. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

4. Mr. Haddad said that he was in receipt of the Appraisal provided by Kevin Lindemer for the easement through the Country Club for the Sewer Connection to 227 Boston Road. Mr. Degen said he spent a significant amount of time researching this online. Mr. Degen said he only found a couple of cases similar to this adding he wished he could have found more. He said that determining an amount to use someone's property for an easement was arbitrary. He

suggested that the Town have a right of first refusal on the easement should plans for the Town's property change. Ms. Manugian said that not all details needed to be worked out now adding the motion gave the Select Board the right to further discuss this and negotiate prior to issuing an easement. Mr. Lindemer said that he found an appraiser who was knowledgeable in this subject matter. He said that the amount the appraiser came up with was close to what he had proposed. He said he was there to ask for the Board's support at Town Meeting on this article. Mr. Reilly said he wanted to see the appraisal before deciding whether or not to support the article and thought the Town's people should see it also. He said he appreciated the amount of work that had been done but added he was still in a deferred status as he still had some of concerns. Ms. Pine asked Mr. Lindemer if he was committed to paying the amount stipulated. Ms. Manugian cautioned them when discussing a monetary figure adding it was subject to a negotiation. Mr. Lindemer said he was prepared to pay the amount stated in the appraisal for the easement. Ms. Pine asked if they should amend the motion to include that information. Mr. Haddad said that the motion allowed the Select Board to negotiate/grant the easement.

Ms. Pine asked those who deferred why they would be hesitant to recommend this to Town Meeting. Mr. Degen said that they would be setting a hard precedent on many levels if they recommended this. He said that there were big problems with this. He said he was a no vote on this and would be speaking against this at Town Meeting. Mr. Lindemer said that the Sewer Commission did accept this in the Fall of 2018. Mr. Haddad said that Town Meeting voted to allow the extension but not the manner of which it was to be done. Mr. Lindemer said that they could have continued to pursue Mass Highway but didn't when they raised the issue of private sewer going down the right of way and because of the added cost to drill test holes every so many feet which would require them to stop traffic for an extended period of time. He said that based on this, they wanted to avoid that situation. Ms. Manugian said that she had concerns about some of the assumptions and numbers used in the appraisal. She said there were a number of reasons Mass DOT wouldn't support this on their land and couldn't understand why if Mass DOT didn't want it, the Town would. She said that the idea that this approach was cheaper or easier somehow was concerning to her. Mr. Lindemer said that Mass Highway was technically more difficult. Ms. Pine said it was unfortunate that a fair amount of bureaucracy was getting in the way. She said it was unfortunate that a citizen was the small player with other parties making the rules, with not a lot of room to maneuver. Mr. Degen said that Town Meeting might allow this adding it would be up to them to negotiate the value of it. Ms. Pine argued that they had an appraisal with a fair market value.

Mr. Robertson said that he too had done a fair amount of research on easements. He said that he didn't understand what the risk was especially where the easement would go across undeveloped property on the part of the course that was outside playable area. Ms. Manugian said he was spot on but the downside was whether they wanted to develop this piece in the future. She said it was a risk that would have to show a lot of upside right now and she wasn't seeing that. Mr. Lindemer said that the soil types were not conducive to building down there and would require a sewer connection. He said that the connection would be there if this was allowed. Mr. Lindemer said that he also had not found a downside to this in all the research that he had done.

Ms. Manugian and Mr. Degen were not in support of this; Mr. Reilly was deferred to Town Meeting; Ms. Pine and Mr. Giger were in support.

5. Mr. Haddad said that the Friends of Prescott would like to expand the area they lease from the Town to include the open field behind the building. He said that their current insurance policy covered this area. Mr. Haddad said that in order to allow this, the Select Board needed to amend the description of premises in the lease to read as follows:

*PREMISES: The three-story building, including the rear open space of the property, known as the Prescott School, located at 145 Main Street, Groton, Massachusetts.*

Mr. Haddad said he was in favor of this. Mr. Robertson said that they were doing a great job and was in favor of this. Mr. Degen said that they had spent some time with the Friends reviewing their plans. He said that they had been successful and was in support of allowing them to expand their services.

Ms. Manugian said she didn't want to see any further development back there. Mr. Haddad said that there was a provision in the lease that the Friends could not alter the premise without approval by the Town. Mr. Degen said that with COVID restrictions, an additional outdoor space was a good thing for them to have.

*Ms. Pine moved to approve the alteration to the lease for the Friends of Prescott as outlined in their packet. Mr. Degen seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-nay*

6. Mr. Haddad said it was time to renew the annual fuel storage permits. He asked the Board to approve page (see attached).

*Mr. Degen moved to approve the fuel storage permits as read on page one. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

*Mr. Haddad asked the Board to approve a fuel storage permit for AL Prime (see attached). Ms. Pine made the motion. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

7. Mr. Haddad reviewed the motions for Town Meeting and how Town Meeting was going to proceed with multiple consent motions.
8. Ms. Manugian said he had been working on a review of Town committees. She said that this was one of their goals and wanted to see all elected and appointed committees gone through to see if they were active, necessary, etc. She said she broke them out by mandated boards/committees which there was not a lot they could do with these and then the remainder of the committees not mandated. She said she also broke them out by who they were appointed by, the size, vacancies and her and Mr. Haddad's comments/explanations. She said that because of COVID, a lot of committees had not been active over the last year and wanted to keep that in mind.

Mr. Degen said he thought they should see if the Conservation Commission wanted to take over the Invasive Species Committee but thought they were busy enough to stay intact. He suggested that Sargisson Beach Committee should also remain intact. Ms. Pine said that a lot of these committees functioned well on their own but wasn't sure where the oversight would go. Mr. Haddad said that the GPAC, Trails Committee, Williams Barn Committee as examples all called him when they needed something. Ms. Pine said that a three-year reporting cycle would be okay but didn't see a huge benefit in shifting the organizational chart without knowing what the impact would be. Ms. Manugian said that she didn't know what some of the Committees did because they didn't receive reports from them. Ms. Pine said that they received an annual report from most committees within the annual report. Mr. Haddad said that the goal was completed but the Board needed to discuss further. There was further discussion about committees.

9. Mr. Haddad reviewed the 3<sup>rd</sup> quarter financial review for the Town. He said they were right where they should be for motor vehicle excise and didn't believe they should have any trouble meeting their projections. He said that those revenues had shrunk but would keep an eye on it. Mr. Haddad said that the meals tax and rooms tax was lower than what they hoped, primarily the rooms tax, but that they would make their projections between the two. He said that PILOT payments were coming in and would meet their projections. Mr. Haddad said that the Country Club was way ahead of where they were last year. He said that this April had far surpassed the best April they had, which was last year. Mr. Haddad said he was concerned about motor vehicle excise and local room occupancy tax even though they were going to make their projections.
10. Mr. Haddad reviewed the Board and Town Manager goals and where they stood on completing them.
11. Mr. Haddad said that they were still waiting for guidance on money that had been set aside that was allocated for Groton in the next round of CARES Act money. Ms. Dufresne said she was hoping to get guidance on May 10<sup>th</sup> on how they could spend this. Mr. Haddad said they would have a proposal for the Board around that time for how they recommend the money be spent.
12. Mr. Haddad reviewed a proposed meeting schedule through the summer. Ms. Pine said every other week sounded appealing but remembered stacked up agendas and thought that could be changed.

#### MINUTES

Mr. Degen moved to approve the meeting minutes of April 12, 2021 as presented. Ms. Pine seconded the motion. *Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

Ms. Manugian adjourned the meeting at 8:57pm.

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

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

Date Approved:



**SELECT BOARD  
MEETING MINUTES  
SATURDAY, MAY 1, 2021  
UNAPPROVED**

**MEMBERS PRESENT:** Alison Manugian, Chair, Joshua Degen, Vice Chair, Rebecca Pine, Clerk, John Giger, Member, John Reilly, Member

**ALSO PRESENT:** Mark Haddad, Town Manager, Nik Gualco, Conservation Administrator

Ms. Manugian called the meeting to order at 8:30 a.m.

**Conservation Restriction**

Conservation Administrator Nik Gualco was present to discuss a conservation restriction for the following:

**Grantor:** Trustees of the Groton Conservation Trust

**Grantee:** Town of Groton

**Address of Premises:** Pine Trail, Park Trail and Paul Revere Trail, Groton, Massachusetts

**For Grantor's title see:** Middlesex

South Registry of Deeds Book 13141, Page 237 and  
Book 51050, Page 237

The Conservation Commission has accepted this restriction and the Select Board has to also vote to accept it. After a brief discussion the following vote took place:

*Ms. Pine moved that the Select Board approve the Restriction as presented. Mr. Reilly seconded and the vote was unanimous in favor of the motion.*

**Town Meeting Article – Housing Trust Application for CPA Funds**

Select Board Vice Chair Degen asked the Board to consider supporting an amendment he was planning on making at Town Meeting with regard to the Housing Trust's CPA Application for \$75,000 for affordable housing site assessments. Specifically, he was planning on offering the following amendment at Town Meeting when this project came up for a vote:

**Select Board Meeting Minutes**  
**May 1, 2021**  
**page two**

**Town Meeting Article – Housing Trust Application – continued:**

At the end of the main motion add the following wording: “provided the Affordable Housing Trust not expend and of these funds for any purpose until after the Diversity Task Force holds its Affordable Housing Summit and issues an executive summary to the Groton Select Board no later than September 15, 2021.”

*Mr. Degen moved that the Board support this proposed amendment. Ms. Manugian seconded the motion.*

The Board debated the merits of the amendment. Ms. Pine, Mr. Giger and Mr. Reilly expressed concerns with proposed amendment. Ms. Manugian was in support.

*After a spirited debate the Board voted two in favor of the motion (Degen, Manugian), three against the motion (Pine, Giger, Reilly). Motion Defeated.*

**FY 2022 Budget Update**

Mr. Haddad informed the Board that at the conclusion of the Open Enrollment Period for changes to Health Insurance Plans, the anticipated Health Insurance Budget for FY 2022 is out of balance by \$51,000. More employees took the Town’s Health Insurance or changed plans causing the deficit. Since Town Meeting was set to vote on the budget as presented, Mr. Haddad recommended that this shortfall be addressed in the Fall before the tax rate is set. The Board generally agreed.

Meeting Adjourned at 8:50 a.m.

Respectfully submitted,

Mark W. Haddad  
Town Manager

Approved:

Rebecca H. Pine  
Clerk