



# TOWN OF GROTON

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

## Select Board

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

**Town Manager**  
Mark W. Haddad

**SELECT BOARD MEETING  
MONDAY, JUNE 21, 2021  
AGENDA  
SELECT BOARD MEETING ROOM  
2<sup>nd</sup> FLOOR  
GROTON TOWN HALL**

**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. Town Manager's Explanation of Agenda Items
2. Consider Ratifying the Town Manager's Appointment of Ashley Shaheen as Council on Aging Director
3. Discussion - Fire Chief Promotion of Additional Lieutenant and Long-Term Analysis of Fire Department
4. Appoint Special Counsel for Florence Roche Construction Project
5. Review and Approve Proposed Budget for Coronavirus State and Local Fiscal Recovery Funds
6. Consider Proposal from Town Manager to Reorganize Finance, Park and Zoning Positions
7. Ratify Town Manager's Appointment of Jessica Goodman-Leong as Camp Counselor at Groton Country Club and Shawn Czado as a Lifeguard at the Groton Country Club
8. Update on Select Board Schedule through Labor Day

**II. 7:30 P.M. Items for Select Board Consideration and Action**

1. Consider Proposal to Name Unnamed Street in Front of Veteran's Memorial Common to Sawyer Way
2. Assign Select Board Member to Represent Board at Housing Summit
3. Consider Annual Appointments of the Select Board
4. Consider Appointment of Town Counsel

**OTHER BUSINESS** - Discuss Invoice from Town Counsel on Kent Ventures Appeal – Consider Increasing Budget for the Appeal

**ON-GOING ISSUES – Review and Informational Purposes – Brief Comments - Items May or May Not Be Discussed**

- 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: Regularly Scheduled Meeting of June 7, 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

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

**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

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

**Subject:** *Weekly Agenda Update/Report*

**Date:** *June 21, 2021*

### TOWN MANAGER'S REPORT

1. At the request of Select Board Chair Pine and Select Board Vice Chair Manugian, I have made changes to the Agenda. They feel that the Town Manager's Report is far too encompassing and does not accurately reflect the authority/position of the Board on various issues. To address their concerns, I have divided the former Town Manager's Report into two sections. Section One is the formal Town Manager's Report. This will continue to contain items in which I will either seek Board approval of an issue, or update the Board on an issue under my direct responsibility. Section Two will be entitled "Items for Board Consideration and Action". These are items that are not the Town Manager's direct responsibility, but items that are under the Board's direct purview and will be presented to the Board by the Town Manager for Board action and Town Manager follow-up. I hope this meets with the rest of the Board's approval. I will continue to address the items in this weekly memorandum.
2. As the Board is aware, we have been searching for a new Council on Aging Director to replace Kathy Shelp, who resigned last month to become the Council on Aging Director for the Town of North Andover. To assist me with the Search, I created a Screening Committee made up of me, Select Board Member Peter Cunningham, Mihran Keoseian and Richard Marton of the Council on Aging, Human Resources Director Melisa Doig and Executive Assistant Dawn Dunbar. I had asked Bud Robertson, Chair of the Personnel Board, to serve on the Screening Committee, but he was unavailable on the day we did our interviews. We received 24 applicants for the position and decided to interview five (5) of the applicants. Based on the interviews, we narrowed it down to two and had them interview before the Council on Aging. I am pleased to say that during this process, one candidate rose to the top and was the choice of both the Screening Committee and Council on Aging. Ashley, Shaheen, the current Director of Elder and Human Services for the Town of Littleton is my choice for Council on Aging Director. She has an excellent background in elder issues, has amazing enthusiasm and is the right person to lead our Senior Center. I have attached a copy of her resume with this report for your review. It is with great pleasure that I notify the Select Board of my appointment of Ashley Shaheen as our Council on Aging Director. Pursuant to Section 4.2(iii) of the Groton Charter, I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.

**Select Board**  
**Weekly Agenda Update/Report**  
**June 21, 2021**  
**page two**

3. Please see the attached memorandum from the Fire Chief informing the Select Board of his desire to appoint a career Firefighter (as well as a Call Firefighter) as a Lieutenant to fill a leadership void on the Fire Department. As a Strong Chief, this is within his purview, however, since there is a funding component, we felt this should be brought before the Select Board for your input and support. I have discussed this at length with the Fire Chief and Bud Robertson and we support this initiative. While there is a potential cost of \$8,100 to fund the full time Lieutenant position, there is enough savings in the Call Salary budget to cover this cost in Fiscal Year 2022. In addition, Fire Chief McCurdy would like to advise the Board of his plan to analyze the long-term needs of the Department. The purpose of the analysis is to determine whether or not the Call Model will continue to provide fire coverage or does the Department have to prepare for other options. The Chief will have an update for the Board at Monday's meeting.
4. As I had previously advised the Board, our OPM for the Florence Roche Elementary School Project has recommended that we hire separate Legal Counsel for the Project given the fact that this is the first time we have done a CM-At Risk Project. According to David Saindon, they have worked with Christopher Petrini and Associates and has stated that his past projects have been extremely well serviced by Petrini and Associates. Petrini is currently providing special counsel services for Leftfield's Marblehead Project. Now that the project has passed, David is recommending that the Town engage Chris Petrini to review all contracts for any edits as may be required. The project budget (\$50,000) will cover the cost. While the contract is well defined, this is more of a review and refinement. Also, certain WBE/MBE reporting requirements have recently been changed in the Commonwealth that requires legal interpretation. Petrini charges \$300 an hour. Based on this advice from our OPM, I would respectfully request that the Select Board vote to appoint Christopher Petrini and Associates as Special Town Counsel for the Florence Roche Project. We can discuss this in more detail at Monday's meeting.
5. Please see the attached proposed budget for the Coronavirus State and Local Fiscal Recovery Funds. I would like to review this in more detail at Monday's meeting.
6. Section 5.1 of the Groton Charter reads as follows: "Organization of Town Agencies - The organization of the town into operating agencies for the provision of services and administration of government may be accomplished by any method consistent with law and this charter, including the adoption of by-laws, appropriation of funds or adoption of rules and regulations by appropriate entities. The town manager may, with the approval of the select board and consistent with law and this charter, establish, reorganize, consolidate or abolish any department or position under the town manager's direction and supervision." To that end, I would like to propose a change in operation. As you know, Margot Hammer has decided to retire as the Zoning Board of Appeals Office Assistant. This position is currently budgeted at 15 hours a week. It is important to note that this is the average amount of hours over a 52-week period as there are some weeks where more hours are required and some where less are required. Obviously, we need to provide clerical support to the ZBA. In addition to this 15 hour a week position, we have budgeted a new 15 hour a week Clerk position in the Treasurer/Collector's Office. We have advertised this new position for the last two weeks and have very few applicants. Filling a 15 hour a week position is proving difficult.

**Continued on next page – Over>**

**Select Board**  
**Weekly Agenda Update/Report**  
**June 21, 2021**  
**page three**

6. **Continued:**

That said, Ms. Hammer's retirement provides us with an opportunity to re-organize positions and provide better support to our various Departments. I am providing you with this proposal to receive your feedback before advertising for the ZBA position. I am looking for input and advice. This is by no means set in stone, but is an idea worthy of consideration. Currently, Kara Cruikshank serves as the Land Use Administrative Assistant (at 40 hours per week) and provides coverage to the Building Department, Historic Districts Commission and Park Commission. It would make sense if we were to add Zoning Board of Appeals to her duties and remove Park Commission from her responsibilities. The Building Department and Zoning Board of Appeals are closely related and it is a better fit of duties than the Park Commission. This will allow us to deal with the ZBA seamlessly by having Kara take over the ZBA. To address the Park Commission coverage (Kara currently spends between 8 and 15 hours per week on Park duties depending on the time of year and whether or not there is a meeting that particular week), we would like to propose that we increase the 15 hour per week Treasurer Clerk's position to 25 hours. This position would then handle the Treasurer and Park Commission responsibilities. This overall proposal would make our operation much more efficient and allow us to advertise a position with more appeal (15 hours versus 25 hours). However, there would be a cost factor by creating a benefited position. The following chart shows the cost impact of this proposal:

<u>Line Item</u>	<u>Position</u>	<u>Current</u>			<u>Proposed</u>			<u>Difference</u>
		<u>Current</u>	<u>Hourly</u>	<u>FY 2022</u>	<u>Proposed</u>	<u>Hourly</u>	<u>FY 2022</u>	
		<u>Hours</u>	<u>Rate</u>	<u>Appropriated</u>	<u>Hours</u>	<u>Rate</u>	<u>Proposed</u>	
Treasurer/Collector Wages	Clerk	15	\$ 22.00	\$ 17,226	25	\$ 22.00	\$ 28,710	\$ 11,484
Zoning Board of Appeals	Office Asst.	15	\$ 26.15	\$ 20,607	0	\$ -	\$ -	\$ (20,607)
Health Insurance (Family Plan)	n/a	n/a	n/a	\$ -	n/a	n/a	\$ 20,460	\$ 20,460
TOTAL NEEDED							\$ 11,337	

While I understand that \$11,337 is an increase in the Budget, it may not be that much depending on who we hire, whether or not they take Health Insurance and what the final numbers are for Health Insurance after open enrollment and filling the Police Officer vacancy and Council on Aging Director. It may not cost anything to do this (we may even save a \$9,123 if the new employee does not take Health Insurance). I look forward to discussing this with the Board in more detail at Monday's meeting.

**Select Board**  
**Weekly Agenda Update/Report**  
**June 21, 2021**  
**page four**

7. I have appointed Jessica Goodman-Leong as a Camp Counselor and Shawn Czado as a Lifeguard at the Groton Country Club. I would respectfully request that the Board consider ratifying these appointments at Monday's meeting.
8. Please see the update to the Select Board's Meeting Schedule through Labor Day:

Monday, June 21, 2021	-Annual Appointments of the Select Board
Monday, June 28, 2021	-Schedule Various Committee Reports -Start Town Manager's Annual Review -Reserve Police Officer Appointments
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 -Appoint Full Time Police Officer
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	-Regularly Scheduled Meeting
Tuesday, September 7, 2021	-No Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

1. The Park Commission has voted unanimously to request that the one-way street at Veteran's Memorial Common (approximately 300 feet in length with no homes facing it) that connects Martin's Pond Road and Hollis Street, be named "Sawyer Way in honor of the Sawyer Family. Enclosed with this Agenda/Update and Report is information form the Park Commission to support this request. Don Black, Chair of the Park Commission will be present at Monday's meeting to discuss this with the Board.
2. The Housing Trust and the Diversity Task Force are hosting a Housing Summit on June 27, 2021 at 2:00 p.m. at the Center in West Groton. The Select Board is listed as one of the Town committees who have a role in affordable housing and it is likely that the Board will be asked to address the gathering. They are inviting the Select Board to designate a member to address the gathering on the 27<sup>th</sup>. Each Town committee is allotted approximately 5 minutes for introductions and to speak to its role regarding affordable housing. Later on in the meeting, when the public has been invited to speak there may be specific questions asked of various committee representatives. While the entire Select Board is invited to attend, the Diversity Task Force and Affordable Housing Trust would like to have one member of the Select Board designated to speak. The Board can determine who that member will be at Monday's meeting.

**Select Board**  
**Weekly Agenda Update/Report**  
**June 21, 2021**  
**page five**

3. Attached with this Agenda Update/Report are the proposed Annual Appointments of the Select Board. I would respectfully request that the Select Board consider making these appointments at Monday's meeting.
4. The Board had conducted interviews last week for the position of Town Counsel. After the interviews, the Select Board determined to continue to consider three Law Firms for Town Counsel and was to spend this past week checking references, etc. The three firms under consideration are KP Law, Mirrick O'Connell and Miyares Harrington. At the Chair's request I have set aside time on your Agenda for the Board to consider appointing Town Counsel.

MWH/rjb

Enclosures

Ashley Rae Shaheen  
58 Mount Vernon Street  
Haverhill, MA

May 16, 2021

To Whom It May Concern:

I was excited to hear about this position as the Director of Council on Aging for the Town of Groton. The Groton Center is a center that *builds community* and based on my background and experience I am a strong candidate for this position.

Since completing my master's program in education (focusing on community engagement) at Merrimack College in 2013, I have worked in the field of aging services. There is no greater feeling than knowing the impact aging professionals make on the lives of caregivers, volunteers, community organizations, and most importantly, senior citizens. Over the years, I have worked closely with colleagues to provide the successful administration and management of the programmatic, budgetary and business operations of Senior Centers. I continue to work collaboratively to plan, develop, and implement a wide variety of social, educational, and recreational activities to meet the interests and needs of a diverse group of residents. I have increased the numbers of programs and senior participation, developed sustainable community partnerships, enhanced communications for the organization and supervised volunteers and staff members at my places of employment. I have a passion for working with seniors and my experience in managing and advertising programs, developing community relationships, and managing staff/volunteers is why I would be a good fit for this position.

I am looking forward to the opportunity to speak with you about ways I can bring my creative ideas to expand programs and services as the next Director of Groton's Council on Aging in the nationally recognized and accredited Groton Center. I can be reached by phone at 978-994-3550 or email [ashleyraeshaheen@gmail.com](mailto:ashleyraeshaheen@gmail.com).

Respectfully,

Ashley Shaheen

Ashley Rae Shaheen

58 Mount Vernon Street, Haverhill, MA [ashleyraeshaheen@gmail.com](mailto:ashleyraeshaheen@gmail.com) 978-994-3550

## EXPERIENCE

---

### **Littleton's Department of Elder and Human Services**

**2020 - Present**

#### **Director of Elder and Human Services**

- Performs professional, administrative and supervisory work in planning, coordinating, and administering the elder services and human services programs of The Town of Littleton
- Coordinates and administers the elder programs for people over sixty years of age and the human services programs for those under sixty years of age
- Supervises the Department of Elder and Human Services Staff including an Assistant Director, Outreach Coordinator, Administrative Assistant, Montachusett Regional Transit Authority van drivers, Senior Tax Work-Off Program employees and volunteers
- Coordinates the Town's Transportation Program with the Montachusett Regional Transit Authority and other regional and sub-regional transportation initiatives
- Collaborates with state and federal agencies, community-based agencies and Town Departments
- Coordinates staff, Town Departments, and community resources to address and respond to needs of families and seniors
- Serves as liaison to Council on Aging Board, Friends of the Littleton Council on Aging, Town boards, community based groups, educational institutions and the media
- Prepares grant applications; administers private, local, state and/federal programs to meet the Department's need
- Prepares, develops and monitors Department's operating budget and other awarded grants including the Executive Office of Elder Affairs annual formula grant
- Prepares content for Town's budget narrative, annual report, brochures, newsletter, news releases, and related communications

### **The Hopkinton Council on Aging**

**2019 - 2020**

#### **Assistant Director of Senior Services**

- Supervised strategic initiatives and programs assigned by the Senior Services Director
- Initiated, planned, implemented, evaluated and managed programs for a wide-range of interest and needs
- Provided on-site management of administrative operations of programs and services
- Participated in creation of department policies
- Assisted in the administrative functions of the department, such as researching and preparing reports and educational materials, preparation and administration of department grants and updating files
- Managed the marketing of programs through designing flyers, writing press releases, website updates and social media presence



**The Wellesley Council on Aging**

**2013 - 2019**

**Senior Activities Coordinator**

- Assisted with day-to-day COA tasks (ie: fielding phone calls, giving tours, registering participants and collecting payments )
- Developed, organized, monitored and evaluated a wide-variety of educational, recreational and social activities
- Conducted numerous focus groups with senior citizens to seek input and suggestions
- Planned programs and activities based on COA budget
- Applied for Cultural Council Grants
- Worked with Senior Living Communities and outside organizations to sponsor programs
- Worked with COA board and committees, community stakeholders, and the Friends of the Wellesley COA to enhance programs and services offered by the COA
- Managed the marketing of programs through designing flyers, writing press releases, submitting weekly submission to the newspaper, and sending e-mail communications
- Developed the COA's bi-monthly newsletter (full color and 20 pages since the September/October 2018 issue)
- Trained in MySeniorCenter and used the database as a tool to track participation and analyzed data
- Supervised a part-time Activities Assistant
- Worked with Volunteer Coordinator to determine needs of the programming department

**The North Shore Community Development Coalition**

**Community Engagement Fellow**

**2012-2013**

- Organized a resident event committee with internal stakeholder
- Conducted and organized the annual Gloucester Crossing neighborhood survey
- Coordinated communications strategy using flyering, newsletters and social media
- Researched and analyzed data from the Gloucester Crossing survey and Salem Point properties

**EDUCATION**

---

**Merrimack College, North Andover, MA**

**Master of Education**

**2012-2013**

**Concentration in Community Engagement**

**Capstone Project**

- Researched into Aging in Place and Social Connectedness
- Worked with PACE in facilitating focus groups with participants in collecting the data
- Analyzed data and made recommendations to engage this population

Merrimack College, North Andover, MA  
Bachelor of Science  
Major: Health Science  
Minor: Biology  
Cumulative GPA: 3.8 Graduate: *Summa Cum Laude*

2008-2012

#### COMMUNITY INVOLVEMENT AND OUTSIDE ACTIVITIES

---

##### Children's Director of Methuen Ballet Ensemble

2008 - Present

Planned and rehearsed with students for the Nutcracker, spring and summer shows

##### Voter's School of Dance

- A member of Methuen Ballet Ensemble
- Dance Instructor

2005 - Present

2010 - Present

##### Aging Services Networks

- Active member of Massachusetts Council on Aging
- Regional Member of the MA Council on Aging Professional Network
- CHNA 15 Grant Collaborative Group Meetings

2013 - Present

2020 - Present

2020 - Present



## Groton Fire Department

*Fire ~ EMS ~ Rescue*

*"Together We Serve the Community"*

45 Farmers Row  
Groton, Massachusetts 01450  
Tel: (978) 448-6333  
Fax: (978) 448-1116



To: Groton Select Board

From: Steele McCurdy, Fire Chief 

Date: June 3, 2021

Subject: Staffing Needs

Formal leadership is a critically important component of the operational and day-to-day success of a fire department. The Groton Fire Department is in immediate need of promoting a career and an on-call firefighter to the rank of Lieutenant.

In the fire department, a Lieutenant is a first level supervisor that is responsible for the personnel assigned to them. An analysis of the current leadership within the Groton Fire Department has highlighted the need for additional supervision in order to safely conduct operations. Since 2014 we have lost 4 individuals who served in leadership positions with another impending loss at the end of July. The major issue that has been created due to absence of key leadership positions is a lack of span of control. This lack of span of control significantly reduces the safety of personnel and the effectiveness of the department.

The on-call position is currently funded within call wages and will be filled. As far as the career Lieutenant position goes, I would request the Board's support in promoting one career firefighter to Lieutenant. These promotions will immediately close some of the supervisory gaps that currently occur. The career Lieutenant position will be funded by current savings created by vacancies within the on-call officer corps as well as managed overtime breaks. The total cost of a career Lieutenant is \$7,623 plus a one time \$500 expense for uniform changes.

While not all of the gaps in leadership will be closed, I would like to take additional time to further evaluate staffing levels and leadership. In order to better vet the concepts, I have asked for the assistance of Mr. Robertson from the Finance Committee, Mr. Cunningham from the Select Board and Town Manager, Mr. Haddad. This group will assist me in the development of a leadership/staffing plan and report back to the Board at a later date.

The Groton Fire Department will be challenged in many ways moving forward. We as an organization and a community need to remain adaptable to the changes needed in order to continue to safely meet community needs.



## TOWN OF GROTON

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

## Select Board

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

**Town Manager**  
Mark W. Haddad

**To:** *Select Board  
Finance Committee*

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

**Subject:** *Coronavirus State and Local Fiscal Recovery Funds Proposed Budget*

**Date:** *June 11, 2021*

The purpose of this memorandum is to provide the Select Board and Finance Committee with a proposed budget for the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) that have been designated for the Town of Groton. Specifically, the Town of Groton is set to receive \$3,385,120 in these funds. It is my intention to bring this to the Select Board at their meeting of June 21, 2021 for discussion and potential approval.

The Federal Government has established various categories that these funds can be used. Specifically, eligible uses include:

1. Public health spending. This includes COVID-19 mitigation efforts, medical expenses, behavioral health, and certain public health and safety staff.
2. Economic impacts of the public health emergency. These include efforts to mitigate economic harm to workers, households, small businesses, affected industries, and the public sector.
3. Lost public sector revenue. Payments may be used to fund government services to the extent of revenue reductions from the pandemic.
4. Premium pay for essential workers. Funds may be used for additional support for those who have faced the greatest health risks because of their service in critical infrastructure sectors.
5. Water, sewer, and broadband infrastructure. Recipients may invest to improve access to clean drinking water, support wastewater and stormwater infrastructure, and expand access to broadband internet.

Based on these categories, examples of expenses include the following:

- Direct COVID-related costs (testing, contact tracing, etc.)
- Public health and safety staff
- Hiring state and local government staff up to the number of employees to pre-pandemic levels
- Assistance to unemployed workers, including job training
- Contributions to UI systems
- Small business assistance
- Nonprofit assistance
- Assistance to households
- Aid to impacted industries
- Expenses to improve efficacy of public health or economic relief programs
- Survivor's benefits

**Select Board  
Finance Committee  
CSLFRF Proposed Budget  
June 11, 2021  
page two**

These funds cannot be used to replenish “rainy day” accounts or other reserve funds or make a deposit into a pension fund.

Based on this, the Finance Team and I have established the following proposed budget for the use of these funds:

Groton Dunstable Regional School District	\$	900,000
Public Safety Radio Towers	\$	971,515
Public Safety Communications Center	\$	150,000
Sewer Infrastructure - Nod Road Pump Station	\$	520,000
Revenue Loss	\$	508,736
Fill Highway Department Vacancy	\$	90,000
Water Infrastructure - Taylor Street Water Main	\$	244,869
Total Requested	\$	3,385,120

**Explanation of Requests**

**1. Groton Dunstable Regional School District \$900,000**

We have worked closely with Superintendent Laura Chesson and Business Manager Sherry Kersey to determine the needs of the Groton Dunstable Regional School District as they return to “normal” and address the impact the COVID-19 Pandemic has had on the education of the students of the District. Remote learning, while allowing the District to continue to educate our children, does not replace “in person” teaching. To address any deficits in learning, the School District has put forth a plan to bring in additional resources (teachers, specialists, etc.) during the 21/22 School Year. It is anticipated that the Town of Dunstable will provide a matching amount (based on the current split).

**2. Public Safety Radio Towers \$971,515**

The Communications Towers currently utilized for emergency communications are nearing the end of life. These towers, located at Gibbet Hill and the Police Station, are near their maximum loading in terms of equipment space and weight. In 2020, these two locations were recommended to be replaced with towers meeting current tower design standards. A study of the coverage for the Town of Groton has shown significant coverage gaps for communications in the Northern part of Groton. This coverage area extends from Nashua Rd though Chicopee Row and includes the immediate area around the high school. The public safety departments along with an independent consultant have identified a tower at the high school would be the most effective manner to close the coverage gaps.

**3. Public Safety Communications Center \$150,000**

Former Police Chief Donald Palma had put together a plan to upgrade the Communications Center at the Police Station. Previous Town Meetings had authorized \$180,000 for this upgrade. When Chief Michael Luth took over, he began a process to reevaluate the proposed upgrade and decided to reconsider the previous plan and hire a consultant to assist with the upgrade. While we are in the process of issuing an RFP for this purpose, it appears that the cost of the upgrade will be in the \$330,000 range from talking to various consultants. This additional funding will allow the Police Department to complete the upgrade at one time.

**4. Sewer Infrastructure – Nod Road Pump Station \$520,000**

The Nod Road Pump Station is in need of an upgrade. With Indian Hill's project coming on line and the potential redevelopment of the Deluxe Property, the upgrade is crucial to the Sewer Department. This funding will be used to upgrade the pump station (and potentially the force main in the street). This money alone is not enough to complete the entire project, however, partnering with developers will provide a unique public/private partnership and spur economic development, which is one of the main purposes of these funds.

**5. Revenue Loss \$508,736**

This is one of the major components of the Recovery Act. It allows the Town to recover revenue from taxes, current charges, and miscellaneous general revenue. To determine the extent of the reduction in revenue, our Town Accountant followed the formula outlined by the Department of the Treasury by comparing actual revenue to a counterfactual trend representing what could have been expected to occur in the absence of the pandemic. This approach measures losses in revenue relative to the most recent fiscal year (FY 2019) prior to the COVID-19 public health emergency by using the most recent pre-pandemic fiscal year as the starting point for estimates of revenue growth absent the pandemic. This formula shows a reduction in revenue of over \$500,000 due to the pandemic.

**6. Fill Highway Department Vacancy \$90,000**

The Recovery Act allows for the hiring of state and local government staff up to the number of employees to pre-pandemic levels. As you are aware, the Highway Department is down one employee that we chose not to fill due to the reduction in revenue caused by the pandemic. We are recommending that we fill this position using the Recovery Funds in Fiscal Year 2022. When developing the budget for Fiscal Year 2023, we will ensure that any new reoccurring revenues will be used to continue to fund this position. This position is necessary to allow the Highway Department to get back to "normal" and continue to provide the level of services that were provided prior to the pandemic.

**7. Water Infrastructure – Taylor Street Water Main \$244,869**

Similar to the Nod Road Pump Station, the Water Main on Taylor Street is a constant issue for the Water Department as it leaks constantly. It is made of Asbestos Cement which is the oldest kind of pipes serving our Water Ratepayers. Replacing this undersized 4" main on Taylor Street and "looping" the water main from Main Street to the Deluxe Property will improve water quality and fire protection for any potential redevelopment of the Deluxe Property, and allow for a public/private partnership and spur economic development, which is one of the main purposes of these funds.

---

I look forward to discussing this proposed budget in more detail with the Select Board at your June 21, 2021 meeting. I would like to invite members of the Finance Committee to attend this meeting as well. In the meantime, please feel free to contact me with questions or concerns with regard to this matter.

MWH/rjb

cc: Dawn Dunbar – Executive Assistant  
Patricia DuFresne – Town Accountant  
Michael Hartnett – Treasurer/Collector  
Megan Foster – Principal Assistant Assessor  
Hannah Moller – Assistant Treasurer/Collector  
Melisa Doig – Human Resources Director  
Michael Bouchard – Town Clerk

June 10, 2021

Dear Dawn,

We have an unnamed, one way street at Veteran's Memorial Common. It is approximately 300 feet in length, has no homes facing it, and connects Martin's Pond Road with Hollis Street. The Park Commission, by way of a unanimous vote at their May meeting, proposes naming it 'Sawyer Way' in honor of the Sawyer Family who have given so much in the way service to our Town and Country. The Park Commissioners are willing to follow whatever process necessary to accomplish this task.

Please inform me as to what those next steps might be to complete the naming process of this street.

Kind regards,

Don Black

Groton Park Commission



At our May meeting, The Park Commissioners voted unanimously to request that an unnamed road at Veteran's Memorial Common be named 'Sawyer Way'. (Please see the attached Map).

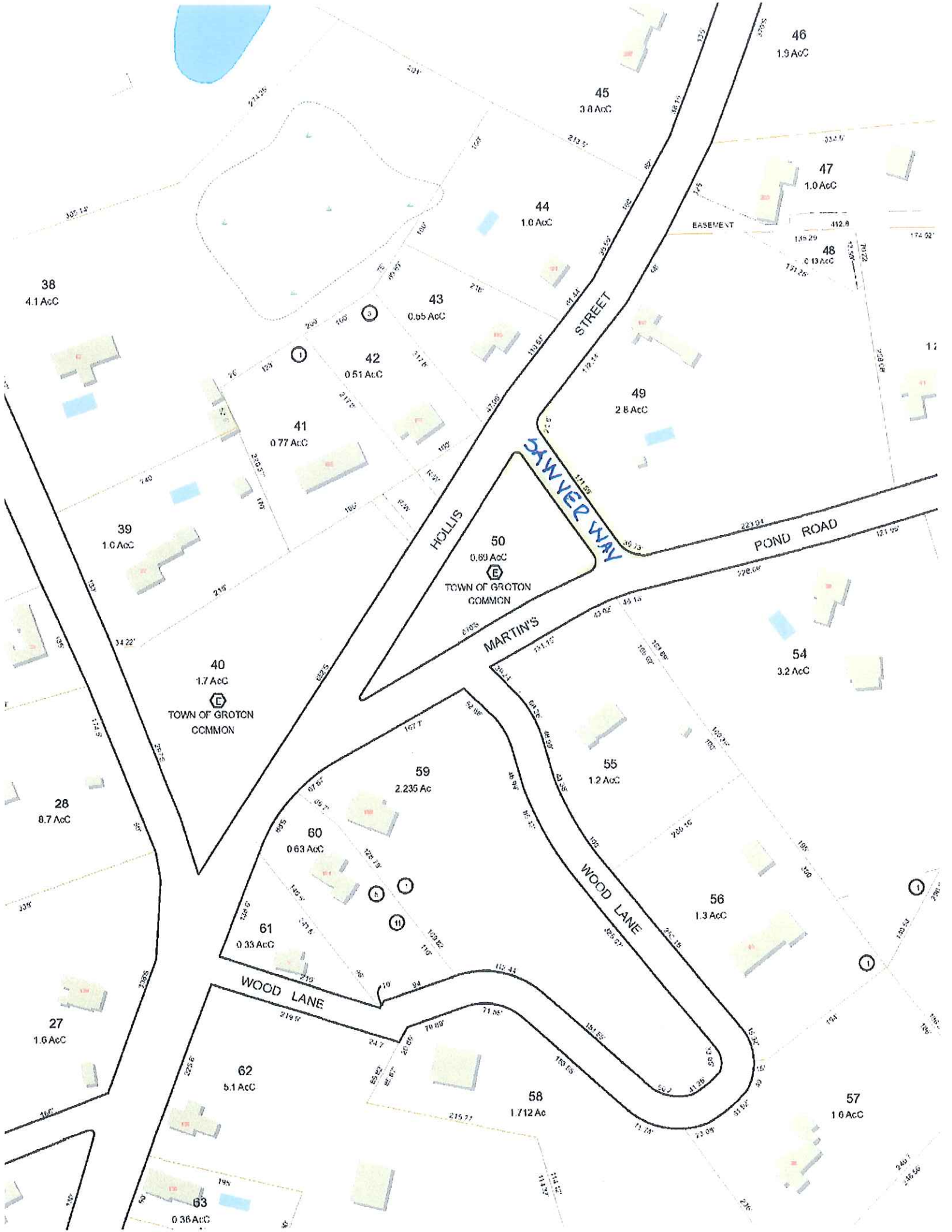
In response to our request, I received the following:

A couple of members of the Select Board have asked for more information on this. Can you provide some background information on the Sawyer Family. Any notable contributions to the Town, etc. They would also like to understand if this section of road is currently maintained by the DPW or if they will also be asked to accept this road as a public way at an upcoming town meeting once its named.

The Sawyer Family has been part of the Groton Family for well over 100 years. Their contributions to our town and country are as follows:

1. John Sawyer grew up in Groton and served his country in WWI.
2. Elmer and Ruth Sawyer - Gold Star Parents
3. Raymond Sawyer - WWII
4. Frank Sawyer - WWII - US Marine KIA Guam 1944
5. Alvin Sawyer - WWII - Founder of Groton Baseball Travel League
6. Richard Sawyer - US Air Force
7. William Sawyer - Lifetime US Navy
8. Ronald Sawyer - Air Force
9. Roland Sawyer - Honorable Servant to Groton Town Government.
10. Helen McCarthy Sawyer - Teacher, Author, Married to Roland Sawyer, Lived to 110 years of age.

The road is already an accepted public way and maintained by the DPW. It provides the third leg of the Veteran's Memorial Common. The other two streets making up the triangle are Hollis Street and Martins Pond Road.





## TOWN OF GROTON

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

## SELECT BOARD

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

**Town Manager**  
Mark W. Haddad

### MEMORANDUM

*TO: Mark Haddad, Town Manager*  
*FROM: Dawn Dunbar, Executive Assistant to the Town Manager*  
*DATE: June 18, 2021*  
*RE: Select Board Annual Appointments*

---

#### **Terms Expire on June 30, 2022 unless otherwise noted**

##### **AFFORDABLE HOUSING TRUST – June 30, 2023**

Becky Pine  
Richard Perini

##### **BOARD OF REGISTRARS – June 30, 2024**

See attached Memo from Town Clerk

##### **CAPITAL PLANNING ADVISORY COMMITTEE – June 30, 2024**

Scott Hagerty  
(1 Vacancy)

##### **COMMEMORATIONS & CELEBRATIONS COMMITTEE**

Donald Black  
Michael F. Luth  
Steele McCurdy  
Gail Chalmers  
(1 Vacancy)

##### **COMMUNITY PRESERVATION COMMITTEE – June 30, 2024**

Richard Hewitt  
Carolyn Perkins

##### **COMPLETE STREETS COMMITTEE**

George Barringer  
Michelle Collette  
Peter Cunningham  
R. Thomas Delaney Jr.  
Stephen Legge  
Kristen Von Campe  
(1 Vacancy)

##### **CONSERVATION COMMISSION – June 30, 2024**

Alison Hamilton  
Jon Smigelski

COUNCIL ON AGING

Paula Martin – **June 30, 2024** (second term)

Pascal Miller – **June 30, 2024** (first term)

DIVERSITY TASK FORCE

Gordon Candow

Michelle Collette

Amy Degen

Joshua Degen

Raquel Majeski

Diedre Slavin-Mitchell

James Moore

Lorena Novak

*(3 Vacancies – Groton School Representative, LGBTQ Representative & Town Hall/Library Representative)*

HOUSING PARTNERSHIP

Peter S. Cunningham

Carolyn A. Perkins

*(3 Vacancies)*

INVASIVE SPECIES COMMITTEE

Jonathan Basch

Brian Bettencourt

Adam Burnett

Adam Hamilton

Richard Hewitt

Olin Lathrop

Ron Strohsahl

Charlotte Weigel

*(1 Vacancy)*

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

Christine Brooks

John Weisner

*(1 Vacancy)*

LOWELL REGIONAL TRANSIT AUTHORITY

*Vacancy*

MBTA ADVISORY BOARD

*Vacancy*

MONTACHUSETT JOINT TRANSPORTATION COMMITTEE

Russ Burke

MONTACHUSETT REGIONAL PLANNING COMMITTEE

Russ Burke

Peter S. Cunningham

SARGISSON BEACH COMMITTEE

Nicholas Degaitas

Kevin Charland

*(1 Vacancy – Select Board Representative)*

**SCHOLARSHIP COMMITTEE – June 30, 2023**

Alberta Erickson  
Jeannie Erickson  
(1 Vacancy)

**SUSTAINABILITY COMMISSION**

Bruce Easom  
Alison Peterson  
Marina Khabituyeva  
David Southwick  
Katrina Posner  
(4 Vacancies)

**ZONING BOARD OF APPEALS**

*1 Vacancy – Full Member – June 30, 2024*  
*1 Unexpired Term Vacancy – Full Member – June 30, 2023*  
Daniel McLaughlin (Alternate) – **June 30, 2022**  
Jenepher Spencer (Alternate) – **June 30, 2022**  
Jack Petropoulos (Alternate) – **June 30, 2022**



Town of Groton  
173 Main Street  
Groton, MA 01450

Phone: 978-448-1100  
FAX: 978-448-2030  
mbouchard@townofgroton.org

Office of the Town Clerk – Notary Public

Michael F. Bouchard, *Town Clerk*

June 8, 2021

To: Select Board Members, Mark Haddad, Town Manager  
From: Michael Bouchard, Town Clerk  
Subject: Board of Registrars Appointments

Please accept this letter as a request to appoint Registrars of Voters. There are two appointment requests – one as an annual appointment, the other to replace a resigned member.

Each year, the term of one member of the Board of Registrars expires. In 2021, the term of Paul Fitzgerald (R) expires. Paul Fitzgerald was initially appointed in March, 2021 for a partial term, replacing Paul Martell (R), who had resigned when accepting the Republican Town Committee Chair. It is not permissible under state law to hold an officer's position in a town committee while being a member of the Board of Registrars.

A second seat on the Board of Registrars is also vacant. John Sopka (D) was elected to the Groton Housing Authority in the May 25, 2021 town election. State law states that a registrar must hold no other office in the town either by election or direct appointment. Mr. Sopka's seat on the Board of Registrars is now vacant.

Under Mass General Law Chapter 51 Section 15, "the selectmen (select board) or the appointing authority shall so appoint their successors that as nearly as possible the members of the board shall represent the two leading political parties". The current makeup of the Board is 1 Republican member, 1 Democratic member, 1 vacant and 1 Unenrolled (Michael Bouchard). Please note that only the Town Clerk may be an "unenrolled" member.

The current composition of the Board of Registrars is:

Jane Fry (D)	- Term to expire in 2023
Paul Fitzgerald (R)	- Term to expire in 2021
Vacant (John Sopka (D))	- Term to expire in 2022
Michael Bouchard (U)	- as Town Clerk (MGL 51:15)

The Democratic and Republican Town Committees have submitted nominations for consideration by the Select Board for appointment to Registrar.

For the term expiring in 2021, The Republican Town Committee has nominated:

- Paul Fitzgerald

For the term expiring in 2022:

- The Democratic Town Committee has nominated Marvin Caldwell, 28 Court Street
- The Republican Town Committee has nominated Greg Baran, 716 Lowell Road



Town of Groton  
173 Main Street  
Groton, MA 01450

Phone: 978-448-1100  
FAX: 978-448-2030  
mbouchard@townofgroton.org

Office of the Town Clerk – Notary Public

Michael F. Bouchard, *Town Clerk*

I thank the Select Board for its consideration of this request.

Respectfully,

Michael Bouchard

**Board of Registrars - History of Board membership by party**

	Democratic Members	Republican Members
2013 to 2021	2	1
2001 to 2012	1	2

**Groton Voter Demographics**

	June 2021	August, 2020	April, 2019
Unenrolled	5572 (65.2%)	5493 (64.0%)	5203 (63.6%)
Democratic	1877 (21.9%)	1885 (22.0%)	1771 (21.6%)
Republican	1030 (12.0%)	1118 (13.0%)	1149 (14.0%)
Other	66 (<1%)	65 (~ 1%)	58 (~ 1%)

**SELECT BOARD MEETING MINUTES  
MONDAY, JUNE 7, 2021  
UN-APPROVED**

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

**Also Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant;

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

**BOARD REORGANIZATION**

Ms. Manugian said that several people were interested in being chair. Mr. Cunningham said it was good to rotate the chairmanship and nominated Ms. Pine to serve as chair. Ms. Pine said she would like to learn a little more from Ms. Manugian through a transition such as her serving as an active Vice Chair. Mr. Cunningham said he thought it was important that they share the responsibility and it not be all in one place but thought it was also important that they move on. Ms. Pine said she would like to have Ms. Manugian as Vice Chair for a period of time. Mr. Degen said he had been vice chair for the past 2 years and had been actively involved. He said he thought he had done his job and wasn't being moved forward because of his national politics position on Facebook. He said he had always put the Town on the forefront. Ms. Manugian said she didn't have problems with Mr. Degen's persona in meetings and thought he brought a lot to the table but was concerned about his social media posts. She said it didn't impact their day to day but bothered her. Ms. Pine said he had his right to choose to do what he did, but was not the model she wanted to see for their employees. Mr. Reilly said that Facebook was a private choice but he had received phone calls from people offended by those posts. He said he didn't disagree with the good job Mr. Degen had done for the Town. Mr. Cunningham said that it became a distraction from what Mr. Degen was trying to do as a Select Board member for the Town.

The Board voted unanimously for Ms. Pine to serve as Chair.

Ms. Pine said she would like to place a nomination for Ms. Manugian to serve as Vice Chair. Mr. Degen nominated Mr. Reilly. Mr. Cunningham asked if they could hear from both. Mr. Reilly said he didn't have a problem with it but thought if Ms. Pine felt better suited with Ms. Manugian as Vice Chair, he was okay with that. Ms. Pine said she also thought they should revisit the Vice Chairmanship after 3 months. Ms. Manugian said she didn't feel strongly either way and could offer guidance even if she wasn't Vice Chair.

There were 3 votes in favor of Ms. Manugian as Vice Chair (Cunningham, Manugian, Pine) which passed by majority vote.

Mr. Degen nominated Mr. Cunningham as Clerk. The nomination carried unanimously.

**ANNOUNCEMENTS**

Ms. Pine said that she wanted to acknowledge their first in person meeting in 15 months. She commended the work Mr. Haddad and Ms. Dunbar had done to instantly connect them remotely. Mr. Cunningham asked if they had thought about connecting through Zoom also. Ms. Pine said that they had had some conversations about improving participation remotely and believed there had been some talk at the State level about what was legal. Mr. Haddad said that there had not been any decisions at the State level but would keep the Board updated.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said he was very excited to make two appointments that night. He said that he was recertifying the appointment of Megan Foster as Principal Assistant Assessor to a three-year term to end on June 30, 2024. He said that for the last eight months Hannah Moller had been the Tax Collector/Treasurer in Training. He said he was pleased to make this appointment effective July 1, 2021.

*Mr. Cunningham moved to affirm the Town Manager's appointment of Hannah Moller as Tax Collector/Treasurer effective July 1, 2021. Mr. Reilly seconded the motion. The motion carried unanimously.*



*Mr. Cunningham moved to affirm the Town Manager's appointment of Megan Foster as Principal Assistant Assessor effective July 1, 2021. Mr. Reilly seconded the motion. The motion carried unanimously.*

### **LEGISLATIVE UPDATE**

Senator Edward Kennedy and Representative Sheila Harrington were present.

Representative Harrington said that one of the major issues before them both was unemployment benefits. She explained that some industries were having difficulty hiring such as the restaurant business. Senator Kennedy said that they agreed they needed to get the economy moving again adding employment insurance was more than they would be making working. Mr. Cunningham asked if there was anything formal being proposed. Representative Harrington said it was at the Executive level right now and was looking at how that would be structured further adding they were looking to New Hampshire and Connecticut as what post pandemic unemployment would look like. Ms. Manugian asked what was perceived as roadblocks with businesses offering more compensation. Senator Kennedy said he offered legislation for \$200M of federal money for tourism to help with losses. Representative Harrington said that cocktails to go and some form of remote meetings may be what continues post COVID.

Senator Kennedy said that PFAS was a big problem everywhere. He said that there were PFAS response grants that communities could apply for and an interagency task force that was going to be providing a report by the end of the year on how to address this moving forward. Senator Kennedy said that there was legislation to ban the sale of products from PFAS. Representative Harrington said that DEP was taking the lead on this adding they didn't have control over products approved by the FDA. She said that they needed to understand what the chemicals were they had control over and thought this would take some time because of that.

Representative Harrington said that there was an enormous amount of money for affordable housing at the State level. She said that they went through \$100M of the amount allocated this year for RAFT but still left them with a significant amount of funding available. She said that they needed to also look at housing programs that also promoted economic development. She said that they would both like to help the Town with economic development. Senator Kennedy said that Mass Housing was a good resource. He said that zoning should also be used to promote the housing they wanted.

Mr. Haddad said that they submitted legislation last fall and asked what the status was. Representative Harrington said that it was refiled recently. Mr. Haddad said that they received an earmark of \$350K to repave Main Street and asked about the status. Senator Kennedy said he would look into it tomorrow. There was a brief discussion about possible funding options for sidewalks to Indian Hill.

Ms. Manugian asked how they advocate for communities that do have better demographics than others. Representative said that they needed to look toward earmarks adding the way they distributed money wasn't going to change anytime soon. Senator Kennedy said that they needed to keep looking at the education formula to bridge the gap as much as they could. There was a discussion about regional school districts working together to fight for the funding they need such as increases in transportation costs for students.

Ms. Manugian asked what they could do to help them advocate for Groton at the State level.

Mr. Degen thanked them for coming in and asked that they consider doing this annually.

### **ANNOUNCEMENTS – CONT.**

Ms. Pine said she attended a Court of Honor for four young men yesterday. She provided a brief description of their eagle scout projects.

Mr. Cunningham said that he, Ms. Pine and Mr. Reilly attended the Memorial Day celebration albeit small but added it was very nice.

Mr. Haddad said that they would be holding the 4<sup>th</sup> of July Fireworks this year on Monday, July 12<sup>th</sup>.

### **TOWN MANAGERS REPORT – CONT.**

2. Mr. Haddad said that because the Governor was rescinding the State of Emergency on June 15<sup>th</sup>, he thought it would make sense for the Board to rescind the local State of Emergency in line with the State.

*Mr. Degen moved that they rescind the local State of Emergency effective June 15, 2021 in line with the Governor lifting the State of Emergency. Mr. Cunningham seconded the motion. The motion carried unanimously.*

3. Mr. Haddad said that it was time to make his annual appointments. He asked the Board to ratify his appointments as presented to the Board within their meeting packet. Ms. Pine pointed out that Mr. Cunningham was on the list as an election worker. Mr. Cunningham said that if the Board were not comfortable with him serving as an election worker, he wouldn't serve. Ms. Pine said she had no issue with it.

*Mr. Reilly made a motion to ratify the Town Manager's appointments as presented. Ms. Manugian seconded the motion. The motion carried unanimously.*

Mr. Haddad asked the Board to ratify the appointments he appointed, per the Charter.

*Mr. Cunningham made a motion to ratify the Town Manager's appointments as presented. Ms. Manugian seconded the motion. The motion carried unanimously.*

Mr. Haddad asked the Board to ratify the appointments he nominated for appointment, per the Charter.

*Mr. Degen made a motion to ratify the Town Manager's nominated appointments as presented. Ms. Manugian seconded the motion. The motion carried unanimously.*

Mr. Haddad said that the Police Chief was on the list as a department head but that it was the Board's appointment.

4. Mr. Haddad said that the Board needed to begin the process of setting their goals. Ms. Pine said that they had met in a workshop session some years to work out goals and depending on what was submitted could determine that at a later date.
5. Mr. Haddad said they had received four proposals for Town Counsel. He said he sent them to the Board adding the Board was scheduled to hold those interviews next Monday, June 14<sup>th</sup>. Ms. Pine asked if they should interview all four firms. Mr. Cunningham said that there were two he felt were stronger firms and should be interviewed. Ms. Manugian said she thought they should interview all four. The Board agreed to interview all four firms.

There was a brief discussion about the interview questions and about asking follow up questions. Ms. Manugian provided some suggested questions. Mr. Haddad said he would review the questions with the Chair later in the week and then distribute them to the Board.

6. Mr. Haddad reviewed the Board's meeting schedule for the next few weeks.

#### **OTHER BUSINESS**

Mr. Haddad asked the Board to appoint Jennifer Nassimos to the Affordable Housing Trust for a two-year appointment.

*Ms. Manugian made the motion. Mr. Cunningham seconded the motion with a term to expire on June 30, 2023. The motion carried unanimously.*

Mr. Haddad said that Ixtapa had appealed the 4-day suspension issued by the Board. He said that the ABCC were not able to hold the hearing until July 28<sup>th</sup>. Mr. Haddad said he spoke to Town Counsel today. He said Town Counsel said that the Board should stay the suspension until September 3, 4, 5, 6, 2021 and let the appeal process move forward. Mr. Degen said he thought that made sense.

*Mr. Degen moved that they change the proposed suspension of the liquor license at Ixtapa to September 3, 4, 5 and 6<sup>th</sup> 2021. Mr. Cunningham seconded the motion.*

Mr. Haddad suggested that he and the Police Chief could handle this appeal. Ms. Pine said they should have a member of the Board there also. It was recommended that Mr. Reilly be present for that hearing also.

*The motion carried unanimously.*

*Mr. Degen moved that John Reilly represent the Select Board at the appeal hearing before the ABCC concerning Ixtapa. Ms. Manugian seconded the motion. The motion carried unanimously.*

Mr. Haddad said that they held interviews for the COA Director today. He said that they interviewed 5 excellent candidates, that they were advancing 2 candidates forward to meet with the COA Board of Directors, to be followed by a meeting with the department heads next Tuesday at 9:30am. He said he would bring the final appointment to the Select Board on June 28<sup>th</sup>.

**MINUTES**

*Mr. Degen moved to approve the meeting minutes of May 24, 2021 as corrected. Ms. Manugian seconded the motion. The motion carried 4-0-1 with Mr. Cunningham abstaining.*

Ms. Pine adjourned the meeting at 9:21pm.

Approved: \_\_\_\_\_  
Peter S. Cunningham, Clerk

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

Date Approved: