



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

## Select Board

Matthew F. Pisani  
Rebecca H. Pine  
Nicholas J. Degaitas, Jr.  
John F. Reilly  
Peter S. Cunningham

**Town Manager**  
Mark W. Haddad

**SELECT BOARD MEETING**  
**MONDAY, JUNE 1, 2026**  
**AGENDA**  
**SELECT BOARD MEETING ROOM**  
**2nd FLOOR**  
**GROTON TOWN HALL**

- 6:00 P.M. Annual Reorganization of the Select Board – Per Select Board Operational Policy, Town Manager Calls Meeting to Order and Calls for Nominations for Chair
- 6:05 P.M. Announcements and Review Agenda for the Public
- 6:06 P.M. Public Comment Period
- I. 6:10 P.M. Town Manager's Report
1. Town Treasurer/Collector Katie Kazanjian – Inform Board of Fiscal Year 2028 Tax Bill Change to Issue Quarterly Tax Bills Twice a Year
  2. Plan to Prepare for the Fiscal Year 2028 Budget
  3. Consider Accepting the Nomination of the Town Manager and Appoint Elizabeth Tannebring to the Commission on Accessibility
  4. Update on Select Board Meeting Schedule through the Labor Day
- II. 6:10 P.M. Items for Select Board Consideration and Action
1. Consider Approving an Amendment to H4795, Amendments to the Groton Charter, that Approves of Striking the Word "Assistant" Each Time it Appears in Paragraph 5.3.7 of Section 5.3
  2. Consider Supporting Dunstable Select Board in Requesting State Action to Adjust the Term of School Committee Member Lacey McCabe to be Extended for the Full Three Year Term
  3. Consider Approving a One Day Wine and Malt Beverage License for the Friends of Prescott's Appreciation Party to be held on Friday, June 19, 2026 from 6:00 p.m. to 8:00 p.m.
  4. Consider Approving a One Day Wine and Malt Beverage License for the First Parish Church Coffeehouse Event to be held on Saturday, June 13, 2026 from 7:00 p.m. to 10:00 p.m.

### 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 Removal
- E. Main Street Study
- F. Flock Cameras

### SELECT BOARD LIAISON REPORTS

III. Minutes: Regularly Scheduled Meeting of May 18, 2026

### 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:** *June 1, 2026*

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

This will be the meeting that the Board conducts its Annual Reorganization. To that end and per Board policy, the Town Manager will call the meeting to order and accept nominations for Chair. Once the new Chair is selected, a Vice Chair and Clerk will need to be chosen. Other than the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues List, there is nothing specifically scheduled on Monday's Agenda.

1. Town Treasurer/Collector Katie Kazanjian will attend Monday's Meeting to discuss her plan to transition the Town's real estate and personal property tax billing process to a double remit format beginning in FY2027. Under this approach, tax bills would continue to be due quarterly in accordance with Massachusetts law; however, bills would be mailed twice per year rather than quarterly. This billing method is widely used by municipalities as a cost-saving measure, reducing printing and postage expenses (could save the Town \$10,000 annually) while maintaining the existing quarterly payment schedule. Communities utilizing double remit billing have also reported occasional improvements in collection timing, as taxpayers who travel seasonally or are away for extended periods often choose to remit both quarters at the same time. To support the transition and ensure residents are well informed, the Town will provide notice through multiple communication channels, including:
  - Town website updates
  - Social media announcements
  - Coordination with the local newspaper/Herald
  - Email reminder notifications through the Town's online payment system regarding upcoming due dates

The proposed change would not alter payment due dates or tax obligations, only the mailing frequency of bills. Enclosed with this Report is an FAQ prepared by Ms. Kazanjian that provides additional information on this proposed Double Remit Tax Billing.

**Select Board**  
**Weekly Agenda Update/Report**  
**June 1, 2026**  
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2. Now that the Annual Town Meeting and Annual Town Election have concluded, it is not too early to begin planning for the Fiscal Year 2028 Operating Budget. As the Board is aware, development of the FY 2027 Budget proved particularly challenging due to rising operating costs, inflationary pressures, and limited growth in State Aid. Given these ongoing fiscal constraints, it is important that budget planning efforts begin as early as possible to ensure adequate coordination and long-term financial planning. To that end, I have been in contact with Dunstable Town Administrator Jason Silva and Groton-Dunstable Regional School District Superintendent Geoff Bruno regarding the reestablishment of the Town Manager’s and Town Administrator’s Working Group. The purpose of the Working Group is to facilitate early collaboration and communication among Groton, Dunstable and the Groton Dunstable Regional School District regarding budget assumptions, financial projections, and shared fiscal challenges. As Alison Manugian previously served as the Board’s representative on the Working Group, I would respectfully request that a member of the Select Board volunteer to participate as the Board’s representative moving forward. I intend to schedule the first Working Group meeting as soon as possible so that discussions regarding FY 2028 budget planning can begin in a timely manner.
  
3. The Commission on Accessibility has requested that I nominate Elizabeth Tannebring to the Commission. I would respectfully request that the Board accept this nomination and appoint Ms. Tannebring to the Commission.
  
4. Please see the following update to the Meeting Schedule that will take the Board through Labor Day:

Monday, June 8, 2026 -	No Meeting
Monday, June 15, 2026 -	Regularly Scheduled Meeting (Annual Appointments)
Monday, June 22, 2026 -	No Meeting
Monday, June 29, 2026 -	Regularly Scheduled Meeting
Monday, July 6, 2026 -	No Meeting
Monday, July 13, 2026 -	Regularly Scheduled Meeting (Line Item Transfers) (Call for the 2026 Fall Town Meeting)
Monday, July 20, 2026 -	No Meeting
Monday, July 27, 2026 -	Regularly Scheduled Meeting
Monday, August 3, 2026 -	No Meeting (Kara Vacation)
Monday, August 10, 2026 -	No Meeting (Mark Vacation)
Monday, August 17, 2026 -	Regularly Scheduled Meeting
Monday, August 24, 2026 -	No Meeting
Monday, August 31, 2026 -	Regularly Scheduled Meeting
Monday, September 7, 2026 -	No Meeting (Labor Day Holiday)
Monday, September 14, 2026 -	Regularly Scheduled Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

1. As the Select Board is aware, the Town Charter approved by the voters at the 2025 Fall Town Meeting included several amendments. One such amendment involved correcting the title of the position of “Principal Assistant Assessor” to “Principal Assessor” in order to conform the Charter to the statutory title of the position. Specifically, Section 5.3.1 of the Charter was amended to eliminate the word “Assistant” from the title “Principal Assistant Assessor.” In addition, the first sentence of Section 5.3.7 was similarly amended to remove the word “Assistant” from the title of “Principal Assessor.” Unfortunately, during the drafting process, the word “Assistant” was inadvertently left in two additional references within Section 5.3.7. This omission was purely a scrivener’s error and was not intended to preserve a different title or create any substantive change in meaning. In order to correct this technical drafting error, the Legislature intends to offer the following amendment to the Charter legislation currently before the General Court: *“Representative \_\_\_\_\_ moves to amend House No. 4795 by striking out section 13 and inserting in place thereof the following section:*

*SECTION 13. Paragraph 5.3.7 of said section 5.3 of said article 5 of said charter is hereby amended by striking out the word ‘assistant’ each time it appears.”*

The Warrant Article approved at the Fall Town Meeting authorizing the Charter petition included the following language: “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.” Accordingly, in order for the Legislature to make the technical correction described above, the Select Board must formally vote to authorize the amendment. Therefore, I would respectfully request that the Select Board take a vote at Monday’s meeting authorizing the proposed amendment to correct this scrivener’s error in the Charter.

2. At the Town of Dunstable’s May 2026 Annual Town Election, the office of Groton Dunstable Regional School Committee Member was inadvertently omitted from the official election ballot. As a result, voters were not provided the opportunity to cast ballots for this office. Incumbent School Committee Member and current Chair, Lacey McCabe, was the only candidate who timely submitted the required certified nomination papers and, absent this inadvertent omission, would have appeared on the ballot unopposed and, most likely, elected to a new three (3) year term.

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**Select Board**  
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2. **Continued:**

Pursuant to Section I.B of the Groton Dunstable Regional School District Agreement, the Dunstable Select Board and Ms. Christina Andriole, the remaining Dunstable member of the Groton Dunstable Regional School Committee, convened jointly on Friday, May 22, 2026, to address the resulting vacancy. Following discussion, the parties unanimously voted to appoint Ms. McCabe to fill the vacancy and to serve until the next Annual Town Election, consistent with the provisions of the Regional Agreement. Given the unique and unusual circumstances surrounding this matter, specifically that Ms. McCabe properly qualified for the ballot and would have been elected but for the inadvertent omission of the office itself, the Dunstable Select Board is presently considering whether to pursue special state action through the Massachusetts Legislature, the Governor's Office, or both, to permit Ms. McCabe's appointed term to extend for the full three-year term rather than expiring after one year. Because such action would differ from the language presently contained within the Regional Agreement, the Town of Dunstable is requesting that the parties to the Regional Agreement consider this proposed approach at an upcoming meeting. Prior to pursuing this option in earnest, the Town seeks the feedback of both the Groton Select Board and the Groton Dunstable Regional School Committee to determine whether there is mutual support for this approach and to ensure all parties are aligned moving forward. As Town Manager, I fully support this action and would urge the Groton Select Board to support the Dunstable Select Board in taking this action to correct this error and allow Ms. McCabe's to serve a full three year term without having to run against next year. This was certainly not Ms. McCabe's fault. I look forward to discussing this in more detail with the Board at Monday's meeting.

3. I would respectfully request that the Board approve a One Day Wine and Malt Beverage License for the Friends of Prescott's Appreciation Party to be held on Friday, June 19, 2026 from 6:00 p.m. to 8:00 p.m.
4. I would respectfully request that the Board approve a One Day Wine and Malt Beverage License for the First Parish Church Coffeehouse Event to be held on Saturday, June 13, 2026 from 7:00 p.m. to 10:00 p.m.

MWH/rjb  
enclosure

# Frequently Asked Questions: Double Remit Tax Billing

## **What is changing?**

The Town is transitioning to a “double remit” tax billing format. Property taxes will still be due quarterly, but tax bills will now be mailed twice per year instead of four times per year.

## **Are my tax due dates changing?**

No. Quarterly due dates remain the same. Only the mailing schedule is changing.

## **How will the new mailing schedule work?**

Residents will receive:

- One bill covering Quarter 1 and Quarter 2
- One bill covering Quarter 3 and Quarter 4

Each quarter will still have its own payment coupon and due date.

## **Why is the Town making this change?**

This is a common practice used by many municipalities to reduce printing, paper, and postage costs while maintaining the same quarterly payment structure required by law.

## **Will I still be able to pay quarterly?**

Yes. Taxpayers may continue paying one quarter at a time, just as they do now.

## **Can I pay both quarters at once?**

Yes. Many residents choose to pay both quarters together for convenience.

## **How will I remember payment due dates if bills are mailed less often?**

The Town will provide reminders through:

- The Town website
- Social media
- Email reminders through the online payment system
- Local newspaper announcements when appropriate

**Residents are encouraged to sign up for online payment reminders.**

**Will online payments still be available?**

Yes. Residents may continue using the Town's online payment system for payments and reminders.

**What happens if I lose my bill?**

Residents can contact the Treasurer/Collector's Office for assistance or access account information through the Town's online payment portal.

**Does this change affect escrowed tax payments through my mortgage company?**

No. Mortgage escrow arrangements are not affected.

**When will this change take effect?**

The Town anticipates implementing double remit billing beginning in FY2027

**SELECT BOARD MEETING MINUTES**  
**MONDAY, MAY 18, 2026**  
**UN-APPROVED**

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

**Also Present:** Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Patrica DuFresne, Assistant Director of Finance/Town Accountant; Megan Foster, Principal Assessor; Tammi Mickel, Assistant Principal Assessor; Melisa Doig, Human Resources Director; Rachael Mead, Deputy Police Chief; Takashi Tada, Town Planner/Land Use Director.

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

**ANNOUNCEMENTS**

Ms. Pine commended the Groton Business Association for the well-attended Spring GrotonFest over the weekend. She also reminded everyone of the Annual Town Election, to be held on Tuesday, May 19th, with polls open from 7:00 a.m. to 8:00 p.m. Precincts 2 and 3 will vote at the Marion Stoddart Middle School Gymnasium, and Precinct 1 will vote at The Groton Center, 163 West Main Street, Groton. She also announced that the Memorial Day Parade will be held on Monday, May 25th.

Mr. Cunningham praised Senator John Cronin for his efforts as a member of the Senate Ways and Means Committee to increase Unrestricted General Government Aid in the Senate's proposed budget, which was well above what the House Ways and Means Committee approved. Mr. Haddad explained that it was approximately \$70,000 more than what was included in the Governor's original Budget.

Mr. Haddad announced that the Groton Women's Club and the Council on Aging are sponsoring a food drive for children in need through Loaves and Fishes. Collection times are Tuesday, May 19th, through Thursday, May 21st, from 10:00 a.m. to 1:00 p.m. at the Groton Center.

Mr. Haddad reported that the town received a check for \$31,434 from the Groton Hill Music Center. This amount represents the proceeds from the Groton Community Fund for Quarter 1 of 2026. He stated that the Community Fund continues to be very successful.

Mr. Haddad read a statement into the record that he had emailed to the Select Board regarding the Town's Flock Cameras. The statement addressed inaccuracies and provided accurate information (see the attached memo). He and Deputy Police Chief Rachael Mead have been working together to establish a Working Group to further review the use of Flock Cameras and related public safety technology. Mr. Haddad would like to form this group immediately. He also stated that unless the Select Board votes to direct the Town Manager and Police Chief to terminate the agreement with Flock Safety pursuant to the contract's opt-out provisions, both he and the Police Chief intend to honor the final year of the agreement for FY2027.

Deputy Police Chief Rachael Mead attended the discussion and shared important information about the town's camera systems. She explained that there are two live cameras, while the others are license plate readers. The license plate readers do not collect personal data; they capture only images of license plates. The live cameras are strategically located throughout the town to assist with traffic investigations and enforcement. Access to the camera system is limited to three officers: the Deputy Chief, the Senior Sergeant, and the Detective. Deputy Chief Mead emphasized that the camera system is a valuable tool for the department. She also noted that data is not shared with federal agencies unless required by law and, under Massachusetts state law, is not shared with ICE. Additionally, she clarified that searches in the camera system can be conducted only by case numbers.

Ms. Pine thanked Deputy Chief Mead for the important information and found it reassuring, but she also emphasized the need to respect the Spring Town Meeting vote. At the last Select Board meeting, Ms. Pine said she had no problem honoring the Flock Cameras contract; she has since changed her mind. She hopes the town will terminate the contract now and, after the Working Group completes its process, will be willing to revisit it. Mr. Reilly said he wants the community to be safe, noted that there are cameras everywhere, and said he's disturbed by how it's been blown out of proportion.

*Ms. Pine moved to direct the Town Manager and the Police Department to terminate the FY2027 contract with the Flock Camera company. Ms. Manugian seconded the motion.*

#### Discussion

*Mr. Cunningham believes it's a mistake to base public policy on social media. He said they've heard from the Police Department that the cameras are a valuable tool. Mr. Reilly said the Town Meeting approved the contract the first time it was brought forward. Ms. Manugian believes there is a need for public discussion to address concerns, but she supports the cameras. Ms. Pine believes they need to explore the cameras further.*

*The motion was defeated by a majority vote: 4 Against, 1 in Favor - Pine.*

#### **PUBLIC COMMENT PERIOD**

None

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

##### **1. Ratify the Town Manager's Appointment of Tammi Mickel as Principal Assessor.**

Mr. Haddad announced that Principal Assessor Megan Foster will be leaving the Town of Groton to take on a similar position in the Town of Andover. He further explained that Ms. Foster has served the Town of Groton in an exemplary fashion for more than eight years, including serving as the Principal Assessor since January 2021. Mr. Haddad personally thanked Ms. Foster for her efforts, wished her the best in her new role, and congratulated her.

Mr. Haddad emphasized the importance of training from within, noting that recruiting and retaining a qualified Principal Assessor has become increasingly difficult because the position is highly specialized and municipalities throughout Massachusetts are competing for a limited pool of experienced candidates. Recognizing this challenge, Mr. Haddad, along with his Finance Team,

has developed a training, mentoring, and succession-planning system to ensure continuity within the Finance Offices. As part of that effort, Tammi Mickel, the current Assistant Assessor, was appointed in 2022 with the intention of developing an internal succession plan for the Assessor's Office. She is a Certified Massachusetts Assessor and Mr. Haddad believes Ms. Mickel is fully prepared to assume the responsibilities of Principal Assessor and was pleased to appoint her. He explained that the search for a new Assistant Assessor is underway. He respectfully requested that the Select Board ratify his appointment.

*Mr. Reilly made a motion to ratify the Town Manager's appointment of Tammi Mickel as Principal Assessor, effective June 1, 2026. Mr. Cunningham seconded the motion. The motion carried unanimously.*

## **2. FY 2026 Third Quarter Financial Update.**

Mr. Haddad presented the Fiscal Year 2026 Third Quarter Financial Report, prepared by Patricia DuFresne, the Assistant Director of Finance/Town Accountant. Ms. DuFresne attended the discussion. He explained that the Motor Vehicle Excise tax remains strong and is similar to last year's figure. Both the Local Option Room Occupancy Tax and Local Option Meals Tax have performed well; Marijuana Revenue has increased, and the Groton Hill Music Community Fund continues to perform well. Revenue from the Country Club is breaking records, surpassing last year's figures by approximately \$10,000. Real estate and property tax collections are strong, and Mr. Haddad believes they will have another strong year of revenue. He emphasized that residents continue to be outstanding in paying their Real Estate and Personal Property Taxes. Overall, revenue is currently in line with where it was at this time last year. Ms. Pine inquired whether it would be legally possible to include a message on the tax bills stating, "If you are having difficulty paying your bill, please contact (and provide a phone number)." Ms. DuFresne was uncertain whether this was possible, but would find out. Mr. Cunningham briefly brought up PILOT payments. Mr. Haddad emphasized that people are very passionate about PILOTS. He explained that they have worked well with the Town's non-profit partners and noted that Groton School has increased its payment by \$35,000 this year.

Expenses have increased year over year. Ms. DuFresne explained that the budgets for the Fire Department, Police Department, Department of Public Works, and Legal Expenses have all risen compared with this time last year. She noted that they are unlikely to generate as much free cash for Fiscal 2027 as the Town has in past years. Mr. Haddad mentioned that the Town will still meet its revenue projections and have a balanced budget in FY 2026 He thanked Ms. DuFresne for her time.

## **3. Update on the 2026 Select Board Annual Goals.**

Mr. Haddad reviewed the Board's goals and objectives and provided updates (reference the attached Fiscal Year 2026 Goals of the Groton Select Board).

**4. Update on Select Board Schedule through Labor Day.**

Monday, May 25, 2026-	No Meeting (Memorial Day)
Monday, June 1, 2026-	Regularly Scheduled Meeting (Annual Board Reorg)
Monday, June 8, 2026-	No Meeting
Monday, June 15, 2026-	Regularly Scheduled Meeting (Annual Appointment)
Monday, June 22, 2026-	No Meeting
Monday, June 29, 2026-	Regularly Scheduled Meeting
Monday, July 6, 2026-	No Meeting
Monday, July 13, 2026-	Regularly Scheduled Meeting (Line-Item Trans.) (Call for 2026 Fall Town Meeting)
Monday, July 20, 2026-	No Meeting
Monday, July 27, 2026-	Regularly Scheduled Meeting
Monday, August 3, 2026-	No Meeting (Kara Vacation)
Monday, August 10, 2026-	No Meeting (Mark's Vacation)
Monday, August 17, 2026-	Regularly Scheduled Meeting
Monday, August 24, 2026-	No Meeting
Monday, August 31, 2026-	Regularly Scheduled Meeting
Monday, September 7, 2026-	No Meeting (Labor Day)
Monday, September 14, 2026-	Regularly Scheduled Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL**

**1. Consider Approving a One-Day Wine and Malt Beverages License for the Friends of Prescott for Open Mic Night to be held on Friday, June 12, 2026, 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, June 12, 2026, from 6:30 p.m. to 9:30 p.m. Ms. Pine seconded the motion. The motion carried unanimously.*

**2. Consider Approving a One-Day Wine and Malt Beverage License for the Friends of Prescott's Paint and Sip: Water Lily to be held on Saturday, June 20, 2026, from 4:00 p.m. to 6:00 p.m.**

*Mr. Cunningham moved to approve a One-Day Wine and Malt Beverage License for the Friends of Prescott's Paint and Sip: Water Lily to be held on Saturday, June 20, 2026, from 4:00 p.m. to 6:00 p.m. Ms. Pine seconded the motion. The motion carried unanimously.*

**OTHER BUSINESS**

**Authorize the Town Manager and One Member of the Select Board to Sign Warrants for the Next Thirty Days.**

*Mr. Reilly made a motion to authorize the town manager and one member of the select board to sign warrants for the next thirty days. Ms. Pine seconded the motion. The motion carried unanimously.*

**On-Going Issues**

- A. PFAS Issue –The Towns of Groton, Dunstable, and the Consultant held a meeting. A Change Order will be issued for the remaining \$2 million for the next stage of the water main project. The remaining funds will be used to install pipes on Raddin Road, Hawtree Way, and Kemp Street in Dunstable. Mr. Haddad explained that the work is set to begin the day after school lets out. He also

explained they are preparing to go out to bid for the next phase of the project, with bids due June 10<sup>th</sup>. This phase will include piping for Reedy Meadow Road, North Street to the Jersey Street Well, and a portion of Groton Street in Dunstable. This is a large part of the project, which will include 78 residential connections to resolve PFAS contamination.

- B. UMass Satellite Emergency Facility –None
- C. Fire Department Staffing – None
- D. West Groton Dam –Squannacook River Dam Consultant, Tom Delaney, secured a \$3,000 state grant to conduct inspections.
- E. Main Street Study – None

#### **SELECT BOARD LIASON REPORTS**

Ms. Pine reported that the Non-Profit Council met last week. The Presidents of the Greater Lowell Community Foundation and the Community Foundation of Central Mass attended to explain how their organizations distribute grant funds to nonprofit organizations.

#### **Approval of the Special Meeting Prior to Town Meeting of May 2, 2026, and Regularly Scheduled Meeting of May 4, 2026**

*Ms. Pine made a motion to approve the special meeting minutes of May 2, 2026, and the regularly scheduled minutes of May 4, 2026. Mr. Cunningham seconded the motion. The motion carried unanimously.*

There was a blurb in the Herald. Town employees

The Select Board adjourned at 6:59 p.m.

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