



TOWN OF GROTON

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

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, SEPTEMBER 15, 2025
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL

- 6:30 P.M. Announcements and Review Agenda for the Public
- 6:31 P.M. Public Comment Period
- I. 6:35 P.M. Town Manager's Report
1. Update from the Town Manager on the Capital Budget Advisory Committee
 2. Authorize the Town Manager to Sign a Grant Agreement Between the Historical Commission, Community Preservation Committee and the Webber Family for the Bancroft Castle Project
 3. Select Board Meeting Schedule Through the End of the Year
- II. 6:40 P.M. Items for Select Board Consideration and Action
1. Consider Reducing the Number of Members on the Sustainability Commission from 12 to 7
 2. Consider Appointing Ben Wolfe to the Conservation Commission
- III. 6:45 P.M. Public Hearing – Road Layout Hearing – Bluebird Lane
- IV. 7:00 P.M. In Joint Session with the Finance Committee – Public Hearing on the Warrant for the 2025 Fall Town Meeting

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. Fire Department Staffing
 - D. West Groton Dam

SELECT BOARD LIAISON REPORTS

- V. Minutes: Regularly Scheduled Meeting of September 8, 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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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Agenda Update/Report*

Date: *September 15, 2025*

TOWN MANAGER'S REPORT

Please note that Monday's Meeting will commence at 6:30 p.m. In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the Ongoing Issues List, there are two items scheduled on Monday's Agenda. First, the Select Board will be conducting a Public Hearing to consider the acceptance of the Layout of Bluebird Lane. Both the Planning Board and Department of Public Works are recommending that the Select Board adopt the layout. There are no issues whatsoever with the roadway. Second, the Select Board will be meeting in Joint Session with the Finance Committee to conduct a Public Hearing on the Warrant for the 2025 Fall Town Meeting. Enclosed with this Report is the latest Draft of the Warrant with Town Counsel's edits, along with an updated memorandum from me on the proposed expenditures to be considered at the meeting.

1. Last Monday, the Capital Planning Advisory Committee met to discuss their Charge and develop a recommendation to the Select Board on whether or not they should continue as is, amend their Charge or disband. After a lengthy discussion, the Committee is recommending to the Select Board that they continue "as is" for at least one more year and then revisit the issue. To that end, they will be assisting me, as they have for the last several years, in the development of the proposed FY 2027 Capital Plan/Budget. I would ask the Select Board to accept their recommendation.
2. Similar to the Grant Agreement approved by the Select Board for the Affordable Housing Trust's FY 2026 Community Preservation Funding, the Historical Commission received a CPA Grant for the stabilization and restoration of masonry remnants of the Bancroft Castle on Gibbet Hill Farm and have drafted a Grant Agreement for this work. I have attached a copy of the Grant Agreement to this Report for your review. I would respectfully request that the Select Board vote to authorize me to sign the Agreement on behalf of the Board. We can discuss this in more detail at Monday's meeting.

Select Board
Weekly Agenda Update/Report
September 15, 2025
page two

3. Please see the Select Board's Meeting Schedule that will take you through the end of the year:

| | |
|------------------------------|---|
| Monday, September 22, 2025 - | No Meeting – Rosh Hashana Holiday |
| Monday, September 29, 2025 - | Regularly Scheduled Meeting (Approve Warrant) |
| Monday, October 6, 2025 - | Regularly Scheduled Meeting |
| Monday, October 13, 2025 - | No Meeting (Indigenous People's Day) |
| Saturday, October 18, 2025 - | 2025 Fall Town Meeting |
| Monday, October 20, 2025 - | Regularly Scheduled Meeting (Possible No Meeting) |
| Tuesday, October 28, 2025 - | Regularly Scheduled Meeting (Budget Guidance) |
| Monday, November 3, 2025 - | Regularly Scheduled Meeting |
| Monday, November 10, 2025 - | No Meeting |
| Monday, November 17, 2025 - | Regularly Scheduled Meeting |
| Monday, November 24, 2025 - | Regularly Scheduled Meeting |
| Monday, December 1, 2025 - | No Meeting |
| Monday, December 8, 2025 - | Regularly Scheduled Meeting |
| Monday, December 15, 2025 - | Regularly Scheduled Meeting |
| Monday, December 22, 2025 - | Regularly Scheduled Meeting |
| Monday, December 29, 2025 - | No Meeting |
| Monday, January 5, 2026 - | No Meeting |
| Monday, January 12, 2026 - | Regular Scheduled Meeting |

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. The Sustainability Commission has voted to reduce the number of members on the Commission from twelve (12) to seven (7). They have lost some members over the last year and have a solid working Committee of seven (7) members at this time. They believe that seven (7) members is enough for them to complete their work. I would respectfully request that the Select Board vote to amend the Sustainability Commission's Charge to reflect this reduction.
2. The Conservation Commission is recommending that the Select Board appoint Ben Wolfe to the Commission to fill a vacancy caused by the recent resignation of Alison Hamilton. I would respectfully request that the Select Board make this appointment at Monday's meeting. The term would be through June 30, 2027.

MWH/rjb
enclosures



Town Manager
Mark W. Haddad

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LEGAL NOTICE TOWN OF GROTON PUBLIC HEARING

The Select Board has scheduled a public hearing for Monday, September 15, 2025 at 6:45 P.M., Groton Town Hall, Select Board's Meeting Room, 2nd Floor, 173 Main Street, Groton, MA. The purpose of this hearing will be to discuss laying out Bluebird Lane, as a public way as contained in the October 18, 2025 Fall Town Meeting Warrant. Copies of the plans are on file in the Land Use Department at the Groton Town Hall.

All interested parties are encouraged to attend.

SELECT BOARD

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

Groton Herald
9/5/25



Office of the
PLANNING BOARD

TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450
Tel: (978) 448-1105
Fax: (978) 448-1113
Planning@grotonma.gov

MEMORANDUM

DATE: September 2, 2025

TO: Select Board
Mark Haddad, Town Manager

FROM: Takashi Tada, Land Use Director/Town Planner

RE: Bluebird Lane, Village Meadows Subdivision – Roadway Acceptance

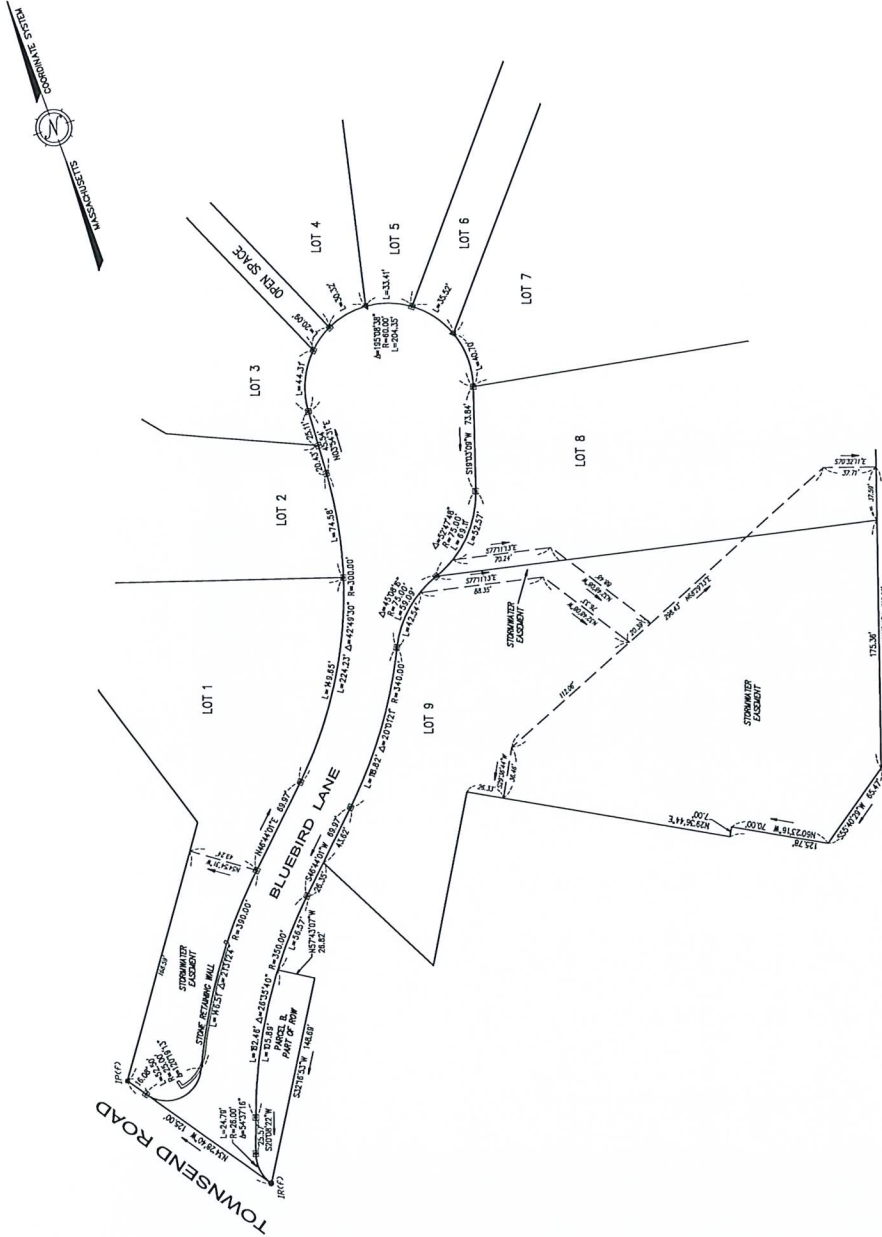
On August 28, 2025, the Planning Board voted unanimously to recommend the acceptance of Bluebird Lane as a Public Way. The Planning Board determined that the roadway and associated infrastructure at Village Meadows Subdivision have been constructed in accordance with the Definitive Plan and to the satisfaction of the Planning Board's engineer and the DPW/Highway Director.

cc: Roger Kanniard
Dillis & Roy Civil Design Group
DPW/Highway

11



LOCUS
SCALE 1"=1000±'



I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DURING EXISTING AND PROPOSED CONSTRUCTION AND THAT THE LINES SHOWN ARE THOSE OF PUBLIC OR PRIVATE PROPERTY AND ARE NOT THE PROPERTY OF ANY OTHER PARTY. NO NEW LINES FOR PURPOSES OF OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

I CERTIFY THAT THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE BOARD OF REGISTRY OF THE COMMONWEALTH OF MASSACHUSETTS.



PROFESSIONAL LAND SURVEYOR
DATE: 5/15/2023



BLUEBIRD LANE STREET ACCEPTANCE PLAN GROTON, MASSACHUSETTS

DATE: MAY 15, 2023
RECORD OWNER: 31 D. KANNARD HOMES
31 BRYAN WAY
AYER, MA 01462

SCALE: 1 in. = 40 ft.
JOB NO. 5409-5A
DWP. NO. 5409-5A

DILLIS & ROY
CIVIL DESIGN GROUP
CIVIL ENGINEERS LAND SURVEYORS METLAND CONSULTANTS
100 MAIN ST., SUITE 310
CONCORD, MA 01742
www.dillisoroy.com

LEGEND

| DESCRIPTION | SYMBOL |
|---------------------------|--------|
| STAKE BOARD / BOLLARD SET | ■ |
| STAKE BOARD / BOLLARD SET | ▲ |
| STAKE BOARD / BOLLARD SET | ○ |
| STAKE BOARD / BOLLARD SET | ● |

GROTON PLANNING BOARD

RESERVED FOR REGISTRY USE

PLAN 075 OF 2023

DATE:

**LEGAL NOTICE
TOWN OF GROTON
PUBLIC HEARING**

The Select Board has scheduled a joint public hearing with the Finance Committee for Monday, September 15, 2025, at 7:00 P.M. at the Groton Town Hall, Second Floor Meeting Room, 173 Main Street, Groton, MA. The purpose of this hearing will be to discuss the articles contained in the October 18, 2025 Fall Town Meeting Warrant.

All interested parties are encouraged to attend.

SELECT BOARD

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

Groton Herald
August 29, 2025
September 5, 2025



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Town Manager
Mark W. Haddad

To: **Select Board**
Finance Committee

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

Subject: **Proposed Fall Town Meeting Expenditures**

Date: **August 13, 2025**
Revised: 09-11-2025

The purpose of this memorandum is to provide the Select Board and Finance Committee with a summary of the proposed Fall Town Meeting Expenditures based on the proposed Warrant Articles, along with a summary of available funds (*please note that the Warrant closes on August 21st. I will be on vacation when the Warrant closes. Attached is the latest draft. I will update it, if necessary when I return from vacation*).

As of the writing of this memorandum, the following is a summary of available funds:

| | |
|--|------------------|
| FY 2026 Levy Capacity: | \$89,142* |
| Local Cable Receipts Reserved for Appropriation: | \$41,020 |
| Anticipated Free Cash: | \$2,500,000 |
| Stabilization Fund: | \$2,728,838 |
| Capital Stabilization Fund: | \$109,199 |
| GDRSD Capital Stabilization Fund: | \$22,868 |
| Stormwater Excess and Deficiency: | \$142,245 |

**The Board of Assessors is estimating that New Growth will come in at \$31.5 million, which will add an additional \$99,125 to the FY 2026 Anticipated Levy Limit. Unfortunately, the Final State Aid allocation for Groton was reduced by \$9,982 from the last estimate, leaving \$89,142 in available Levy Capacity. Attached to this memorandum is the latest Levy Limit Calculation for your review and information.*

The following is a summary of the submitted Warrant Articles, along with proposed expenditures and recommended revenue source to fund the request:

Article 1 – Unpaid Bills

Requested Amount: \$85

Currently, we have one unpaid bill from UMass Memorial Health (Water Department Employee Physical) in the amount of \$85. Since this is a Water Department Bill, I am recommending that the bill be paid from Water Surplus.

Article 2 – Amend Fiscal Year 2026 Budget

Requested Amount: \$211,587

I am proposing the following amendments to the Operating Budget:

Line Item 1070 – Treasurer/Tax Collector Salaries

Request: \$17,658

This amount is needed to cover the vacation payout for former Treasurer/Tax Collector Hannah Moller. I am recommending that this amount come from Free Cash as it is a one-time expenditure.

Line Item 1070 – Treasurer/Tax Collector Salaries

Request: \$39,334

I had previously written to you with my proposal to adjust hours within the Treasurer/Tax Collector's Office. As part of the transition to a new Treasurer/Collector and the retirement of current part-time Assistant Treasurer/Collector (Michael Hartnett), I am recommending that we increase the position from 19 hours per week to 40 hours per week (full-time). I am recommending that funding come from the Tax Levy as it is a permanent increase in the Line Item.

Line Item 1071 – Treasurer/Tax Collector Wages

Request: \$16,086

This is a request to increase the Assistant to the Treasurer/Collector/Payroll Coordinator position to 40 hours (from the current 35 hours) to add additional duties to the position. Currently, the Human Resources Director is a Department of one. The office is very busy and in desperate need of administrative support to help with benefit administration, onboarding, recruitment, training, maintaining personnel records, etc. Initially, the Finance Team and I considered creating a fifteen hour Human Resources Generalist position. However, it makes more sense to add hours to existing staff and evaluate whether or not that makes a difference in the overall operation. The requested amount covers the additional five hours per week, plus a salary adjustment to reflect the added responsibilities. Since this will be a permanent expense, I am recommending that it come from the Tax Levy.

Line Item 1130 – Town Clerk Salaries

Request: \$19,040

This amount is needed to cover the vacation payout of former Town Clerk Dawn Dunbar. I am recommending that his amount come from Free Cash as it is a one-time expenditure.

Line Item 1160 – Insurance & Bonding

Request: \$40,000

This amount is needed to cover the increase cost in the Town's liability, property, auto and worker's compensation premiums. The cost of insurance increased by approximately 9% and we did not budget a sufficient amount in the Spring. Since this will be a permanent expense, I am recommending that it come from the Tax Levy.

Line Item 1210 – Planning Board Salaries

Request: \$21,808

Based on the outcome of the Collins Center Salary Study, it was determined that the Land Use Director/Town Planner is significantly below similar positions in our comparable communities. To that end, the Salary of the current employee needs to be increased from \$93,192 to \$115,000. Since this is a permanent increase in the Line Item, I am recommending that this come from the Tax Levy.

Line Item 1310 – Fire Department Salaries

Request: \$5,400

Due to the closure of the Nashoba Valley Medical Center and the shortfall in personnel within the Fire Department to deal with the additional travel times, the Fire Chief was unable to take vacation for over seven months. He ended up losing two weeks of accrued time. To address this, the Select Board and Town Manager allowed the Chief to buy back two weeks of vacation time as a one-time adjustment. I am recommending that this come from Free Cash it is a one-time expenditure.

Line Item 1500 – Highway Department Salaries

Request: \$80,000

As you will recall, at the June 23, 2025 Special Town Meeting, one of my recommendations to balance the budget was to use Free Cash to cover Tom Delaney's FY 2026 Salary (\$55,000) since it was a one-time expenditure. Unfortunately, I failed to put that expenditure in the motion that balanced the Budget. In addition, we will need \$25,000 to cover Tom Delaney's vacation payout when he retires in November. I am recommending that the total amount of \$80,000 come from Free Cash since it is a one-time expenditure.

Line Item 1710 – Local Access Cable Salaries

Request: \$8,819

Similar to the issue with Land Use Director/Town Planner, the position of Cable Director is also below similar positions in our comparable communities. To that end, the Salary of the current employee needs to be increased from \$73,181 to \$82,000. I am recommending that this funding come from the Local Access Cable Receipts Reserved for Appropriation since that funding is available to cover the cost of funding the Cable Department.

Line Item 1711 – Local Access Cable Wages

Request: \$2,798

The final position that was below similar positions in comparable communities is the Cable Production Technician. The hourly wage of the current employee needs to be increased from \$23.66 to \$25.09. Similar to the Cable Director's funding source, I am recommending that this funding come from the Local Access Cable Receipts Reserved for Appropriation since that funding is available to cover the cost of funding the Cable Department.

Line Item 3010 – Health Insurance/Employee Expenses

Request: (\$36,000)

Now that Open Enrollment is completed, an audit was completed on the Health Insurance Account and we will be able to reduce this line item by \$36,000 to reflect actual enrollment in the Town's Health Insurance program.

Line Item 2005B – Short Term Interest Debt – Excluded**Request: (\$146,313 - <\$3,356 Levy>)**

Due to the lower interest rate received on the FloRo BAN renewal in June, we can reduce Excluded Debt by \$142,958 and short term Non-Excluded Debt by \$3,356, for a total debt reduction of \$146,313.

| | | |
|--|-----------------|-----------|
| The Total Amounts Requested By Category: | Free Cash: | \$122,098 |
| | Tax Levy: | \$ 77,872 |
| | Cable Receipts: | \$ 11,617 |
| Total | | \$211,587 |

Article 3 – Capital Stabilization Fund**Requested Amount: \$900,000**

The current balance in the Capital Stabilization Fund is \$109,199. The Town's financial policies call for a balance in this fund of 1.5% of the total Operating Budget. Should Article 2 pass as presented, the total FY 2026 Operating Budget will be \$52,887,349, requiring a Capital Stabilization Fund Balance of \$793,310. Ordinarily, this would require a transfer of \$684,111. I am requesting an additional \$215,889 for a total transfer of \$900,000 from Free Cash to fund the anticipated Capital Budget.

Article 4 – Stabilization Fund**Requested Amount: \$0**

The current balance in the Stabilization Fund is \$2,728,838. The Town's financial policies call for a balance in this fund of 5% of the total Operating Budget. Should Article 2 pass as presented, the total FY 2026 Operating Budget will be \$52,887,349, requiring a Stabilization Fund Balance of \$2,644,367. At this time, we do not need to add money to the Fund.

Article 5 – GDRSD Capital Stabilization Fund**Requested Amount: \$250,000**

At this time, I have not received a preliminary capital budget from the School District. For now, I am recommending we match what we paid last year and transfer \$250,000 from Free Cash into the Fund. We can use Free Cash at next year's Spring Town Meeting if a larger appropriation is needed.

Article 6 – Water Enterprise Fund**Requested Amount: \$70,000**

The Water Department is requesting a transfer from Water Surplus of \$70,000 to replace one of their pickup trucks that has over 125,000 miles and is in need of serious repair. This was included in their Capital Plan and they are moving it up a year.

Article 7 – Four Corner Sewer Enterprise Fund**Requested Amount: \$30,000**

The usage data at Four Corners has been volatile due to vacancies, etc. It is becoming more consistent, which will help with budgeting. This Article seeks to transfer \$30,000 from the Four Corner Sewer Enterprise Excess and Deficiency Fund to balance the budget for FY 2025.

Article 8 – Stormwater Enterprise**Requested Amount: \$50,000**

The Department of Public Works is requesting that \$50,000 be transferred from the Stormwater Excess and Deficiency Fund to pay for additional engineering assistance to meet State Reporting requirements.

Article 9 – Cable Equipment Grant**Requested Amount: \$16,000**

From the Summary in the Warrant: The Town's Cable Television License agreements with Verizon New England Inc. and Spectrum Northeast, LLC include Public, Educational, and Government Grants to be used for capital funding (equipment) purposes. The Town currently collects all cable revenue in the "Cable Department Receipts Reserved for Appropriation Fund" that was established at the 2024 Special Town Meeting. This Article will create a new fund for these PEG Grant payments so that they can be separated from the general PEG Access Support fees that both entities provide on a quarterly basis. When the Town closed the Cable Enterprise last year, funding designated for this equipment grant was returned to the General Fund and certified as Free Cash. It should have been set aside for equipment. This Article will transfer \$16,000 from Free Cash to the Equipment Grant Fund.

Article 10 – Assessors Quinquennial Certification**Requested Amount: \$34,900**

From the Summary in the Warrant: *Assessors in every city and town are responsible for developing a Revaluation program to completely analyze and revalue all property within its borders every year. Revaluation annually, is required under Massachusetts law and is regulated by the Massachusetts Department of Revenue's Bureau of Local Assessment (BLA). The rationale for revaluation is to always maintain property at fair market or fair cash value to ensure equity for all classes of property. Every fifth year the Massachusetts Department of Revenue requires a full certification with BLA oversight. The Assessors are seeking \$34,900 to cover the cost for appraisal services of Real Property to be conducted by Vision Government Solutions. I am recommending that this funding come from Free Cash.*

Article 11 – Repair Fitch's Bridge Headwall**Requested Amount: \$60,000**

From the Summary in the Warrant: *The head wall that supports the bridge abutment for Fitch's Bridge is collapsing and needs to be repaired. The Department of Public Works will oversee the repairs of this head wall in compliance with Massachusetts State Law with regards to procurement. This Article will authorize the funding for this repair. The Department of Public Works is estimating that this repair will cost approximately \$60,000. I am recommending that this funding come from Free Cash.*

Article 12 – Maintain Former Nod Road Landfill**Requested Amount: \$100,000**

From the Summary in the Warrant: *Recently the Department of Environmental Protection (DEP) inspected the former Nod Road Landfill and has required the Town to begin mowing the Landfill. DEP is requesting that the Town conduct a third party inspection to ensure the Landfill was "capped" properly. The DPW Director has requested funds be put aside for maintenance, mowing, inspections and monitoring well installation, along with engineering and survey work. The purpose of this Article is to provide the necessary funding. The Department of Public Works is estimating that this work will cost approximately \$100,000. I am recommending that this funding come from Free Cash.*

Article 13 – Repair Fire Alarm at Function Hall/Restaurant**Requested Amount: \$60,000**

From the Summary in the Warrant: *During a recent inspection, it was determined that the current Fire Alarm System at the Function Hall and Restaurant at the Groton Country Club needs to be replaced to provide proper fire protection at these facilities. The purpose of this Article is to provide the necessary funding for this purpose. It is estimated that these repairs will cost \$60,000. I am recommending that this funding come from Free Cash.*

Article 14 – Engineering for Complete Streets**Requested Amount: \$30,000**

From the Summary in the Warrant: *The Complete Streets Committee has successfully received over \$750,000 in grant funding from the Commonwealth of Massachusetts under their Complete Streets Program. Some of the projects covered by the funding have been sidewalks on West Main Street and Lowell Road, along with Pedestrian Crossing Devices along Main Street. The Committee is in the process of preparing another Grant Application this Fall. One of the requirements for this program is that the Town has to cover engineering costs for any approved project. The Committee is seeking \$30,000 for this purpose. I am recommending that this funding come from Free Cash.*

Article 15 – Debt Service for Middle School Track**Requested Amount: \$33,000**

From the Summary in the Warrant: *This Article appropriates the debt service payment for the Middle School Track Project. Article 7 of the May 21, 2021 Spring Town Meeting appropriated \$1,405,374 for the project. The Community Preservation Committee will pay an additional \$33,000 in debt service (all towards the principal). The entire amount will come from the Unallocated Reserve.*

Article 18 – SCBA Equipment for the Fire Department**Requested Amount: \$500,000**

From the Summary in the Warrant: *Self-contained breathing apparatus (SCBA) is a critical component of the safety gear utilized by Fire Department personnel. The ability to breathe clean air and operate in hazardous atmospheres where smoke, heat, and toxic gases are present and may be the difference between life or death during emergency incidents. The Groton Fire Department has policies and procedures in place requiring SCBA's to be worn by personnel on structure fires, vehicle fires, hazardous materials incidents, and other incidents deemed necessary by company officers. The Town had hoped that this purchase would be covered by a Federal Grant, but the Grant Funding has not been received and the SCBA equipment has reached its useful life and needs to be replaced immediately. The cost of this replacement is approximately \$500,000. I am recommending that these fund be borrowed and paid off over five (5) years.*

Based on these recommendations, if all recommendations are accepted by the Select Board and Finance Committee and Town Meeting approves the Articles, each account will have the following balances:

| <u>Account</u> | <u>Beginning Balance</u> | <u>Requested Amount</u> | <u>Final Balance</u> |
|----------------------------------|-------------------------------------|------------------------------------|---------------------------------|
| Levy Capacity | \$ 89,142 | \$ 77,872 | \$ 11,270 |
| Local Cable Receipts | \$ 41,020 | \$ 11,617 | \$ 29,403 |
| Anticipated Free Cash | \$ 2,500,000 | \$ 1,572,998 | \$ 927,002 |
| Stabilization Fund | \$ 2,728,838 | \$ - | \$ 2,728,838 |
| Capital Stabilization Fund | \$ 109,199 | \$ 900,000 | \$ 1,009,199 |
| GDRSD Capital Stabilization Fund | \$ 22,868 | \$ 250,000 | \$ 272,868 |
| Stormwater Excess and Deficiency | \$ 142,245 | \$ 50,000 | \$ 92,245 |

I look forward to reviewing this with the Select Board and Finance Committee in more detail. In the meantime, please feel free to contact me with any additional questions or concerns.

MWH/rjb

cc: Patricia DuFresne – Assistant Finance Director/Town Accountant
Katie Kazanjian – Treasurer/Collector
Megan Foster – Principal Assessor
Michael Harnett – Acting Town Treasurer
Melisa Doig – Human Resources Director
Kara Cruikshank

enclosures

Warrant, Summary, and Recommendations

TOWN OF GROTON



2025 FALL TOWN MEETING

Marion Stoddart Building Auditorium
344 Main Street, Groton, Massachusetts 01450

Beginning Saturday, October 18, 2025 @ 9:00 AM

Attention Voters
Please bring this Document to Town Meeting

Introduction to Groton Town Meeting

Voters are familiar with casting ballots in local and state elections, but they have another important civic duty in towns, the Town Meeting.

What is Town Meeting?

The Town Meeting is the legislative body in the town form of government in Massachusetts. Town Meeting is a formal gathering of registered voters who propose, debate and vote on measures. Groton holds at least two Town Meetings per year.

What is a warrant?

The warrant is the official notice to voters that a Town Meeting is scheduled. The warrant includes the date, time, location and a description of each subject to be acted on at Town Meeting. In Groton, the warrant must be posted in two public places and mailed to each household 14 days in advance of Town Meeting. “The warrant must contain a sufficient description of what is proposed so as to constitute an adequate warning to all the inhabitants of the town.”¹ “Every action taken at the meeting must be pursuant to some article in the warrant and must be within the scope of such article.”²

How does Town Meeting proceed?

Voters attending Town Meeting must first check in with the clerks and receive an electronic voting handset which is required to vote. The meeting typically acts on the articles in the order they are printed in the warrant. For each article, a main motion is made and seconded by voters and placed by the Moderator on the floor for debate. Permission of the Moderator is required to speak. The Moderator presides and regulates the proceedings, decides all questions of order, and calls and declares all votes. After debate has ended, the Moderator will call for a vote by use of the electronic voting handset.

¹ *Town Meeting Time: A Handbook of Parliamentary Law* (page 19) Massachusetts Moderators Association, Fourth Edition, 2024.

² *Id.*

Who can attend?

Town Meeting is open to the public. Only Groton voters are entitled to attend, speak and vote. Non-voters may be required to sit in a separate section. Non-voters may ask the Moderator to speak on the topic of the debate.

How long is Town Meeting?

Town Meeting concludes when all articles on the warrant have been acted upon. Town Meeting may conclude in one session or adjourn for subsequent sessions.

Explanation of a Consent Agenda

A consent agenda is a procedure to group multiple main motions into a single motion for voting. A consent agenda saves time by eliminating the reading of multiple motions and explanations when there are no objections or questions. In Groton, a consent agenda generally consists of articles unanimously supported by the Select Board and Finance Committee. Articles that change by-laws or introduce new spending are typically not included. In this warrant, the Select Board has grouped articles in consent agendas and labeled them for easy reference.

How Consent Agendas Work

As the first step to act on a consent agenda, the Moderator will read the titles of the included articles. A voter who wishes to remove an article from the consent agenda for separate debate and vote should state “hold.” The held article will be set aside and acted on after the vote on the consent agenda. After the meeting agrees on the contents of the consent agenda, there will be no debate and the Moderator will immediately call for a vote. Every motion included in the consent agenda will either pass or fail as a group. Voters should read the warrant and review the proposed consent agendas to identify articles they wish to remove for separate consideration.

Electronic Voting at Town Meeting

Voting at Town Meeting will be conducted using an electronic voting system purchased by the Town of Groton as authorized by Town Meeting in October, 2022. Instead of using placards to be raised and counted, voters will use wireless handsets to cast their vote quickly, accurately and privately.



Voter Check-In

At check-in, voters will be given a handset. No record is made of which voter receives which handset. All handsets will be tested prior to the meeting. Voters physically unable to use a handset will be seated in a manual-count section and their votes will be counted by tellers. For those with visual impairments, large handsets with braille are available.

Test Vote

At the beginning of the meeting, the Moderator will conduct a test vote to get everyone comfortable with the voting procedures.

Proxy Voting Prohibited

The handset given to a voter at check-in is for the exclusive use of that voter. Voting with a handset that has been issued to another individual is strictly forbidden.

Voting

When the Moderator announces it is time to vote:

- Press 1A (green button) for YES →
- Press 2B (red button) for No →
- If you wish to not vote, press no buttons



Handset Display

The display on the handset:

- OK means the system receiver has received your vote
- A "1" for Yes or "2" for No shows the vote the system received.
- The small "R" at the top of the screen indicates the handset is communicating with the receiver
- The icons in the top left indicate the WiFi signal strength.

Help Desk

A Help Desk will be able to assist voters who have trouble with using the handset. If a handset malfunctions, a voter will receive a new handset.

Handset Return

If you leave the meeting temporarily, please keep the handset with you. If the meeting ends or you leave, return the handset to the check-in table.



Town Meeting Access for Voters with Disabilities

Parking – Universally accessible parking spaces are available in the parking lot in front of the Groton Dunstable Marion Stoddart Building. There is a ramp providing access from the parking lot to the front door of the Building.

Wheelchair Accessible & Companion Seating – Wheelchair spaces, seating for people with mobility issues and companion seats are available in the center aisle on both sides of the auditorium.

Sign Language – A Sign Language Interpreter will be provided for the hearing impaired, upon request, at least one week prior to the meeting.

Speaking at Town Meeting – There will be volunteers available to bring hand-held microphones to voters who have mobility issues or cannot stand in line and wait at the microphones.

Restrooms – Accessible restrooms are available near the entrance to the auditorium.

Transportation to Town Meeting - The Council on Aging van will be available to Groton residents attending Town Meetings at no charge. All riders will be at the meeting prior to the start. The van is wheelchair accessible. Your reservation can be made by calling the Senior Center at 978-448-1170. Seats will be filled on a first come, first serve basis.

Questions or concerns - If you or a member of your household has questions or would like to request a sign language interpreter, please contact the Select Board's Office at Town Hall at 978 448-1111 at least one week before the Town Meeting.

**FALL TOWN MEETING WARRANT
OCTOBER 18, 2025**

Middlesex, ss.
Commonwealth of Massachusetts
To any Constable in the Town of Groton

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Marion Stoddart Building Auditorium, 344 Main Street, Groton, Massachusetts in said Town on Saturday, the eighteenth day of October, 2025 at Nine O'clock in the morning, to consider the following:

ARTICLE LISTINGS

| | | |
|--------------------|---|----|
| Article 1* | Prior Year Bills | 6 |
| Article 2* | Amend the Fiscal Year 2026 Town Operating Budget | 6 |
| Article 3* | Transfer Money Into Capital Stabilization Fund | 6 |
| Article 4* | Transfer Money Into Stabilization Fund | 7 |
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| Article 6* | Transfer Within the Water Enterprise Fund | 8 |
| Article 7* | Transfer Within the Sewer Enterprise Fund | 8 |
| Article 8* | Transfer Within the Stormwater Enterprise Fund | 8 |
| Article 9* | Cable Department Equipment Grant | 9 |
| Article 10* | Assessors Quinquennial Certification | 9 |
| Article 11* | Repair Fitch's Bridge Head Wall | 10 |
| Article 12* | Provide Funding to Maintain the Former Nod Road Landfill | 10 |
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| Article 17 | Proposed Amendments to the Groton Charter | 13 |
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| Article 19 | Chapter 202 of the General Bylaws - "Door-to-Door Solicitation" | 14 |
| Article 20 | Amend Chapter 161 – Licenses and Permits of the Groton Code | 19 |
| Article 21 | Special Legislation - Prohibit Use Second Generation Anticoagulant Rodenticides | 21 |
| Article 22 | Accept Bluebird Lane as a Town Way | 22 |
| Article 23 | Citizens' Petition – Authorization for Advisory Committee | 23 |
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| | Report of the Town Manager to the 2025 Fall Town Meeting | 25 |
| | Appendix A – Proposed Amendments to the Groton Charter | |
| | | |

*Will be presented as one motion as a Consent Agenda

Article 1: Prior Year Bills

To see if the Town will vote to transfer from available funds a sum or sums of money for the payment of unpaid bills from prior fiscal years, or to take any other action relative thereto.

Select Board

Select Board:

Finance Committee:

Summary: *Town Meeting approval is required to pay bills from a prior fiscal year. A list of unpaid bills will be provided at Town Meeting. Please see the Town Manager's Report starting on page __ for additional information related to this Article.*

Article 2: Amend the Fiscal Year 2026 Town Operating Budget

To see if the Town will vote to amend the Fiscal Year 2026 Operating Budget as adopted under Article 5 of the April 26, 2025 Spring Town Meeting and amended under Article 1 of the June 23, 2025 Special Town Meeting, and vote to raise and appropriate and/or transfer from available funds a sum or sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2026, or to take any other action relative thereto.

Finance Committee

Select Board

Town Manager

Select Board:

Finance Committee:

Summary: *The Fiscal Year 2026 Town Operating Budget was approved at the April 26, 2025 Special Town Meeting and amended at the June 23, 2025 Special Town Meeting. Any changes to this Budget would have to be made prior to setting the tax rate. The purpose of this article is to make any necessary changes to balance the FY 2026 Operating Budget. Please see the Town Manager's Report starting on page __ for additional information related to this Article.*

Article 3: Transfer Money Into the Capital Stabilization Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Capital Stabilization Fund, or to take any other action relative thereto.

Select Board

Select Board:

Finance Committee:

Summary: As of the printing of this Warrant, the Fund has a balance of \$____. The financial management goal is to achieve and maintain a balance in the Capital Stabilization Fund equal to 1.5% of the total annual budget. The target amount for the Capital Stabilization Fund will be provided at Town Meeting. Please see the Town Manager's Report starting on page ____ for additional information related to this Article.

Article 4: Transfer Money into the Stabilization Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Stabilization Fund, or to take any other action relative thereto.

Select Board

Select Board:
Finance Committee:

Summary: As of the printing of this Warrant, the balance in this fund is \$____. The financial management goal is to achieve and maintain a balance in the Fund equal to 5% of the total annual budget. The target amount for the Fund will be provided at Town Meeting. Please see the Town Manager's Report starting on page ____ for additional information related to this Article.

Article 5: Transfer Money into the GDRSD Capital Stabilization Fund

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Town of Groton Capital Stabilization Fund for the Groton Dunstable Regional School District, or to take any other action relative thereto.

Town Manager

Select Board:
Finance Committee:

Summary: As of the printing of the Warrant, the balance in this fund is \$____. This fund covers the Town of Groton's share of the Groton Dunstable Regional School District Committee's long-range Capital Plan to address its capital needs. The target amount will be provided at Town Meeting. Please see the Town Manager's Report starting on page ____ for additional information related to this Article.

Article 6: *Transfer Within the Water Enterprise Fund*

To see if the Town will vote to transfer a sum or sums of money from the Water Enterprise Fund Surplus to the Fiscal Year 2026 Water Enterprise Budget, or to take any other action relative thereto.

Board of Water Commissioners

Select Board:
Finance Committee:

Summary: *This Article will seek a transfer from the Water Enterprise Fund Surplus to the Fiscal Year 2026 Water Department's General Expense Budget to cover unanticipated expenses. Please see the Town Manager's Report starting on page __ for additional information related to this Article.*

Article 7: *Transfer Within the Four Corners Sewer Enterprise Fund*

To see if the Town will vote to transfer a sum or sums of money from the Four Corners Sewer Enterprise Fund Surplus to the Fiscal Year 2026 Four Corners Sewer Enterprise Department Budget, or to take any other action relative thereto.

Board of Sewer Commissioners

Select Board:
Finance Committee:

Summary: *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2026 Four Corners Sewer Budget. Please see the Town Manager's Report starting on page __ for additional information related to this Article.*

Article 8: *Transfer Within the Stormwater Enterprise Fund*

To see if the Town will vote to transfer a sum or sums of money from the Stormwater Enterprise Fund Surplus to the to the Fiscal Year 2026 Stormwater Enterprise Budget, or to take any other action relative thereto.

Town Manager

Select Board:
Finance Committee:

Summary: *This article allows the Stormwater Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2026 Stormwater Budget. Please see the Town Manager's Report starting on page __ for additional information related to this Article.*

Article 9: Cable Department Equipment Grant

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, for the purpose creating a Cable Department Equipment Grant Fund for the Local Access Cable Department, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *The Town's Cable Television License agreements with Verizon New England Inc. and Spectrum Northeast, LLC include Public, Educational, and Government Grants to be used for capital funding (equipment) purposes. The Town currently collects all cable revenue in the "Cable Department Receipts Reserved for Appropriation Fund" that was established at the 2024 Special Town Meeting. This Article will create a new fund for these Public, Educational, and Governmental (PEG) Grant payments so that they can be separated from the general PEG Access Support fees that both entities provide on a quarterly basis. When the Town closed the Cable Enterprise last year, funding designated for this equipment grant was returned to the General Fund and certified as Free Cash. It should have been set aside for equipment. This Article will transfer funds from Free Cash to the Equipment Grant Fund.*

Article 10: Assessors Quinquennial Certification

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum or sums of money, to be expended by the Town Manager, for the purpose of completing the five-year full certification program necessary to achieve full and fair cash value in accordance with the requirements of Chapter 40, Section 56, and Chapter 58, Sections 1, 1A, and 3, of the Massachusetts General Laws, and the Massachusetts Department of Revenue, or to take any other action relative thereto.

oard of Assessors

Select Board:

Finance Committee:

Summary: *Assessors in every city and town are responsible for developing a Revaluation program to completely analyze and revalue all property within its borders every year. Revaluation annually, is required under Massachusetts law and is regulated by the Massachusetts Department of Revenue's Bureau of Local Assessment (BLA). The rationale for revaluation is to always maintain property at fair market or fair cash value to ensure equity for all classes of property. Every fifth year the Massachusetts Department of Revenue requires a full certification with BLA oversight. The Assessors are seeking \$30,000 to cover the cost for appraisal services of Real Property to be conducted by Vision Government Solutions.*

Article 11: *Repairs to Fitch’s Bridge Head Wall*

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, to repair the head wall at Fitch’s Bridge, and all costs associated and related thereto, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *The head wall that supports the bridge abutment for Fitch’s Bridge is collapsing and needs to be repaired. The Department of Public Works will oversee the repairs of this head wall in compliance with Massachusetts State Law with regards to procurement. This Article will authorize the funding for this repair. Please see the Town Manager's Report starting on page __ for additional information related to this Article.*

Article 12: *Provide Funding to Maintain the Former Nod Road Landfill*

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager to maintain the former Nod Road Landfill in compliance with Massachusetts Department of Environmental Protection requirements, and all costs associated and related thereto, or to take any other action relative thereto.

Town Manager

Department of Public Works Director

Select Board:

Finance Committee:

Summary: *Recently the Department of Environmental Protection (DEP) inspected the former Nod Road Landfill and has required the Town to begin mowing the Landfill. DEP is requesting that the Town conduct a third party inspection to ensure the Landfill was “capped” properly. The DPW Director has requested funds be put aside for maintenance, mowing, inspections and monitoring well installation, along with engineering and survey work. The purpose of this Article is to provide the necessary funding. Please see the Town Manager's Report starting on page __ for additional information related to this Article.*

Article 13: *Repair Fire Alarm - Function Hall and Restaurant at the Country Club*

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager to repair and/or replace the Fire Alarm System at the Function Hall and Restaurant at the Groton Country Club, and all costs associated and related thereto, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *During a recent inspection, it was determined that the current Fire Alarm System at the Functional Hall and Restaurant at the Groton Country Club needs to be replaced to provide proper fire protection at these facilities. The purpose of this Article is to provide the necessary funding for this purpose. Please see the Town Manager's Report starting on page __ for additional information related to this Article.*

Article 14: *Engineering Funds for Complete Streets Grant Work*

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, for the purpose of paying engineering costs, and other related costs, for work associated with successfully receiving grant funding from the Commonwealth under the Complete Streets Grant Program, or to take any other action relative thereto.

Complete Streets Committee

Select Board:

Finance Committee:

Summary: *The Complete Streets Committee has successfully received over \$750,000 in grant funding from the Commonwealth of Massachusetts under their Complete Streets Program. Some of the projects covered by the funding have been sidewalks on West Main Street and Lowell Road, along with Pedestrian Crossing Devices along Main Street. The Committee is in the process of preparing another Grant Application this Fall. One of the requirements for this program is that the Town has to cover engineering costs for any approved project. The Committee is seeking \$30,000 for this purpose.*

Article 15: Debt Service for Middle School Track

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum or sums of money, pursuant to Chapter 44B, Section 5, of the Massachusetts General Laws, for debt service for Fiscal Year 2026 for the Middle School Track Project, as authorized under Article 7 of the May 1, 2021 Spring Town Meeting, or to take any other action relative thereto.

Community Preservation Committee

Select Board:

Finance Committee:

Summary: *This Article appropriates the debt service payment for the Middle School Track Project. Article 7 of the May 21, 2021 Spring Town Meeting appropriated \$1,405,374 for the project. The Community Preservation Committee will pay an additional \$_____ in debt service (\$_____ in principal payment and \$_____ in interest payment). The entire amount will come from the Unallocated Reserve.*

Article 16: Establishing Limits for Various Revolving Funds

To see if the Town will vote, pursuant to the provisions of Chapter 44, Section 53E½, of the Massachusetts General Laws and the Revolving Fund Bylaw, to increase the FY 2026 Spending limit of the Home Recycling Equipment Revolving Fund and the Senior Center Fitness Equipment Revolving Fund from \$10,000 to \$25,000 each, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *This Article authorizes increasing the FY 2026 Spending Limit of the Home Recycling Equipment Revolving Fund and SR. Center Fitness Equipment to \$25,000.*

Article 17: *Proposed Amendments to the Groton Charter*

To see if the Town will vote to authorize the Select Board to petition the General Court of the Commonwealth of Massachusetts for a special act to amend the Town Charter as set forth in Appendix A of this Warrant, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments thereto before enactment by the General Court, which amendments shall be within the public purposes of said petition, or to take any other action relative thereto.

Charter Review Committee

Select Board:

Finance Committee:

Charter Review Committee:

Summary: *This Article seeks reconsideration of proposed amendments to the Town of Groton Charter that were previously brought before the Spring 2025 Town Meeting and narrowly defeated by a margin of three votes. The proposed amendments were developed through a public process and are intended to improve clarity, efficiency, and governance within the Charter. Due to the close vote and continued public interest, these amendments are being presented again for further discussion and vote at this Town Meeting, with some slight changes. Approval of the article would authorize the submission of the revised Charter to the Legislature for enactment. The proposed changes are shown in Appendix A of this Warrant beginning on page ____.*

Article 18: *Replace Self Contained Breathing Apparatus for the Fire Department*

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, to purchase and replace the Self-Contained Breathing Apparatus of the Fire Department and all costs associated and related thereto, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *Self-contained breathing apparatus (SCBA) is a critical component of the safety gear utilized by Fire Department personnel. The ability to breathe clean air and operate in hazardous atmospheres where smoke, heat, and toxic gases are present and may be the difference between life or death during emergency incidents. The Groton Fire Department has policies and procedures in place requiring SCBA's to be worn by personnel on structure fires, vehicle fires, hazardous materials incidents, and other incidents deemed necessary by company officers. The Town had hoped that this purchase would be covered by a Federal Grant, but the Grant Funding has not been received and the SCBA equipment has reached its useful life and needs to be replaced immediately. The cost of this replacement is approximately \$500,000. The Town Manager is recommending that these funds be borrowed and paid off over five (5) years.*

Article 19: Chapter 202 of the General Bylaws - “Door-to-Door Solicitation”

To see if the Town will vote to amend the General Bylaws of the Town of Groton by adding a new Chapter 202 entitled “ Door-to-Door Solicitation” as follows:

**Chapter 202
Door-to-Door Solicitation**

§ 202 - 1 Purpose

The purpose of this Chapter 202 is to provide for the regulation of door-to-door solicitation for commercial purposes in the Town to Groton, to promote public safety and consumer protection.

§ 202-2 Definitions

For the purpose of this Chapter, the following terms shall have the meanings indicated below:

PEDDLER/HAWKER — Any person who sells and makes immediate delivery of, or offers for sale and immediate delivery of, any goods, wares or merchandise, in possession of the seller, at any place within the Town of Groton other than from a fixed place of business.

PERSON — Includes the singular and the plural and shall also mean and include any person, firm or corporation, association, club, partnership or society, or any other organization.

SOLICITOR — Any person who sells or takes orders or offers to sell or take orders for goods, wares, or merchandise for future delivery, or for services to be performed, at any place within the Town of Groton other than a fixed place of business.

DOOR-TO-DOOR SOLICITATION — The transaction of any temporary business within the Town by moving from one place to another by foot, vehicle, or other conveyance, and selling or buying goods, wares, merchandise, foods, or services, or soliciting for orders, sales, subscriptions, or business of any kind, or soliciting for information or donations, including such conduct by peddlers, hawkers, and solicitors.

§ 202-3 License Required

No person may engage in door-to-door solicitation in the Town of Groton without a license issued by the Chief of Police, unless otherwise exempted under this Chapter 202.

§ 202-4 Exemptions

This Chapter shall not apply to:

- A. Persons, firms or corporations selling services, goods, wares, merchandise or materials at wholesale to dealers in such articles.
- B. Newspaper delivery.

- C. Persons vending and delivering goods, wares, or merchandise to regular customers on established routes in the regular course of business.
- D. Deliveries of products previously ordered or purchased.
- E. Sales on private property of the owner's or occupant's household goods and belongings.
- F. Any activity for religious, political, or public policy purposes or other noncommercial purposes, such as non-profit organizations and youth groups, regardless of whether such activity includes acts that would otherwise constitute door-to-door solicitation.
- G. Governmental officers or employees of the Town, county, state or federal government, or any subdivision thereof, when on official business.
- H. Insurance companies authorized to do business in Massachusetts.
- I. Persons under the age of 18 except in connection with a for-profit organization, newspaper carriers excepted.

§ 202-5 Application for License

- A. Each person seeking to conduct door-to-door solicitation shall obtain from and file with the Police Department an application for a license and accompany said application with an investigation fee to cover the cost of investigating the applicant in an amount set from time to time by the Town Manager.
- B. The written application shall contain the required information:
 - (1) Name, permanent address and telephone number, and temporary address if any, of the person seeking to conduct door-to-door solicitation.
 - (2) Applicant date of birth.
 - (3) Applicant height, weight, color of hair and eyes.
 - (4) Make, model and registration number and owner of any vehicle to be used by the applicant while conducting door-to-door solicitation.
 - (5) Period of time for which the license is needed.
 - (6) Brief description of nature of business and goods to be sold.
 - (7) Name, address and telephone number of the person or organization whom the applicant represents and the length of time the applicant has been associated with or employed by that person or organization.
- C. The applicant shall permit the Police Department to photograph said applicant for identification purposes.
- D. A license fee structure shall be issued for one day, one week, one month, or one year. The fees for each duration shall be set from time to time by the Town Manager. One-year duration licenses will be prorated from the set fee if not obtained in the month of January.

§ 202-6 Investigation of Applicant; Issuance or Denial of License

- A. Upon receipt of each such application, the Police Department shall initiate an investigation of the applicant as the Department deems necessary for the protection of the public good, subject to all applicable legal requirements, including authorized criminal history background checks.
- B. Not later than 10 calendar days after the filing of such application, the Chief of Police, or their designee, shall issue the applicant a license [in the form of a photo license card] showing the name and address of the licensee and authorizing them to solicit for the purposes described in their application subject to this Chapter and the laws of the Commonwealth of Massachusetts. Failure by the Chief of Police to act on an application within 10 calendar days shall constitute approval of said application.
- C. Grounds for disapproval of an application shall be:
 - (1) Applicant has a conviction in any state or federal court of the United States or any court of a territory of the United States for any of the following named offenses committed within the last seven years: murder/manslaughter, rape, arson, burglary, breaking and entering, larceny, robbery, receiving stolen property, assault, fraud, sexual misconduct as specified in M.G.L. c. 265, §§ 13B and 22 through 24, and M.G.L. c. 272, § 53A, unlawfully carrying weapons, or the attempt of any such offense, as such persons pose a substantial degree of danger to minors and other persons vulnerable to becoming victims of the violent crimes so listed;
 - (2) Applicant is a person who is a sex offender required to register with the Sex Offenders Registry Board and who is finally classified as a Level 2 or Level 3 Sex Offender, as such person has been found to have a moderate to high risk of re-offense and pose a substantial degree of dangerousness to minors and other persons vulnerable to becoming victims of sex crimes;
 - (3) Applicant has had a license revoked for violation of this Chapter within the previous two-year period; or
 - (4) The failure to include any of the information requested in the application.

§ 202-7 License Requirements

- A. Licenses shall be issued, or denied, by the Chief no later than 10 business days after the application therefor is made in writing to the Police Department.
- B. All [licenses / photo license cards] shall clearly indicate the dates of issuance and expiration and the name and address of the licensee.
- C. All licenses issued under this Chapter are personal to the licensee and shall not be transferable. It shall be a violation of this Chapter for a licensee to allow a license to be used by any other person.

- D. Licensees under this Chapter shall carry their [license / photo license card] with them while engaged in authorized activities and must have such [license / photo license card] clearly visible while soliciting in the Town of Groton.
- E. Annual licenses shall expire on December 31 of the year issued.
- F. Ice creams trucks are required to print and post an 8 1/2 x 11 color copy of the [license / photo license card] in the window of vehicle, clearly visible to patrons.
- G. If while the application is pending or during the term of any license granted thereon there is a change in fact, policy, or method that would alter the information given in the application, the applicant or licensee, as the case may be, shall notify the Police Department in writing within 24 hours of such change.
- H. A license issued under this Chapter 202 does not constitute an endorsement by the Town of Groton nor by any of its departments or officers of the purpose or of the person conducting the solicitation.

§ 202-8 Time Limit for Operation

No licensee under this Chapter shall conduct door-to-door solicitation between the hours of 7:00 p.m. and 9:00 a.m. or on Sundays and legal holidays, unless invited to do so by the owner or occupant of any private residence in the Town.

§ 202-9 No Solicitation List

A No Solicitation List shall be established and maintained by the Groton Police Department to prohibit door-to-door solicitation at certain premises. Owners or occupants may submit their property for inclusion on the list without charge. Upon approval of the issuance of a license as provided herein, each such licensed entity or individual shall be provided with a copy of the No Solicitation List and may not conduct door-to-door solicitation at such property.

§ 202-10 Posted Premises

No person shall engage in door-to-door solicitation upon any premises without a prior invitation from the occupant if such premises is posted against such solicitation by means of a notice prominently displayed near the main entrance to the premises or on or near the main door bearing the phrase "no solicitors" or words of similar effect.

§ 202-11 Revocation of License; Appeals

- A. Licenses issued under this Chapter may be revoked by the Chief of Police for any of the following causes:
 - (1) Fraud, misrepresentation, or false statements contained in the application for a license.
 - (2) Fraud, misrepresentation, or false statements in the course of carrying on door-to-door solicitation.
 - (3) Any violation of this Chapter.

- (4) Commission or conviction of a felony.
 - (5) Commission or conviction of any crime or misdemeanor of moral turpitude.
 - (6) Conducting the business of door-to-door solicitation in a threatening, abusive or illegal fashion so as to constitute a menace to the health, safety, or general welfare of the public.
- B. Notice of the revocation of the license shall be given in writing, setting forth the grounds of complaint and the opportunity to appeal the decision of revocation. Such notice shall be made in person or mailed to the licensee at their last known address, or at an address contained in the application for a license.
- C. Any person who is denied a license or whose license has been revoked may appeal by filing a written notice of appeal with the Town Manager. Such appeal must be filed within five days after receipt of the notice of denial or revocation. The Town Manager shall hear the appeal within one week of the written notice of appeal, provided, however, that if the Town Manager fails to make a determination within 30 days after the filing of the appeal, the license shall be deemed granted or reinstated as the case may be.

§ 202-12 Violations and Penalties

- A. Any person violating any provisions of this Chapter shall be subject to a fine of \$300 for each offense, except as otherwise provided herein; and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.
- B. Noncriminal disposition. As an alternative to criminal prosecution or civil action, the Town may elect to utilize the noncriminal disposition procedure set forth in M.G.L. c. 40, § 21D, which has been adopted by the Town in the Code of the Town of Groton, Chapter 1, § 1-4, Complaints, in which case the Police Department or authorized agent shall be the enforcing person.

§ 202-13 Severability

Invalidity of any individual provision of this Chapter shall not affect the validity of the Chapter as a whole.

And further, to authorize the Town Clerk to make any numbering or formatting edits necessary to conform to the publication conventions of the Town Bylaws;

or to take any other action relative thereto.

Town Manager
Police Chief

Select Board:
Finance Committee:

Summary: *The Door-to-Door Solicitation Bylaw will establish a process for Solicitors and other Transient Vendors to obtain a license from the town. The application process will include the following: a review of the background of the vendor and suitability of the applicant. This license will establish working hours for vendors to solicit door to door and will prohibit door to door solicitation from 7PM - 9AM, and exclude soliciting on Sunday and holidays. The bylaw will also establish a "No Solicitation List." This will prohibit soliciting for any properties that are on the list, and solicitors will not be allowed to go in or on the private property or residence of such person(s) who are on the list. Residents may request to be placed on the "No Solicitation List" at any time. The bylaw establishes penalties for those who solicit in violation of the bylaw.*

Article 20: Amend Chapter 161 – Licenses and Permits of the Groton Code

To see if the Town will vote to amend Chapter 161 "Licenses and Permits" of the of the General Bylaws of the Town by adding a New Article 2 entitled "Criminal History Background Checks" as follows:

**Chapter 161
Licenses and Permits**

Article 2. Criminal History Background Checks

§161-2 Purpose and Authority

- A. In order to protect the health, safety, and welfare of the inhabitants of the Town of Groton, and as authorized by M.G.L. c. 6, § 172B 1/2, this Chapter shall require:
 - (1) Applicants for a license listed in §161-3 below to submit to fingerprinting by the Groton Police Department; and
 - (2) The Police Department to arrange for the conduct of fingerprint-based criminal record background checks.
- B. The Town authorizes the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Systems (DCJIS), and the Federal Bureau of Investigation (FBI), as may be applicable, to conduct on the behalf of the Town and its Police Department fingerprint-based state and national criminal history records checks, including FBI records, consistent with this Chapter. The Town authorizes the Police Department to receive and utilize state and FBI records in connection with such background checks, consistent with this Chapter. The Town shall not disseminate criminal record information received from the state or FBI to unauthorized persons or entities.

§161-3 Licenses Subject to Fingerprinting

Any applicant for a license to engage in any of the following occupational activities shall have a full set of fingerprints taken by the Police Department for the purpose of conducting a state and national fingerprint-based criminal history records check:

- A. Manager of alcoholic beverage license.
- B. Hawkers, peddlers, and solicitors (door-to-door solicitation license).
- C. Ice cream truck vendor.
- D. Junk dealers.
- E. Owner or operator of a public conveyance.

§161-4 Police Department Procedure

- A. The Police Department will forward the full set of fingerprints obtained pursuant to this Chapter either electronically or manually to the State Identification Section of the Massachusetts State Police.
- B. The Police Department shall provide the applicant with a copy of the results of his or her fingerprint based criminal background check and supply the applicant with opportunity to complete, or challenge the accuracy of, the information contained in it, including the state and FBI identification record. Any applicant that wishes to challenge the accuracy or completeness of the record shall be advised that the procedures to change, correct, or update the record are set forth in 28 CFR 16.34 and any applicable DCJIS policy.
- C. The Police Department shall communicate the results of fingerprint-based criminal history records check to the applicable Town licensing authority (the "licensing authority"). The Police Department shall in addition render to the licensing authority its evaluation of the applicant's suitability for the proposed occupational activity based on the results of the criminal records background check and any other relevant information known to it. In rendering its evaluation, the Police Department shall indicate whether the applicant has been convicted of, or is under pending indictment for, a crime that bears upon his or her suitability for the proposed occupational activity, or any felony or misdemeanor that involved force or threat of force, controlled substances, or a sex-related offense.

§161-5 Reliance by Licensing Authority on Results of Background Check.

- A. The licensing authority may utilize the results of any fingerprint-based criminal records background check performed pursuant to this Chapter for the sole purpose of determining the applicant's suitability for the proposed occupational activity. The licensing authority may deny an application for any license specified herein, including renewals and transfers thereof, if it determines that the results of the fingerprint-based criminal records background check render the applicant unsuitable for the proposed occupational activity.
- B. No application shall be denied on the basis of information contained in a criminal record until the applicant has been afforded a reasonable time, as determined by the licensing authority, to correct or complete the information, or has declined to do so.

§161-6 Policies and Procedures

The Police Department, subject to the approval of the Town Manager, will develop and maintain written policies and procedures for its licensing-related criminal record background check system.

§161-7 Fees

Each applicant for a license listed in §161-3 shall pay a fee as set from time to time by the Town Manager.

And further, to authorize the Town Clerk to make any numbering or formatting edits necessary to conform to the publication conventions of the Town Bylaws;

or to take any other action relative thereto.

**Town Manager
Police Chief**

Select Board:

Finance Committee:

Summary: *The amendment will authorize the Town to require a fingerprint- based criminal background check of applicants of certain licenses to protect the safety of the inhabitants of the Town of Groton. The amendment will require those who apply the following licenses: Manager of alcoholic beverage license; Hawkers, peddlers, and solicitors; ice cream truck vendor; owner or operator of a public conveyance. The licensing authority shall utilize the results of any fingerprint-based criminal records background check for the sole purpose of determining applicant's suitability for the proposed occupational activity.*

Article 21: Special Legislation - Prohibit Use Second Generation Anticoagulant Rodenticides

To see if the Town will vote to authorize the Select Board to petition the General Court of the Commonwealth of Massachusetts for a special act as set forth below, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments thereto before enactment by the General Court, which amendments shall be within the public purposes of said petition, or to take any other action relative thereto.

An Act Authorizing the Town of Groton To Prohibit the Use of Second Generation Anticoagulant Rodenticides

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding chapter 132B of the General Laws or any other general or special law to the contrary, the town of Groton may regulate through local bylaw or board of health regulation the use of second generation anticoagulant rodenticides within the town of Groton, including prohibiting the use of such pesticides by licensed commercial applicators as defined in 333 C.M.R. 10.00.

SECTION 2. This act shall take effect upon its passage.

or to take any other action relative thereto.

Select Board

Select Board:
Finance Committee:

Summary: *The passage of legislation - whether state-wide or local - authorizing the prohibition or restriction of so-called "second generation anticoagulant rodenticides", commonly referred to as "SGARs", is necessary for the following reasons: Despite the use of rodent poisons for generations, rodents continue to proliferate in communities that support their feeding habits; Trash control, rather than poison, is the most effective means of reducing rodent populations; SGARs have caused, and continue to cause, immense, prolonged suffering and death among natural rodent predators such as bald eagles, owls, hawks, coyotes, foxes, and in some cases, domestic pets; In May 2025, the Select Board adopted a policy prohibiting the use of SGARs on Town property; In order to prohibit or restrict the application of SGARs on private property in Groton, state-wide or local legislation is necessary; Many other communities, including Newton, Arlington, Billerica, Brookline and Newbury, have filed petitions in the General Court seeking similar special legislation; The extreme, unnecessary, and avoidable suffering of non-targeted species must be curtailed by adherence to a community-wide integrated pest management ("IPM") program that requires public education, enhanced trash management measures and that either prohibits or greatly restricts the use of SGARs; If enacted, the petitioned special legislation would permit the Town to determine the extent to which SGARs should be prohibited or restricted in Groton under a future bylaw approved by Town Meeting.*

Article 22: Accept Bluebird Lane as a Town Way

To see if the Town will vote to accept Bluebird Lane as a public way, as recommended by the Planning Board and laid out by the Select Board and as shown on a plan entitled "Bluebird Lane Street Acceptance Plan, Groton, Massachusetts" Owned by R.D. Kanniard Homes, Ayer, MA, prepared by Dillis & Roy, Civil Design Group, dated May 15, 2025, and on file with the Town Clerk; to authorize the Select Board to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of a public way, including but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way, or to take any other action relative thereto.

Select Board

Select Board:
Finance Committee:

Summary: *To accept Bluebird Lane as a public way.*

Article 23: Citizens' Petition – Authorization to Create an Advisory Committee

To see if the Town will vote to require the creation of an Advisory Committee to develop and recommend a process for delivering Major Initiative Cost - Benefit Reports to Town Meeting.

Citizens' Petition

| NAME | ADDRESS | NAME | ADDRESS |
|------------------|-----------------------|------------------|----------------------|
| John Petropoulos | 18 Kemp Street | Mary A. Jennings | 62 Blossom Lane |
| Kevin Lindemer | 201 Boston Road | Diane Hewitt | 57 Long Hill Road |
| Stephen Lane | 86 Ridgewood Road | Deborah Busser | 17 Broadmeadow Road |
| Bruce H. Easom | 435 Martins Pond Road | Jonathan Strauss | 38 Westview Street |
| Jay Prager | 28 Star House Lane | Mark R. Presti | 230 Fieldstone Drive |

Select Board:

Finance Committee:

Summary: The following summary was prepared by the petitioners and represents their view on the Article: *Town Meeting would benefit from the provision of rigorous and independently created cost-benefit reports to Town Meeting for articles projected to add significant cost to taxpayers. Phase one (this article) authorizes the creation of a five (5) person Advisory Committee charged with developing the structure, protocols and membership for creating Major Initiative Cost - Benefit Reports. The Committee will present its recommendations to a future Town Meeting for consideration and adoption. The Advisory Committee would be appointed by an affirmative vote of this Town Meeting and would consist of the first five signatories of this Citizen's Petition. The Committee will engage members of the Select Board, Fin Com, School Committee and other subject matter experts in its work.*

Hereof fail not and make return of your doings to the Town Clerk on or before time of said meeting.

Given under our hands this 29th Day of September in the year of our Lord Two Thousand Twenty-Five.

Matthew F. Pisani

Matthew F. Pisani, Chair

Rebecca H. Pine

Rebecca H. Pine, Vice Chair

Alison S. Manugian

Alison S. Manugian, Clerk

John F. Reilly

John F. Reilly, Member

Peter S. Cunningham

Peter S. Cunningham, Member

OFFICERS RETURN
Groton, Middlesex

Pursuant to the within Warrant, I have this day notified the Inhabitants to assemble at the time, place, and for the purpose mentioned as within directed. Personally posted by Constable.

Constable

Date Duly Posted

TOWN OF GROTON
COMMUNITY PRESERVATION COMMITTEE
HISTORIC PRESERVATION GRANT AGREEMENT

PROJECT NAME: **BANCROFT CASTLE PRESERVATION WORK, PHASE I**

GRANT AGREEMENT #: CPAFUND-2025-8.F

PROJECT DESCRIPTION:

STABILIZATION AND RESTORATION OF MASONRY REMNANTS OF THE
BANCROFT CASTLE ON GIBBET HILL FARM

PROJECT LOCATION:

LOWELL ROAD
GROTON, MA 01450

DATE OF GROTON TOWN MEETING & WARRANT ARTICLE NUMBER:

APRIL 26, 2025 – ARTICLE 8.F

PROJECT SPONSOR(S) (IF DIFFERENT FROM RECIPIENT):

GIBBET HILL FARM, LLC

TOWN OF GROTON, MASSACHUSETTS

COMMUNITY PRESERVATION ACT
GRANT AGREEMENT FOR

Bancroft Castle Preservation Work, Phase I
(Project Name)

This GRANT AGREEMENT (this “Grant Agreement”) made this ____ day of _____, 2025, by and among the Town of Groton, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 173 Main Street, Groton, Massachusetts 01450, acting by and through its Select Board (the “Town”), the Town’s Community Preservation Committee (the “Committee”), Gibbet Hill Farm, LLC, with a mailing address of 48 Hemlock Path, Groton, Massachusetts 01450 (the “Project Sponsor”) and the Groton Historical Commission (the “Recipient”).

WITNESSETH:

WHEREAS, the Committee invited the submission of proposals for grants of funds for purposes consistent with the Community Preservation Act, G.L. c. 44B (the “CPA”); and

WHEREAS, in response thereto, the Recipient submitted a proposal for funding (the “Project Application”) for purposes of pursuing the stabilization and restoration of masonry remnants of the Bancroft Castle on Gibbet Hill Farm, which is owned by Gibbet Hill Farm, LLC (hereinafter referred to as the “Project”) and the Committee reviewed and approved the Project and recommended that the funding for the Project be approved by Town Meeting; and

WHEREAS, the Groton Town Meeting voted on April 26, 2025, under Article 8.F to appropriate the funds recommended by the Committee for the Project (the “Funds”) and authorized the Committee to enter into a grant agreement with the Recipient for the purposes set forth in the Project; and

WHEREAS, the purpose of this Grant Agreement is to ensure that the Funds are used for historic preservation as defined by the CPA; and

WHEREAS, the Town’s Select Board has conferred with the Committee concerning the terms of this Grant Agreement, and both have approved the terms of this Grant Agreement.

NOW THEREFORE, the Town, the Recipient, and the Project Sponsor agree as follows:

1. Award. Subject to the terms of this Grant Agreement, the Town agrees to award the Recipient the amount of One Hundred Fifty-Three Thousand and

00/100 Dollars (\$153,000) for the Project for the purposes set forth in the Project Application.

2. Project Application. The Project Application submitted to the Committee, as may be amended by conditions of the Committee upon award, is incorporated into this Grant Agreement by reference.
3. Term. The term of this Grant Award is three (3) years from the date of the execution of this Grant Agreement (the "Commencement Date"). All of the work described in this Grant Agreement must be completed no later three (3) years from the Commencement Date (the "Completion Date"). In the event the Recipient determines that the work will not be completed by the Completion Date, it must notify the Committee not later than thirty (30) days prior to the Completion Date above and request an extension. The Committee has the sole authority to grant extensions for time under this Grant Agreement. Funds not utilized on the Project must be returned to the Community Preservation Fund forthwith.
4. Budget and Other Sources of Funding. Prior to the commencement of the Project, the Recipient must submit a complete project budget ("Project Budget") that accounts for (1) the expenditure of all Funds awarded under this Grant Agreement, and (2) all other sources of funding necessary to complete the Project as described in this Grant Agreement. Recipient shall not expend any Funds unless sufficient sources of funding have been secured to complete the Project and the Project Budget has been approved by the Committee. If the Committee determines that Funds have been spent on goods or services not included in the Project Budget or otherwise not authorized under the CPA, the Recipient shall repay such Funds to the Committee.
5. Project Cost Sharing. The estimated cost of the Project is One Hundred Seventy Thousand and 00/100 Dollars (\$170,000), of which the Project Sponsor has agreed to pay \$17,000 and the Town has agreed to award \$153,000, for the purposes set forth in this Grant Agreement.
6. Disbursement of Funds. The Recipient hereby acknowledges and expressly agrees that all disbursements of Funds to the Recipient shall be made according to this Grant Agreement and the "Disbursement Schedule and Additional Funding Conditions," a copy of which is attached hereto as Exhibit A. The Recipient may request disbursement of Funds not more than monthly, unless otherwise provided for in Exhibit A. All requests for disbursement of Funds shall be accompanied by a Project Status Report ("PSR") as set forth in Section 7 of this Grant Agreement.
7. Reports. The Recipient shall provide the Committee with a PSR in the form attached hereto as Exhibit B, which shall be due on the first day of January, March, July, and October until the Project is complete. The Recipient shall

also submit a PSR with each request for disbursement of Funds. A final PSR to close out the Project is due within 30 days after the Completion Date. The final PSR shall be to the satisfaction of the Committee, which approval shall not be unreasonably withheld.

Notwithstanding the foregoing, all documents, including but not limited to photographs, videos, etc., submitted by the Recipient to the Committee in connection with the Project shall become the property of the Town and shall be available for use by the Town and available to the public under the Massachusetts Public Records Law.

8. Contact. The Recipient shall identify in writing a contact person responsible for the administration of the Project.
9. Requirements for Release of Funds. The Recipient hereby acknowledges and expressly agrees that all disbursements of Funds to the Recipient or to third parties on the Recipient's behalf shall comply with the Community Preservation Fund Payment requirements.
10. Records. The Recipient shall keep such records with respect to the utilization of the Funds as are kept in the normal course of business and such additional records as may be required by the Town. Should the Recipient have multiple funding sources, the Recipient shall track specific expenditures of the Funds separate from other funding sources. The Town shall have full and free access to such records and may examine and copy such records. The Recipient further agrees to meet from time to time with the Committee or its designee(s), upon reasonable request, to discuss expenditures of the Funds.
11. Restriction. Pursuant to M.G.L. c. 44B, § 12, every project that involves the acquisition of any interest in real property with CPA funds shall be bound by a permanent deed restriction that meets the requirements of M.G.L. c. 184, limiting the use of the interest to the purpose for which it was acquired. Where applicable, Recipient agrees to the imposition of such deed restriction in a form acceptable to the Committee.
12. Compliance with Laws and Agreement. Recipient understands and agrees that projects funded through this Award are made pursuant to and must comply with the requirements of the CPA, M.G.L. c. 44B. Recipient also agrees to comply with all requirements of this Grant Agreement.
13. Permits and Licenses. It is the obligation of the Recipient to obtain all permits and licenses necessary for implementation of the Project. No local permit or license is waived by the award of this grant.
14. No Liability of Town. By making this award, the Town does not accept any liability whatsoever for any acts, omissions, or errors associated with the

Project. Nothing in this Grant Agreement shall be construed to render the Town or any elected or appointed official or employee of the Town, or their successors in office, personally liable for any obligation under this Grant Agreement. Recipient agrees to indemnify and defend the Town from all claims, suits or demands, and costs and expenses, including attorney's fees resulting from implementation of the Project.

15. Successors and Assigns. This Grant Agreement is binding upon the parties, their successors, assigns, and legal representatives. The Recipient shall not assign or otherwise transfer this Grant Agreement, in whole or in part, without the prior written consent of the Town.
16. Default and Termination.
 - a. If the Committee determines that the Recipient had failed to fulfill all obligations set forth under the terms of this Grant Agreement and so defaulted in said obligations, the Committee shall so notify the Recipient in writing, setting forth the nature and details of the default.
 - b. Within seven (7) business days of the Recipient's receipt of said notice of default, the Recipient shall present a plan to cure the default to the Committee for its consideration.
 - c. If the Committee determines in its sole discretion that the Recipient has failed to cure the default, the Committee shall notify the recipient in writing of its decision to terminate the Grant Agreement, at which time the Recipient shall return the Funds to the Town forthwith, pursuant to Section 17 of this Grant Agreement.
 - d. The provisions of this Section shall not be construed to limit the Town from pursuing any other legal remedy in connection with the Recipient's default under this Grant Agreement.
17. Return of Funds.
 - a. Upon completion of the Project, any Funds granted to the Recipient under this Grant Agreement and not yet expended shall not be expended and shall forthwith be returned to the Town.
 - b. In the event this Grant Agreement is terminated pursuant to the provisions of Section 16 of this Grant Agreement, any funds granted to the Recipient under this Grant Agreement and not yet expended shall be returned forthwith to the Town.
 - c. If this Grant Agreement is terminated as a result of negligent or intentional acts or omissions of the Recipient, the Recipient shall be liable to repay to the Town the entire amount of funding provided

under this Grant Agreement, and the Town may take such steps as are necessary, including legal action, to recover said Funds.

- d. In the event the Town is required to take legal action under this Grant Agreement, the Recipient shall be liable for all of the Town's costs expended for the enforcement of this Grant Agreement, including but not limited to reasonable attorney's fees and court costs.

18. Compliance with Laws. The Recipient shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the Project.

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

If to the Town:

Town of Groton
173 Main Street
Groton, MA 01450
ATTN: Town Manager
Email: townmanager@grotonma.gov

If to the Recipient:

Groton Historical Commission
197 Maple Avenue
Groton, MA 01450
ATTN: Aubrey Theall
Email: aubreytheall@hotmail.com

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

20. Severability. If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby.

21. Governing Law: This Grant Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts. Any and all action by either party hereunder shall be commenced in the appropriate court in Middlesex County.
22. Execution in Counterparts. This Grant Agreement may be simultaneously executed in several counterparts each of which shall be an original and all of which shall constitute but one and the same instrument.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be executed on the day and year first above written.

Town of Groton

Groton Historical Commission

Mark Haddad, Town Manager, Duly
Authorized by a vote of the Groton Select
Board on September 15, 2025

Aubrey Theall, Chair

Acknowledged By:

**Groton Community Preservation
Committee**

Gibbet Hill Farm, LLC

_____,
Duly Authorized by a vote of the Groton
Community Preservation Committee on
_____, 2025

Steven H. Webber, Manager

Nancy M. Webber, Manager

EXHIBIT A

Disbursement Schedule and Additional Funding Conditions

Grant Agreement #: CPAFUND-2025-8.F

Project Name: Bancroft Castle Preservation Work, Phase I

Funds shall be disbursed in accordance with the Grant Agreement and with the following conditions:

1. No disbursement of Funds may occur until the Project has received the necessary municipal approvals, if applicable.
2. No disbursement of Funds may occur until the Project Sponsor's funding is in place (commitment or award letters must be provided).
3. No disbursement of Funds may occur until the Project Sponsor records an encumbrance on the property such that the Town shall be repaid the full \$153,000 of the CPA award if either of the following occurs within ten (10) years from the date of this Grant Agreement:
 - a. The Project Sponsor sells the property on which the Bancroft Castle is located; or
 - b. The Bancroft Castle is voluntarily demolished (not including destruction by a natural disaster, act of God, or a demolition order by the Town or other lawful authority for public safety purposes).

EXHIBIT B

Project Status Report Form

Grant Agreement #: CPAFUND-2025-8.F

Project Name: Bancroft Castle Preservation Work, Phase I

Recipient: Groton Historical Commission

Report Date: for the quarter ending on _____, or
accompanying the invoice dated _____.

Is this a final project close out report or an interim report? (circle one or the other)

CPA Award Amount: \$153,000

% CPA Award expended to date: _____% (\$ _____)

List up to five accomplishments or progress made towards meeting the goals, objectives, and requirements of this CPA grant (use separate pages as necessary)*

Have there been any delays in meeting the goals, objectives, and requirements of this CPA grant? If so, please explain them (use separate pages as necessary).

**Attach documentation that shows the purposes and conditions of this grant award are being met (for example, photos of construction work, copies of signed contracts, copies of reports from professional consultants, recorded covenants, funding/award commitment letters from other participating grantors, etc.)*

**SELECT BOARD MEETING MINUTES
MONDAY, SEPTEMBER 8, 2025
UN-APPROVED**

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

Select Board Members Absent: John Reilly;

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Melisa Doig, Human Resource Director; Jeff Gordon, Aubrey Theall, Historical Commission Chair; Patricia DuFresne, Assistant Finance Director; Grace Bannasch, Town Clerk; Tom Delaney, Department of Public Works Director; John Sopka, Dan Emerson, and Sherry Murray, Groton Housing Authority Members.

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

ANNOUNCEMENTS

Mr. Cunningham announced that GrotonFest will be held on Saturday, September 27th, 2025.

PUBLIC COMMENT PERIOD

Mr. Jeff Gordon from the Groton Business Association attended and mentioned that there are many events planned for GrotonFest, including food trucks.

Mr. Aubrey Theall, Chair of the Historical Commission, attended the meeting to make an announcement. He explained that a partnership has been formed among the Historical Commission, the Friends of Prescott, and the Destination Groton Committee as part of a grant from the Society of the Cincinnati, celebrating America's 250th Anniversary. The grant request aims to design and install 15 permanent historical markers that will celebrate Groton's significant landmarks. Mr. Theall said they will meet with the Sign Committee and the Historic Districts Commission to seek approval for the signage. He thought it was important to inform the Select Board about this initiative. When Mr. Pisani inquired whether the markers would be permanent or temporary, Mr. Theall confirmed that they would be permanent.

TOWN MANAGER'S REPORT

- 1. Update from the Town Manager on the West Groton Dam- Consider Delaying any Decision Until Spring 2026- Remove Article from the 2025 Fall Town Meeting Warrant.**

Mr. Tom Delaney, DPW Director, was in attendance.

Mr. Haddad respectfully asked the Select Board to delay any decision on the West Groton (Squannacook River) Dam until Spring 2026 at the earliest. He believes there won't be enough information to make an informed decision this fall, and he doesn't want the Board to rush the issue. Mr. Haddad explained that he would like to give the engineers more time to finish their work and gather reliable information on whether to remove or repair the dam, so the Board and Town Meeting can base their decision accordingly. Although Mr. Delaney is retiring as the DPW Director in November, he will remain involved with this project. Mr. Haddad also respectfully requested that

the Board allow him to remove the Warrant Article from the 2025 Fall Town Meeting Warrant. He has added this issue to the Agenda's Ongoing Issues List so it remains at the forefront.

The Select Board agreed with Mr. Haddad and permitted him to remove the Squannacook River Dam Article from the 2025 Fall Town Meeting Warrant to gather more information. Mr. Haddad will keep the Board informed as he receives information.

Mr. Haddad announced that Mr. Delaney's last official day as the Director of Public Works will be November 7th. He explained that Mr. Brian Callahan will be stepping in as the new Director. Mr. Haddad expressed his gratitude to Mr. Delaney for his mentorship, stating that Mr. Callahan will be ready to hit the ground running in his new role. Mr. Delaney has served in this position for the last 40 years.

2. Consider Opening the Warrant for the 2025 Fall Town Meeting Warrant to Add an Article to Create a Local Access Cable Grant Fund.

Mr. Haddad respectfully requested that the Select Board allow him to add a Warrant Article to the Warrant for the 2025 Fall Town Meeting. He explained that it was recently brought to his attention that when the Cable Enterprise Fund was closed out last year, \$16,000 was inadvertently returned to the General Fund (closed out as Free Cash) that should have been allocated for equipment. Each year, the two cable carriers in Town provide an equipment grant that can only be used for purchases within the Cable Department. Mr. Haddad said that they need to return this money to the Cable Department.

Ms. Pine made a motion to open the 2025 Fall Town Meeting Warrant. Mr. Cunningham seconded the motion. The motion carried unanimously.

Ms. Pine made a motion to authorize adding the Cable Department Article to the 2025 Fall Town Meeting Warrant. Mr. Cunningham seconded the motion.

Discussion

Ms. Pine inquired about the meaning of the acronym PEG within the article and asked Mr. Haddad to spell it out. Ms. Ashley Doucette, the Cable Director, clarified that PEG stands for Public Education, Government.

The motion carried unanimously.

Mr. Pine made a motion to close the warrant. Mr. Cunningham seconded the motion. The motion carried unanimously.

3. Proposed Select Board Meeting Schedule through the End of the Year.

Monday, September 15, 2025 Regularly Scheduled Meeting (Warrant Hearing)
Monday, September 22, 2025 No Meeting (Rosh Hashana Holiday)
Monday, September 29, 2025 Regularly Scheduled Meeting (Approve Warrant)
Monday, October 6, 2025 Regularly Scheduled Meeting

| | |
|----------------------------|---|
| Monday, October 13, 2025 | No Meeting (Indigenous Peoples' Day) |
| Saturday, October 18, 2025 | 2025 Fall Town Meeting |
| Monday, October 20, 2025 | Regularly Scheduled Meeting (Possibly No Meeting) |
| Tuesday, October 28, 2025 | Regularly Scheduled Meeting (Budget Guidance) |
| Monday, November 3, 2025 | Regularly Scheduled Meeting |
| Monday, November 10, 2025 | No Meeting |
| Monday, November 17, 2025 | Regularly Scheduled Meeting |
| Monday, November 24, 2025 | Regularly Scheduled Meeting |
| Monday, December 1, 2025 | No Meeting |
| Monday, December 8, 2025 | Regularly Scheduled Meeting |
| Monday, December 15, 2025 | Regularly Scheduled Meeting |
| Monday, December 22, 2025 | Regularly Scheduled Meeting |
| Monday, December 29, 2025 | No Meeting |
| Monday, January 5, 2025 | No Meeting |
| Monday, January 12, 2026 | Regularly Scheduled Meeting |

ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL

1. Consider Appointing Elizabeth Callendar to the Complete Streets Committee.

Mr. Cunningham made a motion to appoint Elizabeth Callendar to the Complete Streets Committee. Ms. Manugian seconded the motion. The motion carried unanimously.

2. Consider Approving an Amendment to the FMLA Policy.

Included in the Town Manager's Report were proposed amendments to the Family Medical Leave Act (FMLA) Policy. Mr. Haddad explained that the update in 2019, as proposed by our previous Town Counsel, did not accurately update the policy to reflect the Federal FMLA law. Labor Counsel Marc Terry has done a complete review of the Policy and updated it to reflect the actual law. Ms. Pine asked Mr. Haddad about the language concerning spouses within the policy. He explained that it was a federal Policy and that the federal government does not recognize same-sex marriages. Ms. Doig, Human Resource Director, explained that the changes within the Policy were more of a cleanup of the Policy. Mr. Haddad said that employees are permitted to take Family Medical Leave for a family member, veteran, or spouse, but this was not included in the previous policy.

He respectfully requested that the Select Board waive the requirement to wait for an additional meeting before approving new policies or amendments and adopt the policy.

Ms. Pine made a motion to waive the policy requiring the Board to wait an additional meeting to approve new and/or amendments to policies. Ms. Manugian seconded the motion. The motion carried unanimously.

Ms. Pine made a motion to approve the amendment to the Family Medical Leave Act Policy, as presented. Mr. Cunningham seconded the motion. The motion carried unanimously.

3. Review and Consider Adopting the Annual Goals of the Select Board.

Mr. Haddad said that he met with Ms. Pine and Mr. Pisani and had a productive meeting to review and discuss the proposed Goals. He said they came up with categories and assignments during the meeting. Mr. Haddad then reviewed the Goals with the Board. He believes that it was a good list and asked the Board to consider adopting these Goals (See the Annual Goals of the Select Board included in these minutes).

Ms. Manugian made a motion to adopt the Annual Goals of the Select Board. Mr. Cunningham seconded the motion. The motion carried unanimously.

4. Consider Approving a One-Day Wine and Malt Beverages License for the Friends of Prescott for Open Mic Night to be held on Friday, September 12, 2025, from 6:30 p.m. to 9:30 p.m.

Ms. Manugian made a motion to approve a One-Day Wine and Malt Beverages License for the Friends of Prescott for Open Mic Night to be held on Friday, September 12, 2025, from 6:30 p.m. to 9:30 p.m. Ms. Pine seconded the motion. The motion carried unanimously.

6:15 P.M. In Joint Session with the Groton Housing Authority- Consider Appointing Catherine MacDonald to the Housing Authority as the Tenant Representative- Consider Appointing Leslie Colt to the Housing Authority to Fill a Vacancy on the Authority.

Members of the Groton Housing Authority, including Chair Dan Emerson, Ms. Sherry Murray, and Mr. John Sopka, were present.

The Groton Housing Authority conducted interviews for the vacant positions and recommended Ms. Catherine MacDonald as the Tenant Representative and Ms. Leslie Colt for the Elected Seat. Mr. Haddad noted that this was the first time in many years that the Groton Housing Authority would have a full Board.

Tenant Seat

Ms. Pine made a motion to appoint Catherine MacDonald to the Groton Housing Authority to fill the tenant seat, with a term ending June 30, 2027. Mr. Cunningham seconded the motion. The motion carried unanimously.

Elected Seat

Mr. Cunningham made a motion to appoint Leslie Colt to the elected seat until the May 2026 Election. Ms. Manugian seconded the motion. Roll call: Pine-aye; Manugian-aye; Pisani-aye; Cunningham-aye; Emerson-aye; Murray-aye; Sopka-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.

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. Ms. Pine seconded the motion. The motion carried unanimously.

On-Going Issues

- A. PFAS Issue- No update
- B. UMass Satellite Emergency Facility – No update
- C. PILOTs-The Board has agreed to remove PILOTs from the On-Going List
- D. Fire Department Staffing – No update
- E. West Groton Dam-No Update

Mr. Cunningham provided an update to the Board on the Proposed Charter Amendments and explained that the Charter Review Committee held a public hearing on Thursday, September 4th. They presented the proposed Amendments to the Town Charter. The Committee decided to present proposed Amendments to the Town Charter in two separate motions. One motion would be to consider amending the way the Police Chief, Fire Chief, and Town Clerk are appointed, and the other motion would be everything else.

Mr. Cunningham explained that the Committee decided to keep a provision that prevents a Select person from running for another office, so that will remain unchanged. He said that the meeting went well and involved a lot of discussion.

SELECT BOARD LIASON REPORTS

None

Approval of the Regularly Scheduled Meeting of August 25, 2025

Ms. Pine made a motion to approve the regular meeting minutes of August 25, 2025, as presented. Ms. Manugian seconded the motion. The motion carried unanimously.

The Select Board adjourned at 6:40 p.m.

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