



TOWN OF GROTON

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

Select Board

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

Town Manager
Mark W. Haddad

**SELECT BOARD MEETING
MONDAY, JANUARY 6, 2025
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL**

- 5:30 P.M. Executive Session - Pursuant to M.G.L., c.30A, §21(a), Clause 3 – To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
- 6:00 P.M. Announcements and Review Agenda for the Public
- 6:01 P.M. Public Comment Period #1
- I. 6:05 P.M. Town Manager's Report
1. Consider Ratifying the Town Manager's Appointment of Micaela Moore as the Interdepartmental Administrative Assistant
 2. Consider Ratifying the Town Manager's Appointment of Laura Scott as the DPW Administrative Assistant
 3. Consider Ratifying the Agreements between the Town of Groton and the Town and Library Employees, SEIU 888; Professional Firefighters of Groton, Local 4879; and Groton Police Superior Officers Association, NEPBA, Local 53
 4. Update on Fiscal Year 2026 Budget
 5. Update on Select Board's Meeting Schedule through the 2025 Spring Town Meeting
- II. 6:10 P.M. Items for Select Board Consideration and Action
1. Call for the 2025 Spring Town Meeting – Open the Warrant for Said Meeting
 2. Consider Authorizing the Chair to Sign a Grant Application for the MRPC's District Local Technical Assistance to Assist the Town with the Update of the Town's Housing Production Plan

OTHER BUSINESS

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

- A. PFAS Issue
- B. Nashoba Valley Medical Center Working Group
- C. Charter Review Committee
- D. Florence Roche Elementary School Construction Project
- E. PILOTS

SELECT BOARD LIAISON REPORTS

- III. Public Comment Period #2
- IV. Minutes: Regularly Scheduled Meeting of December 16, 2024

ADJOURNMENT

Notes 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: *January 6, 2025*

TOWN MANAGER'S REPORT

Please note that Monday's Meeting will begin at 5:30 p.m. with an Executive Session to review the Tentative Agreements reached with the following Unions: Town and Library Employees, SEIU 888; Professional Firefighters of Groton, IAFF, Local 4879; and Groton Police Superior Officers Association NEPBA, Local 53. I will be sending them to you under separate cover for your review and consideration. Should the Select Board agree with the Tentative Agreements, I have set aside time on the Agenda for the Board to consider voting to ratify the various Agreements in Open Session. Other than the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issue List, there is nothing specifically scheduled on Monday's Agenda.

1. As you know, we have been searching for a new Interdepartmental Administrative Assistant to replace Katie Berry, who will become the Assistant Town Accountant when Sarah Mahoney retires at the end of the month. To assist me in the Search, I created a Search Team made up of me, Kara Cruikshank, Melisa Doig, Takashi Tada and Michelle Collette. We received 18 applications and interviewed seven (7) of the applicants. It was a strong applicant pool. Based on our interviews, I have decided to appoint Micaela Moore of Lunenburg, MA to the position. I have enclosed a copy of Ms. Moore's resume with this Report for your review. I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.
2. We have also been searching for a new DPW Administrative Assistant to replace Jean Hommel when she retires at the end of January. To assist me with this Search, I created a Search Team made up of Tom Delaney, Brian Callahan, Brian Edmonds (Chair of the Park Commission), Kara Cruikshank and Melisa Doig. We received 11 applications for this position and decided to interview six (6) of the applicants. Similar to the Interdepartmental Administrative Assistant search, this was another strong pool of applicants. Based on our interviews, I have decided to appoint Laura Scott of Milford, NH to the position. I have enclosed a copy of Ms. Scott's resume with this Report for your review. I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.

Select Board
Weekly Agenda Update/Report
January 6, 2025
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3. As stated above, should the Select Board be comfortable with the Tentative Agreements reached with the Town and Library Employees Union, Firefighters Union and Superior Officers Union, I would respectfully request that the Board consider ratifying these agreements.
4. With regard to the update to the Fiscal Year 2026 Proposed Budget, I am expecting to receive two preliminary budgets from the School District on January 6th. One budget will be a Level Services Budget and one will be a balanced budget (within Groton's and Dunstable's ability to pay without an override). At your next meeting on January 13th, we will be meeting with the Finance Committee to review these two budgets and determine whether or not to adjust the Guidance given to the Town Manager to create the FY 2026 Budget. We can discuss this further at Monday's meeting.
5. Please see the update to the Select Board's Meeting Schedule through the 2025 Spring Town Meeting:

Monday, January 13, 2025 -	Regularly Scheduled Meeting
Monday, January 20, 2025 -	No Meeting – Martin Luther King Holiday
Monday, January 27, 2025 -	Regularly Scheduled Meeting
Monday, February 3, 2025 -	Regularly Scheduled Meeting
Monday, February 10, 2025 -	Regularly Scheduled Meeting
Monday, February 17, 2025 -	No Meeting – President's Day Holiday
Monday, February 24, 2025 -	Regularly Scheduled Meeting
Monday, March 3, 2025 -	Regularly Scheduled Meeting
Monday, March 10, 2025 -	Regularly Scheduled Meeting
Monday, March 17, 2025 -	No Meeting
Monday, March 24, 2025 -	Regularly Scheduled Meeting
Monday, March 31, 2025 -	Regularly Scheduled Meeting
Monday, April 7, 2025 -	Regularly Scheduled Meeting
Monday, April 14, 2025 -	Regularly Scheduled Meeting
Monday, April 21, 2025 -	No Meeting – Patriot's Day Holiday
Saturday, April 26 th or Monday, April 28 th	Potential Dates for Spring Town Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. It is that time of year for the Select Board to call for the 2025 Spring Town Meeting. The default date for the meeting is the last Monday in April, unless the Select Board determines a different date in March, April or May, with formal public notice at least six weeks prior to the date. The default date would be April 28, 2025. As we have been very successful holding the Town Meeting on a Saturday, I would recommend that the Select Board hold the meeting on Saturday, April 26, 2025. While that date is at the end of the School Vacation Week, it will allow the Town Election to be held on Tuesday, May 20th. Delaying the meeting until Saturday, May 3rd, would push the Annual Election to May 27th, the day after Memorial Day. Enclosed with this report is the proposed timeline for the meeting should you choose to call for the meeting on April 26th. Please note that if you decide to go with Monday, April 28th, nothing on the timeline will change, except the date of the meeting. I would ask the Board to officially call for the meeting and vote to open the Warrant and close it on Friday, February 21, 2025. We can discuss this in more detail at Monday's meeting.

Select Board
Weekly Agenda Update/Report
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2. The Town's Housing Production Plan (HPP) is scheduled to be updated this year. To assist the Town with the update, we are planning on applying for a District Local Technical Assistance Grant from the Montachusett Regional Planning Commission. They assisted the Town when we updated the HPP five years ago. Enclosed with this report is a summary of the program for your review. One of the requirements is for a signed letter from the chief elected officials stating that they agree to apply for MRPC DLTA planning services. Also enclosed is a draft letter for your review and approval. Should the Board agree to apply, I would respectfully request that you vote to authorize the Chair to sign the letter. We can discuss this in more detail at Monday's meeting.

MWH/rjb
enclosures

Melisa Doig

From: Micaela Moore
Sent: Wednesday, November 27, 2024 1:11 PM
To: Human Resources
Subject: Application for Inter-Departmental Administrative Assistant Position – Micaela Moore
Attachments: Micaela Moore, Resume.pdf; Micaela Moore, Admin Inter Dept..pdf

Dear Melisa Doig,

I hope this message finds you well. I am writing to express my interest in the Inter-Departmental Administrative Assistant position with the Town of Groton Department. Please find my cover letter and resume attached for your consideration.

I believe my background in administrative support, coupled with my experience in bookkeeping and data entry, make me a strong candidate for this role. With proficiency in QuickBooks and a solid understanding of budget forecasting and financial record-keeping, I am confident I can contribute effectively to your team. I am particularly excited about the opportunity to support the Public Works and Parks Commission, manage office activities, and assist with the various administrative tasks outlined in the job description.

Thank you for taking the time to review my application. I look forward to the opportunity to discuss how my skills and experiences can benefit the Town of Groton. Should you have any questions or require further information, please don't hesitate to contact me.

Best regards,
Micaela Moore

Micaela Moore
Lunenburg, Massachusetts

Areas of Expertise

- Organizational Development
- Project Management
- Performance Management
- Documentation Drafting & Negotiating
- Payroll
- Contractor/ Project Contracts
- Client Management
- Microsoft Word, PowerPoint & Excel
- Decision Making and Problem Solving
- Contractor Recruitment & Retention
- Critical Thinking, Communication and Teamwork
- Record and Meeting Minutes Management

Professional Experience

Kyle R Blood General Contracting & Environmental Remediation
Lunenburg, MA

January 2018 – Present

Office Manger

Scope of Responsibilities: Answering phones and scheduling appointments, maintained supplies, assisted in daily operations, data entry of costs and profits, customer service, weekly payroll, implementing documents and contracts. creating marketing and advertising plans; creating proformas, income/ expense sheets, short and long terms financial sheets; billing and collections, creating renovation plans, creating bid specs, and hiring contractors; project management. oversaw all human resource components, including recruiting and hiring employees, performance management employment and compliance to regulatory concerns regarding employees, employee onboarding, development, needs assessment, and training, policy development and documentation; employee relations, company employee and community communication, compensation and benefits administration; employee safety.

Manage a portfolio of residential and commercial real estate; including short and long term rentals.

Matt & Yun Swierk
Lunenburg, MA

July 2021 - Present

Director of Domiciliary Relations

Scope of Responsibilities: Project management, event planning, hiring and managing contractors, understanding conflicts and implementing solutions, created goals and creating actionable plans, maintaining relationships with clients, access needs in real time and make changes when necessary, create an atmosphere for growth and efficiency

Country Kids Child Development Center
Groton, MA

September 2020 - July 2021

Teacher

Scope of Responsibilities: Meet the emotional, social, physical and cognitive needs of each child, maintain daily open communication with parents, maintain confidentiality, report any suspect abuse to supervisor, plan both long- and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy, maintain a safe and healthy environment, inspect and replace damaged or lost materials, create curriculum that is engaging for students

University of Massachusetts Amherst
Amherst, MA

August 2016 - March 2020

Residence Hall Security Monitor

Scope of Responsibilities: Checked residence into their residence halls, obtained medical assistance when needed by residence or visitors, notified law enforcement when needed, contacted proper authorities when situations warranted it, maintained a safe environment for residence and visitors

Education

Bachelor's Degree
English And Anthropology
University Of Massachusetts, Amherst

September 2016 – December 2023



LAURA SCOTT

Administration
Assistant

Laura Scott

To Whom It May Concern,

I am a detail-oriented and customer-focused professional with over 18 years of experience in retail management and administrative roles. Seeking an opportunity as an Administrative Assistant to leverage my extensive experience in customer service, order processing, and problem-solving to drive efficiency, accuracy, and client satisfaction.

I welcome a discussion for any opportunities you may have. To schedule an interview, you may reach me on my mobile

Thank you for taking the time to review my resume. I look forward to talking with you in the future.

Respectfully
Laura Scott

Laura Scott

Education:

Attended Rivier University, Nashua, NH

Bachelor of Science in Biology

2003 - 2006 (Incomplete)

Graduated from Groton-Dunstable Regional Highschool 2003

Skills:

Proficient in Microsoft Office Suite (Excel, Word, Outlook) and QuickBooks

Experience in accounts management, invoicing, order processing, and customer service

Strong organizational and time management skills

Excellent communication and interpersonal abilities

Detail-oriented with a focus on accuracy and efficiency.

Professional Experience:

Administrative Assistant for Milford Water Utilities Department, Milford, NH

June 2023 – Current

Managed accounts payable and receivable processes, ensuring accuracy and timeliness in transactions.

Provided excellent customer service, addressing inquiries, and resolving concerns in a timely manner.

Oversaw payroll operations, including processing timesheets, monitoring time off and ensuring compliance with company policies.

Maintained, processed and organized records of financial transactions, invoices, and billing statements.

Collaborated with internal teams to streamline administrative processes and improve workflow efficiency.

Recording Secretary for Board of Commissioner meetings.

Responsible for postings/updates to town website.

Orchestrated appointments for technicians and customer relations.

Responsible for interactions and testing with backflow contractor for all residents on town water.

Deli Manager

Demoulas Market Basket, Milford, NH

August 2004 – June 2019

Managed all aspects of the deli department, including ordering, pricing, and accounting.

Maintained detailed records of inventory, sales, and expenses to track profitability.

Provided leadership and support to deli staff, ensuring high levels of customer satisfaction.

Implemented strategies to optimize productivity and reduce waste.

Conducted regular inventory audits to maintain accurate stock levels.



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Town Manager
Mark W. Haddad

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

From: *Mark W. Haddad – Town Manager*

Subject: *Spring Town Meeting – Saturday, April 26, 2025*

Date: *January 7, 2025*

Please be advised that at the regularly scheduled meeting of the Select Board held on Monday, January 6, 2025, the Board voted to open the Warrant for the 2025 Spring Town Meeting. Please note that the Town Meeting will be held on Saturday, April 26, 2025. The Warrant will close at the close of business on Friday, February 21, 2025.

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

Tuesday, January 7, 2025 -	Warrant for 2025 Spring Town Meeting Opens
Friday, February 21, 2025 -	Warrant for 2025 Spring Town Meeting Closes
Monday, February 24, 2025 -	Select Board conduct first review of Articles
Monday, March 10, 2025 -	SB – FinCom Public Hearing on Articles
Monday, April 7, 2025 -	Select Board Finalizes Warrant
Friday, April 11, 2025 -	Post Warrant
Saturday, April 26, 2025 -	Spring 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
Finance Committee
Dawn Dunbar – Town Clerk
Jason Kauppi – Town Moderator
Brian Falk – Town Counsel



December 17, 2024

TO: All Planning Boards, Select Boards, MRPC Commission Members and Alternates, Mayors, City Councils

FROM: Karen Chapman, Planning & Development Director

RE: District Local Technical Assistance Call for Proposals

Please find attached a Call for Proposals for free planning services for your community under the MA Department of Housing and Livable Communities (EOHLC) District Local Technical Assistance (DLTA) program for MRPC's 18th year of DLTA funds from the state budget. There are five categories of topics available for this year's funding:

1. MBTA Communities Technical Assistance
2. Planning Ahead for Housing
3. Planning Ahead for Growth
4. Supporting the Community Compact Cabinet
5. Housing Choice Initiative

Each of these categories is explained and examples are given in the Call for Proposals and instructions are included as to how your community can apply for these funds. Once applications are submitted and reviewed, recommendations for awards will be made to the Commissioners for a vote to approve funding. The schedule for Rounds 1 & 2 can be found in the table below.

	Call for Proposals Issuance Dates	Proposals for Projects Dates Due to MRPC	Funding Award Vote by Commissioners
Round #1	Email: December 17, 2024 USPS Mail: December 17, 2024	Midnight, Tuesday, February 4, 2024 via email or USPS	Feb. 6, 2024
Round #2, if needed	Email and USPS Mail: Monday, February 10, 2024	Midnight, Wednesday, April 1, 2024 via email or USPS	April 3, 2024

Should you have any questions or want to know if your project is eligible, please do not hesitate to contact me via phone or email at (978)798-6168 or kchapman@mrpc.org

District Local Technical Assistance (DLTA) Grant Application Process

Applications due February 4, 2025
Commissioners vote on applications February 6, 2025

Proposal Submission Requirements for Regular DLTA

The following information listed below must be submitted according to the schedule on page 2 and proposals will be evaluated according to these requirements:

1. A summary of the proposed project, including why the project is important to the community, what priority activity category does the project fall under and how does it comply, and the expected specific outcomes and deliverables. Must include the amount of in-kind match from the community (i.e. employee X will work Y hours equaling \$Z). In-kind not required but encouraged.
2. A signed letter from the chief elected official(s) stating that the Chief Elected Official (CEO) agrees to apply for MRPC DLTA planning services under this call for proposals and that the subject was discussed and decided upon in a public meeting. The letter must identify which municipal person(s) will participate in the project and that they are aware of, agree with, and will participate in the planning services being requested. The CEO(s) letter must be submitted with the summary of the proposed project.

Local applications for DLTA services will be reviewed according to the following criteria:

1. Submittal signed sign by the local chief elected official(s) and/or a local official working on behalf of the CEO.
2. More than one proposal may be submitted, however MRPC reserves the right to limit each community to one DLTA project, unless it is a regional proposal.
3. Other services, such as those for engineering or design, must be paid for by the community applying for and receiving DLTA planning services (local funds use to pay for additional services can be used as matching funds against the community's DLTA services request).
4. Projects that are eligible for non-DLTA funding will either receive a lesser priority than those that are not eligible for non-DLTA funding or may not be eligible under the DLTA program.
5. Proposals received by MRPC may be forwarded to MA Executive Office of Housing and Livable Communities (EOHLC) for final approval.
6. Requests for planning services that are eligible for other funding programs will not be favored. MRPC staff will provide grant writing technical assistance to the community for grants such as those listed below outside of the DLTA Program:
 - a. Planning Assistance Grants (PAGs) available from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA). Applications due in spring. <https://www.mass.gov/info-details/planning-assistance-grants>
 - b. Community Planning Grant (CPG) available from the Community One Stop for Growth Program. Letters of Intent expected to be due by March 2025 and full application expected to be due by June 2025. <https://www.mass.gov/guides/community-one-stop-for-growth#:~:text=The%20One%20Stop%20is%20an,Step%201%3A%20Virtual%20Sessions>
 - c. Community Compact Program (CCP) grant from the MA DOR DLS. Available to communities anytime on a rolling basis. <https://www.mass.gov/community-compact-connector>
 - d. Local Community Preservation Act Grant (CPA) and/or creation of a local CPA program. <https://www.mass.gov/lists/community-preservation-act>
 - e. Other, relevant planning grant programs.



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January 7, 2025

Karen Chapman
Planning and Development Director
Montachusett Regional Planning Commission
464 Abbot Avenue
Leominster, MA 01453

RE: District Local Technical Assistance (DLTA)
Round 1 Planning Ahead for Housing -- Housing Production Plan request

Dear Ms. Chapman:

As Chairman, I am writing on behalf of the Select Board to convey the Select Board's express support and agreement with the current application seeking DLTA funding for the Montachusett Regional Planning Commission (MRPC) to prepare Groton's new Housing Production Plan. The members of the Select Board serve as Groton's chief elected officials.

Groton's current Housing Production Plan (HPP), which was written with commendable expertise by you five (5) years ago, will expire on June 30, 2025. At our regularly scheduled public meeting of January 6, 2025, the Select Board discussed the need to replace Groton's expiring HPP with an updated plan that can be approved by the Department of Housing and Community Development. Once approved, a new housing production plan will last for five (5) years.

Groton is a member community of the Montachusett Regional Planning Commission. It would be useful to have the planning support of MRPC on this project via a District Local Technical Assistance grant.

Understanding that a showing of in-kind staff support is encouraged by the DLTA application process, the Select Board hereby designates its Housing Coordinator and Land Use Director as the two (2) staffers who will participate in the planning services being requested.

Thank you for your attention to this matter.

Sincerely,

Alison Manugian
Chair, Groton Select Board

cc: Mark Haddad, Town Manager
Takashi Tada, Land Use Director
Fran Stanley, Housing Coordinator

**SELECT BOARD MEETING MINUTES
MONDAY, DECEMBER 16, 2024
UN-APPROVED**

SB Members Present: Alison Manugian, Chair; Becky Pine, Vice Chair; Matt Pisani;

SB Members Virtually Present: John Reilly;

SB Members Absent: Peter Cunningham, Clerk;

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Charlotte Weigel and Ken Horton, Climate Action Working Group members.

Ms. Manugian called the meeting to order at 6:00 PM.

ANNOUNCEMENTS

On Friday, December 13th, Mr. Haddad emailed the Select Board members, informing them they received a letter requesting a Letter of Support for the West Groton Rail Trail CPA project. Mr. Haddad read an email from Select Board Member Cunningham into the record, which expressed his full support of the Letter of Support. Mr. Haddad shared the draft Letter of Support to the Board and requested the Board's approval for the letter and authorization for the Chair to sign it.

Mr. Pisani moved to approve the Letter of Support and authorized the Select Board Chair to sign it. Ms. Pine seconded the motion. Roll call: Pine-aye; Pisani-aye; Reilly-aye; Manugian-aye.

PUBLIC COMMENT PERIOD #1

None

TOWN MANAGER'S REPORT

1. Ratify the Town Manager's Appointment of Russ Harris to the Cable Advisory Committee.

Mr. Pisani made a motion to ratify the Town Manager's appointment of Russ Harris to the Cable Advisory Committee. Ms. Pine seconded the motion. Roll call: Pine-aye; Pisani-aye; Reilly-aye; Manugian-aye.

2. Update on Fiscal Year 2026 Budget.

Mr. Haddad said he and the Finance Team have completed the FY 2026 Budget Meetings. He said the Department Heads did a great job presenting their requested budgets. Mr. Haddad appreciated the participation of Bud Robertson from the Finance Committee and several members of the Select Board who attended various presentations. He explained that they are developing an initial budget to review with the Select Board and Finance Committee on January 13, 2025. He explained that they should receive an initial level service budget and balanced budget from the Groton Dunstable Regional School District by January 6, 2025. At the January 13th meeting, they will review the status of the budget and recommend any necessary adjustments to the FY 2026 Budget Guidance. Mr. Haddad said that it appears they will be able to fit the two new firefighters within the budget and stay within the budget guidance. This is possible due to adjustments to health insurance payments from the Enterprise Funds.

3. Proposed Select Board Meeting Schedule through the 2025 Spring Town Meeting.

Monday, January 6, 2025	Regularly Scheduled Meeting
Monday, January 13, 2025	Regularly Scheduled Meeting
Monday, January 20, 2025	No Meeting- Martin Luther King Holiday
Monday, January 27, 2025	Regularly Scheduled Meeting
Monday, February 3, 2025	Regularly Scheduled Meeting
Monday, February 10, 2025	Regularly Scheduled Meeting
Monday, February 17, 2025	No Meeting- President's Day Holiday
Monday, February 24, 2025	Regularly Scheduled Meeting
Monday, March 3, 2025	Regularly Scheduled Meeting
Monday, March 10, 2025	Regularly Scheduled Meeting
Monday, March 17, 2025	No Meeting
Monday, March 24, 2025	Regularly Scheduled Meeting
Monday, March 31, 2025	Regularly Scheduled Meeting
Monday, April 7, 2025	Regularly Scheduled Meeting
Monday, April 14, 2025	Regularly Scheduled Meeting
Monday, April 21, 2025	No Meeting- Patriot's Day Holiday
Saturday, April 26 th or Monday, April 28 th -	Potential Dates for the 2025 Spring Town Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL

1. Approval of Annual License Renewals

Mr. Haddad had provided the Board with a Memo from Executive Assistant Kara Cruikshank listing the various license renewals for 2025. The Memo contained the names, hours, and managers of all establishments. (The memo is attached to these minutes.) Mr. Haddad stated he would read each page into the record and ask the Board to approve them.

He first read page one of the Memo and asked the Board to approve them as presented.

Ms. Pine made a motion to approve the licenses as presented on page one. Mr. Pisani seconded the motion. Roll call: Pine-aye; Pisani-aye; Reilly-aye; Manugian-aye.

Mr. Haddad read page two of the Memo and asked the Board to approve them as presented.

Mr. Pisani made a motion to approve the licenses as presented on page two. Ms. Pine seconded the motion. Roll call: Pine-aye; Pisani-aye; Reilly-aye; Manugian-aye.

Mr. Haddad read page three of the Memo and asked the Board to approve them as presented.

Ms. Pine made a motion to approve the licenses as presented on page three. Mr. Pisani seconded the motion. Roll call: Pine-aye; Pisani-aye; Reilly-aye; Manugian-aye.

Mr. Haddad read page four of the Memo and asked the Board to approve them as presented.

Mr. Pisani made a motion to approve the licenses as presented on page four. Ms. Pine seconded the motion. Roll call: Pine-aye; Pisani-aye; Reilly-aye; Manugian-aye.

Mr. Haddad read page five of the Memo and asked the Board to approve them as presented.

Ms. Pine made a motion to approve the licenses as presented on page five. Mr. Pisani seconded the motion. Roll call: Pine-aye; Pisani-aye; Reilly-aye; Manugian-aye.

Mr. Haddad explained that on page five, the Groton House of Pizza has a few issues regarding Building and Fire Department compliance. He suggested granting this Common Victualler license renewal with the condition that they obtain approval from the Building Commissioner and Fire Chief by December 31, 2024.

Mr. Pisani made a motion to approve the renewal of the Groton House of Pizza Common Victualler license, with the condition that they obtain approval from the Building and Fire Departments by December 31, 2024. Ms. Pine seconded the motion. Roll call: Pine-aye; Pisani-aye; Reilly-aye; Manugian-aye.

6:15 P.M – Climate Action Working Group- Recommendation

Ms. Charlotte Weigel and Mr. Ken Horton from the Climate Action Working Group attended the meeting. The Climate Action Working Group is apprised of Ken Horton and Charlotte Weigel of the Sustainability Commission, Conservation Administrator Charlotte Steeves, and Select Board member Alison Manugian. Ms. Wiegel explained that the Climate Action Working Group was formed in June 2024 with two main goals: 1. To assess support for a town resolution to achieve net zero greenhouse gas emissions by 2050 and to create a climate action plan outlining how this goal will be met. 2. To identify funding for planning assistance. A PowerPoint presentation was presented to the Select Board (see included in these minutes).

The Working Group conducted a survey to gauge public support for the resolution and the creation of the plan, as well as the willingness of community members to participate in the planning process. They also shared the results of their outreach to stakeholder groups.

The Climate Action Working Group (CAWG) finding was that a resolution is likely to be supported by the Town. Therefore, CAWG is recommending moving forward with a Town Meeting vote to adopt a Resolution. It was noted that not all the CAWG members unanimously agreed to bring this resolution forward. Mr. Reilly asked for clarification on why it was not unanimous. Ms. Manugian explained she was the member and was concerned that the group was setting higher expectations than could be met. Ms. Manugian also acknowledged that moving forward with the resolution was the right decision. Ms. Weigel explained that funding opportunities are available for planning assistance on the municipal side. Mr. Horton outlined the next steps and stated that the CAWG wants to place the Climate Action Resolution on the warrant for the Spring Town Meeting. Ms. Pine stated that the Select Board needs to clearly express their support for placing the Climate Action Resolution on the 2025 Spring Town Meeting Warrant. Mr. Pisani said this shows they are on board with this and working toward the goal. He fully supports this.

Ms. Pine made a motion for the Town Manager to add the Climate Action Resolution to the 2025 Spring Town Meeting as recommended by the CAWG. Mr. Pisani seconded the motion. Roll call: Pine-aye; Pisani-aye; Reilly-aye; Manugian-aye.

OTHER BUSINESS

Pursuant to the Charter, Authorize the Town Manager and One Member of the Select Board to Sign Warrants for the Next 30 days.

Mr. Pisani made a motion to authorize the Town Manager and one member of the Select Board to sign the Warrants for the next 30 days. Ms. Pine seconded the motion. Roll call: Pine-aye; Pisani-aye; Reilly-aye; Manugian-aye.

On Going issues

- A. PFAS Issue—The contractor, DeFelice, has inquired if the town would consider allowing them to begin construction during the day in the winter months due to concerns about potential frost and the difficulty obtaining asphalt on a daily basis, including cold patch materials. The Police Chief and Deputy Police worked with the School Department to develop a plan regarding construction and the bus schedule. They cannot operate while the buses are taking children to the various schools. DeFelice has asked to accommodate these hours. Mr. Haddad said they would meet weekly to make sure the schedule is working and the work is being completed.
- B. Valley Medical Working Group- Mr. Haddad and Fire Chief Cheeks will attend a meeting on Thursday, December 19th, in Leominster to work with state representatives to obtain State funding to cover overtime caused by the closure of the Nashoba Valley Medical Center.
- C Charter Review Committee—Mr. Haddad announced that, after receiving feedback from residents, he has decided to withdraw his proposal to transition from an elected to an appointed Park Commission. He explained that this proposal was made for efficiency by placing the Park Commission under the Department of Public Works.
- D. Florence Roche Elementary School Construction Project—The Building Committee recently held its final meeting, and the project is now conceptually complete. While the playground area still needs to be finalized in the spring, it is currently being used daily. The Building Committee is looking to hold an open house in early January.
- E. PILOTs—A Final Report should be completed in mid-January.

SELECT BOARD LIASON REPORTS

None

Public Comment Period #2

None

Approval of the Regularly Scheduled Meeting Minutes of December 9, 2024

Ms. Pine made a motion to approve the minutes of the regularly scheduled meeting of December 9, 2024. Mr. Pisani seconded the motion. Roll call: Pine-aye; Pisani-aye; Reilly-aye; Manugian-aye.

Executive Session

Ms. Manugian requested that the Board enter Executive Session Pursuant to M.G.L., c.30A, §21(a), Clause 2 – “To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel.

And not to return to open session.

Ms. Pine made a motion to enter into Executive Session. Mr. Pisani seconded the motion. Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Pisani-aye.

The meeting was adjourned at 6:46 p.m. Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager.