



Town Manager
Mark W. Haddad

TOWN OF GROTON

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

Select Board

Peter S. Cunningham, *Chair*
Rebecca H. Pine, *Vice Chair*
Nicholas J. Degaitas, Jr., *Clerk*
John F. Reilly, *Member*
Matthew F. Pisani, *Member*

**SELECT BOARD MEETING
MONDAY, OCTOBER 19, 2026
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL**

6:00 P.M. Announcements and Review Agenda for the Public

6:05 P.M. Public Comment Period – Zoom ID (Public Comment Only) – 868 4714 4535 Passcode - 338738

I. 6:06 P.M Town Manager's Report

1. Consider Ratifying the Town Manager's Appointment of Mary Clay to the Greenway Committee
2. Update from Town Manager on Approval of Groton Charter by the Legislature and Governor
3. Update from Town Manager on Fall Town Meeting Follow-Up
4. Fiscal Year 2028 Update
5. Update on Select Board Meeting Schedule through the End of the Year

II. 6:10 P.M. Items for Select Board Consideration and Action

1. Consider Appointing Carol Carter and Doug Dubois to the T.R.E.A.D. Committee
2. Consider Request from the Groton Housing Authority to Waive Fees Related to Project at Petapawag Place

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 September 28, 2026
Meeting Prior to Town Meeting on October 3, 2026
Special Meeting of October 13, 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: *October 19, 2026*

TOWN MANAGER'S REPORT

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. The Greenway Committee has requested that I appoint Mary Clay to the Committee. I have, in fact, made this appointment and would respectfully request that the Select Board ratify this appointment at Monday's meeting.
2. It is with great pleasure that I inform the Select Board and the residents of Groton that Governor Healey signed into law H4795 "An Act amending the Charter for the Town of Groton. I want to thank Senator Cronin and Representative Scarsdale for their efforts in getting the Charter approved. I would like to take some time at Monday's meeting, explaining the major amendments that are now in effect. Please note the following:
 - a. One member of the Select Board and the Town Manager shall sign all payroll and expense warrants.
 - b. The Town Manager, pursuant to the Policy established by the Select Board, shall appoint the Police Chief, Fire Chief and Town Clerk, subject to ratification by the Select Board.
 - c. The Town Manager no longer "nominates for appointment" various Boards and Committees. The Town Manager now appoints, subject to ratification by the Select Board, these Boards and Committees.
 - d. The position "Principal Assistant Assessor" is now entitled "Principal Assessor".
 - e. The Personnel Board has been abolished.
 - f. The Capital Budget from the Town Manager is now due at the same time as the Operating Budget (January 31st).

We can discuss this in more detail at Monday's meeting.

3. With the conclusion of Fall Town Meeting, I would like to take some time at Monday's meeting to provide an update on the actions undertaken by my office in response to the votes and decisions made at Town Meeting. Before doing so, I would like to take this opportunity to recognize and thank Kara Cruikshank for her outstanding efforts in ensuring the smooth and efficient conduct of Town Meeting. Her exceptional attention to detail, organizational skills, and coordination are second to none, and her contributions are greatly appreciated. We are also putting additional protocols and testing procedures in place to prevent similar issues with electronic voting at future Town Meetings. As I said following Town Meeting, Moderator Jason Kauppi and Town Clerk Grace Bannasch were well prepared to handle any challenges that arose. Thanks to their planning and quick response, Town Meeting continued with very little disruption. I want to thank them both as well. That said, please note the following:

Article 2 – Budget Amendments/Appropriations

Town Meeting appropriated \$25,000 to hire a Part-Time Economic Development Director on a trial basis to determine if the position should be permanently established. I have drafted the attached job description for the Board's approval. Once the Board approves this description, I will advertise and start the search process. I would respectfully request that the Board consider approving this Job Description at Monday's meeting.

Article 10 – Cow Pond Brook Fields

The low bidder on this project is MJ Cataldo. For the Board's information, they are the company that renovated Town Field. They did a great job for the Town and we are all excited that they won this bid as well. I am in the process of negotiating the contract with MJ Cataldo. It is our hope to have the contract wrapped up next week so that they can commence work on November 1st. In addition, Megan Buczynski, Kara and I have been filing all of the necessary paperwork with the State for the \$1 million Grant.

Article 11 – Country Club Irrigation System/Course Improvements

The low bidder on this project is National Lawn Sprinklers, Inc. We are also in the process of negotiating the contract with them and should have it wrapped up next week as well. They are planning on commencing work by December 1st with the intent of completing the work in time for next season (April, 2027).

Article 12 – Means Tested Senior Citizen Property Tax Exemption

We have filed the special legislation with our State Delegation. I will keep the Board apprised of its progress through the legislative process. The intent is to have this legislation in place for Fiscal Year 2028. That said, I want to correct an error in the Warrant concerning this Special Act.

Continued on Next Page – Over >

3. **Continued:**

Specifically, the Summary stated that “The cost of the exemption would be funded through a proportional shift within the residential property tax levy, resulting in an increase in the residential tax burden shared among all other residential taxpayers.” Unfortunately, we copied that summary from another community that implemented the Exemption. That is not how it will be funded in Groton. It will come from the Overlay and not through a shift within the residential property tax levy. Individual taxpayers will not see an increase in their tax bill (other than the normal increase allowed under Proposition 2½, or if an override is approved). The following illustrative summary provides a further explanation:

Means Tested Senior Property Tax Exemption

Illustrating the impact of overlay funding on taxes and the Town budget

When funded through a larger overlay within an unchanged tax levy, the exemption does not increase the tax bills of taxpayers who are not eligible. The Town instead reserves more of its existing levy for tax relief, leaving less available for other budget purposes. This illustration assumes the Town offsets the additional overlay with spending reductions.

How the overlay works

The overlay is a reserve for property tax abatements and exemptions. Under the funding approach described in Groton’s Article 12 supporting materials, the senior exemption would be funded through this reserve. Increasing the overlay does not itself increase the levy limit or authorize additional taxation.

Illustrative Town budget

Assume a \$20 million levy limit and an actual levy of \$20 million in both scenarios. Other revenues and funding requirements remain unchanged. The figures below show only the allocation of that levy, not the Town’s entire budget.

Allocation of the levy	Current overlay	Increased overlay
Total property tax levy	\$20,000,000	\$20,000,000
Overlay reserve	\$100,000	\$200,000
Available for other budget purposes	\$19,900,000	\$19,800,000

Result: The overlay increases by \$100,000 and the amount available for other budget purposes decreases by \$100,000. The total levy remains \$20 million.

Illustrative taxpayer bill

A taxpayer who is not eligible has a \$10,000 tax bill. If the total levy, taxable valuations, and allocation of the tax burden remain unchanged, that bill remains \$10,000 when the senior exemption is funded through the larger overlay. The exemption adds \$0 to that taxpayer’s bill. This does not promise that the bill will remain unchanged in future years for other reasons.

What Proposition 2½ limits

Proposition 2½ generally allows the levy limit to grow by 2.5% annually plus new growth. A permanent increase beyond that calculation generally requires a voter approved override; debt and capital outlay exclusions are separate mechanisms. The law limits the Town’s levy, not the annual increase in an individual tax bill. The exemption itself creates no additional taxing authority.

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3. **Continued:**

Article 16 – Citizens’ Petition – Study of Housing Opportunities

This Article calls for the Town to undertake a coordinated study of realistic opportunities to increase and diversify Groton’s housing stock, with the goal of expanding the property tax base and improving the Town’s long-term financial stability. The Article further requests that the results of the study be presented to the 2027 Fall Town Meeting. It is important to note that this Article is advisory in nature, as Town Meeting cannot compel the Select Board or other Town boards to undertake specific work. I firmly believe that we have an obligation to respect and make every reasonable effort to carry out the will of Town Meeting. However, I need to be candid with the Board about my ability to take on and lead this effort. We are about to enter what I anticipate will be an extremely challenging budget season. At the same time, I am overseeing two major capital projects, in addition to managing the day-to-day operations of the Town. These responsibilities require a significant amount of my time and attention. Furthermore, even if this study were completed by the Fall of 2027, its findings would have no immediate impact on the FY 2028 Budget. In my opinion, addressing the Town’s immediate financial challenges and developing a responsible FY 2028 Budget must remain my highest priority. Over my 18 years as your Town Manager, I have taken great pride in carrying out every assignment and responsibility given to me by the Board and Town Meeting. I take this responsibility very seriously and I certainly do not want to give the impression that I am unwilling to undertake this effort. Rather, I believe it is important to be realistic about our current workload and competing priorities. That said, I am seeking the Board’s guidance and direction on how best to proceed with this Article. We can discuss this in more detail at Monday’s meeting.

4. With regard to the Fiscal Year 2028 Budget, please note that we will be meeting in joint session with the Finance Committee next Monday (at the Groton Center) to establish Budget Guidance for Fiscal Year 2028. I have sent out a memorandum to both the Select Board and Finance Committee under separate cover in advance of this meeting. I will be happy to answer any questions the Board may have concerning next weeks’ meeting.

5. Please see the update to the Meeting Schedule that will take the Board through the end of the year:

Monday, October 26, 2026 -

Provide Budget Guidance to the Town Manager
(at Groton Center)

Monday, November 2, 2026 -

Regularly Scheduled Meeting

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Select Board
Weekly Agenda Update/Report
October 19, 2026
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5. **Continued:**

Monday, November 9, 2026 -	No Meeting
Monday, November 16, 2026 -	Regularly Scheduled Meeting
Thursday, November 19, 2026 -	Public Hearing on Main Street Study (at PAC)
Monday, November 23, 2026 -	Regularly Scheduled Meeting
Monday, November 30, 2026 -	No Meeting
Monday, December 7, 2026 -	Regularly Scheduled Meeting
Monday, December 14, 2026 -	Regularly Scheduled Meeting
Monday, December 21, 2026 -	Regularly Scheduled Meeting
Monday, December 28, 2026 -	No Meeting (Christmas Holiday)
Monday, January 4, 2027 -	No Meeting (New Years' Holiday)
Monday, January 11, 2027 -	Regularly Scheduled Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. The T.R.E.A.D. Committee has requested that the Select Board appoint Carol Carter and Doug Dubois to the Committee. I would respectfully request that the Board make these appointments.
2. Enclosed with this Report is a letter from Ken Martin, Executive Director of the Groton Housing Authority. The Housing Authority is undertaking several projects requiring approvals from various Boards and Committees. While they are not a Town Department, per se, they are a governmental entity similar to the Groton Dunstable Regional School District. With the Board's approval, we have waived fees for the School District in the past. The Select Board's Policy on Fee Waiver does not specifically list the Housing Authority. I did not want to take any action on this request without a vote/approval of the Select Board. I am looking for direction from the Board.

MWH/rjb
enclosures

TOWN OF GROTON, MASSACHUSETTS

PART-TIME ECONOMIC DEVELOPMENT DIRECTOR

Department: Town Manager's Office
Position: Part-Time, 12-Month Pilot Program
Supervision: Town Manager
Hours: Approximately 15 hours per week

POSITION PURPOSE

The purpose of this position is to perform professional and administrative work to promote economic development, support existing businesses, attract appropriate new commercial investment, and secure grant funding for the Town of Groton.

The Economic Development Director will focus primarily on identifying and obtaining federal, state, and private grants, expanding the Town's commercial tax base, and promoting Groton as an attractive place to conduct business, shop, dine, and visit.

This position is established on a trial basis with the expectation that it will become financially self-supporting through grant funding or other eligible outside revenue. Continued funding of the position will depend on demonstrated results, financial sustainability, and the Town's budgetary priorities.

SUPERVISION

Supervision Received: Works under the administrative direction of the Town Manager and consistent with the policy direction of the Select Board.

Supervision Exercised: None.

The position requires considerable independent judgment, initiative, and the ability to develop and implement economic development strategies with limited supervision.

ESSENTIAL FUNCTIONS

1. Grant Development and Revenue Generation

- Identify, prepare, submit, and administer federal, state, regional, and private grant applications supporting Town priorities.
- Work with the Town Manager and department heads to identify projects eligible for outside funding.

- Develop and maintain a comprehensive inventory of grant opportunities and application deadlines.
- Pursue grant funding and other eligible revenue sources capable of offsetting the cost of the position.
- Track and report grant applications, awards, funds received, and financial benefits generated for the Town.

2. Economic Development and Business Support

- Serve as a liaison between the Town and the local business community.
- Develop relationships with existing businesses to encourage retention, expansion, and investment.
- Identify opportunities to attract new businesses and promote the reuse of vacant or underutilized commercial properties.
- Work collaboratively with the Town Planner and other municipal officials to promote appropriate commercial development consistent with Groton's character and long-term goals.
- Identify opportunities to strengthen the Town's village centers, commercial districts, and overall commercial tax base.
- Coordinate with state and regional economic development organizations to promote available business assistance programs.

3. Marketing and Social Media

- Develop and maintain a modest, cost-effective social media presence promoting Groton's businesses, attractions, and economic development opportunities.
- Highlight local businesses, community events, commercial opportunities, and positive economic activity.
- Coordinate marketing efforts with existing Town communication channels and local business organizations.
- Promote Groton as a desirable community in which to invest, conduct business, shop, dine, and visit.

4. Administration and Reporting

- Provide periodic reports to the Town Manager on economic development initiatives, business outreach, grant activity, and marketing efforts.
- Establish measurable annual goals and performance objectives in consultation with the Town Manager.
- Attend meetings and represent the Town at economic development functions as required.
- Perform related duties as assigned by the Town Manager.

PILOT PROGRAM AND PERFORMANCE EXPECTATIONS

The position shall initially be established as a 12-month pilot program, with a performance review after six months.

The principal measure of success will be the Director's ability to secure grant funding and other eligible outside revenue to support the continued cost of the position.

Performance will be evaluated based on:

1. **Grant Revenue:** Amount of grant funding awarded to the Town and the amount legally available to offset the position's salary and associated expenses.
2. **Economic Development:** Business outreach, retention and attraction efforts, and progress toward expanding the commercial tax base.
3. **Marketing:** Establishment of a consistent and effective social media presence promoting Groton's business community.
4. **Financial Sustainability:** Demonstrated ability to generate sufficient eligible outside funding to support continuation of the position. Continuation beyond the pilot period shall be subject to review by the Town Manager and Select Board, availability of funding, and applicable appropriation requirements.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in business administration, economics, public administration, community development, marketing, or a related field, and three to five years of relevant professional experience; or an equivalent combination of education and experience.

Demonstrated experience and success in grant writing and procurement is strongly preferred. Experience in municipal government, economic development, business outreach, and social media marketing is desirable.

Knowledge, Ability, and Skill:

- Knowledge of federal, state, and private grant programs and economic development initiatives.
- Strong grant writing, research, communication, and organizational skills.
- Ability to work independently, establish priorities, and produce measurable results.
- Ability to establish effective working relationships with business owners, municipal officials, and the public.
- Proficiency with standard office software and social media platforms.

- Understanding of Massachusetts municipal government and economic development practices.

Special Requirements: Valid driver's license.

PHYSICAL REQUIREMENTS

Work is primarily performed in an office environment and requires regular computer use, communication with the public, attendance at meetings, and occasional visits to businesses and development sites. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This job description does not constitute an employment contract and may be amended by the Town as operational needs and requirements change.

TOWN OF GROTON

T.R.E.A.D Committee

173 Main Street
Groton, MA 01450
(978) 448-1103
www.grotonma.gov



Committee Members

Pascal Miller

Vacant

Vacant

Treasurer/Collector

Katie L. Kazanjian

Board of Assessors

Donald R. Black

9/24/2026

Dear Members of the Select Board,

I am writing to respectfully recommend two interested residents, Carol Carter and Doug Dubois, for appointment to the vacant positions on the TREAD Committee.

Both Carol and Doug are long-time residents who have demonstrated a strong commitment to our community. They each bring valuable experience, perspective, and a willingness to serve. I believe their participation would be a meaningful addition to the TREAD Committee and would support its important work on behalf of the town.

Carol Carter is currently a member of the Groton Garden Club and serves on the Board of the Council on Aging. She has developed a strong connection with members of our community and would bring valuable insight into outreach and the needs of our elderly residents. I believe Carol's compassion, understanding, and sound judgment would be important assets to the TREAD Committee.

Doug Dubois is a retired military member, systems engineer, and program manager. His professional experience has given him strong analytical, organizational, and decision-making skills. His ability to analyze, evaluate circumstances, and work toward well-informed decisions would provide a valuable perspective to the committee.

Both Carol and Doug are thoughtful, responsible, and engaged members of our community. They understand the importance of working collaboratively, listening to different perspectives, and approaching issues with an open mind. Their experience and commitment would allow them to contribute constructively to the Committee and to the important work it undertakes on behalf of our elderly and disabled applicants.

I respectfully encourage the Select Board to consider appointing Carol Carter and Doug Dubois to fill the current vacancies on the TREAD Committee. I believe they would serve the town well and make valuable contributions to the committee.

Thank you for your consideration of this recommendation.

Sincerely,

Katie Kazanjian

GROTON HOUSING AUTHORITY

19 Lowell Road, Groton, Massachusetts, 01450

October 14, 2026

Mark Haddad, Town Manager
Town Of Groton
173 Main Street
Groton Ma. 01450

Dear Mr. Haddad,

Thank you for meeting with me last week to discuss the ongoing improvements at the Groton Housing Authority. We appreciate the opportunity to share our plans and progress.

The Groton Housing Authority has been proactive and aggressive in pursuing funding to improve the living conditions at 19 Lowell Road. As discussed, the following projects are currently in the bidding phase or have engineers and architects engaged to begin the design and implementation process:

1. **Exterior Door Replacement** - Contract awarded for **\$83,250**. This project includes the replacement of exterior building doors, installation of ADA-compliant automatic door openers, and replacement of the building intercom system.
2. **Building Improvements** - **\$1.45 million**. This work includes the removal and replacement of windows, installation of Hardie Plank exterior siding, HVAC upgrades including new heat pumps, ventilation improvements, and domestic hot water system upgrades. Housing Authority board award approval is on October 13, 2026.
3. **Site Improvements** - Total estimated development cost of **\$500,000**. Improvements include additional parking, curb replacement, new walkways, ADA-compliant access routes to building entrances, accessible parking spaces, and pavement replacement throughout the development.
4. **Emergency Generator Installation** - Total estimated development cost of **\$400,000**.
5. **Elevator Installation** - Total development cost of approximately **\$1.6 million**. The significant cost is due to the unique construction requirements of this senior housing building, which contains two floors but four distinct levels. The Commonwealth's Designer Selection Committee is scheduled to meet in November to select an engineering firm for the project.

This month, we were prepared to order the exterior doors and begin construction. However, we recently learned that because the property is located within a historic district, even the

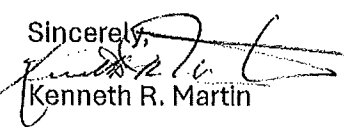
replacement of doors that are minimally visible from the street requires review by the Historic District Commission. We were also informed that the Housing Authority is required to pay filing fees to appear before Town boards when such reviews are mandated.

As a semi-autonomous agency of the Town, we had been under the impression that we were exempt from these filing fees. Since that is not the case, we respectfully request consideration for an exemption from filing fees associated with our ongoing Improvement projects. These projects will require reviews by several Town boards, including the Planning Board, Conservation Commission, and others. The state has been a willing partner in providing funding and it would be helpful for the Authority if the local board review fees could be waived. We are not requesting the waiver of permit fees, only the filing fees associated with these review processes.

We greatly appreciate the cooperation and support we have received from the Town of Groton throughout our efforts to enhance the quality of life for our residents. We would also like to express our sincere appreciation to Fran Stanley for her continued support as we move forward with these important improvements.

Thank you for your consideration.

Sincerely,



Kenneth R. Martin

**SELECT BOARD MEETING MINUTES
MONDAY, SEPTEMBER 28, 2026
UN-APPROVED**

Select Board Members Present: Peter Cunningham, Chair; Nick Degaitas Jr., Clerk; John Reilly; Matt Pisani;

Select Board Members Virtually Present: Becky Pine, Vice Chair;

Finance Committee Members Present: David Manugian, Chair; Bud Robertson, Vice Chair; Gary Green; Kristina Lengyel; Nancy Muller;

Finance Committee Members Absent: Jamie McDonald; Scott Whitefield;

Planning Board Members Present: Phil Francisco; George Barringer; Paul Hathaway; Russell Burke; David Bonnett;

Planning Board Members Absent: Matthew Killam;

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Patricia DuFresne, Assistant Director of Finance/Town Accountant; Melisa Doig, Human Resources Director; Dan Stoneking, Water Superintendent; Katie Kazanjian, Treasurer/Tax Collector; Tammi Mickel, Principal Assessor; Jason Parent, Planning Board Candidate; Takashi Tada, Town Planner/Land Use Director; Arthur Cheeks, Fire Chief; Terence Gardner, Deputy Fire Chief; Chris Braun; Jack Parow of John Parow Consulting & Associates; and Attorney Robert Collins.

Chair Cunningham called the meeting to order at 6:00 PM and reviewed the agenda.

ANNOUNCEMENTS

Ms. Mickel announced that the Assessor's Office had submitted its preliminary FY27 values, which the state had approved. She explained that the next step is public disclosure, which will run from October 5th through October 9th and be posted on the website. She encouraged people to review those values and contact the Assessors' office with any questions. Mr. Haddad noted that this was Ms. Mickel's first time through the revaluation process and congratulated her on a job well done.

Mr. Haddad explained that the Interactive Town Meeting Dashboard was up and running. This was created based on an idea from Moderator Jason Kauppi. He described it as state-of-the-art by providing information on all Warrant Articles contained in the Warrant for the 2026 Fall Town Meeting. He encouraged everyone to review it on Grotonma.gov. He also thanked Perry Sisombath of the IT Department for his efforts in developing the dashboard.

Mr. Pisani reported that Deputy Chief Rachael Mead held a forum on the Flock Cameras at The Center last Thursday, September 24th, and commended her efforts. Mr. Cunningham added that the issue would be revisited at a future Town Meeting.

PUBLIC COMMENT PERIOD - Zoom

Mr. Francisco said the Town Meeting Dashboard was a fantastic tool. He noted that there has been significant misunderstanding about CPA funds and their use. He wrote an article in the Groton Herald about how CPA funds are used and encouraged people to review it.

TOWN MANAGER'S REPORT

1. Consider Releasing Right of First Refusal on Chapter 61A Land- 44 Farmers Row.

Attorney Robert Collins attended the discussion. He notified the Board and asked it to release its right of first refusal for two Chapter 61A properties owned by Kenneth Kolodziej and Lisa Hicks at 44 Farmers Row. The Conservation Commission reviewed the lots and stated it is not interested in purchasing them. Mr. Haddad outlined the process for notifying the Boards about Chapter 61A land. He respectfully asked the Select Board to vote to forgo its right to purchase the parcels, noting that the town needs growth, and to authorize the Town Manager to notify Attorney Collins of the Board's decision. Ms. Pine wanted to review the process and noted that the town has the right to purchase the land. She said budgets will always be tight, but the town must do what is right for it. Ms. Mickel explained that \$3,000 in rollback taxes would also be due, and Mr. Haddad stated that the town has 120 days to decide.

Mr. Pisani moved that the Board forgo its right of first refusal regarding Chapter 61A-44, Farmers Row. Mr. Reilly seconded the motion. Roll call: Degaitas-aye; Reilly-aye; Pisani-aye; Cunningham-aye; Pine-aye.

6:15 p.m. In Joint Session with the Planning Board- Interview and Consider Appointing Jason Parent to a Vacancy on the Planning Board until the 2027 Annual Election.

Planning Board Members Paul Hathaway, Vice Chair; Matthew Killam, Clerk; Phil Francisco; David Bonnett; George Barringer; and Russell Burke were in attendance.

Mr. Hathaway called the Planning Board to order.

Mr. Haddad explained that the Planning Board has a vacancy following Lorayne Black's resignation. The Board advertised the vacancy and scheduled a joint meeting and interview with the sole candidate, Jason Parent, who was in attendance. Mr. Parent introduced himself and noted that he had previously served on the Planning Board. Mr. Burke said Mr. Parent was a very good member during his tenure.

Mr. Degaitas moved to appoint Jason Parent to the Planning Board until the 2027 Annual Election. Mr. Reilly seconded the motion. Roll Call: Degaitas-aye; Reilly-aye; Pisani-aye; Cunningham-aye; Pine-aye; Hathaway-aye; Francisco-aye; Burke-aye; Barringer-aye; Bonnett-aye.

6:30 p.m. In Joint Session with the Finance Committee- Review the Fire Department Staffing Study Report.

Jack Parow of John Parow Consulting & Associates presented the Final Report on the staffing issues with the Groton Fire Department. Arthur Cheeks, Fire Chief; Terence Gardner, Deputy Fire Chief; and Chris Braun, Firefighter/EMT, attended the discussion. Members of the Fire Department Working Group also attended.

The Finance Committee had already convened and was in session.

Mr. Haddad explained that this was the first public review of the Fire Department Staffing Study. He emphasized that the discussion was informational only and that no decisions or votes would be made. He

wanted to hold a joint meeting with the Select Board, the Finance Committee, and Consultant Jack Parow to review the Final Report. Mr. Haddad also explained that a Working Group had been formed, comprising of him; Bud Robertson, Vice Chair of the Finance Committee; Select Board Member Matt Pisani; Fire Chief Cheeks; Deputy Fire Chief Gardner; Melisa Doig, Human Resources Director; Katie Kazanjian, Treasurer/Tax Collector; Chase Lundgren, Fire Lieutenant, Chris Braun, Firefighter/EMT and Executive Assistant Kara Cruikshank. The Working Group had met with the consultant several times over the past several months.

Mr. Parow introduced himself and provided an overview of the community and the Groton Fire Department's current staffing model. He then presented a thorough review of the Final Report to the Select Board and Finance Committee. Mr. Parow reported that call volume increased by 35.5% from 2021 to 2025, driven primarily by EMS demand, with approximately one in three calls overlapping another. With typically three personnel on duty, the department can handle only one incident at a time, and current staffing does not meet OSHA's two-in/two-out requirements for interior structural firefighting. Mr. Parow described contributing factors, including a decline in paid-on-call staff from approximately 40 to 18, reduced mutual aid availability, and longer ambulance transports following the closure of Nashoba Valley Medical Center.

Fire Department Staffing Study Findings

The Study recommends strengthening paid-on-call and per diem recruitment and retention to preserve supplemental capacity and immediately stabilize Group D by hiring an additional career firefighter/EMT, and in the future, hiring another four career firefighter/EMTs. This would first stabilize Group D, then add one per group to reach a long-term standard of one lieutenant and three firefighter/EMTs per shift. The Study also recommends continued on-call recruitment and a formal Advanced Life Support (ALS) Feasibility Study. The Board and Finance Committee discussed the findings and cost considerations. (Refer to the complete Final Report included with these minutes.)

After a spirited discussion with many comments and questions, the Select Board and Finance Committee thanked Mr. Parow for his time and thorough report. Mr. Parow said they could let him know if they needed additional data points, which he could provide as a supplement to the Report. Mr. Haddad said the Finance Committee and Select Board will meet in joint session on October 26th to provide FY 2028 Budget guidance to the Town Manager. He added that fire staffing has been a priority for two years and that they would now need to consider how to address staffing at the Groton Fire Department.

The Finance Committee adjourned at 8:15 p.m.

2. Review Town Meeting Motions and Article Assignments.

Mr. Haddad provided the Town Meeting Motions and Article Assignments and reviewed them with the Board (see included with these minutes). Mr. Haddad discussed a few changes to the articles:

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

Mr. Haddad explained that they need to transfer \$10,000 out of the Four Corners Sewer Enterprise Fund to cover expenses in FY 2028. The Select Board was unanimously in support.

Article 10: Cow Pond Brook Project

Mr. Haddad explained that the motion provides that approximately 10.4 acres shall be transferred from the Select Board's control to the Conservation Commission to comply with a condition from the Conservation Commission on the permit received for the project. He said Town Counsel advised that the Select Board needed to vote to support the transfer to the Conservation Commission.

Mr. Pisani moved to support the transfer of land to the Conservation Commission, subject to Town Meeting approval. Mr. Reilly seconded the motion. Roll call: Degaitas-aye; Reilly-aye; Pisani-aye; Cunningham-aye; Pine-aye.

3. Review and Consider Adopting a Policy Update for “Post-Closure Eligibility for Water Main Connection Assistance”.

At the September 14th Select Board Meeting, Mr. Haddad and Water Superintendent Dan Stoneking presented a proposed Policy for the Board’s consideration. At the Board’s request, Town Counsel reviewed and approved the Policy for adoption. The final draft was provided to the Board, and Mr. Haddad respectfully requested that the Select Board vote to approve it. (See the Policy included with the minutes.)

Mr. Pisani moved to approve a Policy titled “Post-Closure Eligibility for Water Main Connection Assistance.” Mr. Reilly seconded the motion. Roll call: Degaitas-aye; Reilly-aye; Pisani-aye; Cunningham-aye; Pine-aye.

4. Update on Select Board Schedule through Labor Day.

Saturday, October 3, 2026-	2026 Fall Town Meeting
Monday, October 5, 2026-	Regularly Scheduled Meeting
Monday, October 12, 2026-	No Meeting (Indigenous Peoples’ Day Holiday)
Monday, October 19, 2026-	Regularly Scheduled Meeting
Monday, October 26, 2026-	Provide Budget Guidance to the Town Manager
Monday, November 2, 2026-	Regularly Scheduled Meeting
Monday, November 9, 2026-	No Meeting
Monday, November 16, 2026-	Regularly Scheduled Meeting
Monday, November 23, 2026-	Regularly Scheduled Meeting
Monday, November 30, 2026-	No Meeting
Monday, December 7, 2026-	Regularly Scheduled Meeting
Monday, December 14, 2026-	Regularly Scheduled Meeting
Monday, December 21, 2026-	Regularly Scheduled Meeting
Monday, December 28, 2026-	No Meeting (Christmas Holiday)
Monday, January 4, 2027-	No Meeting (New Year’s Holiday)
Monday, January 22, 2027-	Regularly Scheduled Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL

1. Consider Appointing Sandy Martin to the Council on Aging.

Mr. Reilly moved to appoint Sandy Martin to the Council on Aging, with a term expiring June 30, 2029. Mr. Pisani seconded the motion. Roll call: Degaitas-aye; Reilly-aye; Pisani-aye; Cunningham-aye; Pine-aye.

2. Consider Approving a One-Day Wine and Malt Beverage License for the Friends of Prescott "Open Mic Night" on Friday, October 9, 2026, from 6:30 p.m. to 9:30 p.m.

Mr. Reilly moved to approve a One-Day Wine and Malt Beverage License for the Friends of Prescott "Open Mic Night" on Friday, October 9, 2026, from 6:30 p.m. to 9:30 p.m. Mr. Pisani seconded the motion. Roll call: Degaitas-aye; Reilly-aye; Pisani-aye; Cunningham-aye; Pine-aye.

3. Consider Approving a One-Day Wine and Malt Beverage License for the Friends of Prescott "Wines of Australia" on Thursday, 15, 2026, from 6:30 p.m. to 9:00 p.m.

Mr. Degaitas moved to approve a One-Day Wine and Malt Beverage License for the Friends of Prescott "Wines of Australia" on Thursday, 15, 2026, from 6:30 p.m. to 9:00 p.m. Mr. Reilly seconded the motion. Roll call: Degaitas-aye; Reilly-aye; Pisani-aye; Cunningham-aye; Pine-aye.

OTHER BUSINESS

On-Going Issues

- A. PFAS Issue – None
- B. UMass Satellite Emergency Facility –The anticipated opening date of the facility will be February 2027
- C. Fire Department Staffing – None
- D. West Groton Dam Removal-None
- E. Main Street Study –None
- F. Flock Cameras – Mr. Haddad stated that the Working Group will continue to meet.

SELECT BOARD LIAISON REPORTS

None

The House and Senate have engrossed the Charter and now have to return to the House and Senate for a vote.

Approval of the Regularly Scheduled Meeting of September 14, 2026.

Mr. Pisani made a motion to approve the minutes from the regularly scheduled meeting on September 14, 2026. Mr. Reilly seconded the motion. Roll call: Degaitas-aye; Reilly-aye; Pisani-aye; Cunningham-aye; Pine-abstained.

The Select Board adjourned at 8:38 p.m.

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

**SELECT BOARD MEETING MINUTES
PRE-TOWN MEETING
MONDAY, OCTOBER 3, 2026
UN-APPROVED**

Select Board Members Present: Peter Cunningham, Chair; Nick Degaitas Jr., Clerk; John Reilly; Matt Pisani;

Select Board Member Absent: Becky Pine, Vice Chair;

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Grace Bannasch, Town Clerk; and Brian Falk, Town Counsel.

Chair Cunningham called the meeting to order at 8:45 AM and reviewed the agenda.

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

Mr. Pisani made a motion to authorize the Town Manager and one member of the Select Board to sign the Warrants for the next 30 days, for one last time. Mr. Degaitas seconded the motion. The motion carried unanimously.

2. **Consider Ratifying the Town Manager's Appointment of Michael Greenough as Custodian.**

Mr. Degaitas made a motion to ratify the Town Manager's appointment of Michael Greenough as Custodian, subject to passing his background check and physical. Mr. Pisani seconded the motion. The motion carried unanimously.

The Select Board adjourned at 8:48 p.m.

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

**SELECT BOARD MEETING MINUTES
SPECIAL ZOOM MEETING
MONDAY, OCTOBER 13, 2026
UN-APPROVED**

Select Board Members Present: Peter Cunningham, Chair; Nick Degaitas Jr., Clerk; John Reilly; Matt Pisani;

Select Board Member Absent: Becky Pine, Vice Chair;

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager.

Chair Cunningham called the meeting to order at 10:00 AM and reviewed the agenda.

1. **The Board to Authorize Consent to Work with Town Counsel on the Drafting of the Contract for the Cow Pond Brook Fields Project.**

Mr. Haddad explained that negotiations were underway for the Cow Pond Brook Project contract. He said MJ Cataldo, Inc. was the low bidder and that, at the Park Commission's request, he had been working with Mirick, Town Counsel, on the contract. Because Mirick also represents MJ Cataldo, Inc., the Board must authorize Mirick to work on the contract and declare no conflict of interest.

Mr. Pisani moved to authorize Mirick to represent the Town regarding the Cow Pond Brook construction contract with M.J. Cataldo, Inc., as the contractor, and to consent to Mirick's representation of the Town in this matter. Mr. Degaitas seconded the motion. Roll call: Degaitas-aye; Reilly-aye; Pisani-aye; Cunningham-aye.

The Select Board adjourned at 10:01 a.m.

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