



TOWN OF GROTON

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

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

Town Manager
Mark W. Haddad

SELECT BOARD MEETING
MONDAY, JULY 28, 2025
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL

- 6:00 P.M. Announcements and Review Agenda for the Public
- 6:01 P.M. Public Comment Period
- I. 6:05 P.M. Town Manager's Report
1. Consider Ratifying the Town Manager's Appointment of Chase Archer as Summer Worker for the Department of Public Works, Brian Downes as a Constable and Bill Morris as DPW Foreman
 2. Update from Town Manager on FY 2025 Groton Country Club Budget
 3. Select Board Meeting Schedule Through Labor Day
- II. 6:10 P.M. Items for Select Board Consideration and Action
1. Consider Appointing Dolores Alberghini to the Commemorations and Celebrations Committee
 2. Consider Voting to Create a Gift Fund for the 250th Celebration
 3. Begin Process to Establish the Annual Goals of the Select Board and Town Manager
 4. Initiate the Annual Performance Review of the Town Manager
 5. Consider Approving a One Day Wine and Malt Beverages License for the Groton Historical Society for a Presentation on Tarbell Paintings to be held on Sunday September 14, 2025 from 4:00 p.m. to 6:00 p.m.
- III. 6:15 P.M. Phil Francisco – Groton Planning Board – Master Plan Implementation Update

OTHER BUSINESS

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

- A. PFAS Issue
- B. UMass Satellite Emergency Facility
- C. PILOTS
- D. Fire Department Staffing

SELECT BOARD LIAISON REPORTS

IV. Minutes: Regularly Scheduled Meeting of July 14, 2025

ADJOURNMENT

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



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Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Agenda Update/Report*

Date: *July 28, 2025*

TOWN MANAGER'S REPORT

In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the Ongoing Issues List, there is one item scheduled on Monday's Agenda. Planning Board Member Phil Francisco will be in to provide the Board with an update on the Master Plan Implementation. Enclosed with this Report is information concerning this update.

1. I have appointed Chase Archer as a Summer Worker for the Department of Public Works, Brian Downes as a Constable and Bill Morris as DPW Foreman. I would respectfully request that the Select Board consider ratifying these appointments at Monday's meeting.
2. It is with great pleasure that I provide the Select Board with a summary of the FY 2025 Country Club Budget. Once again, the Club has set an income record! In FY 2025, the Club had revenues totaling \$1,007,314, which is \$139,983 more than FY 2024 (another record year in which the club generated \$867,331 in revenues). The Club spent \$885,801 in salaries, wages, general expenses and Capital, with another \$50,280 in overhead, for a total of \$936,081. The Club made a profit of \$71,233 in FY 2025, which was returned to the General Fund and will be certified as Free Cash. This is amazing news and I could not be happier. I would like to thank Head Professional/General Manager Shawn Campbell for his continued outstanding efforts in managing the Club. He is doing an amazing job for the Town of Groton.

3. Please see the update to the Select Board Meeting Schedule through Labor Day:

Monday, August 4, 2025 -	No Meeting
Monday, August 11, 2025 -	Regularly Scheduled Meeting (Interview Town Clerk Finalists)
Monday, August 18, 2025 -	No Meeting
Monday, August 25, 2025 -	Regularly Scheduled Meeting (First Draft of TM Warrant)
Monday, September 1, 2025 -	No Meeting (Labor Day Holiday)
Monday, September 8, 2025 -	Regularly Scheduled Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. The Commemorations and Celebrations Committee is requesting that the Select Board appoint Dolores Alberghini to the Committee. I would respectfully request that the Select Board make this appointment at Monday's meeting.
2. As you know, the United States will be celebrating its 250th Birthday next year. The Commemorations and Celebrations Committee is in charge of planning Groton's participation in the Celebration. To that end, they are in the process of collecting donations to help offset the cost of the various events they are planning. I would respectfully request that the Select Board create a Gift Fund (250th Celebration Gift Fund) for this purpose.
3. It is that time of year for the Board and Town Manager to establish goals for the ensuing year. It has been the Board's practice over the last several years to have each member put together two or three goals they would like to see accomplished over the next year and provide them to me. I then take the proposed goals and put them in a form for Board review and approval. I would ask the Board to start this process and provide me with proposed goals by June 26, 2025. I will then put the proposed goals into a form for Board review and approval at your June 30, 2025 Meeting.
4. The Select Board should begin the Annual Performance Review of the Town Manager. At this meeting, the Chair needs to certify which members can participate in the Annual Review and direct the Town Manager to begin the self-evaluation. We can discuss this in more detail at Monday's meeting.
5. I would respectfully request that the Select Board approve a One Day Wine and Malt Beverages License for the Groton Historical Society for a Presentation on Tarbell Paintings to be held on Sunday September 14, 2025 from 4:00 p.m. to 6:00 p.m.

MWH/rjb
enclosures

February 2025 Master Plan Update – Implementation Program & Action Plan

Planning Board Recommended Project Items for FY26

ALREADY COMPLETED or NOT APPLICABLE ITEMS (5 total)

Item	Description	Planning Board Note
T2.3	Assess signal timing and update as needed to ensure efficient traffic movement operations.	NO ACTION REQUIRED - there is only one traffic signal in town and it is operated by the Commonwealth.
T3.3	Include a traffic management plan requirement as part of municipal regulations, especially for special event permits to mitigate impacts. Work with event organizers to optimize traffic flow and encourage alternative transportation modes for concerts and other events.	COMPLETE - the GPD already has and uses a traffic management plan for Groton Hill and other public events (July 4th, parade dates, GrotonFest dates, etc.).
H1.6	Encourage and promote infill housing development in mixed use districts over expanding and encroaching into natural areas	COMPLETE - Groton is one of the Commonwealth's leaders in by-law provisions for Accessory Dwelling Units, and we allow by-right Duplexes, provided site conditions support it.
H1.7	Update single-family, multifamily, and age-restriction bylaws – w.r.t. ADUs, smaller lot sizes, max. building footprint for smaller lots, and MBTA Zoning requirements.	COMPLETE - Groton was one of the leaders in developing our ADU bylaw. in accordance with state requirements and our newly-adopted MBTA Zoning bylaw is compliant to Commonwealth standards.
SR1.4	Incentivize net zero ready buildings by providing density bonuses, expediting permitting, or relaxing dimensional requirements	COMPLETE - as covered by the Commonwealth's Super Stretch Building Code requirements, pending any potential additions in consultation with the Sustainability Commission.

ON-GOING, BUSINESS-AS-USUAL ITEMS (24 total)

Item	Steward(s)	Description	Planning Board Note
NCR1.1	Conservation Commission (ConComm)	Continue to develop and implement an invasive species inventory and management plan	
NCR1.3	CPC, Planning Board (PB) , Hist Comm	Continue to seek funding (CPA, MHC, or otherwise) for reuse and preservation of town-owned historic resources	
NCR1.7	PB , Hist. District Comm, DPW	Protect existing streetscapes and vistas along Routes 40, 111, 119, and 225	
OSR1.1	ConComm	Work to protect properties on the Conservation Commission's prioritized list.	
OSR1.3	Park Comm., DPW	Assess and enhance playground maintenance and accessibility	
OSR1.4	Council on Aging	Continue to maintain the community garden at the Groton Center; look for opportunities for additional community gardens.	
OSR1.5	PB	Continue to encourage developers to consolidate open space set-asides, rather than create small, fractured conservation parcels.	
OSR1.6	ConComm	Review the Town's conservation parcels for opportunities to allow and promote agricultural use.	
T1.1	DPW, Select Board, Land Use Dept.	Continue building out town-wide network of sidewalks, especially in destination areas such as near schools, the Groton Country Club, and the Four Corners neighborhood.	ONGOING activity- business as usual - TIED TO T1.2, T2.1.1 & T1.2.2.
T1.2	Complete Streets Comm	Assess the progress of the Complete Streets Prioritization project list and update to guide future efforts. and	ONGOING activity - business as usual - TIED TO T1.1, T1.2.1 & T1.2.2. PB recommends that the Complete Streets priority list be available more publicly.
T1.2.1	DPW, Land Use Dept.	Work with proposed development projects to incorporate Complete Streets priorities into existing construction efforts	ONGOING activity - business as usual - TIED TO T1.1, T1.2 AND T1.2.2
T1.2.2	DPW, Land Use Dept.	Identify potential incentives for Complete Streets priorities as part of the development review process.	ONGOING activity - business as usual - TIED TO T1.1, T1.2 AND T1.2.1
T2.5	DPW	Continue to maintain roadways in a state of good repair. Evaluate major transportation infrastructure, such as bridges and culverts, and prioritize repair/ rehabilitation according to the HMP-MVP Plan or future studies	
CFS1.1.1	Groton Water Dept (GWD)	Continue to collaborate with MassDEP to assess the feasibility of regional solutions, such as extending the existing system to connect to the Pepperell water system.	
CFS1.2	GWD	Continue to closely monitor groundwater quality for PFAS and other contaminants, coordinating with MassDEP to ensure standards are met.	
CFS1.4	GWD	Continue to collaborate with and advocate for the Metro West extension of the Massachusetts Water Resources Authority (MWRA) line to Groton to ensure safe and clean water, safeguarding against potential contamination.	

CFS2.1	Groton Sewer Comm (GSC), GWD	Continue to monitor and eliminate inflow and infiltration in the sewer system to optimize performance and reduce flow within existing sewer systems.	
CFS2.3	GSC	Continue regional collaboration with the towns of Pepperell and Ayer to maintain inter-municipal agreements and ensure adequate service for in-district facilities.	
CFS3.6	Town Manager, DPW	Continue to utilize Green Communities grant funding to implement energy conservation measures in municipal buildings. Evaluate the ability of the Town to meet requirements for the Climate Leaders Program, which expands grant funding opportunities for municipal building decarbonization.	
SR2.2	Town Manager	Assess opportunities for green infrastructure on municipal properties	PB believes this is already ongoing and should continue, in coordination with the Sustainability Commission, Conservation Commission and DPW.
SR2.3	DPW, ConComm	Undertake a Town-wide culvert inventory and assessment to prioritize high-risk and undersized infrastructure contributing to flooding.	PB believes this is already ongoing and should continue.
SR2.4	DPW, Earth Removal/Stormwater Comm	Continue to utilize the Stormwater Utility Enterprise Fund to finance the maintenance of stormwater infrastructure to maintain compliance with state and federal regulations.	
SR4.4	Land Use Dept	Strengthen regional connections by collaborating with the Montachusett Regional Planning Commission (MRPC) and other communities in the commission to address cross-town challenges, such as invasive species	
SR4.5	Land Use Dept & interdepartmental	Integrate sustainability and climate resilience considerations into administrative policies and decision-making, including purchasing, procurement, and the Capital Improvement Planning process, i.e. creating a sustainability checklist for all new Town projects.	

SUGGESTED NEW WORK ITEMS FOR FY2026 (14 total)

Item	Steward(s)	Description	Planning Board Note
LU1.1	Planning Board (PB)	Consider updating and expanding the Town Center Design Guidelines townwide to Four Corners, West Groton, Mill Run Plaza and Boston Rd/Lovers Ln to foster town cohesion	Target to complete this item within FY26. The focus is on guidelines, not hard bylaw changes and it's quite likely that the guidelines will be customized for each of the various neighborhood, rather than "one size fits all".
LU1.4	PB	Amend the Age-Restricted Development provisions of the zoning bylaw with affordability requirements that are more feasible for developers and age restriction guidelines that are consistent with current state and federal housing policies.	OBJECTIVE: completion by 2026 Fall Town Meeting
NCR1.6	Historic Comm, Destination Groton	Create a guide for visitors and potential developers on Groton's cultural and historic character, buildings, districts, cemeteries and other heritage treasures.	Historic Commission and Destination Groton should lead this.
NCR1.8	Select Board (SB)	Improve directional wayfinding signage	On a walk through Town Center and adjoining areas as part of the Master Plan development process, it was noted that the wayfinding signage is inconsistent and sometimes hidden by vegetation or non-existent to be able to find things like parking and areas of interest.
OSR1.2	Conservation Comm (ConComm)	Assess and ensure adequate parking availability at trailheads and cultural and historic sites (such as Gibbet Hill & Bancroft Castle)	THIS WAS ONE OF THE MOST CONSISTENTLY IDENTIFIED ITEMS FROM THE MASTER PLAN PUBLIC MEETINGS.
T1.6	DPW	Develop a Bicycle Network Master Plan to guide bicycle infrastructure construction within Groton and to connect to existing off-road paths and neighboring communities. Expand and update 2012 Walkability Report to encompass all neighborhoods within Groton and focus on network gaps and priority pedestrian safety improvements.	THIS WAS ONE OF THE MOST CONSISTENTLY IDENTIFIED ITEMS FROM THE MASTER PLAN PUBLIC MEETINGS.
T2.6	DPW	Create a sidewalk management plan to accompany the pavement management plan recently completed. Continue the current pavement management program.	
H1.8	PB	Update inclusionary zoning policies with the goal of increasing the number of affordable units required.	THIS WILL BE PART OF ITEM LU1.4 - Planning Board has an OBJECTIVE to complete this by the 2026 Fall Town Meeting. It is unlikely that the inclusionary zoning % used will be greater than 15%, in order to make projects economically viable.
ED1.2	SB, Town Manager, Destination Groton	Fully utilize Town website as a facilitator of Economic Development	Planning Board recommends that the Town IT group work closely with the Destination Groton Committee to bring this to fruition, including a Town website refresh -- with Destination Groton data and pages directly available on the Town website.

ED1.3	SB, Town Manager, Destination Groton	Consider expanding on Destination Groton's work in attracting visitors to Groton	Rather than adding any personnel in Town Hall, Planning Board recommends using a closer relationship with the Destination Groton Committee to realize this.
CFS3.1	Town Manager, Capital Planning Committee	Create an accurate inventory of Town facilities to identify gaps in service and guide a long-term strategy for capital investments, operations, and decarbonization.	Considering the level of discussion and concern about capital expenditures in the 2025 Spring Town Meeting(s), the Planning Board strongly suggests a more transparent and ongoing discussion about upcoming capital improvements/needs.
SR1.1	GELD	Continue to maintain roadways in a state of good repair. Evaluate major transportation infrastructure, such as bridges and culverts, and prioritize repair/ rehabilitation according to the HMP-MVP Plan or future studies	Potential work item for GELD in FY26, in coordination with the Sustainability Commission
SR2.1	Town Manager	Create a prioritization plan to bolster resilience and advance adaptation strategies at key municipal facilities.	
SR3.3	Land Use Dept., PB	Incorporate climate considerations into Town design standards, such as requiring reflective surfaces to mitigate the heat island effect, limiting lawn sizes, utilizing dark sky compliant lighting, or requiring the planting of native species.	PB feels this is an important item to be included in "Guidelines" to be addressed in its work on item #LU1.1 (see above) - encompasses lighting, plantings, impermeable surfaces for new subdivisions and commercial properties.

V. Implementation Program & Action Plan

Implementation Program User Guide

Elements

LU - Land Use
NCR - Natural and Cultural Resource Areas
OSR - Open Space and Recreation
T - Transportation
HRD - Housing and Residential Development
ED - Economic Development
CSF - Community Services and Facilities
SR - Sustainability and Resilience

Key to List of Leadership Parties (Responsibility)

AgC, Agricultural Commission
AHT, Affordable Housing Trust
BoH, Board of Health
BD, Building Department
CA, Commission on Accessibility
CPC, Community Preservation Committee
CC, Conservation Commission
COA, Council on Aging
CSC, Complete Streets Committee
DGC, Destination Groton Committee
DPW, Department of Public Works
DEIC, Diversity, Equity, and Inclusion Committee
ERSAC, Earth Removal Stormwater Advisory Committee
FD, Fire Department
GELD, Groton Electric Light Department
GDRSD, Groton-Dunstable Regional School District
GPAC, Great Pond Advisory Committee
GPL, Groton Public Library
GSC, Groton Sewer Commission
GWD, Groton Water Department
HDC, Historic Districts Commission
HC, Housing Coordinator
HistC, Historical Commission
HP, Housing Partnership
IT, Information Technology
ISC, Invasive Species Committee
LUD, Land Use Department

LLWAC, Lost Lake Watershed Advisory Committee

PC, Park Commission
PB, Planning Board
PD, Police Department
SC, School Committee
SB, Select Board
SignC, Sign Committee
SusC, Sustainability Commission
TFC, Town Forestry Committee
TM, Town Manager
TC, Trails Committee
TT, Treasurer and Tax Collector
VS, Veteran's Services
WGWD, West Groton Water Department
ZBA, Zoning Board of Appeals

Level of Complexity

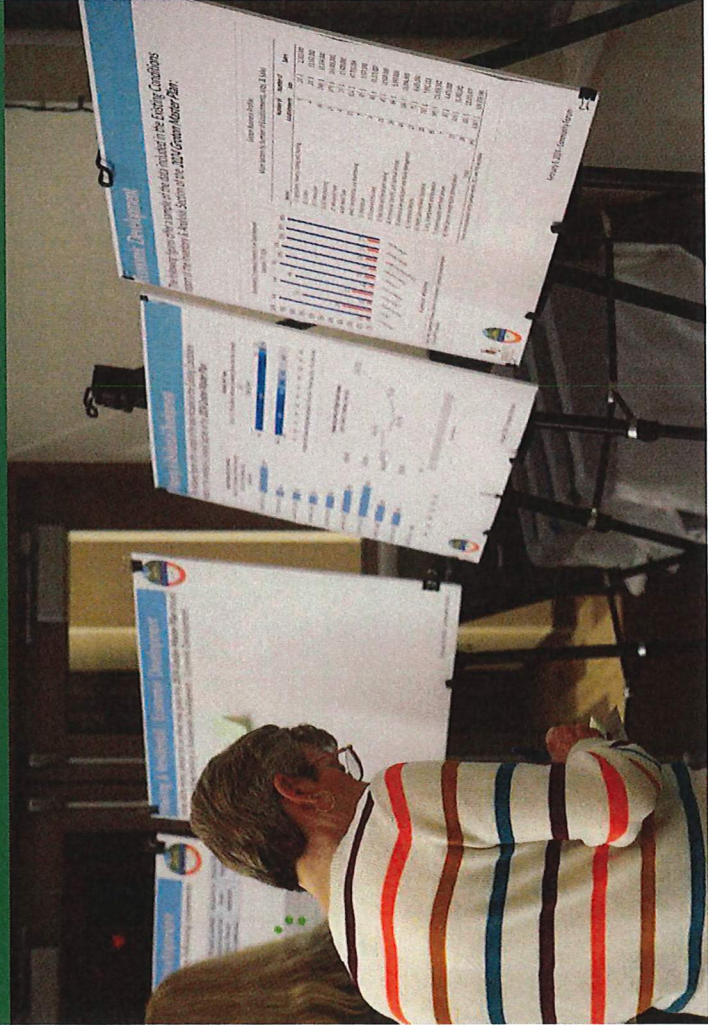
Low
Moderate
High

Key to Priority Rankings (Timeframe)

Immediate (1-2 years)
Near-term (3-5 years)
Longer-term (6-10 years)
TBD (to be determined; adjustable pending further study)
Ongoing

Key to Estimated Financial Resources

\$ Low Cost
\$\$ Moderate Cost
\$\$\$ Higher Cost; Possibly New Staff
\$\$\$\$ Significant New Non-Personnel Investment or Capital Improvement
\$TBD Needs Additional Study



LAND USE: Strive for a sustainable land use pattern in Groton by encouraging vibrant neighborhoods, mixed-use, and visually distinct activity centers that are welcoming, while preserving the bucolic character, scenic vistas, and open spaces throughout the town.

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
LU1.1: Consider updating and expanding the Town Center Design Guidelines townwide to Four Corners, West Groton, Mill Run Plaza and Boston Rd/Lovers Ln to foster town cohesion	LU, ED	Town Steward: PB Partners: LUD, CA	Moderate	Near-Term	\$ \$
LU1.2: Explore zoning alternatives, such as form-based codes, to the existing Town Center Overlay District zoning ordinance to preserve physical town characteristics and resources while encouraging growth	LU	Town Steward: PB Partners: LUD, CA, BD, FD, COA, DPW, GELD, HC, HDC	High	Long-term	\$ \$
LU1.3: Consider amending zoning to increase density bonuses for Flexible Developments: - The current bylaw provides a density bonus for each 10% increase in open space allocation. - Make Flexible Development as-of-right to follow Overlay Districts' standards	LU, HRD	Town Steward: PB Partners: LUD, HC, AHT, HP	Low	Immediate	\$
LU1.4: Amend the Age-Restricted Development provisions of the zoning bylaw with affordability requirements that are more feasible for developers and age restriction guidelines that are consistent with current state and federal housing policies.	LU, HRD	Town Steward: PB Partners: LUD, HC, DPW, GELD, FD, BD	Moderate	Near-term	\$
LU1.5: Consider establishing a land bank to manage and facilitate TDRs	LU	Town Steward: LUD Partners: AHT, TT	Moderate	Near-term	\$ \$ \$
LU1.6: Encourage rehabilitation, renovation, and adaptive reuse of existing properties	LU, HRD	Town Steward: LUD Partners: HC, PB, DPW, BD	Moderate	Long-term	\$ \$

NATURAL AND CULTURAL RESOURCE AREAS: Protect, promote, and enhance Groton's natural, historic, and cultural resource areas.

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
NCR1.1: Continue to develop and implement an invasive species inventory and management plan	NCR, OSR, SR, CFS	Town Steward: CC Partners: ISC	High	Immediate/Ongoing	\$ \$
NCR1.2: Lost Lake restoration through a whole lake treatment with the herbicide Fluridone (Sonar)	NCR, OSR, SR	Town Steward: CC Partners: ISC, GPAC	Moderate	Near-term	\$ \$ \$ LLWAC Volunteers
NCR1.3: Continue to seek funding (CPA, MHC, or otherwise) for reuse and preservation of town-owned historic resources	NCR	Town Steward: PB, CPC, HistC Partners: HDC	Low	Ongoing	CPA grants MHC grants
NCR1.4: Implement signage and educational programs that acknowledge the Indigenous peoples who have traditionally stewarded the land of the region prior to occupation by European colonists.	NCR	Town Steward: HistC Partners: HDC, SignC, DEI Committee, PB	Moderate	Immediate	\$ \$
NCR1.5: Determine preservation approach for significant historic buildings.	NCR	Town Steward: HistC Partners: HDC, PB	Moderate	Moderate	\$ \$
NCR1.6: Create a guide for visitors and potential developers on Groton's cultural and historic character, buildings, districts, cemeteries and other heritage treasures.	NCR, ED	Town Steward: HistC, DGC Partners: HDC	Moderate	Near-term	\$
NCR1.7: Protect existing streetscapes and vistas along Routes 40, 111, and 119	NCR, OSR, T	Town Steward: PB, HDC, DPW	Moderate	Ongoing	\$ \$
NCR1.8: Improve directional wayfinding signage	NCR, OSR, T	Town Steward: SB Partners: DGC, HDC, SignC, DPW	Low	Near-term	\$ \$

OPEN SPACE AND RECREATION: Ensure that Groton's agricultural, forested, and recreational open spaces are protected, enhanced, expanded, and accessible for present and future generations.

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
OSR1.1: Work to protect properties on the Conservation Commission's prioritized list.	OSR, NCR, SR	Town Steward: CC Partners: LUD, CPC	Moderate		\$ \$
OSR1.2: Assess and ensure adequate parking availability at trailheads and cultural and historic sites (such as Gibbet Hill & Bancroft Castle)	OSR, T	Town Steward: CC Partners: LUD	Low	Near-term	\$ \$
OSR1.3: Assess and enhance playground maintenance and accessibility	OSR, CFS	Town Steward: Park Commission, DPW Partners: SB, TM, CC, CPC, DPW, CA	Low	Ongoing	\$ \$
OSR1.4: Continue to maintain the community garden at the Groton Center; look for opportunities for additional community gardens.	OSR, NCR	Town Steward: COA Partners: CC, SB	Low	Ongoing	\$
OSR1.5: Continue to encourage developers to consolidate open space set-asides, rather than create small, fractured conservation parcels.	OSR, HRD, ED	Town Steward: PB Partners: CC	Low	Ongoing	\$
OSR1.6: Review the Town's conservation parcels for opportunities to allow and promote agricultural use.	OSR, ED	Town Steward: CC Partners: AgC	Low	Immediate/ Ongoing	\$

TRANSPORTATION: Create a sustainable, accessible, and efficient transportation system that includes improving walkability, bike-ability, and expanding reliable mass transit options, while considering roadway characteristics and transportation demands.

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
Strategy T1: Build a network of sidewalks and other multi-modal infrastructure for vulnerable road users.					
T1.1: Continue building out town-wide network of sidewalks, especially in destination areas such as near schools, the Groton Country Club, and the Four Corners neighborhood.	T, CFS	Town Steward: DPW, SB, LUD Partners: CSC, CA	Moderate	Near-term	\$ \$
T1.2: Assess the progress of the Complete Streets Prioritization project list and update to guide future efforts, and	T, CFS	Town Steward: CSC Partners: CA, DPW	Moderate	Immediate	\$
T1.2.1: Work with proposed development projects to incorporate Complete Streets priorities into existing construction efforts	T	Town Steward: DPW, LUD Partners: PB, ZBA	Moderate	Near-term	\$
T1.2.2: Identify potential incentives for Complete Streets priorities as part of the development review process.	T	Town Steward: DPW, LUD Partners: PB, ZBA	Moderate	Near-term	\$ \$
T1.3: Create a network of trails and off-road paths to connect conservation lands and existing rail trails, promoting accessibility and modes beyond motor vehicles. (i.e. West Groton trail to Town Forest)	T, CFS	Town Steward: DPW, TC Partners: CC, CA	High	Longer-term	\$ \$ \$ \$
T1.4: Pursue grants, bonds, and partnerships to improve safety for vulnerable road users (i.e. Safe Streets for All, Safe Routes to School, RAISE, MassWorks, CTGP, MassTrails, Complete Streets).	T	Town Steward: SB, DPW Partners: CSC, CA, GDRSD, SC	Moderate	TBD	\$ \$

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
T1.5: Work with schools to create Walk and Roll to School days and to develop physical education programs to support children learning to ride bicycles.	T	Town Steward: SC Partners: GDRSD	Low	Near-term	\$\$\$
T1.6: Develop a Bicycle Network Master Plan to guide bicycle infrastructure construction within Groton and to connect to existing off-road paths and neighboring communities. Expand and update 2012 Walkability Report to encompass all neighborhoods within Groton and focus on network gaps and priority pedestrian safety improvements.	T, OSR	Town Steward: DPW Partners: PB, PC	Moderate	Near-term	\$\$
T1.7: Identify locations to increase access to multi-use off-road paths, such as the Nashua River Rail Trail and Squannacook River Rail Trail. Where applicable, advocate for expansion of these paths.	T, CFS, OSR	Town Steward: TC Partners: PC, TFC, CA, DPW	Low	Longer-term	\$\$
Strategy T2: Create a safe and efficient transportation network for all modes.					
T2.1: Implement traffic calming measures such as bulb-outs, road diets, and roundabouts, especially along Route T119/Main Street and at key intersections. Traffic calming measures will support alternative modes such as walking and bicycling.	T	Town Steward: DPW, SB Partners: CA	Moderate	Near-term	\$\$\$
T2.2: Assess the feasibility of low traffic neighborhoods to minimize speeding and eliminate cut through routes for drivers while allowing pedestrian, bicyclist, and local driver access.	T	Town Steward: DPW, SB Partners: PB, PD	Moderate	Longer-term	\$\$

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
T2.3: Assess signal timing and update as needed to ensure efficient traffic movement operations.	T	Town Steward: DPW, PD, SB Partners: MassDOT	Low	Immediate	\$
T2.4: Design roadways to accommodate a wide variety of modes, given roadway specific conditions.	T	Town Steward: DPW, SB	Moderate	Near-term	\$\$\$
T2.5: Continue to maintain roadways in a state of good repair. Evaluate major transportation infrastructure, such as bridges and culverts, and prioritize repair/rehabilitation according to the HMP-MVP Plan or future studies	T	Town Steward: DPW Partners: CC	Low	Immediate	\$\$
T2.6: Create a sidewalk management plan to accompany the pavement management plan recently completed. Continue the current pavement management program.	T	Town Steward: DPW Partners: SB	Moderate	Immediate	\$
T2.7: Conduct a parking study to assess utilization and address curbside demand. Consider reconfiguring underutilized parking into parklets, outdoor dining, loading zones, and other community amenities.	T	Town Steward: DPW, SB Partners: PB	Moderate	Near-term	\$\$
T2.8: Review and, if necessary, revise Groton's Zoning regulations to explicitly and broadly permit various types of electric vehicle charging stations. Identify locations for publicly accessible electric vehicle charging stations, and work with private developments to incorporate electric vehicle charging stations where appropriate.	T, SR	Town Steward: PB, DPW, GELD Partners: SusC	High	Near-term	\$\$\$

HOUSING AND RESIDENTIAL DEVELOPMENT: Increase the range of housing types to meet the needs of people at various stages of life and increase the amount of housing that is affordable, accessible, and safe.

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
Strategy T3: Explore mass transit options through partnerships.					
T3.1: Work with Lowell Regional Transit Authority (LRTA) and Montachusett Regional Transit Authority (MART) to create transit routes that serve Groton.	T	Town Steward: SB	High	Longer-term	\$\$\$
T3.2: Identify key destinations and identify unmet transportation needs through a resident survey. Utilize these results to plan potential routes in conjunction with LRTA and MART.	T	Town Steward: SB Partners: CA, COA	High	Longer-term	\$\$\$
T3.3: Include a traffic management plan requirement as part of municipal regulations, especially for special event permits to mitigate impacts. Work with event organizers to optimize traffic flow and encourage alternative transportation modes for concerts and other events.	T	Town Steward: TM, PB, SC, GDRSC Partners: Groton Hill Music Center	Low	Immediate	\$
T3.4: Encourage carpooling and advocate for Park and Ride facilities along major roadways both in Groton and in adjacent communities.	T	Town Steward: TM, DPW Partners: SusC, MRPC	Low	Near-term	\$

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
H1.1: Continue community education to distribute resources for aging and mobility-impaired residents to retrofit existing homes with ADA features	HRD	Town Steward: CA Partners: HC, CPC, COA	Low	Immediate	\$
H1.2: Update the expiring 2020-2025 Housing Production Plan	HRD	Town Steward: HC Partners: PB, AHT, TM	Moderate	Immediate	\$\$
H1.3: Form a HOME Consortium with nearby communities to participate in the HOME Investment Partnership Program to receive HUD funding for affordable housing	HRD	Town Steward: HC Partners: AHT, PB, TM, LUD	High	Long-term	\$\$\$
H1.4: Consider applying for and overseeing the State Community Block Grant Development (CDBG) Program to increase the Town's capacity to develop more affordable housing and improve housing services	HRD	Town Steward: HC Partners: AHT, PB	Moderate	Long-term	\$\$
H1.5: Promote single-family to multi-family conversions: initiate housing education programs to facilitate and support home conversions	HRD	Town Steward: HC Partners: PB, AHT	Low	Immediate	\$
H1.6: Encourage and promote infill housing development in mixed-use districts over expanding and encroaching into natural areas	HRD, LU	Town Steward: PB Partners: HC, LUD, AHT	Low	Near-term	\$

ECONOMIC DEVELOPMENT: Regularly explore and implement changes to enable business growth within identified areas of Groton, promoting agriculture, eco-tourism, education, retail, and health, while fostering a business-friendly environment.

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
H1.7: Update single-family, multi-family, and age-restriction bylaws - Amend zoning in accordance with the state's legislation on ADUs - Explore allowing smaller lot sizes for single-family and two-family homes - Implement maximum building footprint/unit for smaller lots - Comply with the MBTA Multi-Family zoning requirements	HRD, LU	Town Steward: HC, PB Partners: AHT	Moderate	Immediate	\$
H1.8: Update inclusionary zoning policies with the goal of increasing the number of affordable units required.	HRD	Town Steward: PB Partners: HC, AHT, TM	Low	Immediate	\$
H1.9: Implement tax policies - tax on home sales over \$1 million - explore additional tax relief for seniors and residents aging in place	HRD	Town Steward: SB Partners: COA, TM, TT	Low	Immediate	\$
H1.10: Implement universal design principles in zoning bylaws and require enhanced accessibility for new development	HRD, LU	Town Steward: PB Partners: CA, COA	Moderate	Long-term	\$

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
ED1.1: Take advantage of retail and residential rental market opportunities to expand taxable commercial property and jobs: Pursue grants or other funding sources to hire an Economic Development Coordinator to promote opportunities and explore potential with prospective businesses and developers.	ED	Town Steward: SB, TM Partners: DGC, PB	Moderate	Immediate	\$\$\$
ED1.2: Fully utilize Town website as a facilitator of Economic Development: - Consider updating and expanding the "for Businesses/ Why Choose Groton" to include a link to Summary Findings from Economic Development section of Master Plan and to full Economic Development report. - Include link to Destination Groton's own webpage (as distinct from the DG Committee's page within the Town Website)	ED	Town Steward: SB, TM Partners: IT, DGC	Low	Immediate	\$

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
ED1.3: Consider expanding on Destination Groton's work in attracting visitors to Groton: - consider adding a person to "contact" on webpage, in addition to form for newsletter - consider expanding work to include outreach to businesses which would enhance	ED	Town Steward: SB, TM Partners: DGC	High	Near-term	\$
ED1.4: Expand Mixed Use Zoning to enable the demand for small-scale rental housing to be integrated with business development potential	ED, LU	Town Steward: PB Partners: HC	moderate	Near-term	\$\$
ED1.5: Explore ways to increase supply of commercially zoned land for development	ED, LU	Town Steward: PB Partners:	moderate	Near-term	\$\$

COMMUNITY FACILITIES AND SERVICES: Continue to assess and support Groton's municipal services, facilities, and infrastructure, prioritizing energy conservation and reducing reliance on fossil fuels, climate change resiliency, improved water quality, wastewater treatment, technological advancements, and universal accessibility (ADA compliance).

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
Strategy CFS1: Promote water quality protection and resource management strategies to ensure high quality and availability.					
CFS1.1: Use a data-driven approach to evaluate potential expansion of the Town's public water supply, considering both population projections and land use changes, to determine current and future water demand.	CFS	Town Steward: GWD Partners: GWC	High	Long-term	\$\$
CFS1.1.1: Continue to collaborate with MassDEP to assess the feasibility of regional solutions, such as extending the existing system to connect to the Pepperell water system.	CFS	Town Steward: GWD Partners: GWC	High	Ongoing	\$TBD
CFS1.2: Continue to closely monitor groundwater quality for PFAS and other contaminants, coordinating with MassDEP to ensure standards are met.	CFS, NCR	Town Steward: GWD Partners: GWC	Low	Ongoing	\$
CFS1.3: Reevaluate the existing Water Resource Protection Districts and consider complementing the existing overlay zoning with additional water protections, such as limiting land use where water consumption exceeds natural recharge or requiring water-use minimization measures for new developments.	CFS, SR	Town Steward: GWD, LUD, PB Partners: GWC	Medium	Long-term	\$
CFS1.4: Continue to collaborate with and advocate for the Metro West extension of the Massachusetts Water Resources Authority (MWRA) line to Groton to ensure safe and clean water, safeguarding against potential contamination.	CFS	Town Steward: GWD Partners: GWC	Low	Ongoing	\$

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
CFS1.5: Expand upon the education and outreach strategy of the MS4 requirements to increase awareness surrounding water quality and conservation, such as proper use of fertilizers and pesticides, use of native plantings, and rain barrel usage.	CFS, SR	Town Steward: GWD, DPW, ERSAC Partners: GWC, SusC	Low	Near-term	\$\$
Strategy CFS2: Provide sufficient wastewater treatment to meet the current and future needs of the Town.					
CFS2.1: Continue to monitor and eliminate inflow and infiltration in the sewer system to optimize performance and reduce flow within existing sewer systems.	CFS	Town Steward: GSD, DPW Partners: GSC	Medium	Ongoing	\$
CFS2.1.1: Consider implementing a sump pump amnesty program, modeled after the Town of Burlington's program.	CFS	Town Steward: DPW	Low	Near-term	\$
CFS2.2: Evaluate feasibility of upgrading underperforming pump stations, such as the Nod Rod pumps, to efficiently transport wastewater from the Center Sewer System.	CFS	Town Steward: GSD Partners: SB, TM, GSC	High	Longer-term	\$\$\$\$
CFS2.3: Continue regional collaboration with the towns of Pepperell and Ayer to maintain inter-municipal agreements and ensure adequate service for in-district facilities.	CFS	Town Steward: GSD Partners: TM	Low	Ongoing	\$

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
Strategy CFS3: Establish priorities for facilities preservation, upgrades, and replacement to ensure that they are accessible and efficient for all Groton community members.					
CFS3.1: Create an accurate inventory of Town facilities to identify gaps in service and guide a long-term strategy for capital investments, operations, and decarbonization.	CFS	Town Steward: Town Manager, Capital Planning Committee Partners: BD, DPW	Low	Immediate	\$
CFS3.2: Work with the School Committee and school administrations to identify programming and facilities gaps and explore the feasibility of expansion or upgrades.	CFS, Schools	Town Steward: Town Manager, SB, FinComm Partners: GDRSC	High	Longer-term	\$\$\$
CFS3.3: Incorporate geographic data into the Capital Improvement Plan (CIP) process to identify where projects could have the largest impact, leveraging strategic investments and coordinating phased projects.	CFS	Town Steward: Town Manager Partners: BD, Department Heads, SB	Medium	Near-term	\$
CFS3.4: Explore other funding sources for infrastructure and maintenance and expansion, including grants, developer impact fees, or private contributions.	CFS	Town Steward: Town Manager Partners: LUD	Low	Near-term	\$
CFS3.5: Assess progress towards the Town's ADA Transition Plan and consider applying for grant funding from the Massachusetts Office on Disability to implement necessary accessibility upgrades.	CFS	Town Steward: Town Manager Partners: CoAging, CoAccess	Low	Near-term	\$
CFS3.6: Continue to utilize Green Communities grant funding to implement energy conservation measures in municipal buildings. Evaluate the ability of the Town to meet requirements for the Climate Leaders Program, which expands grant funding opportunities for municipal building decarbonization.	CFS, SR	Town Steward: TM, DPW Partners: SusC	Low	Ongoing	\$

SUSTAINABILITY AND RESILIENCE: Local government should engage in an action plan and specific steps to provide leadership for sustainability, climate change mitigation through reduction of greenhouse gases, and educate, engage, and incentivize community members to do their part in accordance with meeting the Commonwealth's "NetZero by 2050" law and next generation climate policy.

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
Strategy SR1: Prioritize decarbonization and provide more opportunities for small-scale renewable energy.					
SR1.1: Review, update, and circulate the town-wide greenhouse gas emissions inventory with the aim of setting town emissions reductions targets.	SR	Town Steward: GELD Partners: SusC	High	Immediate	\$
SR1.2: Expand GELD's renewable energy portfolio, decreasing the Town's dependence on fossil fuels.	SR	Town Steward: GELD Partners: SusC	High	Longer-term	\$TBD
SR1.3: Identify barriers to residential solar energy development and consider pursuing SolSmart designation.	SR	Town Steward: GELD Partners: SusC	Low	Immediate	\$
SR1.4: Incentivize net zero ready buildings by providing density bonuses, expediting permitting, or relaxing dimensional requirements.	SR, HRD	Town Steward: LUD Partners: SusC, PB, LUD	Medium	Longer-term	\$
SR1.5: Expand the GELD rebate program.	SR	Town Steward: GELD Partners: SusC	Low	Near-Term	\$\$
SR1.6: Investigate opportunities to electrify the Town fleet, including pursuing Green Communities funding.	SR, CFS, T	Town Steward: DPW Partners: SusC, Town Manager, GDRSD	Medium	Medium-term	\$\$
SR1.7: Conduct a feasibility assessment of a shared heat pump system in the Historic District and for the Middle School complex.	SR, CFS	Town Steward: Town Manager, GDRSD Partners: HDC	High	Long-term	\$\$\$
SR1.8: Conduct a feasibility assessment of a shared battery system(s) in Groton.	SR	Town Steward: GELD Partners: SusC	High	Long-term	\$\$\$

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
CFS3.7: Evaluate the feasibility of an additional recreational center to alleviate facility constraints at the Groton Country Club and the Library.	CFS, OSR	Town Steward: TM Partners: PC	Medium	Longer-term	\$\$\$
Strategy CFS4: Make civic involvement and Town-wide communication accessible for all Groton residents.					
CFS4.1: Create clear guidelines for joining each board and commission and document responsibilities to make participation clear and accessible to a wider population.	CFS	Town Steward: Town Manager Partners: LUD, All Boards and Commissions	Low	Near-term	\$
CFS4.2: Recruit and expand civic involvement on local boards and commissions to broaden the demographic of volunteers, expand institutional knowledge, and address succession planning as current staff and volunteers approach retirement.	CFS	Town Steward: Town Manager Partners: LU, All Boards and Commissions	Low	Immediate	\$
CFS4.3: Consider consolidating boards and creating subcommittees to streamline, reduce redundancy, and minimize vacancies.	CFS	Town Steward: Town Manager Partners: All Boards and Commissions	Medium	Longer-term	\$
CFS4.4: Identify potential funding streams to construct a central archival system to store and organize municipal records.	CFS, NCR	Town Steward: Town Manager	High	Medium-term	\$
CFS4.5: Explore potential service providers for Town-wide text alerts to modernize communication systems.	CFS	Town Steward: Town Manager Partners: SB	Low	Immediate	\$

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
Strategy SR2: Prepare municipal facilities to handle the impacts of climate change.					
SR2.1: Create a prioritization plan to bolster resilience and advance adaptation strategies at key municipal facilities.	SR	Town Steward: TM Partners: SusC, DPW	Medium	Near-term	\$
SR2.2: Assess opportunities for green infrastructure on municipal properties.	SR, CFS	Town Steward: TM Partners: SusC, DPW, CC	Low	Immediate	\$
SR2.3: Undertake a Town-wide culvert inventory and assessment to prioritize high-risk and undersized infrastructure contributing to flooding.	SR	Town Steward: DPW, CC Partners: SusC	Low	Immediate	\$\$
SR2.4: Continue to utilize the Stormwater Utility Enterprise Fund to finance the maintenance of stormwater infrastructure to maintain compliance with state and federal regulations.	SR, CFS	Town Steward: DPW, ERSAC Partners: SusC	Low	Ongoing	\$TBD
SR2.5: Address the impacts of invasive species in Groton by conducting a municipal tree inventory and identifying resource areas most at risk.	SR, NHR	Town Steward: CC, DPW Partners: TFC, ISC	Low	Near-term	\$

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
Strategy SR3: Evaluate and revise Groton's Zoning Bylaws and municipal regulations to recognize the impacts of climate change across all functions and departments.					
SR3.1: Revise stormwater management regulations to require or recommend the use of climate data using a 50-year planning horizon to ensure that infrastructure will operate effectively given potential impacts of climate change.	SR, CFS	Town Steward: DPW, ERSAC Partners: SusC, PB	Medium	Long-term	\$
SR3.2: Adopt a Tree Preservation Ordinance to encourage the protection of trees during significant construction activity and maintain the Town's canopy, mitigating the impacts of the heat island effect.	SR, OSR	Town Steward: DPW, CD Partners: SusC, TFC, Friends of the Tree Warden	Low	Near-term	\$
SR3.3: Incorporate climate considerations into Town design standards, such as requiring reflective surfaces to mitigate the heat island effect, limiting lawn sizes, utilizing dark sky compliant lighting, or requiring the planting of native species.	SR, OSR	Town Steward: LUD, PB Partners: SusC	Medium	Long-term	\$

ACTION	ELEMENT(S)	RESPONSIBILITY	LEVEL OF COMPLEXITY	TIMEFRAME (PRIORITY)	RESOURCES NEEDED
Strategy SR4: Increase capacity and resources within Town departments to integrate sustainability into all municipal departments.					
SR4.1: Explore grant opportunities or other funding sources to hire a dedicated staff position to work towards energy efficiency efforts and managing the work of the Sustainability Commission.	SR, CFS	Town Steward: TM Partners: SusC	Low	Immediate	\$\$\$
SR4.2: Pursue grant opportunities to develop a comprehensive Climate Action Plan and establish town-wide sustainability goals and metrics.	SR	Town Steward: Town Manager Partners: SusC	Medium	Near-term	\$
SR4.3: Invest in education and training for municipal staff, Boards, and Commissions to communicate the impacts of climate change and Groton's sustainability goals.	SR, CFS	Town Steward: Town Manager Partners: SusC	Medium	Near-term	\$
SR4.4: Strengthen regional connections by collaborating with the Montachusett Regional Planning Commission (MRPC) and other communities in the commission to address cross-town challenges, such as invasive species.	SR, CFS	Town Steward: LUD Partners: SusC	Medium	Ongoing	\$
SR4.5: Integrate sustainability and climate resilience considerations into administrative policies and decision-making, including purchasing, procurement, and the Capital Improvement Planning process, i.e. creating a sustainability checklist for all new Town projects.	SR, CFS	Town Steward: LUD, inter-departmental Partners: SusC	Low	Ongoing	\$
SR4.6: Collaborate with the School Department, educators, and parents to bring climate education into Groton's schools and student activities.	SR, CFS	Town Steward: SD Partners: SusC	Low	Long-term	\$



**SELECT BOARD HYBRID MEETING MINUTES
MONDAY, JULY 14, 2025
UN-APPROVED**

Select Board Members Present: Matt Pisani, Chair; Alison Manugian, Clerk; John Reilly; Becky Pine, Vice Chair;

Select Board Members Absent: Peter Cunningham;

Finance Committee Members Present: Bud Robertson, Chair; Mary Linskey, Vice Chair; Gary Green; Scott Whitefield;

Finance Committee Members Virtually Present: David Manugian;

Finance Committee Members Absent: Michael Sulprizio; Kristina Lengyel;

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Bud Robertson, Finance Committee Chair; Patricia DuFresne, Town Accountant; Arthur Cheeks, Groton Fire Chief; Terrence Gardner, Deputy Fire Chief; Members of the Groton and Littleton Fire Department.

Chair Pisani called the meeting to order at 6:00 p.m. and reviewed the agenda.

ANNOUNCEMENTS

Mr. Haddad announced that on Wednesday, July 30th, the Town Hall will close from 12:00 p.m. to 2:00 p.m. for an Employee Appreciation BBQ.

Groton Fire Chief Arthur Cheeks announced that, after months of searching for a new Deputy Fire Chief, they have selected Terrence Gardner, a former Lieutenant with 18 years of service at the Littleton Fire Department. Chief Cheeks said they are excited to welcome him aboard. The Town Clerk, Dawn Dunbar, was present to swear in Deputy Chief Gardner. Mr. Haddad, Chief Cheeks, the Select Board, and the Groton and Littleton Fire Departments congratulated Deputy Chief Gardner.

PUBLIC COMMENT PERIOD

None

TOWN MANAGER'S REPORT

- 1. Consider Ratifying the Town Manager's Appointment of Trevor Bettencourt, Anthony Yafrate, Joshua Consolo, Brody Duffy, Trevor Haggerty, Brecan Novak, Colin Werth, and Colin O'Brien to the Groton Country Club Golf Staff and Layla Barie, Sarah Pudans, and Grace Slocum as Groton Country Club Lifeguards.**

Mr. Reilly made a motion to ratify the Town Manager's Appointment of Trevor Bettencourt, Anthony Yafrate, Joshua Consolo, Brody Duffy, Trevor Haggerty, Brecan Novak, Colin Werth, and Colin O'Brien to the Groton Country Club Golf Staff and Layla Barie, Sarah Pudans, and Grace Slocum as Groton Country Club Lifeguards. Ms. Manugian seconded the motion. The motion carried unanimously.

2. Proposed Select Board Meeting Schedule through Labor Day.

Monday, July 21, 2025	No Meeting
Monday, July 28, 2025	Regularly Scheduled Meeting
Monday, August 4, 2025	No Meeting
Monday, August 11, 2025	Regularly Scheduled Meeting

Mr. Haddad announced that Dawn Dunbar, the Town Clerk, will take on a new role as the Assistant Town Administrator and Human Resources Director for the Town of Harvard. He congratulated Ms. Dunbar and wished her the best of luck in her new position.

Mr. Haddad explained that they now have an important appointment to make and wished to expedite the process, emphasizing the importance of filling this role as soon as possible. He said that the Town Charter does not have a provision for appointing an acting Town Clerk. According to the Charter, the Town Manager is required to present two qualified candidates to the Select Board for consideration. The position has already been advertised in the Groton Herald, the MMA Beacon, and on the Town of Groton website, and they have received 18 applications so far. The application deadline to apply is July 31, 2025. Mr. Haddad has created a Search Committee that includes himself, Jason Kauppi (Moderator), Raquel Majeski (DEI Chair), John Amaral (Omni Properties), Melisa Doig (Human Resources Director), and Kara Cruikshank (Executive Assistant). Interviews are scheduled for the week of August 4th. Mr. Haddad aims to narrow the candidates down to two to present to the Select Board during their meeting on August 11th to make a decision.

Monday, August 18, 2025	No Meeting
Monday, August 25, 2025	Regularly Scheduled Meeting
Monday, September 1, 2025	No Meeting (Labor Day)
Monday, September 8, 2025	Regularly Scheduled Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL

1. Call for and Open the Warrant for the 2025 Fall Town Meeting.

Mr. Haddad said it is that time of year for the Select Board to call for the 2025 Fall Town Meeting. He explained that the default date for the meeting is the third Monday in October (this year, October 20th). Mr. Haddad stated that the Bylaw allows the Board to choose an alternative date in September, October, or November, provided at least six weeks' notice is given to residents. He recommended calling for the Fall Town Meeting on Saturday, October 18th, at the Performing Arts Center beginning at 9:00 a.m. Mr. Haddad reviewed a proposed timeline for the meeting with the Board (see attached).

Mr. Reilly made a motion to call for the 2025 Fall Town Meeting to be held on Saturday, October 18, 2025. Ms. Manugian seconded the motion. The motion carried unanimously.

Ms. Manugian made a motion to open the warrant for the Fall Town Meeting on Monday, July 14, 2025, and to close the warrant on Thursday, August 21, 2025, at the end of the business. Mr. Reilly seconded the motion. The motion carried unanimously.

2. Consider Approving a One-Day All Alcoholic Beverages License for the Friends of Prescott for an invite-only party for its supporters to be held on Wednesday, July 23, 2025, from 6:00 p.m. to 8:00 p.m.

Ms. Manugian made a motion to approve a One-Day All-Alcoholic Beverages License for the Friends of Prescott for an invite-only party for its supporters, to be held on Wednesday, July 23, 2025, from 6:00 p.m. to 8:00 p.m. Mr. Reilly seconded the motion. The motion carried unanimously.

6:15 P.M. Fire Chief Arthur Cheeks- Discussion on Services/Staffing Issue at Groton Fire Department.

Fire Chief Arthur Cheeks was in attendance for the discussion.

Chief Cheeks sent a memorandum to the Select Board about changes he is considering or implementing at the Fire Department to address the staffing issues they are facing. Since Nashoba Medical Center closed, the Fire Department's ability to continue providing all services has become increasingly difficult. The growing number of times the Fire Department has responded to multiple calls simultaneously, while also trying to complete other mandated and community tasks, has become an everyday challenge.

The Chief explained that the Groton Fire Department offers various programs and services to the Town of Groton. He reviewed some of the programs they provide, such as Student Awareness of Fire Education (S.A.F.E.), CPR and AED training for schools and other groups, free car seat installation services, and various types of inspections. He noted that most inspections are conducted from 8:00 a.m. to 4:00 p.m. and that these inspections take a considerable amount of time.

Chief Cheeks also stated that they are reviewing the current staffing model, as two new hires are planned to fill vacancies left by firefighters who have transferred to other departments. By early August, the Department will be fully staffed. Ms. Pine asked the Chief to clarify the current number of employees compared to this time last year. The Chief explained that in FY 2024, there were nine employees plus one vacancy. Additionally, two positions were added during the 2024 Fall Town Meeting, bringing the total to 12 currently.

The Chief reviewed the proposed changes to the Select Board that he believes would improve daytime services.

- Option One: consolidate the inspections within a specific window of time on Tuesday and/or Thursday mornings.
- Option two: Based on availability, dedicate a single weekday for the inspections to occur, while also capping the number of inspections that can be accomplished in the day.

He also compared the differences between daytime and nighttime services, shifts, and staffing, then reviewed the hourly breakdown of emergency service requests for the Town with the Board. He explained that calls increase during nighttime hours, but staffing remains minimal. Chief Cheeks stated that they are handling 15% more calls than last year.

Chief Cheeks explained that they attempted to seek an override to fund six firefighters at the Spring Town Meeting in 2025, but they were unsuccessful. The Chief stated that he wouldn't change his recommendation, emphasizing that he had presented the Department's needs to the Board and would not alter anything. Since the override failed, he had stepped back to reevaluate how to move forward in meeting the Town's needs. He said they need to prioritize and restructure what services they must provide and what they need to discontinue.

Mr. Haddad stated that the Fire Department will continue to respond immediately, as always, to provide excellent emergency services. The proposed changes would impact services such as inspections, car seat installations, and CPR courses, due to staffing limitations.

Mr. Pisani explained that six firefighters would have solved the staffing problem for years to come.

Mr. Robertson suggested compiling a list of priorities.

Ms. Pine said they need to remember that they don't have the personnel they wanted and want to understand how their department will operate with the current staff. She agreed with Mr. Robertson's suggestion to create a list of priorities. Ms. Pine then asked which option the Chief was recommending. Chief Cheeks stated that he looking for the Board's support in addressing this situation.

Ms. Manugian thanked the Chief for informing the Board of the Department's needs, and said it is their role to make tough decisions and communicate to everyone. Mr. Haddad explained that the schools had a budget shortfall, and the Board created a solution to address that issue. Now the Board (and Town Manager) need to develop a solution to address the Fire Department Staffing issue. The Chief said they need to work together to address the Fire Department's situation. Ms. Manugian emphasized that the community needs to understand their role in this. Chief Cheeks indicated that the memo was meant to inform them about the need to develop a plan.

Mr. Haddad explained that this was the first step in a lengthy process and how they would address the failed override. He said this was an important conversation to have and thanked the Chief for sending the memo to the Select Board.

Mr. Haddad and the Select Board thanked the Fire Chief for his time.

7:00 P.M. In Joint Session with the Finance Committee- Review and Approve FY 2025 Line-Item Transfers.

Finance Committee Members Bud Robertson, Chair; Gary Green; David Manugian (virtually); Mary Linskey, Vice Chair; and Scott Whitefield were present. Patricia DuFresne, the Town Accountant/ Assistant Finance Director, was also present for the discussion.

Mr. Robertson called the Finance Committee to order at 7:05 p.m.

Mr. Haddad stated that at the end of the fiscal year, the Select Board and Finance Committee conduct Line-Item Transfers to fund shortfalls within the municipal budget. He stated that this is a redistribution of

the funding within the budget. Mr. Haddad provided the Board with the proposed line-item transfers for year-end 2025 (see the attached).

Mr. Haddad highlighted some of the line-item transfers:

Line item 5400-162, Election Expenses: This was an opportunity to upgrade the voting machines. Mr. Haddad said that this was a great deal, and the machines were used during the Spring Town Election.

Line item 5120-241, Fire Wages: The overtime for the Fire Department wasn't as high as anticipated, totaling \$42,820.

Mr. Haddad emphasized that the Country Club had an excellent year, surpassing \$1 million in revenue with a profit of \$65,000. He said this was really great news.

Line-item 5400-541, The Council on Aging: The seniors had an issue with visibility during movies, so room-darkening blinds were ordered for \$7,000. Mr. Haddad said this will help darken the room.

Mr. Haddad reported that the total final shortfall in the operating budget for the year-end 2025 is \$255,815. This amount will be deducted from various accounts, with \$154,822 taken from the Employee Health Insurance account.

Finance Committee

On behalf of the Finance Committee, Mr. Manugian moved to approve the Line-item transfers for the FY25 budget as presented that evening. Ms. Linskey seconded the motion. Roll Call: Manugian-aye; Linskey-aye; Green-aye; Robertson-aye; Whitefield-aye.

Select Board

On behalf of the Select Board, Ms. Manugian made a motion to approve the line-item transfers as presented. Mr. Pine seconded the motion. The motion carried unanimously.

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.

Ms. Manugian made a motion to authorize the Town Manager and one member of the Select Board to sign the Warrants for the next 30 days. Mr. Reilly seconded the motion. The motion carried unanimously.

On-Going Issues

- A. PFAS Issue- A Joint Meeting is scheduled for Wednesday, June 30th, at the Town of Pepperell, involving the Select Boards, Finance Committees and Water Commissioners from the Towns of Groton, Dunstable, and Pepperell. This meeting is to discuss Phase Three of the waterline project. Apex Engineers will make a presentation on the project at this meeting. The time is to be determined.

- B. UMass Satellite Emergency Facility- On Thursday, July 17th, there will be the first public hearing with the Planning Board and the Stormwater Committee regarding the UMass Satellite Emergency Facility. This meeting will take place via ZOOM and will be broadcast live on the Groton Channel.
- C. PILOTs- The Board would like to keep PILOTs under Ongoing Issues at this time.

SELECT BOARD LIASON REPORTS

None

Approval of the Regularly Scheduled Meeting of June 30, 2025.

Ms. Pine made a motion to approve the regular meeting minutes of June 30, 2025. Ms. Manugian seconded the motion. Roll Call: Manugian-aye; Pine-aye; Pisani-aye; Reilly-aye.

The Select Board recessed at 7:19 p.m. before entering into an executive session.

Mr. Haddad requested that the Board enter Executive Session #1- pursuant to M.G.L. c.30A, §21(a), Clause 7- "To comply with, or act under the authority of, any general or special law and federal grant-in-aid requirements"-Purpose: Review Executive Session Minutes.

Then enter into a second Executive Session #2 pursuant to M.G.L. c.30A, §21(a), Clause 2- "To conduct strategy sessions in preparation for negotiations with Non-Union Personnel or conduct collective bargaining sessions or contract negotiations with Non-Union Personnel"- Purpose: Fire Chief's Contract.

And not to return to the open session.

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

Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager.