

# Select Board Meeting Packet

July 12, 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

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, JULY 12, 2021**  
**AGENDA**  
**SELECT BOARD MEETING ROOM**  
**2<sup>nd</sup> FLOOR**  
**GROTON TOWN HALL**

- 6:00 P.M. Executive Session – Pursuant to M.G.L. c. 30A, §21(a), Clause 3 – “To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.” – PURPOSE – Collective Bargaining
- 7:00 P.M. Regular Meeting Commences - Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:06 P.M. Town Manager's Report
1. Town Manager's Explanation of Agenda Items
  2. Consider Ratifying the Following Appointments of the Town Manager:  
  
Tammi Mickel – Treasurer/Tax Collector Office Assistant  
Donna Main – Park Department Assistant  
Joseph Wang – Lifeguard at Groton Country Club
  3. Consider Accepting the Nomination of the Town Manager to Appoint Eileen McHugh to the Earth Removal Stormwater Advisory Committee
  4. Consider Authorizing the Town Manager to Sign the Project Funding Agreement (PFA) with the MSBA for the Florence Roche Elementary School Construction Project.
  5. Update on Select Board Schedule through Labor Day
- II. 7:10 P.M. Items for Select Board Consideration and Action
1. Reconsideration of Herb Lyceum Application for an All Alcoholic, On-Premise Liquor License
  2. Consider Appointing Fran Stanley to the Diversity Task Force as the Town Hall Representative
  3. Call for and Open the Warrant for the 2021 Fall Town Meeting
- III. 7:15 P.M. In Joint Session with the Finance Committee – Review and Consider Approval of Fiscal Year 2021 Line-Item Transfers
- IV. 7:30 P.M. Report/Recommendations from the Diversity Task Force
- OTHER BUSINESS**
- 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**
- V. Minutes: Regularly Scheduled Meeting of June 21, 2021  
Regularly Scheduled Meeting of June 28, 2021

### ADJOURNMENT

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



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

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

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

**Date:** *July 12, 2021*

### TOWN MANAGER'S REPORT

1. Please note that Monday's meeting will begin with an Executive Session at 6:00 p.m. The purpose of the Executive Session is a Collective Bargaining Issue. The Board received information concerning this matter under separate cover. The regular meeting will commence at 7:00 p.m. In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues, there are two specific scheduled Agenda Items. First, the Select Board will be meeting in joint session with the Finance Committee to consider approving Fiscal Year 2021 Line-Item Transfers. The Town Accountant is in the process of preparing a final list of proposed transfers for yours and the Finance Committee's consideration and approval. Since the final Fiscal Year 2021 Expense Warrant won't be completed until Monday morning, I will not be able to share the final transfers until Monday afternoon. I will get the proposed transfers to the Board under separate cover as soon as possible. Second, the Diversity Task Force Chair, Raquel Majeski, will be in to update the Board on the work of the Task Force, including two specific recommendations they are providing to the Board for your consideration. Enclosed with this report are the recommendations from the Task Force.
2. As the Board is aware, Margot Hammer has retired as the Zoning Board of Appeals Administrative Assistant. I had previously come to the Board with a proposal to have our Land Use Administrative Assistant Kara Cruikshank take over the ZBA Duties, and reassign her Park Department Administrative Duties to another employee. I had further proposed that we increase the newly created 15 hour per week Treasurer/Collector Office Assistant to 25 hours to take over the Park duties. The Board approved transferring ZBA Duties to Kara, but directed me to fill two separate 15 hour per week positions; one in the Treasurer/Collector's Office and one for the Park Administrative Duties. We were very fortunate that when we advertised for the 15 hour per week Treasurer/Collector's position, we received a couple of additional applications that were interested in the Park Position. To that end, I have made two appointments that I am bringing to the Board this evening for ratification consideration. I have appointed Tammi Mickel of Pepperell as the Treasurer/Collector Office Assistant and Donna Main of Shirley as the Park Administrative Assistant. Enclosed with this report are copies of their resumes. In addition, I have appointed Joseph Wang as a Lifeguard at the Groton Country Club. I would respectfully request that the Board ratify that appointment as well.

**Select Board**  
**Weekly Agenda Update/Report**  
**July 12, 2021**  
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3. We had inadvertently left off the reappointment of Eileen McHugh to the Earth Removal Stormwater Advisory Committee. To that end, I am nominating for reappointment Eileen McHugh to the Committee. I would respectfully request that the Board make this appointment at Monday's meeting.
4. I had sent to the Board under separate cover the proposed Project Funding Agreement for the Florence Roche Elementary School Project. I respectfully request that the Board authorize me to sign the agreement on behalf of the Town. The Regional School Committee is scheduled to meet on July 15<sup>th</sup> to authorize the School Superintendent to sign the Agreement. Town Counsel Brian Falk will prepare the necessary approvals/certification required once the Board authorizes me to sign and the School Committee authorizes the School Superintendent to sign. This is similar to the authorization that you granted for previous documents with the MSBA. We can discuss this in more detail at Monday's meeting.
5. Please see the update to the Select Board's Meeting Schedule through Labor Day:

Monday, July 19, 2021	-No Meeting
Monday, July 26, 2021	-Annual Report of Sustainability Commission -Annual Report of the Greenway Committee
Monday, August 2, 2021	-No Meeting
Monday, August 9, 2021	-Public Hearing to Set Stormwater Fee Rate
Monday, August 16, 2021	-No Meeting
Monday, August 23, 2021	-First Review of Warrant Articles for Fall Town Meeting
Monday, August 30, 2021	-Regularly Scheduled Meeting
Tuesday, September 7, 2021	-No Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

1. The Board had approved an All Alcoholic, On Premise Liquor License for the Herb Lyceum. During the review of the License Application by the ABCC, the investigator assigned by the ABCC wanted the silent partners listed, a more detailed floor plan for the seating outside and a more detailed description of the square footage listed on page one of the application. All of this information has been furnished to us and the Board needs to revote the application so we can resubmit to the ABCC. I would ask the Board to take this vote at Monday's meeting.

**Select Board**  
**Weekly Agenda Update/Report**  
**July 12, 2021**  
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2. As requested by Select Board Member Degen at your last meeting, and with the agreement of Raquel Majeski, Chair of the Diversity Task Force, I reached out to Fran Stanely and asked her if she would be willing to serve as the Town Employee Representative on the Task Force. Fran has graciously agreed. I would respectfully request that the Select Board appoint Ms. Stanely to the Diversity Task Force.
3. It is that time of year for the Select Board to call for the 2021 Fall Town Meeting. As you are aware, the default date for the meeting is the third Monday in October, which would be October 18, 2021. At your last meeting, I asked the Board to consider delaying the meeting by one (1) week to October 25<sup>th</sup> to give the Assessors a little more time to finalize the Quinquennial Revaluation. Select Board Member Degen suggested that we hold the meeting on a Saturday. Based on this, the Board asked me to provide you with attendance statistics on the last few meetings held on either a Saturday or Monday. The Town Clerk has provided the following information:

<u>Date</u>	<u>Attendance</u>	<u>Highlighted issue</u>
May 1, 2021* (Sat)	371	New Elementary School
October 3, 2020 (Sat)	185	Sundown Discussion/Dog Bylaw Update
June 13, 2020* (Sat)	324	No Major Issue - Pandemic "Relief"?
October 21, 2019 (Mon)	103	Plastic Bag Ban
April 29, 2019* (Mon)	380	DPW and Library Roof Funding; Ticket Tax;
October 1, 2018 (Mon)	248	STM with Question Banning Certain Types of Recreational Marijuana

\*Annual budget Presented to Town Meeting

It does not appear that either day (Saturday or Monday) is the deciding factor on attendance at Town Meeting. It appears to be issues driven. To that end, I am recommending that the Select Board call for the Town Meeting for Saturday, October 23, 2021 at 9:00 a.m. The other date, would be Monday, October 25<sup>th</sup>. Enclosed with this Report is the Proposed Town Meeting Notice. The date of the meeting can change, but it will not affect the other dates/deadlines for the meeting. We can discuss this in more detail at Monday's meeting.

MWH/rjb  
enclosures

# Groton Diversity Task Force

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Selectboard of the Town of Groton

May 19, 2021

To the Selectboard,

Our Task Force was created by the Selectboard in July 2020 to provide observations and give recommendations to the Select Board and suggest ideas to help to educate the residents of Groton and make it a more welcoming community. We think an important step in making Groton a more welcoming community is **ensuring that the Town Seal effectively represents all Groton residents.**

We understand the historical importance of the Seal, and as such, decided to **recommend striking the phrase “Holy Bible”**, leaving the Seal otherwise unchanged. This ensures that the book on the Seal can represent the diverse faiths of all of Groton's residents, while maintaining its historic character.

We also understand the costs associated with changing the Seal all at once. It is for this reason we recommend that, upon approval at Town Meeting, the Seal change be **phased in gradually to lessen the significance of the upfront costs.** We encourage the Selectboard to pursue this or other avenues to make this change more affordable, with the end goal of making sure Groton's Seal represents the character of Groton today, as hardworking, thoughtful, and accepting.

Sincerely,

The Members of the Groton Diversity Task Force

# Groton Diversity Task Force

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Selectboard of the Town of Groton

May 19, 2021

To the Selectboard,

When it comes to the goals of diversity and inclusion as outlined in our charge, the road named "Redskin Trail" presents a considerable issue. **We recommend in the strongest terms that the name of the road "Redskin Trail" be changed,** in consideration of the modern disparaging connotations of that term.

We do understand the costs to residents associated with this change, which we feel should be largely subsidized by the Town. While the name is not acceptable, the residents and non-resident property owners are in no way culpable for that, and as such, the Town should endeavor to make this transition as easy as possible. Residents should not be discouraged from doing the right thing because it would be costly to them.

As such, we encourage the Select board to explore funding methods as applicable to **offset costs incurred by the residents or property owners.**

Sincerely,

The Members of the Groton Diversity Task Force

# TAMMI MICKEL

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## PROFESSIONAL SUMMARY

Experienced administrative professional well-versed in clerical, bookkeeping and records management functions. Friendly and reliable team player with exceptional problem solving skills. Prompt common sense approach in time sensitive situations. Methodical attention to detail to manage multiple, concurrent tasks in an efficient manner. Self-motivated and ambitious to work well independently and as a team member.

## SKILLS

- Accounts payable / accounts receivable
- Organizational skills
- Payroll and budgeting
- Customer service
- Excellent multi-tasking ability
- Office administration

## WORK HISTORY

11/14 - 12/20

Pepperell, MA

### Office Manager / Chelmsford Crane Service, Inc.

- Accounts Receivable / Accounts Payable.
- Report monthly Union dues
- Proficient in MS Office, Word, Excel and QuickBooks.
- Manage costs and billing including assessing financial statements for accuracy. Implement appropriate measures to expedite corrections.
- Create computerized crane lift plans.
- Report monthly sales tax
- Maintain organization and filing.

11/14 - 12/20

Pepperell, MA

### Office Manager / Personal Assistant / C. P. Fleet Inc. DBA Custom Coach

- Accounts Receivable / Accounts Payable.
- Perform all financial activities to include P&L statements and management reports. Complete bank reconciliations; create invoices and collect on overdue accounts.
- Process payroll, monthly sales tax forms and payments including quarterly unemployment EMAC.
- Prompt and effective problem solving ensuring customer satisfaction.
- Research vendor prices to ensure optimal savings.
- Maintain up-to-date computer and physical filing systems.

- Manage costs and billing including assessing financial statements for accuracy. Implement appropriate measures to expedite corrections.
- Write detailed auto damage appraisals and communicate with Insurance Companies on Auto Claims.
- Order appropriate auto parts maintaining consistent workflow.
- Oversee incoming parts orders for correctness.
- Greet customers in a professional manner and provide friendly, knowledgeable assistance.
- Accurately track and record employee vacation, sick and personal time.

2003 - 2008

Pepperell, MA

**Office Assistant / Mountain Path Construction**

- Provide organizational, administrative and clerical support
- Data Entry
- Invoicing
- Use of Quickbooks and Microsoft Office

Pepperell, MA

2002 - 2014

Pepperell, MA

**Office Manager / Q C Landscaping**

- Accounts Payable / Accounts Receivable
- Provided administrative services, including phone and email correspondence, making copies and handling incoming and outgoing mail and faxes.
- Managed daily office operations, including client account, supply, inventory and records management.
- Established a QuickBooks accounting system to reflect accurate financial records.
- Performed a wide range of data entry, including expenses and sales.
- Create job contracts.

2000 - 2001

Lowell, MA

**Administrative Assistant / Carstar Atlantic Collision Center**

- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff, greeting the public, typing, proofreading, filing, sorting and handling incoming and outgoing mail.
- Data Entry
- Light Bookkeeping
- Maintained a clean, orderly and welcoming reception area.

## EDUCATION

Lowell, MA

**Liberal Arts** - Middlesex Community College

Lowell, MA

**Child Development** - Middlesex Community College

Andover, MA

**Auto Appraisers License** - Greater Lawrence Technical School

Fitchburg, MA  
2000

High School Diploma

# Donna K. Main

## Education

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**Middlesex Community College, Bedford, MA.** - AAS Health Care Admin Graduation May, 2021  
**Columbia Southern University** -AAS- Criminal Justice 59 credit hours completed

## Skills

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Expert knowledge of Microsoft Word, Excel, Access and Power Point 10  
Expert knowledge of MacOS Catalina 10.15.1 and Windows  
Excels in communication, organizational and multitasking skills.  
Knowledgeable in Medical Billing and Coding

## Experience

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### **Wells Fargo**

**2012- 2013**

#### ***Teller***

- Used attention to detail for proper processing of banking transactions and to ensure the cash vault was balanced daily.
- Assisted with balancing main bank vault (excess of 2 million dollars) and processing and receiving change orders from armored car services.
- Informed customers of products and services that may be of use to them.

### **Intercontinental Hotel Group, Holiday Inn**

**2011 - 2012**

#### ***Front Office Supervisor***

- Booked reservations for guests to accommodate their needs during their stay, including placing dry cleaning orders, newspaper orders, etc.
- Answered phone calls and assist with sales calls.
- Kept records of customer interactions, transactions, record details of inquiries, complaints, and comments and actions taken.
- Made schedules, responded to emails, created group blocks and negotiate corporate rates
- Created hotel power-point presentation of daily information and directions for guests and groups.
- Used problem solving skills to resolve customer grievances and forwarded to designated departments for further investigation if necessary.
- Assisted the Guest Services Manager, Sales Manager, Food and Beverage Director, Inn Secretary, and General Manager with customer problems, discussing and developing long-term solutions to satisfy guest needs, meeting goals and maintaining standards within IHG.
- Helped our staff achieve 7<sup>th</sup> best overall customer satisfaction survey in the country.

### **Target**

**2008 - 2011**

#### ***Lead Cake Decorator***

Acted as shift manager/lead department trainer, assisting department manager to meet customer needs and resolve complaints.

- Provided and created custom order cakes for guests.
- Took inventory, ordered supplies as needed, stocked bakery sales floor.
- Checked out guests, handled cash and credit card transactions.
- Assisted with employee scheduling.
- Oversaw daily cleanliness, sanitation ensuring the department received passing steri-tech inspections.

## **Holiday Inn Executive Center**

**2006 - 2007**

### ***Accounts Payable/General Cashier/HR Assistant/Sales Receptionist***

- Conducted initial interviews for potential employees, provided orientation for new hires.
- Settled and paid all incoming invoices from vendors/utility services.
- Maintained a \$40,000 vault with zero overages or shortages.
- Processed all cashier drops, bank deposits and change requests.
- Completed monthly bank audits on cashiers.
- Created Excel spreadsheets, PowerPoint presentations and word documents for the sales department.
- Set and managed sales appointments and schedules for a five-person sales team.

## **Additional Information**

**Command Family Ombudsman-US Navy 2007-2016-** Operational support of Naval Commands, crew and family members

**Vice President/ Co-Founder-Veterans Nonprofit Summit-Operation Camp/Friends Never Forget 2011-current-** A founding member of the non-profit which meets quarterly to discuss programs for Gold Star Families.

Medical Healthcare Solutions- Andover Ma. Required internship completed

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**Town Manager**  
Mark W. Haddad

**To:** *All Departments, Boards, Committees and Commissions*

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

**Subject:** *Fall Town Meeting- October 23, 2021*

**Date:** *July 13, 2021*

Please be advised that at the regularly scheduled meeting of the Select Board held on Monday, July 12, 2021, the Board voted to open the Warrant for the 2021 Fall Town Meeting. The Warrant will close at the close of business on Thursday, August 12, 2021.

All articles should be submitted in writing to the Select Board as soon as possible to allow for as much time for legal and financial review. All articles should be submitted with a written summary. These summaries will be included in the Fall Town Meeting Warrant so they must be submitted with the proposed Article. The following is the timeline:

Monday, July 12, 2021 -	Warrant for 2021 Fall Town Meeting Opens
Thursday, August 12, 2021 -	Warrant for 2021 Fall Town Meeting Closes
Monday, August 23, 2021 -	Select Board conducts first review of Articles
Monday, September 13, 2021 -	SB - FINCOM Public Hearing on Articles
Monday, October 4, 2021 -	Select Board finalizes Warrant
Friday, October 8, 2021 -	Post Warrant
Saturday, October 23, 2021 -	2021 Fall Town Meeting

As has been the case in the past, please plan on attending any meeting of the Select Board in which they review an article you have submitted. I will provide all Departments, Boards, Committees and Commissions with a schedule once it is developed.

Thank you for your attention to this matter. Please feel free to contact me with any additional questions or concerns.

MWH/rjb

cc: Select Board  
Michael Bouchard - Town Clerk  
Jason Kauppi - Town Moderator  
Town Counsel

**SELECT BOARD MEETING MINUTES  
MONDAY, JUNE 21, 2021  
UN-APPROVED**

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

**Also Present:** Mark W. Haddad, Town Manager; Ravilla Garthe, Acting as Executive Assistant;

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

Mr. Haddad informs the Board of an added item to the Town Manager's report regarding Article 6-A, Article 9 and Article 10 that were reviewed at the Spring Town meeting. One bid received from Oppenheimer & CO with a .428%. The Treasurer/Collector will be speaking with the Board in this matter after the first item on the agenda.

Bud Robertson called the Finance Committee to order at 7:03 PM

**ANNOUNCEMENTS**

Ms. Pine stated the Housing Summit cosponsored by the Task Force and Affordable Housing Trust is happening this coming Sunday June 27<sup>th</sup> at 2pm at the Senior Center in West Groton as an in person event. Residents are welcome and will have the option to tune in remotely. This is an opportunity to give input and ask questions about the topic of Affordable Housing in Town. Also, Vanessa Abraham, Library Director has requested to announce that the Library has now reopened, their new hours are Tuesday, Wednesday and Thursday from 10AM to 8PM, Friday and Saturday from 10AM-5PM continuing to offer curbside pick-up and summer reading has started. Third announcement, Town of Groton will host fireworks in celebration of 4<sup>th</sup> of July on Monday July 12<sup>th</sup>.

7:04PM Pine opens the floor to the public for comments.

**TOWN MANAGER'S REPORT**

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. Ms. Shaheen start date is August 9<sup>th</sup>.

Mr. Cunningham stated he was very impressed and agrees with Mr. Haddad statement.

Ms. Pine addressed Ms. Shaheen stating, your reputation has come with a lot of enthusiasm from people who participated in the process. Ms. Pine asked about the coverage at the Senior Center until Ms. Shaheen's start date, which Mr. Haddad responded we have great help from Stacy Jones and Paula Martin who's on the council and our former Building Department Assistant who has come back to help us with coverage at the Center.

Ms. Shaheen addresses the Select Board stating, she is very excited to serve the community and is excited to transition the Center back to normal after the pandemic.

*7:09 PM Mr. Riley moved to ratify the Town Manager's appointment of Ashley Shaheen as the new Council on Aging Director effective August 9<sup>th</sup>, 2021. Ms. Manugian seconded the motion. The motion carried unanimously.*

3. Mr. Haddad apologized for the short notice on this matter, stating due to timing issues and bills that are owed, we needed to do a BAN for three projects approved at the Spring Town Meeting. Specifically, we needed to temporarily borrow the following:

Water Treatment Plant	\$722,300
Whitney Well	\$300,000
Dump Truck	\$185,000
Total	\$1,207,300

Mr. Haddad stated the two items for the Water Department already started and have bills so we need to bond that money before July 1<sup>st</sup> and because we are doing short term note for this and for the dump truck it made to include the dump truck into the original BAN as well so that we roll it over next year with 4 years to pay it off. We received 4 bids for the \$1.2 million and the lowest bid was from Oppenheimer & CO for .428%. We have 5 documents for the Board to vote to approve the BAN and sign off tonight if you choose.

Ms. Pine addressed Mark asking, if there any options other than approving and signing off tonight.

Mr. Haddad responded by saying it should be signed tonight because the price is only set for a certain amount of time and if it goes past the due date we will have to start the process all over again.

Ms. Manugian asked what the duration is.

Mr. Haddad stated it is one year, because when the Water Department goes out in the fall for the construction we will float that for another year as well, we will renew this bond next year for one year and then finally we will permanently finance the Water Treatment Plant and the Whitney Well construction in a year and half from now. The Dump Truck will roll over for 4 consecutive years.

Mr. Cunningham clarified that these items were presented and discussed during Spring Town Meeting.

*7:13 PM Mr. Cunningham moves that the board authorize the BAN in the amount of \$1,207,300.00 for the funding of Article 6 Motion A, Article 9 and Article 10 that was approved at the town meeting. Mr. Riley seconds the motion. The motion carries unanimously.*

4. Mr. Haddad informs the Board of the Fire Chief 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. Fire Chief McCurdy started by saying formal leadership is something that the Fire Department continually work on, the fire department is comprised of folks in very different capacity that manage the personnel that are assigned to. We are looking to add a Career Lieutenant in the Fire Department. The folks who make up the leadership position has really suffered the most. Many are retiring, moving as leadership or moving to another community. The goal is to keep up with other towns so that folks aren't leaving. The Fire Chief reviews 2014 Org Chart as well as New Org Chart (see attached). Looking to increase the number of full time Lieutenants to 3 total, currently there are two. The Captain position was absorbed within the Deputy Chief when Art was promoted two years ago. There needs to be continual of leadership at all times of the day, right now have it about 50% of the time that we can guarantee someone can supervise, and in the times when that is not the case either myself or Deputy Chief fills in which is fine for a short duration however it is not suited for a long term plan. Utilizing the money that has been saved by the loss of other positions which is around \$20,000 we are able to promote a Lieutenant in Lost Lake Station which currently today does not have one, and utilize some of that money to fill a Career Lieutenant position. We did take a cut to the budget this Fiscal Year that was \$11,000 and that takes up the additional money that was there for officers that were needed within the department. Chief reviews last chart Incident Org Chart and explains when an incident occurs is converted to something like this, therefore having a leadership position that has the certification and training as well as experience to fill in different divisions, groups and sectors of the organizational chart is critical. Deputy Chief addressed the board stating, when looking at a chart like this as officers we talk about as span of control and that span of control is between 3 and 5 individuals so looking at this if myself or the Chief is wearing multiple hats then our span is limited to what we can possibly control. The extension to leadership and supervision really comes down to a safety issue in those types of situations.

Ms. Pine confirms with the Fire Chief that the third full time Lieutenant is an existing personnel promoted into the role as well as an on call Lieutenant in the Lost Lake station who is an existing on call personnel who will be promoted into the on call Lost Lake Lieutenant.

Mr. Riley reassures the safety concerns when the Fire Chief and Deputy Fire Chief have to oversee multiple areas during a fire.

Mr. Degen asked if the two proposed individuals who are being promoted to Lieutenant have received the appropriate training in which the Fire Chief responds by saying yes they have.

Ms. Pine asked if those positions need to be posted in which the Fire Chief responded by saying a test is posted for a period of time starting with an exam that run every 2 years, it's pretty much a 6 months run up.

Ms. Manugian ask about lost lake where there will be one Lieutenant and six firefighters. Fire Chief responds Lost Lake is staffed with two different pieces an Engine and a Brush Truck, when there is a fire called depending on what type of fire it is they will take what is appropriate. There is a tiered system, folks who roll out immediately when a call comes in, however, on most fire incidents you need to have those next tiered of services in order to supplement the operation.

Mr. Cunningham asked if the previous position will be filled of the folks who were promoted, in which Fire Chief Replies by saying no, this won't create a new position, it is a promotion of a current employee.

Fire Chief stated he kick started the recruitment of on call folks and it grew the interest of 8 people. I am very happy with the results of our recruitment which included signs, social media and the banner. Many weeks promoting the need of help in the fire station. Also in 2020 was a difficult year but especially for emergency services. With that being said we will start our long-term planning, training, policies, research etc.... We are looking at the next 3-5 years to plan what types of what personnel needs is going to be there emergency, prevention, on call personnel and leadership within the organization, think about having our own paramedic service. We are in the middle of a Grant right now that was acquired two years ago that allowed us to pay for new gear, uniforms and pay for them to go to the academy. I have requested Bud Robertson and Peter Cunningham to be by my side to help us and have respectfully challenged our plan and will be able to help us focus on what we are working on and catch things we may miss.

Mr. Degen asked Fire Chief how the town could prevent on call firefighters from leaving to serve other communities in which Fire Chief responds by saying folks are leaving for full time opportunity. We strong with this for my entire career and this is something we are always working on. We have reached out to other communities such as Carver being the best in the Nation, they have a very large on call department. Their source for all these people is Ocean Spray, they have a partnership with Ocean Spray. There are a lot of Grants available to keep people on board, we cannot stop folks from leaving to other communities we need to keep them involved after they leave.

Deputy Chief, the demographic group that stay tend to be the ones who have a family, have been in the community for some time and they are not looking to move. We also have a lot of younger folks who wants to start their career and we train them, however we don't have the ability to allow them to move up as quickly as other departments.

Ms. Pine asked the Fire Chief if there was an attempt to reach out to the larger employers in this area, which Chief responds by saying he has reached to Hollingsworth & Vose and the majority of their employees are out of town for them it was not economically feasible to establish a partnership.

Mr. Haddad reminds the board that there is no vote needed in this matter, this is within his purview, and we felt the Select Board should be made aware in case of any questions or objections.

Ms. Pine affirms there are no objections, as for the long term study, I applaud you for thinking long term. I am aware our attempt at the community wide participation over hiring full time fire fighters did not prove to be very satisfactory from anyone's standpoint but it doesn't mean for me personally anyway that we should abandon the idea of involving the public completely, I think it is great to have Mr. Robertson and Mr. Cunningham as sounding boards and at some point to make an effort to also involve other people and be sure that some of the thinking is being shared before we get ourselves in a position where there is a big surprise.

Fire Chief said he will continue to report back to the Select Board. We are always trying to be within the 5 year plan, typically that is well planned out in advance. We are going back to what we used to do and we are involving new people so we can start working the long term plan.

Ms. Pine asked the benefits of working remotely does that increase the pool of available people in town for those on call positions. Fire Chief responded by saying yes, those 8 people who have showed interest and three of them is due the change in their work.

5. Mr. Haddad stated 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 which will not come out of the Town's budget it is included within the project budget. 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.

Mr. Cunningham asked if an RFP is needed which Mr. Haddad responded by saying an RFP is not needed for legal services under 30B.

Mr. Haddad clarified that the \$50,000 is enough to cover what Petrini has to do and if any legal issues come up throughout the process. He is being hired at a \$300/HR rate.

Mr. Degen questions how much the Associates rates are.

Mr. Haddad to obtain the information and resume discussion after item 5.

Mr. Haddad informs the board of the Construction Manager update, we Colby Doody, David Saindon and Steve Michener spent the Thursday and Friday interviewing 9 applicants we will be meeting tomorrow to choose 3 firms to bring back to the Florence Roche Committee to make a decision.

Mr. Haddad stated the Associates rates are as followed:

Principle/ Senior Associate- \$250/HR

Associates- \$225/HR

Clerk/ Paralegal (if required) - \$125/HR

Mr. Doody confirms the firms are very good and any of them could build this building.

Mr. Cunningham asked if the Town's Building Inspector was involved in the process and Mr. Haddad responded by saying no, because it is a prescribed process through the Mass State Building Board on who serves on the screening committee.

*9:13 PM Mr. Degen moves the Select Board approve Special Counsel for the Florence Roche project to hire Chris Patrini and Associates at the rates listed by the Town Manager's Report and not to exceed \$50,000 for the life of the project, Mr. Cunningham seconded, motion passed unanimously*

6. 7:54 PM Mr. Haddad states we will be receiving a Federal Grant of \$3,385,120 to supplement and support our efforts to deal with the impact of the Pandemic. There are certain items listed on the Finance Committee Proposed Budget Report (see attached) in which that money can be spent. One key part of where the money can be spent is to make up for Educational loss during the remote learning period. The proposed budget for the use of these funds are as followed:

Groton Dunstable Regional School District \$900,000

- This will be used to hire Special Ed teachers, additional teachers and Occupational Therapists to help make up the gap our student feels due to the pandemic. The Town of Dunstable will provide a matching amount

Public Safety Radio Towers \$971,515

- We need to replace two towers and add one tower with a cellular component at the High School. We have been Awarded a Grant from the state for \$429,000 towards this project therefore we will only need \$500,000.

Public Safety Communications Center \$150,000

- The town had previously appropriated \$180,000 through the capital budget, but we do need another \$150,000 to complete this.

Sewer Infrastructure- Nod Rd Pump Station \$520,000

- Nod Road pump station is in need of upgrade. Out of that amount, \$20,000 will be used to put together a plan and design this project. It is going to be a public/private partnership to get this done, so we will join with the developer for the Deluxe Property project to get it done.

Revenue Loss \$508,736

- We go back to FY 2019 prior to the public health emergency as a starting point for estimates of revenue growth absent through the pandemic.

Fill Highway Department Vacancy \$90,000

- We could use some of the Revenue Loss for that.

Water Infrastructure- Taylor St Water Main \$244,869

- This is also tied to the redevelopment of the Deluxe Property project. It is made as Asbestos Cement which is the oldest kind of pipes serving our Water Ratepayers and it leaks constantly.

Total Requested: \$3,385,120

Now we have 429,000 available, it is important that we use this money because if we don't we will have to turn it back to the State. A couple of ideas, we don't have to make a decision tonight. We will receive half of the money within the next 30 days and the other half within the next 12 months. First batch to be dispersed is 450,000 will be the Groton/Dunstable School if the Board approves, 500,000 will be for the Radio Towers and Revenue Loss. The Sewer and Water project can be later on. We have until December 31<sup>st</sup>, 2024 to spend that money. It also states it is prospective moving forward, if something happens March 1<sup>st</sup> 2021 and December 31<sup>st</sup> 2024, we are able to use the money for it. The Board does not need to make a decision tonight, we have three years to spend the money. I have a couple of ideas, one being Tax Relief as a fund for disadvantaged people affected by the pandemic. Second, Potential Affordable Housing Project on Cow Pond Rd it's going to be a project with 11 Affordable Units, I would like to see if some of that money could be set aside to assist with that project. One thing I am really passionate about is in relation to the Revenue Loss, all of our Unions stepped up and agreed to a 0 COLA increase last year. I would like the Board to consider whether or not we should use some of this money to offset the COLA adjustment for our employees who gave us a 0 and they did it to help the Town.

Ms. Manugian asked, in terms of either the School District or the Highway what are their ongoing costs, as well as far as Tax Assistance what information or what indicators are we seeing showing a need for it.

Mr. Haddad answered by saying, my understanding on the district is that it is for the next year, in terms of unemployment with people leaving it could supplement that. We could use the money for unemployment. In terms of the Town, the Highway vacancy would be ongoing. The position itself is 69,000 and the rest is health insurance. We collect 98% of our taxes our residents continue to pay but there are some people that are having a hard time making payments and we want to help them before getting into tax title and over the next few years the Florence Roche Project will add to the hardship. At this time I do not have statics.

Mr. Degen said I agree that the Town employees did step up to the plate and I do think something should be done for that, however I would like to re-open the contract for negotiation as part of the collective bargaining which needs to be done anyway due to the one year contract negotiated and be able to say this is a Onetime increase to pay back the COLA that was not received during COVID. This is to avoid the Town being hit with a 3 year contract increase. This money could be used as leverage to offset those increases, rather than just giving it to the employees I would like to give it in conjunction with contract negotiation. Second I share Alison's concern with the Highway Vacancy, if this money is to be used in this situation I would like approximately 300,000 to be air marked for this position. I would also like to discuss is the 244,000 to the Water Infrastructure plan as well as the 520,000 Sewer Infrastructure plan should be paid by the Rate Payers. The other thing some of the Grant savings set aside one of the provisions of this Grant is for business affected by the Pandemic and possibly set a criteria to see which local business were affected and did not receive any relief from the Government. The last thing is individuals in our community who have lost family members due to Covid-19, survival benefits. I am not against to what is proposed as long as we are careful along the lines of what I said.

Mr. Haddad stated as he mentioned on his Memo, he is looking to implement the Highway position into FY23 Budget to make it recurring. I understand your concerns with the Sewer and Water Infrastructure, however, the Federal Law specifically states that one of the main purposes of this Grant is to be used for Water and Sewer Infrastructure, if we use this money in partnership with the developer and the property is redeveloped the tax payer will benefit from the new growth that comes in from those projects, it is an investment in the future.

Ms. Pine addressed Mr. Haddad by saying; I like all of your ideas but the fact that we have some time to think about this is beneficial.

Mr. Haddad said there are two rushes; the School District and Radio Towers. We should receive the first half in the next couple of weeks we will need to start thinking about that. I suggest that I put this on a future agenda so once we have the money we will have the authorization from the Board to spend it accordingly. This is a Grant, it does not go on the Recap Sheet, it does not go for approval and it does not go to Town Meeting, this is at the discretion of the Select Board.

Ms. Manugian asked what the original pricing was for the Radio Towers and how the scope has changed. I want to make sure what are the needs and wants

Mr. Haddad responded by saying, the original estimate price when we had spoken about this was \$650,000 and that was we carried in the capital budget when we brought in the state and the experts to design it and follow the state bid list. Because of equipment that is needed on the 3<sup>rd</sup> Tower at the High School, that added approximately \$150,000 to the budget alone. This is definitely a need. I will have the Police Chief as well as the Fire Chief come in and explain everything.

Mr. Degen asked Mr. Haddad if he has spoken to the Dunstable Administrator regarding their share out of the \$900,000 for the School District.

Mr. Haddad said Dunstable is getting 900,000 and they are supposed to match what Groton is giving. We cannot give all the money if Dunstable cannot match.

Gary Green, member for the Finance Committee said, in regards to the Revenue Loss, is it likely that most of that \$508,736 ends up in free cash? I also like the Public Safety Radio Towers as well as the Communications Center project I would like to look at our capital plan over the next several years, I think we need to prioritize anything that we have bonded over the next 5-10 years anyway that we can leverage these funds so that we can reduce the impact on the tax payers over the next 5-10 years.

Mr. Haddad responded, yes the money could end up in free cash.

David Manugian, Member of the Finance Committee said on the Radio Towers has Town looked at leasing space for wireless carriers, what is the backup plan for the Sewer and Water plan if the Deluxe Property project does not go through and is the Highway Vacancy a new benefitted position?

Mr. Haddad responded by saying The Town has reached to carriers especially for the high school because that is a dead spot in Town. We would still have to do the Nod Rd pump station and probably would not have to upgrade the pipe so that could free up more money for other projects if we don't reach an agreement with the developer. The Highway position was always benefitted eligible.

7. 8:22 PM 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. I would like to rearrange our office and take Park Commission from Kara Cruikshank who is the Building Administrative Assistant and assign Zoning Board of Appeals to her because it makes sense with her current title. There are two options for this rearrangement, 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. I 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 benefitted position. 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.

Ms. Manugian said it make sense to merge the Building and ZBA into one assistant, however Parks Commission and Treasure/Collector Clerk is far and wide. Is there any other current positions who have the extra time?

Mr. Haddad said we have other offices who have different departments that do not go together but it works. All other departments Assistants are 40 hrs with no extra time. Depending on the time of the year Kara spends between 8-15 hrs/week doing Parks Commission related work.

Mr. Degen said creating a benefitted position right now doesn't make sense. I would suggest both positions be filled at 15/hrs a week.

Mr. Robertson said he agrees with Mr. Degen's statement.

Mr. Haddad said I will request Melisa Doig to ask applicants for the 15/hrs position if they would be willing to increase hours to 25/hrs. a week and take on Parks Commission, only downside is weekly night meeting.

8. 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  
*Mr. Degen moved to ratify Town Manager's Appointment of Jessica Goodman-Leong as Camp Counselor and Shawn Czado as a Lifeguard at the Country Club, Ms. Manugian seconded the motion passed unanimously.*

9. Mr. Haddad reviews the Meeting Schedules. One additional item regarding remote meeting participation, we received an email from the Chair of the Sewer Commission to continue to allow to meet through Zoom. There are some Board members who are still at risk. People would be able to attend meetings on Zoom but it will not be broadcast live on cable, it will be recorded.

Ms. Pine said in some ways the public are better served if the meetings are on Zoom, recorded and later broadcasted. I don't think we lose anything by allowing committees to choose at their own discretion, particularly the ones that do not need to be broadcast live it is different for those who do.

Mr. Degen said I do not support that, if you are appointed officials you should be meeting live, there is no state of emergency anymore. I understand the Sewer Commission concerns and I think we can make an exception for the time being until we develop a Hybrid meeting.

Mr. Cunningham states he agrees with Ms. Pine, we have time to see how it works and we should be flexible.

Mr. Reilly said we want to make more accessible to the public, but a hybrid is no good we should go one or the other.

Ms. Pine said remote participation is and has been allowed for 10 years and you have to have a quorum present, we are hoping to improve the technology rather than calling in. We should allow some communities to meet through Zoom, the public does not lose anything and we do not lose anything.

*8:55 PM Mr. Cunningham moves that the Board following the new State law will allow virtual meetings for the next three months until September 2021, with the exception of Selectmen, Board of Health, Planning Board and Conservation who will still need to meet in person, Ms. Pine seconded, motion passed in favor 3 Opposed 2 Ms. Manugian and Mr. Degen*

#### **ITEMS FOR CONSIDERATION AND ACTION**

-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. Don Black is present today to speak to the Board.

Mr. Black said we were looking for longtime residents who have lived in Town. Names that were in common places as well as looking for family who have devoted time to not only the town but the country as well. The Sawyer family has been in town for well over 100 years. Their contributions to our town and country are as follows:

John Sawyer grew up in town and served in WWI, Elmer and Ruth Sawyer both Gold Star parents, Raymond Sawyer WWI, Frank Sawyer WWII, Alvin Sawyer WWII and father of Groton Baseball Travel Leagues, Richard Sawyer US Air Force, William Sawyer lifetime US Navy, Ronald Sawyer Air Force, Ronald Sawyer Honorable servant to Groton Town Government and Helen McCarthy Sawyer teacher, author, married to Roland Sawyer and lived to 110 years of age.

Mr. Cunningham confirms there isn't a name assigned to the road.

Ms. Manugian said I am just wondering if there is anything that may show associated to the family that would be concerning.

Mr. Black states the family was born here, educated here, they worked here and lived here.

Ms. Pine I want to thank you for the suggestion and the research, I do have a concern about process. We don't know if there are other interested or did this street have a name, did it have a name that has been lost through history. I would like a little bit more research so we can make sure there isn't more to consider. We do have a policy on naming streets Chapter S268-5B as well as 258-7A. I would like us to take this under advisory and if the Historic Society could provide any more information.

Mr. Black said I would like if a decision could be made by Veteran's Day.

Mr. Haddad to work with Mr. Black on the research.

#### **-Assign Select Board Member to Represent Board at Housing Summit on June 27<sup>th</sup>**

Ms. Pine stated because I am a Chair of the Affordable Housing Trust I am already speaking at the summit. Mr. Degen is a member of the Task force. Mr. Cunningham is a member of the Housing Partnership and will be speaking at the Summit. Ms. Manugian will not be in Town to attend the Summit.

9:16 PM Mr. Degen moves that the Select Board appoint Mr. Reilley as the speaker at the Housing Summit working in conjunction with Ms. Manugian, Mr. Cunningham seconded, motion passed 4-1 Mr. Riley abstained.

-Annual Appointments of the Select Board

9:23 PM Mr. Degen Moves that the Select Board Appoint the following Committees and Commissions as presented. Mr. Cunningham seconded, motion passed unanimously.

Affordable Housing Trust  
Capital Planning Advisory Committee 1 Vacancy  
Commemorations & Celebrations Committee  
Community Preservation Committee  
Complete Streets Committee  
Conservation Commission

9:24 Mr. Cunningham moves that the Select Board Appoint the following Committees and Commissions as presented. Ms. Manugian seconded, motion passed unanimously.

Council on Aging  
Housing Partnership  
Invasive Species Committee  
Local Cultural Council  
Lowell Regional Transit Authority  
Montachusett Joint Transportation Committee  
Montachusett Regional Planning Committee  
Sargisson Beach Committee

9:26 PM Ms. Manugian moves that the Select Board Appoint the following Committees and Commissions as presented, Mr. Cunningham seconded, motion passed unanimously.

Scholarship Committee  
Sustainability Commission  
Zoning Board of Appeals

9:29 PM Ms. Manugian moves that the Board Appoint Paul Fitzgerald and Marvin Caldwell to the Board of Registrars and ask that Ms. Pine and Mr. Haddad draft a letter to the State requesting to change the law and allow us to appoint an unrolled individual. Mr. Cunningham seconded the motion, motion passed unanimously.

-Consider Appointment of Town Counsel

Ms. Pine said I called Town Administrators/Managers while Mr. Cunningham contacted Select Board Chairs for their review. I heard very positive reviews about both firms. Called Lauren Goldberg on some of the issues that we had some concerns with. With Indian Hill they were trying to facilitate what their understanding was about what the Board wanted to do. She said she was very disappointed on the Attorney General Decision.

Mr. Haddad said the Attorney General never contacted David Doneski for his side before ruling on matter.

Mr. Cunningham said I contacted Select Board Chairs for their review, I spoke with Carlisle they were happy with Harrington, Reading Chair for Harrington is pleased with the firm, spoke with Chair in Littleton very pleased with counsel. Spoke with Chair in Grafton and they use O'Connell for labor and very satisfied with service. Spoke with Dunstable Chair is very satisfied with O'Connell. Both firms are very good.

Mr. Degen having labor, real estate and government within the same firm has its benefits. Everything under one roof. Impressed with both firms but lack of labor with Harrington.

Ms. Manugian thought Harrington was a better fit.

Ms. Pine said O'Connell can do everything, the land is big and having a counsel very strong on zoning and land use and having all the services in-house I would go with O'Connell.

9:58 PM Mr. Degen moves that the Board authorize the Chair and Town Manager to negotiate with Mirick O'Connell to become new Town Counsel for all matters pending approval of the fee structure, Mr. Cunningham seconded, the motion passed unanimously.

9:59 PM Ms. Manugian moves that the Board give the Town's current Counsel 30 days' notice, Mr. Degen seconded the motion, motion passed unanimously.

10:00 PM Mr. Degen moves that the Board Hire Mirick O'Connell ending in 3 years, June 2024. Ms. Manugian seconded the motion, the motion passes unanimously.

#### **OTHER BUSINESS**

Invoice from Town Counsel on Kent Ventures Appeal

Ms. Pine felt they should be paid.

Mr. Haddad stated all outstanding bills that are not under dispute are paid.

Ms. Manugian moves that the Board approves the payment for Town Counsel on Kent Ventures Appeal, Mr. Cunningham seconded, and motion passed in favor 4 opposed 1 Mr. Degen.

Ms. Pine reminds the Board to have Goals in by next week and Board's schedule availability

#### **ANNOUNCEMENTS**

The Diversity Task Force would like cosponsor with the Select board and the Commemorations Committee working with the two chiefs in the 9/11 event. It will be a commemoration of 20 years anniversary of 9/11. We may look into a fundraiser, the Hanson park in honor of youngest 9/11 victim is deteriorating. We should put together funds to restore that park.

#### **MINUTES**

Mr. Cunningham moved to approve the meeting minutes of June 7<sup>th</sup>, 2021 as corrected. Ms. Manugian seconded the motion. The motion carried 4-0-1 with Mr. Degen abstaining.

Ms. Pine adjourned the meeting at 10:15pm.

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

\_\_\_\_\_ respectfully submitted:  
Ravilla Garthe

Date Approved:

**SELECT BOARD MEETING MINUTES  
MONDAY, JUNE 28, 2021  
UN-APPROVED**

**Members Present:** Rebecca H. Pine, Chair; Alison S. Manugian, Vice Chair (remotely on Zoom); Peter S. Cunningham, Clerk; Joshua A. Degen, Member; John F. Reilly, Member

**Also Present:** Mark W. Haddad, Town Manager

Ms. Pine called the meeting to order at 7:00 p.m. and reviewed the agenda.

**ANNOUNCEMENTS**

Ms. Pine stated that the Housing Summit was held on Sunday, June 27<sup>th</sup> at the Center in West Groton. It was well attended and a lot of information was shared. The next step is for the Diversity Task Force and Affordable Housing Trust to debrief and review what was covered and bring a formal recommendation/plan forward to the Select Board.

Mr. Cunningham reminded everyone that the annual Fourth of July Holiday Fireworks will take place at sundown on Monday, July 12<sup>th</sup> at Town Field.

**PUBLIC COMMENT PERIOD**

There were no public comments.

**TOWN MANAGER'S REPORT**

2. Mr. Haddad stated that since the Fiscal Year 2022 Operating Budget provided funding to restore the Police Officer position in the Police Department, the Police Chief, Michael Luth, undertook a search to fill that vacancy. The Town received 49 applicants, which is truly an amazing amount. Given the spotlight that has been on the police profession in the past year, to receive that many applicants is a testament to the reputation of the Groton Police Department and the outstanding leadership of Chief Michael Luth. From the 49 applicants, eight (8) were interviewed and put through a stringent review process. Based on this, Chief Luth recommended that the Town Manager appoint Adam Hyde of Fitchburg, MA to the vacancy. Adam is currently a Police Officer for the Town of Maynard. Mr. Haddad had a chance to meet with Mr. Hyde and thinks he will be a fine addition to the Department. He asked the Select Board to ratify his appointment.

*Mr. Cunningham moved to affirm the Town Manager's Appointment of Adam Hyde as a full-time Police Officer for the Groton Police Department, said appointment to be effective on July 12, 2021. Mr. Degen seconded the motion. Roll Call: Reilly-aye; Degen-aye; Pine-aye; Cunningham-aye; Manugian-aye.*

3. Mr. Haddad stated that the Select Board had authorized the Police Department to appoint additional Reserve Police Officers to the Department. To that end, Police Chief Michael Luth recommended that the Town Manager appoint Emily Ramos, currently a Police Officer at Fitchburg State University and Robert Wayne, a police sergeant at Boston College be appointed as reserve officers.

*Mr. Degen moved that the Select Board affirm the Town Manager's Appointments of Emily Ramos and Robert Wayne as Reserve Officers for the Groton Police Department effective June 28, 2021. Mr. Reilly seconded the motion. Roll Call: Reilly-aye; Degen-aye; Pine-aye; Cunningham-aye; Manugian-aye.*

6. Mr. Haddad presented a Board with a plan on how to bond the Florence Roche Project. Town Meeting authorized \$76,495,360 for the project. After MSBA Reimbursement (\$26,102,575), the Town will likely have to permanently borrow \$50,392,785. The original thought was to temporarily borrow (BANs) the funds over the next three years, pay interest on the BANs in each of the next two fiscal years (beginning in FY 23) and make the mandatory principal pay down after two years of BANs as required by law and then permanently finance the entire project in FY 2025. The idea is to permanently finance the project in FY 25 and pay it off over 25 years. The Finance Team has met with the Town's Financial Advisor and the Finance Team has developed a plan that is believed to be in the best interest of the taxpayers and residents of Groton. Specifically, the Town needs between \$5,000,000 and \$8,000,000 over the next year for the School project. After that, beginning next April/May 2022, the Town will need to borrow the remaining authorization to complete the project over the following two years. That said, the Finance Team is working to provide the taxpayers with the most cost-effective solution to fund this project. To that end, they have come up with a plan to permanently finance a portion of the project upfront and pay it off quicker than the original 25 years. As a reminder, the way the project works, is the Town pays all the bills and then the MSBA reimburses the Town for its share. So, while the Town Meeting authorized the \$76,495,360, and while we will need to temporarily borrow more than \$70,000,000, the Town will ultimately permanently finance only about \$50.5 million. The Town Manager recommended and the Finance Team has agreed that the Town immediately permanently finance the \$8,000,000 that is needed over the next year. The idea is to take advantage of the very low interest rates on permanent financing at this time, and pay the \$8,000,000 debt over twenty years, instead of 25 years. That way, when the project is permanently financed in FY 25, the Town will need to permanently finance \$42,392,785 and pay that off over 25 years. While this will cost the average taxpayer slightly more over the next four years, it will provide a savings in interest and total taxpayer impact over the life of the 20 years (on the \$8 million). Following the original plan, the \$8 million would have been temporarily borrowed (BAN) in FY 22, with the first interest payment due in FY 23. A second interest payment would have been owed in FY 24, and then it would be permanently financed in FY 25. With the approval of the Select Board, the Finance Team would like to permanently finance the \$8,000,000 this summer with an interest payment due in FY 22 and then the first principal payment due in FY 23. The following chart shows the impact of the new plan versus the original plan and the impact on the taxpayers:

	<b>\$8 Million BAN</b>		<b>\$8 Million Permanent</b>	
<u>Fiscal Year</u>	<u>Annual Debt Service</u>	<u>Average Tax Payer Bill</u>	<u>Annual Debt Service</u>	<u>Average Tax Payer Bill</u>
2022	\$ -	\$ -	\$ 129,025	32.98
2023	\$ 140,000	\$ 35.78	\$ 516,425	131.99
2024	\$ 300,875	\$ 76.90	\$ 517,800	132.34
2025	\$ 540,125	\$ 138.05	\$ 518,425	132.5
<b>Total After Four Years</b>	<b>\$ 981,000</b>	<b>\$ 250.73</b>	<b>\$ 1,681,675</b>	<b>\$ 429.81</b>
Difference in Cost to Taxpayer Over 4 years (More Costly Permanently Financing)			<b>\$</b>	<b>179.08</b>
<b>Total After Life of Note</b>	<b>\$ 11,218,400</b>	<b>\$ 2,867.87</b>	<b>\$ 10,482,750</b>	<b>\$ 2,679.25</b>
<i>23 Years with Ban Option</i>				
<i>21 Years with Permanent Option</i>				
<b>Difference in Cost to Tax Payers in Total Debt Over Life of Bond</b>			<b>\$</b>	<b>(735,650)</b>
<i>(Less Cost Permanently Financing- Savings to Tax Payers)</i>				
<b>Difference in Cost to Tax Payers in Average Tax Bill Over Life of Bond</b>			<b>\$</b>	<b>(188.62)</b>
<i>(Less Cost Permanently Financing - Savings to Tax Payers)</i>				

In addition, Mr. Haddad provided the Board with a comparison of the total principal interest of the original way the Town was planning on financing the project, versus the proposed way. The following is a comparison showing almost \$4 million in savings interest over the life of the bonds:

**Comparison of Scenarios for Bond Issue  
Florence Roche Elementary School Project  
Total Principal and Interest Cost to Tax Payers**

**Scenario #1**

Year 1 - BAN \$8,000,000 - 1 Year	\$ 140,000
Year 2 - BAN \$33,000,000 - 1 Year	\$ 760,000
Year 3 - BOND - \$52,000,000 - 25 Years	<u>\$ 78,876,675</u>

**Total Principal and Interest Over Life \$ 79,776,675**

**Scenario #2**

Year 1 - BOND \$8,000,000 - 20 Years	\$ 10,482,750
Year 2 - BAN \$25,000,000 - 1 Year	\$ 437,500
Year 3 - BOND \$44,000,000 25 Years	<u>\$ 64,942,187</u>

**Total Principal and Interest Over Life \$ 75,862,437**

**Difference In Cost \$ 3,914,238**

Mr. Haddad asked the Board to approve scenario #2. Mr. Degen questioned the savings and wanted to make sure that the overall impact to the taxpayers would be the same over the life of the bond. Mr. Haddad stated that while the upfront costs would be a little more, the overall costs to the taxpayers would be less. Mr. Robertson had worked with the Town Manager and Treasurer an Assistant Treasurer on this plan is in agreement with the proposal. Ms. Manugian was concerned that we told the taxpayers prior to Town Meeting that the upfront would be one thing and this is a different plan, even though the overall costs would be less. She believes the residents should be informed of any change in financing plans. Mr. Haddad stated that he would work with the local papers to get the information out. Mr. Degen suggested adding a flyer to the second quarter tax bills. Mr. Haddad will work with Hannah Moller and Mike Hartnett on getting the word out.

Ms. Pine asked if the Town Manager would like a vote supporting this plan. Mr. Haddad stated he would appreciate a vote.

*Mr. Degen moved to approve the Florence Roche Financing Plan as recommended by the Town Manager as Scenario #2. Mr. Cunningham seconded the motion. Roll Call: Reilly-aye; Degen-aye; Pine-aye; Cunningham-aye; Manugian-aye.*

Ms. Manugian left the meeting at 7:50 p.m.

Mr. Haddad suspended his Town Manager's Report until the end of the Committee presentations

### **OLD BURYING GROUND COMMITTEE**

Mr. Don Black, Chair of the Old Burying Ground Committee came before the Select Board to provide an update for the Board on the Committee's work. It is a five-member committee, although currently there are three active members with two vacancies. Mr. Black felt the Committee was operating very well with three members. He provided the Board with a summary of their activities and what they would like to accomplish over the next year. Ms. Pine thanked Mr. Black for the update and asked that the two vacancies be advertised.

### **CONDUCTOR LAB COMMITTEE**

Mr. Robert Hanninen, Mr. Mark Deuger and Ms. Michelle Collette represented the Conductor Lab Committee to provide an update to the Board. They have been working on the clean-up of the site since 1986. Mr. Hanninen and Mr. Deuger provided a history of their work and the improvements to the site since the contamination was first identified. The site is getting close to being fully remediated. The ultimate decision stands with the Department of Environmental Protection. The Committee will come back with an update once DEP makes a final determination. Ms. Pine thanked the Committee for their dedication and efforts over the many years.

### **GREAT POND ADVISORY COMMITTEE**

Mr. Jim Leuning, Mr. Larry Hurly, Mr. Alex Woodle and Mr. Remigiu Kaleta represented the Great Ponds Advisory Committee. This Committee is responsible for overseeing and maintaining the various Great Ponds in Groton. Mr. Leuning provided an update on the weed harvesting of Baddacook Pond, which has been very successful, and will continue this summer. Mr. Woodle updated the Board on the herbicide treatment of Lost Lake/Knops Pond. While the rain impacted the first two treatments, the third treatment seems to be working very well. Mr. Kaleta updated the Board on the success of the treatment of Duck Pond. The aeration process seems to be working very well. It will continue this summer as well. Mr. Hurley stated that dealing with Whitney Pond will take some time. The Committee will be hiring a consultant to come up with a plan to address the weed infestation of Whitney Pond. Ms. Pine asked what the Weed Harvester Committee does and if there is an overlap. Mr. Leuning stated that the Weed Harvester Committee is responsible for operating and maintaining the Weed Harvester. There is no overlap. Ms. Pine thanked the Committee for their hard work and report.

### **TOWN MANAGER'S REPORT – (continued):**

4. Mr. Haddad requested that the Board ratify his appointments of Lillian Blouin and Benjamin Szum as Lifeguards and Mason Noseworthy as a Camp Counselor at the Groton Country Club.

*Mr. Degen moved that the Select Board affirm the Town Manager's Appointments of Lillian Blouin and Benjamin Szum as Lifeguards and Mason Noseworthy as a Camp Counselor at the Groton Country Club. Mr. Reilly seconded the motion. The motion carried unanimously.*

5. Mr. Haddad nominated Ralph Acaba for appointment to the Trails Committee.

*Mr. Degen moved that the Select Board appoint Ralph Acaba to the Trails Committee with a term to expire on June 30, 2022. Mr. Reilly seconded the motion. The motion carried unanimously.*

7. Mr. Haddad reviewed the upcoming Select Board schedule with the Board. The Board will not meet next week (July 5<sup>th</sup>). The next meeting will be on July 12<sup>th</sup>. Ms. Pine asked if the Board will be willing to meet on July 19<sup>th</sup> in a work shop to set this year's goals. Mr. Degen said he could as long as the meeting started at 4:00 p.m. The consensus of the Board was to meet at 4:00 p.m. on July 19<sup>th</sup>. Mr. Haddad will confirm the time and date with all members.

## **ITEMS FOR CONSIDERATION AND ACTION**

1. Mr. Haddad reached out to Raquel Majeski, Chair of the Diversity Task Force and asked for a roster of potential appointments/reappointments to the Task Force. Ms. Majeski recommended the following individuals be appointed to the Task Force:

Raquel Majeski – Representing Lawrence Academy  
Michelle Collette – Representing the Council on Aging  
Amy Degen – Representing the Groton Interfaith Council  
Joshua Degen – Representing the Select Board (subject to Mr. Degen's ethics opinion)  
Deirdre Slavin Mitchell – Representing the Groton Civil Discourse Project  
Lorena Novak – Member at Large  
Susan Hughes – Representing A Better Community  
Barbara Rich – Representing the LGBTIA+ Community.

*Mr. Cunningham moved that the Board make the appointments as listed by the Town Manager. Mr. Reilly seconded the motion. The motion carried 3 In Favor, 1 Abstention (Degen).*

Mr. Haddad stated that would leave three vacancies representing the Groton School, Town Employee and ADA Community. Mr. Degen suggested reaching out to Housing Coordinator Fran Stanley to represent the Town employees. Mr. Haddad said he would and report back to the Board.

2. It is time for the Select Board to start the Town Manager's Annual Review. Per the Policy, Mr. Pine, as Chair, certified that four of the members could participate in the Review. Mr. Cunningham, having only been recently elected to the Board, would not be participating. Ms. Pine directed the Town Manager to begin his self-evaluation.

## **OTHER BUSINESS**

There was no other business

## **ON-GOING ISSUES**

Mr. Haddad informed the Board that the CM Selection Committee for the Florence Roche Construction Project has narrowed the CM firms to three; Gilbane Construction; Fontaine Construction and Commodore Builders. They will be recommending Gilbane Construction as the preferred Construction Manager for the project at the next Florence Roche Building Committee meeting scheduled for July 13<sup>th</sup>.

## **MINUTES**

*Mr. Degen moved that the Board approve the minutes of the Special Meeting of June 14<sup>th</sup>. Mr. Cunningham seconded the motion. The motion carried unanimously.*

Ms. Pine asked that the minutes of June 21<sup>st</sup> be brought back to the next meeting as they were very lengthy and she did not have a chance to review them.

## **EXECUTIVE SESSION**

*At 9:00 p.m., Mr. Degen moved to enter into Executive Session pursuant to MGL, c.30A, §21(a)(3) – “To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares”. And not return to public session. Mr. Reilly seconded the motion. Roll Call: Reilly-aye; Degen-aye; Pine-aye; Cunningham-aye.*

Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Approved:

Mark W. Haddad  
Town Manager

Peter S. Cunningham, Clerk