



Town Manager
Mark W. Haddad

TOWN OF GROTON

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

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

SELECT BOARD MEETING
TUESDAY, OCTOBER 28, 2025
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL

- | | |
|-------------------|---|
| 6:45 P.M. | Announcements and Review Agenda for the Public |
| 6:46 P.M. | Public Comment Period |
| I. 6:50 P.M. | Town Manager's Report |
| | <ul style="list-style-type: none">1. Update from Town Manager on Town Meeting Follow-Up2. Select Board Meeting Schedule Through the End of the Year |
| II. 6:55 P.M. | Items for Select Board Consideration and Action |
| | <ul style="list-style-type: none">1. Consider Approving a One Day Wine and Malt Beverages License for the Friends of Prescott's Annual Spelling Bee to be held on Friday, November 14, 2025 from 7:00 p.m. to 9:30 p.m. |
| III. 7:00 P.M. | In Joint Session with the Finance Committee – Provide Budget Guidance to the Town Manager for the Creation of the Fiscal Year 2027 Proposed Operating Budget |
| ON-GOING ISSUES – | Review and Informational Purposes – Brief Comments - Items May or May Not Be Discussed |
| | <ul style="list-style-type: none">A. PFAS IssueB. UMass Satellite Emergency FacilityC. Fire Department StaffingD. West Groton Dam |

SELECT BOARD LIAISON REPORTS

- | | |
|--------------|---|
| IV. Minutes: | Regularly Scheduled Meeting of October 6, 2025
Special Meeting of October 18, 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: *October 28, 2025*

TOWN MANAGER'S REPORT

Please note that the Board is meeting on Tuesday this week and the meeting will commence at 6:45 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 is one item scheduled on Tuesday's Agenda. The Select Board will be meeting in joint session with the Finance Committee to provide guidance to the Town Manager for the creation of the Proposed Fiscal Year 2027 Operating Budget. Enclosed with this Report, for discussion purposes only, to assist the Select Board and Finance Committee to provide guidance, is a summary of anticipated revenues and expenses for FY 2027.

1. Now that the 2025 Fall Town Meeting has concluded, I would like to take a few minutes at Tuesday's meeting to update the Board on what action we have taken in response to the approved Articles. Town Meeting was a success and I want to call special attention and thanks for the work of Kara Cruikshank to make sure Town Meeting went off without a hitch. As always, she did a phenomenal job and we are very lucky to have such a dedicated and hard working employee! In addition, the Town of Groton is fortunate to have Jason Kauppi as our Moderator. I have attended/participated in over 130 Town Meetings in my career and Jason Kauppi is the best. He runs and oversees an excellent Town Meeting. Please note the following:
 - a. We have submitted the revised Groton Charter to the Representatives Scarsdale and Sena, as well as Senator Cronin, and requested that they do everything in their power to have the General Court and Governor approve the amended Charter. We will stay in constant contact with our State Delegation to ensure its speedy passage.
 - b. We have also submitted to the State Delegation the request for Special Legislation to allow the Town to ban second generation anticoagulant rodenticides in the Town of Groton. As is the case with the Charter, we will stay in constant contact with the Delegation to ensure its passage as well.

Continued on next page – Over >

Select Board
Weekly Agenda Update/Report
October 28, 2025
page two

1. **Continued:**

- c. The DPW will commence repairs on the Fitch's Bridge Headwall once all fall paving is completed, most likely in the next two weeks. In addition, we will start the process of hiring a company to install monitoring wells and perform other required maintenance at the former Nod Road Landfill.
- d. The Town Manager's Working Group held a meeting this past week to continue the work on developing improvements to the Cow Pond Brook Fields to make sure we are ready for the Spring Town Meeting with a final project for their consideration that incorporates the funding from the Federal Grant we received. We will be scheduling additional meetings, including public hearings, to receive as much input as possible on a final project. Please note that any final project proposal will be approved by the Park Commission before being submitted to the Community Preservation Committee.
- e. The Town Clerk will file the Bylaw to regulate door-to-door solicitation to the Attorney General for approval. I will work with the Chief of Police to refine the proposed amendments to the Chapter 61 "Licenses and Permits" so that we can bring back a proposal to the 2026 Spring Town Meeting.

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

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. I would respectfully request that the Select Board approve a One Day Wine and Malt Beverage License for the Friends of Prescott's Annual Spelling Bee to be held on Friday, November 14, 2025 from 7:00 p.m. to 9:30 p.m.

MWH/rjb
enclosures

Town of Groton

Fiscal Year 2027 Preliminary Summary

FOR DISCUSSION PURPOSES ONLY - ESTIMATE

<u>Category</u>	<u>FY 2027</u>
Unexpended Levy Capacity	\$ 11,270
Anticipated FY 2027 Levy Increase (\$15 Million in New Growth)	\$ 1,210,928
Anticipated FY 2027 Local Receipts Increase (3.5% Estimated Increase)	\$ 198,606
Anticipated FY 2027 State Aid Increase (2% Estimated Increase)	\$ 23,654
Available New Revenue for Fiscal Year 2026	\$ 1,444,458
Initial Set Aside for Municipal Budget (40%)	\$ 577,783
Initial Set Aside for GDRSD Operational Assessment (60%)	\$ 866,675
Anticipated Increase in GDRSD Assessment (8.0%)	\$ 2,259,811
<u>Anticipated Increases in Municipal Budget</u>	
Salaries/Wages - All Union Contracts Call for 3% COLA	\$ 329,858
Pension - Increase set at 6.54%	\$ 155,813
Health Insurance - MIIA Directs an Increase of 14%	\$ 265,080
Anticipated Increase in Nashoba Associated Boards of Health Assessment	\$ 20,091
Anticipated Increase in Nashoba Tech (2½% Increase- Enrollment Stable)	\$ 22,712
Total	\$ 793,554
Anticipated FY 2027 Preliminary Surplus(Deficit) (8.03% Increase for GDRSD)	\$ (1,608,907)

**SELECT BOARD MEETING MINUTES
MONDAY, OCTOBER 6, 2025
UN-APPROVED**

Select Board Members Present: Matt Pisani, Chair; Peter Cunningham; Alison Manugian, Clerk; John Reilly;

Select Board Members Absent: Becky Pine, Vice Chair;

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Melisa Doig, Human Resources Director; Grace Bannasch, Town Clerk; Patricia DuFresne, Assistant Finance Director; Police Chief Luth; Deputy Police Chief Bielecki; Police Officer Andrew Davis, Sergeant Pat Timmins; Members of the Groton Police Department.

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

ANNOUNCEMENTS

Mr. Haddad explained that last spring, the Town applied for a \$1 million Land and Water Conservation Fund grant for the Cow Pond Brook Fields Project. He described it as a two-step process: first, waiting to hear if the state approves it, then recommending it to the federal government, and finally waiting to hear if the Town received the grant. Mr. Haddad announced that this week, they learned the Town was one of six projects approved in the state. He mentioned that he met with the Parks Commission earlier that evening, and they were very excited about receiving the news. The Parks Commission supports the Out-of-Cycle application by the Town Manager to the Community Preservation Committee for this project and has authorized him to proceed with the two-page project summary for FY27 funding. Mr. Haddad expressed his excitement about this news and thanked Ms. Pine for informing him of the grant announcement. He also thanked both the state and federal governments for their support in providing this grant.

Mr. Cunningham wanted to acknowledge the passing of State Senator Edward Kennedy. He said that Senator Kennedy was a strong advocate for the Town of Groton and made significant contributions to the community. Mr. Cunningham also extended his condolences to the Senator's family.

PUBLIC COMMENT PERIOD

None

TOWN MANAGER'S REPORT

- 1. Consider Ratifying the Town Manager's Appointment of Andrew Davis as Sergeant for the Groton Police Department.**

Mr. Haddad stated that Sergeant Pat Timmins would be retiring from the Groton Police Department. Sergeant Timmins has been an outstanding employee for the Groton Police Department. He began his career as a special officer in 2012, was appointed as a full-time officer in 2015, became a detective in 2018, and was promoted to sergeant in 2022. Throughout his time with the department, Sergeant Timmins has been an exceptional member. Mr. Haddad expressed gratitude to Sergeant Timmins for his service to the Town and wished him all the best in his retirement.

Police Chief Luth and Officer Andrew Davis were present among the members of the Groton Police Department. Mr. Haddad explained that Andrew Davis has been a police officer for the past 14 years, having previously worked for the Boston University Police Department and the Lincoln Police Department. Mr. Davis joined the Groton Police Department in 2018. He added that, after holding various positions throughout his career, he has most recently served as the department's detective for the past three years. Chief Luth also mentioned that Mr. Davis always goes above and beyond for the department. The Chief wanted to acknowledge that Mr. Davis's father is a retired police chief for the Town of Pepperell. Mr. Haddad respectfully requested that the Select Board ratify his appointment of Andrew Davis as a Sergeant on the Groton Police Department to fill the vacancy caused by the retirement of Pat Timmins. Mr. Cunningham responded that it was great news, and they have the utmost confidence in him.

Mr. Reilly made a motion to ratify the Town Manager's appointment of Andrew Davis as Sergeant for the Groton Police Department. Mr. Cunningham seconded the motion. The motion carried unanimously.

Grace Bannasch, the Town Clerk, was present to swear in Sergeant Davis, while his wife performed the pinning of his badge on his uniform. Mr. Haddad congratulated Sergeant Andrew Davis.

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

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. Review Motions and Article Assignments for the 2025 Fall Town Meeting.

Mr. Haddad provided the Board with a copy of the motions for the 2025 Fall Town Meeting, which Town Counsel has approved. He reviewed the motions and article assignments with the Board (see the attached document).

Regarding Article 16: Proposed Amendments to the Groton Charter, the Board decided to switch the order of Motions 1 and 2. Mr. Haddad said he would make this change, which would then be reflected in the Fall Town Meeting Handout.

2. Approve Trail and Recreational Easement granted for the Groton Conservation Commission.

Mr. Haddad enclosed a copy of the Trail and Recreational Easement that Anna Eliot wishes to grant to the Groton Conservation Commission. He explained that during its August 12th meeting, the Conservation Commission approved a Negative Determination of Applicability for Anna Eliot to maintain a strip of land as a mowed meadow in perpetuity. This strip of land is marked as 'Parcel A' on the map included with the proposed Easement. Mr. Haddad said that the strip of land (Parcel A) is approximately 20 feet wide and runs along the property formerly known as 'Shepley Hill' (parcel 225-28). Mr. Eliot intends to gift this strip of land to the Conservation Commission to serve as a public easement and access to Shepley Hill (226-4), which abuts her parcel to the west. Mr. Haddad explained that the Conservation Commission expressed gratitude for the donation, which will enable public access via Longley Road to the Shepley Hill parcel, and requested that the Select Board accept this Gift/Grant.

Ms. Cunningham made a motion to accept the trail and recreational easement granted for the Groton Conservation Commission Gift/Grant from Anna Eliot of parcel 226-4. Mr. Manugian seconded the motion. The motion carried unanimously.

Mr. Cunningham explained that there was a question about another easement located on Paquawket Path, and the Conservation Commission was seeking assistance from Town Counsel. Mr. Haddad said that if the Board allowed him, he could send it to Town Counsel to determine its disposition before discussing it with the Board. The Select Board had no objection to this.

OTHER BUSINESS

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

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

Consider Approving a One-Day Wine and Malt Beverage License for the First Parish Church for Liverpool Night to be held on Saturday, October 18th, 2025, from 7:00 p.m. to 10:00 p.m.

Ms. Manugian made a motion to approve a One-Day Wine and Malt Beverage License for the First Parish Church for Liverpool Night to be held on Saturday, October 18, 2025, from 7:00 p.m. to 10:00 p.m. Mr. Cunningham seconded the motion. The motion carried unanimously.

On-Going Issues

- A. PFAS Issue- None
- B. UMass Satellite Emergency Facility –None
- C. Fire Department Staffing – None
- D. West Groton Dam-None

SELECT BOARD LIASON REPORTS

Mr. Cunningham reminded everyone that the Department of Conservation and Recreation (DCR) will hold a meeting on Tuesday, October 7th, at 6:00 P.M. at the Groton Center. Representatives from DCR, along with a consulting firm responsible for permitting and engineering the Nashua River Rail Trail, will discuss and present an overview of their plans for reconstructing the trail.

Mr. Haddad announced that they received the state aid report for the first quarter, which includes revenue from meals and hotel taxes. He stated that the meals tax for the first three months of the fiscal year totaled \$71,000, and the hotel tax was \$61,000. He emphasized that these revenues are very important to the Town.

Approval of the Regularly Scheduled Meeting of September 29, 2025

Mr. Cunningham made a motion to approve the regular meeting minutes of September 29, 2025. Ms. Manugian seconded the motion. The motion carried unanimously.

The Select Board adjourned at 6:22 p.m.

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

**SELECT BOARD MEETING MINUTES
FALL TOWN MEETING
SATURDAY, OCTOBER 18, 2025
UN-APPROVED**

SB Members Present: Matt F. Pisani, Chair; Rebecca H. Pine, Vice Chair; Clerk; Alison S. Manugian, Clerk; John F. Reilly; Peter S. Cunningham;

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Grace Bannasch, Town Clerk; Melisa Doig, Human Resources Director; Katie Kazanjian, Treasurer/Tax Collector.

Mr. Pisani called the meeting to order at 8:45 A.M.

1. Consider Ratifying the Town Manager's Appointment of an Assistant Treasurer/Tax Collector.

Ms. Pine made a motion to approve the Town Manager's appointment of Angela Lemire as the Assistant Treasurer/Tax Collector, contingent upon the passing of Article 2, Motion 1 of the 2025 Fall Town Meeting Warrant. Mr. Cunningham seconded the motion. The motion carried unanimously.

2. Discuss Matters Pertaining to the 2025 Fall Town Meeting.

Mr. Haddad wanted to inform the Board that Groton resident Mr. Michael Manugian was proposing three amendments to Article 16: Proposed Amendments to the Groton Charter. Mr. Haddad was uncertain if he would move forward with these proposals during the 2025 Fall Town Meeting.

3. Consider Approving a One-Day Wine and Malt Beverage License for the Friends of Prescott for a Paint to Sip to be held at the Prescott Community Center on Friday, October 24, 2025, from 6:30 p.m. to 8:30 p.m.

Mr. Cunningham made a motion to approve a One-Day Wine and Malt Beverages License for the Friends of Prescott's Paint to Sip to be held at the Prescott Community Center on Friday, October 24, 2025, from 6:30 p.m. to 8:30 p.m. Ms. Pine seconded the motion. The motion carried 4 in Favor, 1 Against- Manugian.

The meeting was adjourned at 8:50 A.M.

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