

Town Manager Mark W. Haddad

#### **TOWN OF GROTON**

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

#### **Select Board**

John F. Reilly, Chair Rebeca H. Pine, Vice Chair Matthew F. Pisani, Clerk Alison S. Manugian, Member Peter S. Cunningham, Member

SELECT BOARD MEETING
MONDAY, JULY 25, 2022
AGENDA
VIRTUALLY ON ZOOM AND THE GROTON CHANNEL
PURSUANT TO THE OPEN MEETING LAW
ZOOM ID: 822 0505 2304

5:30 P.M.	Interview Brynn Durno for the Position of Town Clerk
6:15 P.M.	Interview Dawn Dunbar for the Position of Town Clerk
7:00 P.M.	Announcements and Review Agenda for the Public
7:05 P.M.	Public Comment Period
7:06 P.M.	Town Manager's Report

- 1. Update from Town Clerk on VOTES Act
- 2. Update from Town Manager on Consultant's Agreement with Mike Bouchard
- 3. Update from Town Manager on Nod Road Landfill
- 4. Update on Select Board Meeting Schedule through Labor Day
- II. 7:10 P.M. Items for Select Board Consideration and Action
  - 1. Consider Appointing Nancy Pierce as the Temporary Town Clerk
  - 2. Vote to Classify the Council on Aging as Special Municipal Employees
  - 3. Consider Appointing Either Brynn Durno or Dawn Dunbar as Town Clerk
- III. 7:15 P.M.

i.

John Amaral - Groton Farms Presentation – 500 Main Street, Groton, MA

OTHER BUSINESS

- Declare July 26, 2022 Jane Allen Appreciation Day in Groton, Massachusetts

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

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

#### SELECT BOARD LIAISON REPORTS

IV. Minutes:

Regularly Scheduled Meeting of July 11, 2022

#### ADJOURNMENT

<u>Votes may be taken at any time during the meeting.</u> 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

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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 25, 2022

#### **TOWN MANAGER'S REPORT**

Please note that Monday's meeting will be held virtually on Zoom. The meeting will begin at 5:30 p.m. for the Board to interview the two Town Clerk Finalists, Brynn Durno and Dawn Dunbar. Enclosed with this report is a letter from Town Moderator Jason Kauppi (who served as Chair of the Town Manager's Town Clerk Search Committee) explaining the Committee's process, along with the questions they asked and the resumes of the two finalists. 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 List, there is one scheduled Agenda Item on Monday's Agenda and one item noted under Other Business. John Amaral of Omni Properties, the developer of 500 Main Street, will be in to present his plans for the redevelopment of the former Deluxe Property. The public comment period is now open on the project, with comments due to Mass Housing by August 2<sup>nd</sup>. To assist the Board in developing your comments, enclosed with this report is the letter I provided to Mass Housing that was submitted with Omni's initial application, along with various renderings of the Project. Under Other Business, I have enclosed a Proclamation for Board consideration that would name July 26, 2022 as Jane Allen Appreciation Day.

- Town Clerk Michael Bouchard will be in attendance at Monday's meeting to update the Board on the new VOTES Act that was recently adopted by the Massachusetts State Legislature and signed into law by Governor Baker. Enclosed with this report is a summary of the law developed by Mr. Bouchard, along with recommendations for action required by the Select Board.
- 2. As I told the Board at your last meeting, I have made arrangements with Michael Bouchard to assist the Town in conducting the September 6, 2022 State Primary. With the assistance of Town Counsel, I have entered into a consultant's Agreement with Mr. Bouchard to provide these services. For the Board's information, enclosed with this report is the Consultant's Agreement between the Town and Michael Bouchard.

Select Board Weekly Agenda Update/Report July 25, 2022 page two

3. The Board of Health met on July 18<sup>th</sup> to discuss the former Nod Road Landfill and to develop a recommendation to the Select Board. The following is the recommendation from the Board of Health that I received from their Chair, Michelle Collette:

"The Board of Health reviewed the report and recommendations from Luke Fabbri of Geological Field Services at its meeting on July 18, 2022. The Board is satisfied that the report was very comprehensive. Members thought the observed leachate should be tested to ascertain what contaminants may be on the site. We also wondered about the possibility that there may be PFAS since the report referenced a fire extinguished by the Fire Department in 1974.

In the letter dated June 30, 2022, Mr. Fabbri offered to present the findings to the Town Boards and residents to answer any questions. The Board of Health recommends that you ask GFS to do such a presentation to the Select Board, the Board of Health, the Greenway Committee, and abutters so everyone will have an opportunity to ask questions"

The Board will need to determine next steps. We can discuss this in more detail at Monday's meeting.

4. Please see the update to the meeting schedule that will take the Board through Labor Day:

Monday, August 1, 2022 No Meeting

Monday, August 8, 2022 - Liquor License Hearing - Groton Hill Music

- Public Hearing - Set Stormwater Utility Fee

- Complete Annual Review of Town Manager

Monday, August 15, 2022 No Meeting

Monday, August 22, 2022 -Meet with CPC to Discuss Project Process

Monday, August 29, 2022 No Meeting
Tuesday, September 6, 2021 Regularly Scheduled Meeting

#### ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. As you know, Town Clerk Michael Bouchard is set to retire on July 31, 2022. As there will be a gap between this date and when the new Town Clerk will commence duties, the Select Board needs to appoint a Temporary Town Clerk to perform the duties of the Office. Mr. Bouchard and I have discussed this and it is our recommendation that the Board appoint Assistant Town Clerk Nancy Pierce as Temporary Town Clerk effective August 1, 2022, until such time as the new Town Clerk is sworn into office. To compensate Ms. Pierce for the added responsibilities, I am recommending a \$250 weekly stipend. Ms. Pierce is currently scheduled to work 25 hours per week. She has agreed to work a minimum of 35 hours through the transition and will be paid her current hourly rate for those additional hours. We can discuss this in more detail at Monday's meeting.

Select Board Weekly Agenda Update/Report July 25, 2022 page three

- With Michael Bouchard serving as a Paid Consultant to assist the Town with the September 6, 2022 State Primary, there are certain conflicts of interest that have to be addressed since he is also serving as an elected member of the Sewer Commission and an appointed member of the Council on Aging. Mr. Bouchard and I have discussed this in detail with Town Counsel and to address these conflicts, Mr. Bouchard needs to file various Disclosures with the Town. He has taken these steps. One additional matter that needs to be addressed by the Select Board would address Mr. Bouchard's service on the Council on Aging. To address the potential conflict, Town Counsel has recommended that the Select Board designate the Council on Aging as Special Municipal Employees, pursuant to Massachusetts General Law, c. 268A. I would respectfully request that the Board take this action at Monday's meeting.
- I have set aside time on the Agenda for the Board to consider appointing either Brynn Durno or Dawn Dunbar as Town Clerk for the Town of Groton. Based on the outcome of the interviews conducted earlier in the meeting, the Board can consider making this appointment at the meeting, or scheduling it for consideration at your August 8<sup>th</sup> meeting. We can discuss this in more detail at Monday's meeting.

MWH/rjb enclosures



### **TOWN OF GROTON**

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

Town Moderator Jason Kauppi

Select Board Town of Groton Town Hall Groton, MA 01450

Delivered via electronic mail July 20, 2022

Dear Select Board members:

On behalf of the Town Clerk Search Committee members, Michael Bouchard, Bruce Easom, Raquel Majeski, and Bud Robertson, I am pleased to provide the following recap of the committee's process that led to the selection of two finalists for the position.

The Committee received 19 applications for the position. It met on June 22, 2022, at 2 p.m., and after discussion and by consensus, selected the top five applicants to invite for interviews. Prior to the interviews, three of the applicants withdrew their names.

The Committee met on June 30, 2022, at 2 p.m., to interview one of the two remaining applicants and to select a third candidate from the original application pool. The remaining two interviews were conducted on July 7, 2022, starting at 1 p.m.

During the interviews, each of the three applicants was asked the same 11 questions, plus related follow-up questions by Committee members.

The two finalists before you were among the original five selected by the Committee. It was the consensus of the Committee, at the July 7 meeting, that both finalists are qualified and solid choices to serve as Groton Town Clerk.

Kind regards,

Jason Kauppi Moderator

cc: Mark Haddad, Town Manager

#### **Interview Questions**

- 1. Why are you interested in the position of Town Clerk?
- 2. What do you think the role and responsibilities of the Town Clerk are? Please share with us your work experience and how you feel your experience and skills will transfer into this position.
- 3. Everyone, including our customers, have good days and bad days. Can you describe your approach to dealing with the general public?
- 4. Describe your work style. Are you "hands on"? Do you delegate? How do you resolve issues?
- 5. This position requires managing two part-time Assistant Town Clerk employees, numerous election day election workers and a board of registrars. You are also part of a management team for the Town. Please explain how your approach to managing and motivating employees, and working with teams.
- 6. The Town Clerk processes various records and transactions, virtually all of which have some legal significance and its own "procedure". This environment requires good attention to detail and completeness. Please explain how you think you would thrive in this type of environment.
- 7. The Town Clerk's Office is responsible for a wide array of activities. Some activities are fairly routine, others are pretty complex. How would you go about learning the various requirements of the position?
- 8. The Town Clerk's Office can be a busy place, addressing phones that are ringing, counter traffic, tasks and project work. How well would you work in an environment that can be interrupt-driven?
- 9. You're the new Town Clerk. There is a state primary being held September 6 and a state election being held November 8. What would be your approach to ensure these elections go smoothly?
- 10. You have had time to read the job description. Are you able to fulfill the job requirements and functions of the job? What concerns would you have?
- 11. Do you have any questions for us?

## Brynn C. Durno

June 7, 2022

To Whom It May Concern,

I am writing to formally apply for the open Town Clerk position and am delighted at the prospect of growing my career with the Town of Groton. Working for the Town of Pepperell has given me the chance to work with highly talented individuals in an exciting time for Pepperell as it continues to grow and evolve. The Town Clerk position in Groton would give me more of an opportunity to continue to develop my skills in leadership as well as continuous learning and productivity. I am a dependable asset to the team, always punctual and determined. I never waiver in my contribution to my organization. During my time with the Town of Pepperell I have developed an exceptional understanding of the important role of the Town Clerk position as well as enhanced my experience with the importance of multi-tasking and time management.

When I was considering applying for this position I challenged myself by asking to describe three traits that I possess that would make me a suitable candidate, the three I decided on are passionate, driven and dedicated, all three of these, I believe, are key traits for the Town Clerk position. I am currently a member of four different Town Clerk associations as well as the Massachusetts Municipal Association and have built and continue to build a strong network of professional and educational qualifications. If given the opportunity I assure you to give my best to this job and become an asset to your organization.

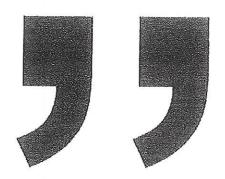
In closing I would like to thank you for your consideration and I look forward to discussing this opportunity with you in further detail. Please let me know if there is any other information I can provide that will support my candidacy for this position.

Kind regards,

Brynn C. Durno

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# BRYNN C. DURNO



#### SUMMARY

Enthusiastic and dynamic individual with exceptional communication, organizational and presentation capabilities is seeking the position of Town Clerk for the Town of Groton. A devoted team player who currently is the Town Clerk for the Town of Pepperell. Strong initiative and project management skills that have developed over the course of career. Knowledgeable in office management procedures and maintains an expert understanding of computer software including but not limited to Microsoft Office and CivicPlus.

## EDUCATION AND TRAINING

#### Public Administration Suffolk University Boston, MA

 Through the Massachusetts Municipal Association, graduated with distinction in the graduate certificate program, am continuing my education currently so as to continue my enrollment in their MPA program (June 2022)

## Business Management & Finance

Bentley University (FKA Bentley College) Waltham, MA

#### **Business Management**

University of Massachusetts - Lowell Lowell, MA

#### Certifications

- Anticipating obtaining my designation as a Certified Municipal Clerk (CMC) in July 2022
- Notary Public, Commissioner to Qualify, Justice of the Peace

#### SKILLS

- Emphasis on communication with customers, co-workers & superiors
- Strong customer service ethic
- Record management capabilities
- Quality execution of timesensitive documents
- Exceptional multi-tasker
- Well organized and efficient:
- Ability to communicate proficiently both orally and written
- Pleasant and friendly demeanor
- Relationship builder
- Detail orientated and resourceful

#### EXPERIENCE

Town Clerk Town of Pepperell

Feb 2020 - Present

- Responsible for the administration of retaining, organizing, managing and preserving all records
- Accountable for all public records requests as the Records Access Officer
- Coordinated with the Town Administrator for all preparations related to Town Meeting as well as recording all Town Meeting actions, vast knowledge of Town Meeting
- · Maintained consistency and adhered to local, state and federal laws
- Issued all business certificates, raffle and bazaar licenses and fuel storage licenses
- Assisted in the creation and maintenance of a dog licensing database
- Brought on board a Boards, Committees and Commission database to assist the Town Administrators office with appointments, re-

- appointments and resignations, currently in the process of implementing the employee portion of the database
- Chief Election Officer for the Town, manage approximately 50-60 election workers
- Recently applied for and received ARPA funds for the purchase of Polls Pads to streamline the voter check in-process for not only elections but town meeting as well
- Schedule and maintain records of all municipal boards and commission meetings in town
- Validated official documents and oversaw posting of official notices
- Responsible for the creation of the Annual Town Report

#### Administrative Assistant Town of Pepperell

July 2017 - Feb 2020

- Responsible for managing two departments' town records, by-laws, codes and ordinances
- Recording of both Boards' agenda packets, minutes and other official documents in a timely manner with precise detail and successful execution
- Prepared legal advertisements for public hearings as well as preparation of decisions for submission
- Re-designed and responsible for maintaining both departments' web pages and their contents for public to visit and gather information and documents on various topics
- Prepared budgets for both Boards for submittal, analyzed and evaluated previous years verses YTD spending
- Access to department-related confidential information, requiring the application of appropriate judgement, discretion and professional protocols
- Maintains public relations portal/communications on behalf of Town Administration - this includes website and social media use policies, coordination of design for various departments; creation and dissemination of messages and information for out bound communication; monitoring of community-based internet traffic for indicators of information needed
- Processes bills for payments; records all montes received and forwards to the Treasurer's office
- Maintains all financial records
- Monitors the department's budget and tracks spending
- Attends meetings and conferences. Prepared reports and minutes as required.
- Assisted in the writing and submission of various grant applications on behalf of the Planning Department

#### General Manager Country Club of Billerica

Jan 2015 - April 2017

- Responsible for managing the daily operations of all departments within food and beverage
- Developed company standards and service levels to increase sales and minimize costs, including food, beverage, supply, utility & labor costs
- Ensured all financial information (invoices, reporting) and personnel/payroll related administrative duties are completed accurately, on time and in accordance with company procedures
- Estimated food and beverage costs to manage efficient provisioning and purchasing of supplies, supervised portion control and quantities of preparation to minimize waste

- Established performance expectations and prepared schedules for all départments
- Handled all licensing for establishment including but not limited to new licenses required and renewal of licenses
- Maintained all computer software programs for food and beverage as well as accounting programs

## Wedding Planner and Events Coordinator Country Club of Billerica Jan 2011 - April 2017

- Manage and direct the function department personnel
- Contact new and existing customers to discuss booking events such as golf tournaments, fundraisers, showers, parties and weddings
- Responsible for complete planning process and menu design for all events booked at venue
- Created a "Signature Wedding Package" that was and continues to be a contributing factor to a significant increase in sales
- Responsible for booking all vendors for each wedding and coordinating time line of a bride's journey to wedding day
- Averaged 30 weddings a year

e e p - e - e

- Developed various web store fronts to increase exposure in today's wedding and events industry while minimizing advertising costs
- Assisted the in the design and implementation of a new catering menu that met the latest industry trends
- Improved customer service ratings

#### Dawn Dunbar

May 31, 2022

Town of Groton Attn: Melisa Doig, HR Director 173 Main Street Groton, MA 01450

Dear Ms. Doig:

I am writing regarding the opening for Town Clerk for the Town of Groton. I am thrilled to be applying for this position and after reviewing the essential functions listed within the job advertisement, I am confident that I would be a great candidate to serve as the next Town Clerk.

As you will see from my resume, I started my career in municipal government 12 years ago when I was hired by the Town of Groton to work in the Land Use Department as the Interdepartmental Administrative Assistant supporting the Board of Health and Community Preservation Committee along with all departments under Land Use. In 2013, I was promoted to Executive Assistant to the Town Manager where I have worked for the last 9 years. I thoroughly enjoy that my job is highly dynamic and requires critical thinking and above nothing else, teamwork, to move the mission of the Town forward.

I see myself as a unique candidate for this position whereas, I would bring 12 years of institutional knowledge to the table. In my current position, I have been afforded countless opportunities to be involved and learn from many experienced professionals, which has provided a vast understanding about how municipal government functions. I am not only eager to continue to advance my career with the Town of Groton in a new capacity but be a leader and mentor to those working with me. Part of taking on the role of being a mentor is learning new and effective ways to perform various functions. This will inevitably be the case as I develop my own understanding and processes related to the position of Town Clerk while continuing to work for the taxpayers and residents, I have become so fond of serving.

A few of my current job functions that will demonstrate I am prepared to take on this new role include firsthand knowledge of what it takes to prepare for and run multiple annual town meetings, intimate understanding of Open Meeting Law and Public Records Law, a seat at the table as a member of the Town's Collective Bargaining Team and Finance Team, involvement in department head and staff level interview processes, employee related matters, budget preparation and continual oversight, coordination of annual appointments of the Town Manager and Select Board and annual licenses of the Select Board, passport application processing and payroll. I was fortunate to have had the pleasure of being appointed and serving as an Election Worker and was privileged to take part in an election recall, where I was responsible for counting votes. I have also worked, in conjunction with other department heads, on grant opportunities as well as with state and federal leaders on countless requests on behalf of the Town. I feel that the combination of these experiences, along with a supportive team environment, has helped to develop not only my leadership skills, but technical skills across a wide variety of disciplines within municipal government.

I work very hard to remain a well-rounded person and strive to be a versatile leader. I am a dedicated, hardworking employee, excited about an opportunity to further advance my career within the Town of Groton. I am a qualified candidate for this position and would be grateful to receive an interview to further explain why I should be chosen to serve as the next Town Clerk for the Town of Groton.

Thank you in advance for your time and consideration and I look forward to hearing from you soon.

Best Regards,

Dawn Dunbar

#### Dawn Dunbar

#### Work Experience:

Town of Groton 173 Main Street, Groton, MA 01450 ~ T: 978-448-1111 October 2013-Current

#### Executive Assistant to the Town Manager

- Responsible for all administrative work reporting to the Town Manager and the Groton Select Board. Administers and implements the programs and policies of the Town Manager and works as liaison between Town Manager and other Town Departments, Board and Committees. Process the departments mail, compose routine correspondence, memoranda and notices. Prepares and maintains various records on official activities including records pertaining to personnel and legal matters. Acts as keeper of the office supply system and orders for all Town Departments. Performs administrative duties related to public hearings including posting of legal notices.
- Field calls and complaints received in the office and work to resolve them. Answer questions and furnish
  information to the general public and to town employees/boards/committees/commissions.
- Attend Open Session and Executive Session meetings of the Select Board, assist in preparation of agendas and supporting materials, post agendas, take minutes and follow-up on correspondence from meetings.
- Issue annual license renewal applications and collect fees for licenses and permits, manage licenses issued and
  work with applicants on new licenses or changes to existing ones. Coordinate requests for one day liquor
  licenses for Select Board deliberation, Work closely with state agencies and other state and county officials.
- Assist in the coordination of arrangements for Town Meeting. Prepare for printing the Town Meeting warrants
  and handouts, work with Department Heads and Boards and Committees to coordinate presentations for Town
  Meeting. Communicate directly with the Town Moderator prior to Town Meeting regarding presentations.
- Compile annual reports from Departments, Boards and Committees and create annual report of the Town to
  include printing and distribution of the report annually.
- Assist Town Manager in budget preparation and attend all budget meetings as part of the Finance Team.
   Routinely reconcile and monitor budgetary accounts under the office's jurisdiction. Process all invoices for the department for signatures and submittal. Generate bi-weekly payroll for the department. Assist the Town Manager in preparation for collective bargaining and participate in all negotiating sessions.
- Oversee the annual appointment process of the Town Manager and Select Board. Prepare letters for swearing in
  and frequent communication with appointed and elected officials. Oversee process to fill any vacancies as they
  arise.
- Acts as Parking Clerk for the Town as well as a Passport Acceptance Agent. Attended classes and earned
  procurement certification through the Massachusetts Inspector General's Office. Actively participate in all
  aspects of public construction projects.
- Participation in HR related matters, including but not limited to hiring, employee related matters, and terminations.
- Act as Liaison between Town Manager and Animal Control Officers.
- Assist Sign Committee with business before them. Assistant applicants with applications for consideration.

Town of Groton 173 Main Street, Groton, MA 01450 ~ T: 978-448-1120 September 2010-October 2013

#### Interdepartmental Administrative Assistant

Responsible for all administrative work reporting to the Land Use Director/Town Planner, Board of Health and
Community Preservation Committee. Process the departments mail, compose routine correspondence,
memoranda and notices. Monitor and reconcile budgets of the Board of Health and Community Preservation
Committee and its projects. Prepares and maintain various records including septic system permits applications,
well water reports and testing and applications before the Community Preservation Committee. Update and
publish the annual Community Preservation Plan.

- Field calls and complaints received in the office and work to resolve them. Answer questions and furnish
  information to the general public and to town employees. Attend to customers at the counter and assist with
  inquiries pertaining to Land Use.
- Attend meetings of the Board of Health and Community Preservation Committee, assist in preparation of agendas and supporting materials, post agendas, take minutes and follow-up on correspondence from meetings.
- Issue annual license renewal applications and collect fees for licenses and permits, manage licenses issued and work with applicants on new licenses or changes to existing ones.
- Assist Town Planner, Conservation Agent and Building Department with various duties and tasks.
- Draft annual reports for the Board of Health and Community Preservation Committee.
- Act as Passport Acceptance Agent for the Town.

#### Northwest Development, LLC 354B Great Road Acton, MA 01720 ~ No Longer in Business

June 2003 - April 2009

#### Project Administrator / Operations Assistant / Real Estate Sales Agent

- Work closely with vendors and customers during home building process, Assist brokers with sale of homes, Complete quote requests as requested by customers & Project Managers, Enter change orders into individual house budgets, Obtain quotes from subcontractors and vendors, Develop budgets based on new and changing quotes/pricing, Assist Project Manager with scheduling and deliveries of supplies
- Answer phones, File clerking, Memo reproduction, Coordinate meetings, Maintain schedules for 2 owners, Document reproduction, Versatile on all office machines, Order office supplies, Support management team as required, Oversee operations in the absence of management, Use of QuickBooks software, Word Processing, Faxing, Photo-copying, Training and supervision of receptionists and country club staff, Very knowledgeable with Microsoft Office Suite including emailing with Outlook
- Develop marketing brochures & promotional material for development company and country club,
   Create PowerPoint presentations
- Some payroll experience, Development, organization and collection of new hire packets, Some experience with health and dental insurances

Fitchburg State College Student Health Services 160 Pearl St, Fitchburg, MA. 01420 ~ T: 978-665-3216 Sept 1999-June 2003

#### Office Assistant

 Answer phones, Pull patient's chart, File clerking, Document reproduction, Faxing, Projects on computer using Microsoft Office Suite, Fill in for secretary when she was out, Assign daily projects and oversee other student workers, Made calls to insurance companies and labs, Training and experience with Banner Software System.

#### Education:

- Completed credits towards a Masters in Education Degree from Fitchburg State College
- Graduated from Fitchburg State College in May 2003, Bachelors Degree in Business Administration with a Minor in History, 3.19 Cumulative GPA
- Massachusetts Real Estate Salesperson License, June 2007
- Diploma, North Middlesex Regional High School, 1998

#### References:

Available Upon Request



#### Town Manager Mark W. Haddad

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#### **Select Board**

Rebecca H. Pine, Chair
Alison S. Manugian, Vice Chair
Peter S. Cunningham, Clerk
John F. Reilly, Member
Matthew F. Pisani, Member

June 6, 2022

Mr. Michael Busby, Relationship Manager Massachusetts Housing Finance Agency One Beacon Street Boston, MA 02108

RE: Proposed 40B – Redevelopment of Deluxe Property

500 Main Street Groton, MA

Dear Mr. Busby:

I am the Town Manager for the Town of Groton and I am writing to you today in support of the proposal from Omni Properties to redevelop the former Deluxe Property, located at 500 Main Street, Groton, MA. It is my understanding that the redevelopment proposal is for the construction of 200 rental units, of which twenty-five (25%) percent will be affordable pursuant to Massachusetts General Law, Chapter 40B. I have reviewed the proposed development and I believe this proposal is in the best interests of the Town of Groton.

For the record, I believe this proposal will:

- Will produce 50 units of deed restricted affordable housing, although 200 units will be added to the SHI List;
- 2. The 150 units of market rate housing units will provide needed rental housing in the Town of Groton at a price point lower than other rental units in Groton.
- All units in the apartment buildings will be handicapped accessible; all of the townhomes will be designed to accommodate accessibility and aging-in-place (although they are not regulated by MAAB).
- 4. Future residents of this development may benefit from proximity to the Mill Run Plaza that has restaurants and shops to provide a high quality of life.

The Deluxe Property was once the highest taxpayer in the Town of Groton. This redevelopment will reestablish this property as the highest taxpayer in Town and provide needed tax revenue to the Town, while having a minimal impact on Town services.

Mr. Michael Busby Redevelopment of Deluxe Property Groton, MA June 6, 2022 page two

In addition, the Developer of this property will work in conjunction with our Sewer and Water Departments to improve the Sewer Pump Station and Water Mains in the area to the benefit of the rate payers in Groton. All permit fees for this project will be paid to the Town, providing a needed boost to local revenues. I can not think of a better redevelopment project of this very important parcel in the Town of Groton.

I strongly recommend that the Massachusetts Housing Finance Agency move this project along for local approvals.

Thank you for your attention to this matter.

Sincerely,

Mark W. Haddad Town Manager Town of Groton

MWH/rjb

















TO: SELECT BOARD

SUBJECT: TOWN CLERK REPORT

DATE:

JULY 25, 2022

- ACTIONS REQUESTED OF THE SELECT BOARD AHEAD OF THE SEPTEMBER 6 PRIMARY
- SUMMARIES
  - O VOTES ACT OF 2022
  - OTHER ELECTION RELATED ITEMS
- GO-FORWARD PLAN

#### Actions requested:

Designate the Middle School – South as the Precinct 2 and 3 polling location

The Select Board designates polling locations for the town (MGL 54:24). The Middle School South gym was suggested by Dr. Chesson, and is being recommended to the Select Board. Officer Breslin (SRO) and Chief Luth endorse this location. Voters do not mix with the students. The South's gym doors open directly to the driveway The voting space is the same. The walk might be a little further depending upon where the voter parks in the main lot, but not significant. Temporary and permanent Handicap parking is available. Voters will be notified of this change, if designated by the Board. Please see included map of the location.

Assign police officers as per Chief Luth's recommendation (VOTES Act of 2022)

The VOTES Act of 2022 changed the responsibility of assigning police offices at voting locations from the police chief to the Select Board. Chief Luth recommends one officer inside the Groton Center and Middle School polling locations. He also recommends one police officer to be assigned to the outside grounds at the Middle School, in addition to the normally assigned SRO. This officer could help with directing new voter traffic patterns when available. These assignments are consistent with past coverage, most recently at the May 24, 2022 Town Election.

Sign the September 6, 2022 State Primary Warrant

Signoff copies of the Warrant are at Town Manager's Office.

The Select Board's signoff is a requirement in order to legally conduct the primary. The Warrant reflects our new Precinct 3A. It also reflects that the town will be voting in two different state representative districts. Precincts 1 and 3A will vote in the 37<sup>th</sup> Middlesex District for state representative, while Precincts 2 and 3 will vote in the 1<sup>st</sup> Middlesex District.

Offices on the ballot include statewide constitutional offices, Representative in Congress, State Senator and Representative, District Attorney, Governor's Councilor and Sheriff. Sample ballots are available at <a href="https://www.grotonma.gov">www.grotonma.gov</a>.

#### Available voting options for the September 6 State Primary

- At the polls on September 6 from 7AM to 8PM
- Early Voting by Mail until August 29 at Town hall
- Early Voting-In Person August 27 to September 2 (except Sunday August 28)
- Absentee Balloting in specific circumstances

#### Summary of VOTES Act of 2022

- Assignment of police officers now the responsibility of the Select Board
- Voter registration deadlines moved to the 10<sup>th</sup> day before election, primary or town meeting (from the 20<sup>th</sup> day).

- Early Voting by Mail is permanent for all state and presidential primaries, and state elections.
   The Secretary of State will mail vote by mail applications to all registered voters. Early Voting by Mail is also required for local (town) elections unless the town "opts out". Other procedural Vote by Mail changes were also included.
- Early Voting-In Person is a permanent requirement for all state primaries and elections. The periods are one week just ahead of primaries, and two weeks ahead of elections. All early voting periods include at least one weekend day, and at least 6 hours per weekend, as well as the Town Clerk business hours during the week.
- Early Voting-In Person for the State Primary will be at Town Hall from August 27 to September 2 (except closed on Sunday, August 28). This is all published on <a href="www.grotonma.gov">www.grotonma.gov</a>.
- Town may "opt in" to Early Voting-In Person for local elections. Requires a recommendation from at least two members of the Board of Registrars, and then a vote of the Select Board, at least 5 days before the beginning of early voting. The early voting period may be for one- or two-weeks during Town Clerk business hours, unless hours are otherwise specified by the vote of the Board. Recommend that this be discussed with the new Town Clerk prior to the 2023 Town Election.
- Advanced Processing option will be available for state elections. This is a procedure that allows
  vote tabulation ahead of election day, but no results reported until election day.
- Other changes include automatic voter registration when conducting business at the RMV, changes to jail-based voting for non-felons, requesting mail-in ballot deadlines, determination of when a deceased person's ballot can be counted, determination of actual voting date in the case of Early and Absentee ballots, the extension of the 150-foot campaign rule to early voting sites, a new deadline for absentee balloting by people admitted to a health care facility, and a definition of receipt and allowable postmark dates for mail ballots.

#### Go Forward Plan

- Retirement as of July 31
- Work part time, focused on election activities through the September 6 Primary
- Transition to the Temporary Town Clerk and the newly appointed Town Clerk
- Continued involvement for the November election will be evaluated with the newly appointed
   Town Clerk

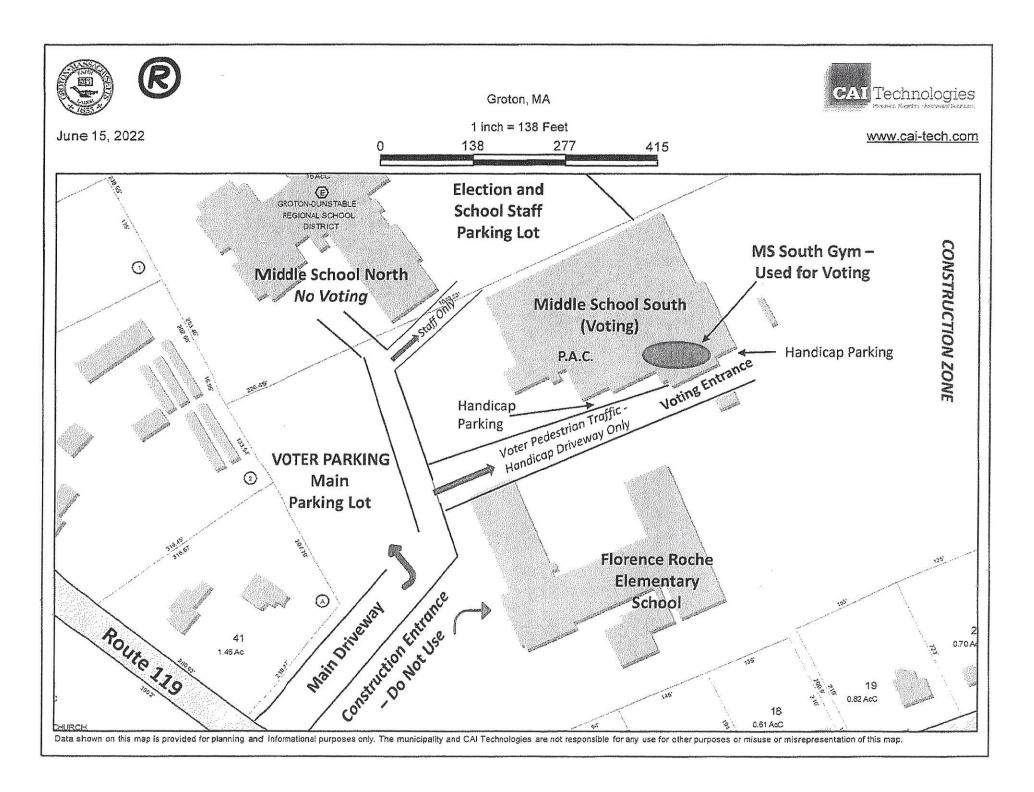
#### **Attachments**

- Middle School South locus map
- 1<sup>st</sup> and 37<sup>th</sup> Middlesex districts map
- September 6, 2022 State Primary Warrant
- Commonwealth of Massachusetts Election Advisory #22-01

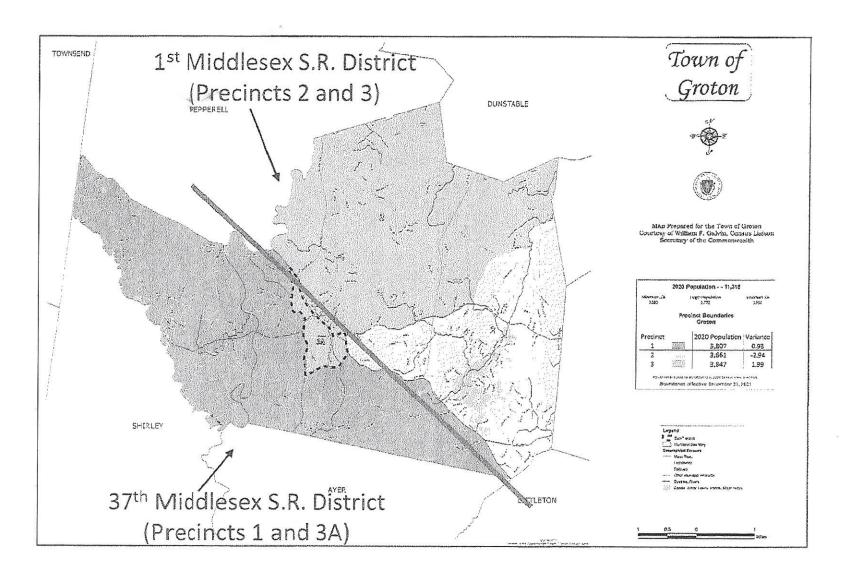
Respectfully Submitted,

Michael Bouchard

Town Clerk



# Precincts - 2022



#### COMMONWEALTH OF MASSACHUSETTS WILLIAM FRANCIS GALVIN SECRETARY OF THE COMMONWEALTH

#### WARRANT FOR 2022 STATE PRIMARY

SS. Middlesex

To the Constables of the City/Town of Groton

#### GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

Precinct 1, The Groton Center, 163 West Main St., Groton Precinct 2, Groton-Dunstable Middle School – South, 342 Main St., Groton Precinct 3, Groton-Dunstable Middle School – South, 342 Main St., Groton Precinct 3A, The Groton Center, 163 West Main St., Groton

on TUESDAY, THE SIXTH DAY OF SEPTEMBER, 2022, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

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KEFKES	DIVIATIVE)	IN GENERAL COL	JRT - (Precincts 1, 3A).	•••••
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Constable			(month and day)	

Warrant must be posted by August 30, 2022, (at least seven days prior to the September 6, 2022 State Primary).



#### The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth Elections Division

#### **Election Advisory #22-01**

Changes to State Election Laws

June 23, 2022

The purpose of this Advisory is to familiarize local election officials with changes to state election laws that will impact the 2022 State Primaries and State Election, as well as upcoming local elections.

This Advisory includes a first-glance summary of changes that will directly affect how you, as a local election official, will carry out your duties. Additional information and specifics will be provided in the coming weeks and months, as different aspects of the new law go into effect and as new regulations are promulgated.

#### The VOTES Act

On June 22, 2022, an election reform law titled "The VOTES Act" was signed into law. Among other things, the VOTES Act makes several of the temporary changes from the pandemic permanent, so many of these policies and procedures will be familiar to those of you administering elections in 2020. The new law also makes the absentee voting process and early voting by mail processes consistent.

#### **Voter Registration Deadlines**

Beginning July 22, 2022, the voter registration deadline for all elections and town meetings will be 10 calendar days before the date of the meeting or election.

Local election officials will still be required to hold in-person registration sessions on the last day to register to vote, which for any Tuesday election will now be a Saturday, but the registration session will end at 5 p.m. instead of 8 p.m.

For cities and towns with more than 1,500 voters, the registration session must be held from 9 a.m. until 5 p.m. For towns with fewer than 1,500 voters, the registration session must be held from 9 a.m. until 11 a.m. and from 3 p.m. until 5 p.m.

One Ashburton Place, Room 1705, Boston, Massachusetts 02108 • (617) 727-2828

#### **Poll Worker Appointments**

Effectively immediately, there is additional flexibility for the appointment of poll workers.

If, six weeks before an election, it is determined that there are not enough election officers appointed, the appointing authority (board of selectmen, city council, board of election commissioners) may appoint poll workers without regard to political party affiliation, voter registration status, residence, or inclusion on a list from a local party committee.

If, three weeks before an election, there are still not enough poll workers appointed, the clerk will be able to fill vacancies by appointing any competent person, without regard to party, residence, or a list from a local party committee.

Further, you now have the option to eliminate the use of a check-out table if you choose to do so. If you do not use a check-out table, however, you must still have a poll worker stationed at the ballot box.

If poll workers are appointed without regard to party affiliation, the inspectors at the check-in table (and check-out, if used) cannot be of the same political party. If poll workers are appointed from lists from the parties, the inspectors must be of different political parties.

#### **Police Officer Assignments**

Effective immediately, the law regarding assignment of police officers at polling places is amended to require the board of selectmen, town council, or city council to assign police officers and constables to polling places. Previously, this was the responsibility of the chief of police.

Since this change is taking effect before the primaries, you will need to communicate with your selectmen or council to make sure they detail officers at a summer meeting before September.

#### Vote by Mail

Effective immediately, early voting by mail must be available for all state elections, state primaries, and presidential primaries.

Early voting by mail is also required for all local elections and preliminaries, unless the city or town opts out. In order to opt out of Vote by Mail for a local election, the selectmen, city council, or town council must hold a public hearing and public roll call vote to NOT allow Vote by Mail no later than 45 days before the date of the election. Cities and towns cannot opt out of Vote by Mail for a local election if the election is happening on the same day as a state election, state primary, or presidential primary.

#### **Applications**

As in 2020, the Elections Division will be mailing Vote by Mail applications at least 45 days before every regular state primary, state election, and presidential primary. The applications will be sent to everyone registered to vote by the 60<sup>th</sup> day before the election who has not

already applied for a ballot. The applications will be pre-addressed to the local election office and postage pre-paid.

Unlike previous years, family members are now allowed to request an early Vote by Mail ballot on a voter's behalf, as they currently can with absentee ballots. Similarly, family members are now permitted to return an early Vote by Mail ballot for the voter as well.

Applications to Vote by Mail must be posted every city and town website, as well as on the Secretary of the Commonwealth's website.

Any form of written communication requesting a ballot is sufficient. Applications may be signed electronically, as long as the signature is written in substantially the same manner as a handwritten signature.

Effective immediately, you are required to include Vote by Mail applications with all acknowledgement notices sent to any new voter or anyone who has changed their address. Note that unlike 2020, these applications must be sent all year round, and not only to voters who register or move after the statewide application mailing has been sent.

#### **Online Portals**

The Elections Division will also be required to establish an online ballot request portal for voters to use to request their ballots online. The law states that a wet signature cannot be required for this portal. Additional information on the portal will be provided after the Secretary's Information Technology Division is able to examine the requirements in the law.

A portal for UOCAVA voters to request their ballots and submit ballots electronically will also be required, though that part of the law does not go into effect this year. More information on that will be provided after the 2022 elections.

#### **Application Deadlines**

The deadline to receive a request for any ballot (early or absentee) to be mailed is now 5 business days before the election. A business day is any weekday that is not a legal holiday, so this will typically fall one week before Election Day.

For the September 6<sup>th</sup> State Primary, because Labor Day is not a business day, the deadline for you to receive vote by mail applications is 5 p.m. Monday, August 29<sup>th</sup>.

For the November  $8^{th}$  State Election, the deadline for you to receive vote by mail applications is 5 p.m. Tuesday, November  $1^{st}$ .

No ballots can be mailed to any voter whose application has not been received by 5 p.m. on the 5<sup>th</sup> business day before the election. Remember, however, that in-person early voting is still available until the Friday before the election for applicable elections and in-person absentee voting is still available until noon on the day before the election (if that day isn't a holiday).

Additionally, voters admitted to a health care facility after 12pm on the 7<sup>th</sup> day before the election can request a hand-delivered absentee ballot up until the close of polls.

#### Accessible Vote by Mail

Effective immediately, voters who have a disability which prevents them from being able to independently mark a paper ballot are allowed to request a reasonable accommodation. Additional information on accessible voting by mail will be forthcoming.

#### **Ballot Envelopes**

Return ballot envelopes (AV-8s) for state primaries, state elections, and presidential primaries are now pre-addressed and postage pre-paid.

This means that any AV-8 return ballot envelopes provided by this office need to be printed specifically for your community. It will be very important for you to be aware of your inventory and provide as much notice as possible to the Elections Division if you are running low.

#### **Ballot Return**

For most elections, all ballots will still have to be returned by close of polls on Election Day. Beginning with the 2022 State Election, ballots will be able to arrive up to 3 days after Election Day for biennial state elections only. This means that ballots mailed from inside the country can be counted if they are postmarked by Election Day and received by 5 p.m. on the Friday after Election Day. Again, this is only for biennial state elections, which are the November federal elections held in even-numbered years.

This year, because the Friday after the election is a holiday, the deadline for ballots to be received is 5 p.m. on Saturday, November  $12^{th}$ . We realize this deadline creates logistical issues and we are in the process of exploring our options. More information will be provided as soon as we have it.

Ballots returned by hand, to a drop box, or electronically still need to be received by your office by close of polls on Election Day for all elections.

#### **Ballot Processing**

Similar to 2020, you now have the option of advance removing ballots from their envelopes and advance depositing ballots into the tabulator or ballot box ahead of Election Day. All ballot removal and depositing before Election Day will still need to happen in public sessions. The Elections Division will be issuing regulations, likely similar to those used in 2020, on advance processing and more information will be provided when that happens.

#### **Deceased Voters**

Since ballots will begin to be processed before Election Day, the law prohibiting counting the ballot of anyone who dies before Election Day has been repealed. A voter's ballot can be counted as long as the voter was alive when it was cast, which means as of the postmark date or when it was hand-delivered or deposited into a drop box.

#### In-Person Early Voting

In-person early voting must now be offered for all regular state primaries, state elections, and presidential primaries. It must also be offered for special elections and primaries to fill vacancies for U.S. Senate or Congress. In-person early voting must also be held for any municipal elections being held on the same day as one of the above listed elections.

#### In-Person Early Voting Dates

In-person early voting for biennial state elections must be held from the  $17^{th}$  day through the  $4^{th}$  day before the election. In 2022, the early voting period for the November  $8^{th}$  State Election will begin on Saturday, October  $22^{nd}$  and end on Friday, November  $4^{th}$ .

Early voting for state and presidential primaries will begin on the 10<sup>th</sup> day before the primary and end on the 4<sup>th</sup> day before the primary. Early voting for the September 6<sup>th</sup> State Primary will begin on Saturday, August 27<sup>th</sup> (the same day as the voter registration deadline) and end on Friday, September 2<sup>nd</sup>.

#### **In-Person Early Voting Hours**

The requirements for early voting hours have changed to require weekend hours and set standards for weekday hours. Please note that these are minimum hours and you can always increase the in-person early voting hours.

On weekends, the number of hours you must be open depends on the number of registered voters in your community. The required minimum hours for weekends are:

Number of Voters	Required Weekend Early Voting Hours	
0 - 4,999	At least 1 day per weekend	
	At least 2 hours each day you are open	
	At least 4 hours total each weekend	
5,000 – 24,999	At least 1 day per weekend	
	At least 3 hours per day you are open	
	At least 6 hours total each weekend	
25,000 – 39,999	At least 4 hours each weekend day	
40,000 – 74,999	At least 6 hours each weekend day	
75,000+	At least 8 hours each weekend day	

For weekdays, the required minimum early voting hours will vary depending on the size of your community and at what point it is during the in-person early voting period. By default, the early voting hours are during your regular business hours; however, your city council, board of selectmen, or town council may have the option to limit early voting hours on certain days, if your community is small enough.

The required weekday early voting hours are:

Number of Voters	Required Weekday Early Voting Hours	
0 - 4,999	At least 25% of regular business hours	
5,000 – 39,999	Primary: Regular business hours	
	State Election:	
	Week 1: at least 50% of regular business hours	
	Week 2: Regular business hours	
40,000+	During your regular business hours	

In order to limit your early voting hours, your board of selectmen, city council, or town council will need to vote to do so at a public meeting held no later than 20 days before early voting begins. For the November 8, 2022 State Election, the deadline to take that vote is Sunday, October 2, 2022.

#### **Early Voting Locations**

Minor changes have been made to the law regarding the designation of early voting sites. As has been the case previously, your local election office is the default early voting site in your community. If your office is determined to be unsuitable or inaccessible, the registrars must vote to hold early voting in a different location. You can also designate additional early voting locations, which must also be accessible.

When assigning early voting sites, your city or town must now consider, to the extent feasible, diverse geographic locations and whether the sites would have an impact on access to the polls on the basis of race, national origin, disability, income, or age. Unlike the assignment of polling places in 2020, no written report on the impact of the early voting locations is required.

Your early voting sites must be designated no later than 2 weeks before early voting begins.

#### **Notice Requirements**

You will also need to publish notice of the locations and schedule for early voting at least 5 business days before early voting begins and at least once during the early voting period.

Notice must be posted: in your office or on the city/town bulletin board; in any other public building considered necessary; on the city/town's website; and on the Secretary's website. Remember, you need to enter your hours and locations into VRIS (or notify the Elections Division by email, if that VRIS screen is locked) for them to be posted on our website.

The deadlines for early voting posting for 2022 are:

#### **State Primary**

Designate Early Voting sites & schedule: Saturday, August 13, 2022

Post 1<sup>st</sup> Notice: Monday, August 22, 2022 Post 2<sup>nd</sup> Notice: August 27 – September 2

#### State Election

Designate Early Voting sites & schedule: Saturday, October 8, 2022

Post 1<sup>st</sup> Notice: Monday, October 17, 2022 Post 2<sup>nd</sup> Notice: October 22 – November 4

#### **Local Elections**

For local elections, cities and towns may choose to have in-person early voting. To opt-in to early voting for local elections, at least two registrars need to recommend it, and the board of selectmen, town council, or city council must then vote to authorize in-person early voting.

The vote to opt-in to early voting must take place no later than 5 days before early voting would begin, and must include the early voting schedule. Early voting can begin no earlier than the 17<sup>th</sup> day before the election or preliminary and can end no later than 2 business days before the election. Early voting for local elections default to your usual business hours, unless the vote specifies otherwise.

Sites for early voting for local elections will be designated by the clerk. The location(s) and early voting schedule must be posted no less than 48 weekday hours before early voting begins.

#### 150 Foot Rule

Beginning with early voting for the September 6<sup>th</sup> State Primary, the 150 foot rule prohibiting campaigning around polling places will be extended to early voting sites as well. This means that there shall be no campaigning for or against a candidate or question on the ballot for that election within 150 feet of the entrance to the early voting site during voting hours. Signature gathering of any kind will also be prohibited during the voting hours.

#### Jail-Based Voting

While voters who are incarcerated for a reason other than a felony conviction can already vote by absentee ballot, the new law contains provisions to make voting easier for those who are incarcerated, including adding requirements to correctional facilities to distribute information. Changes to jail-based voting take effect at the beginning of 2023 and more information will be provided after the 2022 elections.

#### **Automatic Voter Registration**

Beginning on January 1, 2023, applicants at the RMV will no longer have the option to opt out of automatic voter registration. Instead, the RMV will be required to transmit the names and

addresses of all *eligible citizen* applicants to local election officials for voter registration purposes.

Applicants who are automatically registered to vote will now be allowed to decline registration only after receiving the acknowledgment notice you send to them.

#### **TOWN OF GROTON**

#### AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (this "Agreement") between the Town of Groton, a Massachusetts municipal corporation with a mailing address of 173 Main Street, Groton, MA 01450, acting by and through its Town Manager (the "Town"), and Michael F. Bouchard, a Massachusetts Resident with a mailing address of 69 Hill Road, West Groton, MA (the "Contractor"), is effective as of the 1st day of August, 2022 (the "Effective Date"). The Town and the Contractor are together the "Parties" and individually a "Party." In consideration of the mutual covenants contained herein, the Parties agree as follows:

#### ARTICLE 1: SCOPE OF SERVICES:

The Town hereby retains the Contractor and the Contractor hereby agrees to provide professional consulting services for the Town as set forth in <a href="Exhibit A">Exhibit A</a> (the "Scope of Services"). The Contractor agrees that time is of the essence of this Agreement. The Contractor, with the approval of the Town Manager, shall have access to the Town Clerk's Office and necessary equipment to perform the functions outlined in Exhibit A.

#### ARTICLE 2: PERFORMANCE STANDARD:

In the performance of the Scope of Services, the Contractor, and those it is responsible for, shall exercise the degree of skill and care customarily accepted as best practices by members of the same profession currently practicing under similar conditions in the same locality. Substandard services shall be deemed a breach of this Agreement. By entering this Agreement, the Contractor represents to the Town that it has the skill, qualifications, experience, equipment, and manpower necessary to complete the Scope of Services.

#### ARTICLE 3: TERM

This Agreement shall commence on the Effective Date and continue until completion of the Scope of Services, or December 31, 2022, whichever occurs first (the "Term"), unless such term is extended by mutual agreement of the Parties.

#### ARTICLE 4: TERMINATION:

This Agreement may be terminated before the expiration of the Term as follows:

- (a) By mutual written agreement, duly entered by the Town and the Contractor, upon such terms and conditions as may be acceptable to the Parties at the time of termination; or
- (b) At any time, by the Town for convenience, in its sole and absolute discretion.

If this Agreement is terminated by the Town, the Contractor shall be entitled to compensation for services rendered up to the date of such termination.

#### ARTICLE 5: COMPENSATION:

- (a) The Contractor shall be paid at the rate of Sixty (\$60) Dollars per hour.
- (b) The Town shall pay the Contractor within thirty (30) days after receipt of an invoice, and based upon the hours worked and pursuant to the Town's Payroll Schedule.

#### ARTICLE 6: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

#### ARTICLE 7: EFFECT OF FINAL PAYMENT:

The acceptance of final payment under this Agreement by the Contractor shall constitute a waiver of all claims by the Contractor arising under this Agreement.

#### ARTICLE 8: RELATIONSHIP OF THE PARTIES:

The Parties acknowledge and agree that the Contractor is an independent Contractor and no employee or agent of the Contractor shall establish an employee/employer relationship with the Town or be entitled to receive any benefits from the Town. Nothing in this Agreement shall be construed to create a relationship between the Contractor and the Town of a partnership, association, or joint venture.

#### ARTICLE 9: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be construed and governed by the laws of the Commonwealth of Massachusetts. All disputes arising under or out

of this Agreement will be brought in courts of competent jurisdiction located within the Commonwealth of Massachusetts.

#### **ARTICLE 10: ASSIGNMENT:**

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

#### ARTICLE 11: ENTIRE AGREEMENT; AMENDMENTS:

This Agreement constitutes the entire agreement between the Parties and supersedes any and all other agreements, written or oral, between the Parties. No change or modification of this Agreement shall be valid unless it is in writing and duly entered by both Parties.

#### **ARTICLE 12: HEADINGS:**

The paragraph headings in this Agreement are for convenience only and in no way define limit or describe the scope or intent of any provisions or sections of this Agreement.

#### ARTICLE 13: SEVERABILITY:

If any provision or portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect, and will in no way be affected, impaired or invalidated so long as the underlying intent of this Agreement can be maintained.

#### ARTICLE 14: CONFLICT OF INTEREST:

The Contractor's attention is called to M.G.L. c. 268A. The Contractor shall not act in collusion with any Town officer, agent, employee, or any party regarding this Agreement, nor shall the Contractor make gifts regarding this Agreement or any other matter in which the Town has a direct or substantial interest.

#### **ARTICLE 15: NOTICE:**

Except as otherwise provided in this Agreement, any notices given under this Agreement shall be addressed as follows:

If to the Town:

Town of Groton

ATTN: Town Manager

Email: mhaddad@grotonma.gov

If to the Contractor:

Michael F. Bouchard

Email: mbouchard@grotonma.gov

Notice shall be deemed given: (a) two (2) business days after the date when it is deposited with the U.S. Post Office, if sent by U.S. first-class or certified mail; (b) one (1) business day after the date when it is deposited with an overnight courier, if next business day delivery is required; (c) upon the date personal delivery is made; or (d) upon the date when it is sent by email, if the sender receives reply email confirming such delivery has been successful and the sender mails a copy of such notice to the other Party by U.S. first-class mail on such date.

#### ARTICLE 16: EXECUTION IN COUNTERPARTS:

This Agreement may be simultaneously executed in several counterparts each of which shall be an original and all of which shall constitute but one and the same instrument.

[Signatures on next page].

year first above written.	nave caused this Agreement to be executed on the day a
Town of Groton	Michael F. Bouchard
Mark W. Haddad Town Manager	Michael F. Bouchard

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the day and

#### **Exhibits and Certificates**

A. Scope of Services

#### **Exhibit A**

#### **Scope of Services**

#### **Consulting Town Clerk Job Description**

#### **Position Purpose:**

The purpose of the consulting town clerk (consultant) is to assist with the administrative, supervisory and technical work related to the Fall, 2022 state elections. The consultant will work under the general direction of the Town Manager and the Temporary Town Clerk (and eventual permanent Town Clerk, once appointed) to conform with applicable provisions of the local ordinances, Massachusetts General Laws, and federal laws for the elections.

#### Responsibilities:

Plan, organize, publicize, manage, certify and prepare reports for the September 6 2022 State Primary election. Assist with similar activities for the November 8, 2022 State Election as the Town may request. Activities could include establishment and updates to election procedures related to the VOTES Act of 2022. Prepare and issue notifications regarding election activities, schedules and locations. Test ballot machines prior to the election. Assist in polling location setup. Recruit, train, schedule and supervise election workers. Prepare and certify official election results and related reports on behalf of the Temporary Town Clerk (and eventual permanent Town Clerk, once appointed). Guide the newly appointed Town Clerk in these activities as needed.

Upon request of the Temporary Town Clerk (and eventual permanent Town Clerk, once appointed) or Town Manager, may assist with other office responsibilities.

## TOWN OF GROTON **PROCLAMATION**

WHEREAS: Jane R. Allen has been a resident of Groton for 40 years; and

WHEREAS: After teaching high school, Jane R. Allen became a realtor serving the town of

Groton, introducing many people to the town, and remaining their friend; and

WHEREAS: Jane R. Allen has donated tirelessly her time to numerous education and civic

activities including the Groton Community Theater; and

WHERE AS: Jane R. Allen has been a Trustee of Groton Public Library since 2005

including service as chair and being instrumental in the installation of a new

roof; and

WHEREAS: Jane R. Allen served, as the only woman, on the Blue Ribbon Town

Governance Committee in 2007, she served on the Town Charter Review Committee in 2016 to 2017, she served on the School Committee of the Groton Dunstable Regional School District from 1998 to 2004 during the construction of the new high school and served on the Growth Management

Advisory Committee from 2005 to 2006; and

THEREFORE: Be it considered that we John F. Reilly, Rebecca H. Pine, Matthew F. Pisani Alison S. Manugian, and Peter S. Cunningham, the Select Board of the Town of Groton, Commonwealth of Massachusetts, do hereby proclaim:

## July 26, 2022 "Jane R. Allen Appreciation Day"

And urge all citizens of the Town of Groton, together with their family and friends, to join us in thanking and saluting Jane R. Allen for her profound dedication to the Town of Groton. Established this 26th day of July in the year Two Thousand and Twenty-Two.

Rebecca H. Pine, Vice Chair

Matthew F. Pisani, Clerk

Cluson A Manugaan Alison S. Manugian, Member

Peter S. Cunningham, Member

Mark W. Haddad, Town Manager