TOWN OF GROTON

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

Town Manager
Mark W. Haddad

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, NOVEMBER 16, 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) – 882 7739 3349 Passcode - 685951**

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

1. **Consider Approving a Request from the Building Commissioner to Amend the Fee for Work Without a Permit from "Triple Permit Fee" to "Double Permit Fee, + $100"**
2. **Consider Ratifying the Town Manager's Appoint of John O'Donnell to the Historical Commission**
3. **Fiscal Year 2028 Budget Update**
4. **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 Approving a 30-Year Lease with Black Earth Compost, LLC for a Compost Facility at the DPW Facility on Cow Pond Brook Road**
2. **Consider Adopting a Charge and Establishing an Artificial Intelligence and Emerging Technologies Study Committee**

III. 6:15 P.M. **Fiscal Year 2027 Tax Classification Hearing**

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

IV. Minutes: **Regularly Scheduled Meeting of November 2, 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: ***November 16, 2026***

TOWN MANAGER'S REPORT

In addition to the than the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues List, there is one item scheduled on Monday's Agenda. The Select Board will be holding the Annual Tax Classification Hearing to set the Tax Rate for Fiscal Year 2027. Principal Assessor Tammi Mickel will be in attendance for this purpose. Enclosed with this Report is Tammi's presentation for your review and consideration.

1. Building Commissioner Chris Rogers is requesting that the Select Board amend the Building Permit Fees by reducing the Fee for failing to secure a Building Permit prior to commencing work from "triple the fee" to "double the fee + $100". Chris will attend the meeting to provide you with his rationale for making this request. We can discuss this in more detail at Monday's meeting.

2. The Historical Commission has requested that I appoint John O'Donnell to the Commission. I have in fact made this appointment, with a term to expire on June 30, 2029. I would respectfully request that the Select Board consider ratifying this appointment at Monday's meeting.

3. We have officially kicked off the FY 2028 Budget Process. Departments are currently preparing their budget requests, which are due by November 30th. Following the Select Board's approval of the FY 2027 tax rate, I will update my budget projections and provide the Board with additional information at its next meeting on November 23rd. As we begin this process, I want to bring to the Board's attention a potential issue involving Nashoba Tech that could have a significant impact on my three-year financial projections, although not necessarily on the FY 2028 Budget itself. Nashoba Tech is pursuing a major HVAC system upgrade and is currently seeking project approval from the Massachusetts School Building Authority (MSBA). If preliminary approval is granted, an Article seeking authorization for the project will be included on the 2027 Spring Town Meeting Warrant. At this point, the total project cost and Groton's anticipated share of the debt service have not been determined. However, any resulting debt service obligation would be in addition to the Town's annual assessment from Nashoba Tech. I wanted to make the Board aware of this potential financial commitment early in the budget development process, as it could have implications for our long-term financial planning.

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

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. As the Board may recall, Article 17 of the 2024 Fall Town Meeting authorized the Select Board to enter into a 30-year lease for a portion of the DPW Facility on Cow Pond Brook Road for use as a composting facility. Black Earth has operated at this location for several years under an existing lease that expires on December 31, 2026, and has expressed its desire to continue operations at the site. Given Town Meeting's prior authorization, I am recommending that the Select Board approve a new 30-year lease with Black Earth, commencing July 1, 2026, and expiring June 30, 2056. This term would align the lease with the Town's fiscal year, an arrangement to which Black Earth has agreed. A copy of the proposed lease is enclosed with this Report for the Board's review. I respectfully request that the Select Board approve the lease and authorize me to execute it on behalf of the Town at Monday's meeting.

2. One of the Select Board's goals for this year is to establish a committee, appoint its members, and adopt a formal charge to evaluate and recommend Town policies governing the responsible use of emerging technologies. This includes Artificial Intelligence (AI) in municipal government, data-gathering technologies utilized by the Town, and standards for evaluating technology vendors to ensure that companies doing business with the Town meet appropriate expectations regarding privacy, cybersecurity, transparency, and data governance. I would like the Select Board to begin moving forward with this initiative. The first step is to establish a formal charge outlining the Committee's purpose, responsibilities, and objectives. To assist the Board in this effort, I have attached a proposed Committee Charge, along with sample policies adopted by other Massachusetts communities, for your review and consideration. I respectfully request that the Select Board approve the proposed Committee Charge and authorize me to begin advertising for individuals interested in serving on the Committee.

MWH/rjb
enclosures

Town of Groton
Tax Classification Hearing

Fiscal Year 2027

Presented by Tammi Mickel, Principal Assessor
November 16, 2026

1

Purpose of the Hearing

To adopt the Town's Tax Policy by allocating or classifying the tax levy among the property types.

Action Required by the Select Board

The Select Board will vote on the following at the end of the presentation

- Vote for a **Single Tax Rate** (single tax rate for Residential, Commercial, Industrial and Personal Property) or **Split Tax Rate** (a shift of the tax levy from the Residential class to the Commercial, Industrial and Personal Property classes.)
- Vote whether to adopt a Residential exemption.
- Vote whether to adopt a small commercial exemption.

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Property Assessment Review

- Fiscal Year 2027 was a Certification Revaluation Year for the Assessing Department with the Department of Revenue certifying assessed values on October 22, 2026.
- Groton's Next Certification year is FY 2032
- Arms length sales that occurred during the Calendar Year 2025 were used for our 101 and 102 classes and Calendar year 2024/2025 for all other classes to establish the Fiscal Year 2027 Assessment.
- MGL requires that Assessors value properties at a median assessment to sales ratio (ASR) of 90% to 110%.
- For FY27, the Assessors used a median ASR of 95% for our largest class.

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Property Assessment Review (continued)

Sales Data

Property Class	Residential	Condo	Two Family	Three Family	Apartment	Mixed Use	Commercial	Industrial
	101	102	104	105	111-115	108-132	130's	340's
FY26 Parcels	3284	345	135	10	13	457	89	13
	ASR Statistics: Sale Price / FY2027 Assessed Value							
Total # of sales > $1,000	121	26	11	2	1	13	3	0
# Arms-Length Sales	82	25	6	1	0	1	1	0
%AL Sales/Parcels	2.50%	7.25%	4.44%	10.00%	0%	0.23%	1.12%	0%
Median ASR	0.95	0.97	0.94	0.92	0.00	0.99	0.96	0.00
COD	5.22	4.19	7.01	0.00	0.00	0.00	0.00	0.00

Source: DLS LA3 Statistics

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Property Assessment Review (continued)

% Change in Average Assessments by Property Type

Property Type	FY26 Average	FY27 Average	%Change
Single Family	$781,387	$801,878	4.99%
Condominium	$496,019	$518,574	4.56%
Two Family	$689,189	$689,259	0.01%
Commercial	$869,520	$940,000	8.10%
Industrial	$506,246	$553,750	9.38%
Personal Property	$359,188	354,916	-1.19%

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FY26 – FY27 LA4 Comparison

Property Type	Description (Details)	FY26 Parcel Count	FY26 Assessed Value	FY27 Parcel Count	FY27 Assessed Value	Parcel Difference	Parcel % Difference	Assessed Value Difference	Assessed Value % Difference
Class 1	Residential	4,290	$2,888,539,340	4,303	$3,046,842,694	13	0.3%	$158,303,354	5.5%
Class 2	Open Space	0	$0	0	0	0	-	0	-
Class 3	Commercial	166	$96,710,783	161	$101,839,280	-5	-3.0%	$5,128,492	5.3%
Class 4	Industrial	13	$9,582,300	12	$9,678,400	-1	-7.7%	$96,100	1.0%
Class 5	Personal Property	79	$28,375,920	82	$29,103,130	3	3.8%	$727,210	2.6%
Total Taxable	Real Estate & Personal Property	4,548	$3,023,208,348	4,558	$3,187,463,504	10	0.2%	$164,255,156	5.4%

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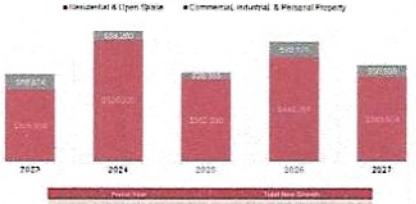
New Growth

- New Growth is defined by the DOR as a dollar increase in the annual levy limit that reflects additions to the community's tax base since the last fiscal year such as new houses & newly created parcels.
- New Growth was certified on October 22, 2026 at $28,014,880 in Assessed value or $414,060 in Tax Levy Growth (based on the FY26 tax rate of $14.78).

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New Growth Value

TOWN OF GROTON

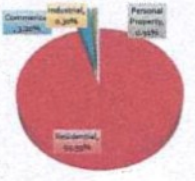


Fiscal Year	Total New Growth
2023	$372,812
2024	$564,100
2025	$381,803
2026	$518,452
2027	$414,060

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Fiscal 2027 Value by Class

	Value	% of Levy
Residential	$ 3,046,842,694	95.59%
Commercial	$ 101,839,280	3.20%
Industrial	$ 9,678,400	0.30%
Personal Property	$ 29,103,130	0.91%
Total Value	$ 3,187,463,504	100%



Historical Percent of the Levy by Class

Fiscal Year	Residential % of Levy	CIP % of Levy
2023	94.35%	5.65%
2024	95.07%	4.93%
2025	95.39%	4.61%
2026	95.55%	4.45%
2027	95.59%	4.41%

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Establishing the Tax Rate

- FY26 Levy Limit: $39,607,199 (Levy Limit - Maximum dollar increase town can raise in a fiscal year)
- 2.5% allowed growth: + $990,180 (Proposition 2 ½)
- New Growth: + $414,060 (Additions to the tax base from new construction and property improvements)
- FY27 Levy Limit: $ 41,011,439 (Baseline for FY28 calculations)

Debt Exclusions: $6,161,035 (Town voted temporary increase to the levy to pay for capital projects)

• High School (5/99)	$108,143	Flo Ro Constr (5/21)	$72,937
• Central Fire (4/14)	$497,613	Flo Ro Constr #2 (5/21)	$1,428,450
• Senior Center (5/18)	$568,188	Flo Ro Constr #3 (5/21)	$2,088,195
• DPW Facility (5/19)	$304,155	PFAS GDRSD SRF (11/23)	$224,385
• Library Roof (2/20)	$73,402	PFAS GDRSD GOB (11/23)	$323,267
• Flo Ro Constr (5/21)	$472,400		

Maximum amount to be raised: $41,011,439 + $6,161,034 = $47,172,474
Excess Levy Capacity : -$93,638
$ 47,078,836 (FY27 Tax Levy)

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How the Tax Rate is Calculated

$ 47,078,836 (FY 2027 Property Tax Levy) = 0.01477
$3,187,463,504 (FY 2027 Town's Taxable Valuation)

or

$14.77 per thousand dollars of assessed value if a uniform rate is selected tonight.

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Historical Tax Rate Year to Year

Year	Tax Rate
2018	$18.67
2019	$18.11
2020	$17.38
2021	$17.60
2022	$17.19
2023	$15.64
2024	$15.09
2025	$15.25
2026	$14.78
2027	$14.77

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Historical Recap of Average Single Family Tax Bill

Year	Average Single Family Value	% Change of Value YOY	Average Single Family Tax Bill	$ Change YOY	% Change YOY
2018	$428,624	0.05%	$8,002	$180	2.30%
2019	$458,228	6.91%	$8,299	$297	3.71%
2020	$498,184	8.72%	$8,658	$359	4.33%
2021	$506,071	1.58%	$8,907	$249	2.88%
2022	$535,100	5.74%	$9,198	$291	3.27%
2023	$633,985	18.48%	$9,916	$718	7.81%
2024	$694,934	9.61%	$10,487	$571	5.76%
2025	$707,877	1.86%	$10,795	$308	2.94%
2026	$761,387	7.56%	$11,253	$458	4.24%
2027	$801,878	5.32%	$11,844	$591	5.25%

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Selection of Minimum Residential Factor

- Adopt a Residential Factor of "1". Result: All classes of property taxed at same rate. (Single Tax Rate)
- Adopt a Residential Factor of "less than 1". Result: Residential share of Levy decreases while Commercial, Industrial and Personal Property (CIP) share of Levy increases. (Split Tax Rate)
- The minimum residential factor for the Town of Groton for Fiscal Year 2027 is **0.9769**, as determined by the Massachusetts Department of Revenue.

Source: DLS- LA-5 Options

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Residential Factor/ Split Tax Rate

- MGL Ch 40 § 56 allows a shift of up to 1.5 of the tax burden between the classes of property.
- The impact on the Property Class rate is as follows:

<u>The Full shift of 1.5%= a $14.43 residential tax rate and a $22.15 Commercial/ Industrial/ Personal Property Tax Rate.</u>

CIP Factor	Residential	CIP	Residential	Comm/Indust/P.P. (CIP)	Total
1.00	$14.77	$14.77	$45,001,436	$2,076,950	$47,078,386
1.25	$14.60	$18.46	$44,482,199	$2,596,187	$47,078,386
1.50	$14.43	$22.15	$43,962,962	$3,115,425	$47,078,386

Source: DLS Options Table

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Average Property Examples

Single Tax Rate:				
Avg. Single Family House Value =	$801,878 x	$14.77/1000	=	$11,843.74
Avg. Commercial Value =	$940,000 x	$14.77/1000	=	$13,883.80
Split Rate with CIP 125%:				
Avg. Single Family House Value =	$801,878 x	$14.60/1000	=	$11,707.41
Avg. Commercial Value =	$940,000 x	$18.46/1000	=	$17,352.40
Split Rate with CIP 150%:				
Avg. Single Family House Value =	$801,878 x	$14.43/1000	=	$11,571.10
Avg. Commercial Value =	$940,000 x	$22.15/1000	=	$20,830.40

To save the Residential taxpayer $281 we would have to shift the burden to the Commercial taxpayer and increase their tax bill by $6,937.

*Average values are rounded

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Selection of Open Space Discount

- There are no parcels in Groton currently classified as open space.
- Open Space is defined in Massachusetts General Law as:

MGL Chapter 59 Sec 2A(b) "Class two, open-space", Land which is not otherwise classified and which is not taxable under the provisions of chapters sixty-one, sixty-one A or sixty-one B, or taxable under a permanent conservation restriction, and land not held for the production of income but is maintained in an open or natural condition, which contributes significantly to the benefit and enjoyment of the public".

- The open space discount has a maximum discount of 25%.

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Residential Exemption

* This option must be established early in the year so that residents can apply for the Exemption prior to the setting of the tax rate.

- Must be owner-occupied, primary residence to qualify and must apply annually prior to the Classification Hearing.
- A residential exemption is a redistribution of the tax levy among Residential property owners.
- Typically, the intent of the Residential Exemption is to shift the tax burden to rental and vacation properties.
- Only 20 of 351 communities have adopted a residential exemption:

Barnstable, Boston, Brookline, Cambridge, Chelsea, Concord, Everett, Eastham, Malden, Mashpee, Nantucket, Oaks Bluff, Provincetown, Somerville, Tisbury, Truro, Waltham, Watertown, Wellfleet

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Granting a Small Commercial Exemption

- The Selectboard may adopt a small commercial exemption.
- This exemption is for commercial parcels (property class three) occupied by businesses with an average annual employment of not more than ten people during the previous calendar year and with assessed values of less than one million dollars.
- The intent of the exemption is to give a tax reduction to small commercial property owners at the expense of the larger commercial and industrial parcels.
- The Board can choose an exemption that reduces the taxable valuation of each eligible parcel by a percentage of up to 10%.
- Only 14 of 351 Communities have adopted a small commercial exemption.

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The FY2027 assessed home values reflect the market value of properties as of January 1, 2026—almost a full year ago based on the data and market conditions at that time.

Of course, there will always be some properties that don't fit perfectly into our models and may fall outside the typical range. If you feel that your assessed value does not reflect the market value of your home as of January 1st, we strongly encourage you to reach out to our office once the third-quarter tax bills are received. The month of January is the abatement period, and all abatement applications must be submitted or postmarked by Monday, February 1, 2027. Any questions on your assessed value, please come talk to our office.

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Classification Vote Summary

- 1. Vote a Selection of a Minimum Residential Factor
  - A factor of 1 yields a single rate and would result in a $14.77 rate.
  - (Board of Assessors recommend a Factor of 1)
- 2. Vote on whether to adopt a Residential Exemption
  - With a low number of non-owner-occupied properties, this shifts a portion of the residential levy from lower-valued residential properties to higher valued properties.
  - Only 16 communities in the Commonwealth have a Residential Exemption.
  - (Board of Assessors recommend a no vote)
- 3. Vote on whether to adopt a Small Commercial Exemption
  - This exemption is for commercial properties valued under $1 million and occupied by business(s) with less than ten employees.
  - This exemption benefits property owners, typically not small business tenants.
  - This shifts up to 10% of the value of those properties to other commercial and industrial properties.
  - (Board of Assessors recommend a no vote)

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Mark Haddad

From: Town of Groton <mchiasson@grotonma.gov>
Sent: Saturday, October 17, 2026 2:57 PM
To: Select Board
Subject: New Committee Interest Form Entry

Name

John O'Donnell

Phone Number

9788776617

Email

jodonnell998@gmail.com

What Committee are you Joining?

Historic Commission

Please give us a brief explanation of why you are interested.

I am a retired professional civil engineer with a keen interest in colonial through the American revolution history. For five years, I volunteered at the USS Constitution Museum providing visitors with explanations of various exhibits and details of 17th and 18th century nautical history. These details

Black Earth Compost, LLC
2 Hillside Rd, Gloucester MA 01930
www.blackearthcompost.com
978-290-4610

Groton Organics Management Agreement

Company: Black Earth Compost, LLC Authorized Agent: _____

Customer: Town of Groton Authorized Agent: _____

I. Recitations

A. WHEREAS the Town of Groton (the "Town") hereby contracts with Black Earth Compost, LLC ("BEC") for a term of 30 years (the "Term"), commencing upon the Effective Date (as hereinafter defined), subject to the terms and conditions of this Agreement. At the end of 30 years, the proper steps will be taken to negotiate a renewal of the contract.

B. WHEREAS BEC is obligated to obtain a permit from the Commonwealth of Massachusetts pursuant to 310 CMR 16.04 (and/or any successors thereto) to enable BEC to operate the Site during the Term. BEC agrees to operate the Site in a manner that adheres to state regulations and in a way to minimize problems arising from odors and vectors.

NOW THEREFORE, for good and adequate consideration, acknowledged by both Parties hereto, and incorporating all Recitations herein, this Agreement dated as of July 1, 2026 is between the Town and BEC for the management of the area outlined in Exhibit A (the "Compost Site"). The Town and BEC are each a "Party," and collectively, the "Parties."

II. Uses of the Site:

A. The primary use of the Compost Site is the collection and conversion of Organic Material (as such term is defined at 310 CMR 16.02) into usable organic material, currently through the process of composting (the "Project"). The Parties acknowledge that BEC may adopt additional technologies for the processing of the organic material as it may from time-to-time deem appropriate, efficient, or necessary in furtherance of the Project. BEC may park its trucks on site and maintain small structure(s) for receiving the incoming Organic Material and supporting the Project. BEC has the exclusive right and license to sell compost, loam, and other landscaping/agricultural related products from the Compost Site.

B. BEC expects to bring in Organic Material each week for organics processing within the tonnage allowed by its DEP permit. BEC will prioritize the processing of the in-town generated Organic Material from Township residents, as well as schools within the Town that BEC collects before processing Organic Material from other sources.

III. Stipulations:

- Accepting material from residents and the town.

BEC agrees to accept yard waste from Town residents, Town crews and contractors of the Town at no charge, but only to the extent the waste is generated within the Town. Such acceptable yard waste shall be free of plastics, glass and other non-organic materials, which shall be deemed "Unacceptable Waste." To the extent said parties deliver a non-conforming load, such material shall be removed from the Site at the Town's sole expense. BEC has the right to ask residents to sort their material into different types of Organic Material as needed.

- Accepting material from 3rd parties.

BEC will assess tipping fees to contractors who bring in Organic Material from the Town or outside the Town, which tipping fees shall be at the sole discretion of BEC. It will be BEC's responsibility to prevent these contractors from delivering Unacceptable Waste. It will be a joint decision between BEC and the DPW whether to allow these contractors to bring in loads primarily of grass and brush. However it as agreed that contractors can bring in loads year round that primarily contain leaves, horse manure or other Group 1 Organic Materials as defined in CMR 310 16.04.

- Grinding of Brush.

BEC agrees to pay for the annual grinding of brush up to $30,000. This brush will only originate from in-town. BEC will utilize an appropriate-sized grinder, and will advise the Town with respect to size limits of the grinder. BEC is not responsible for the disposal of logs and stumps deemed too large or unsuitable for the contracted grinder, and Town agrees to pay to remove such unsuitable material expeditiously upon BEC's request. Too large or unsuitable material brought in by a 3rd party which BEC solicits will be BEC's responsibility to dispose of. Town will keep tip fees from the residential drop off of brush.

- Screening of Compost

BEC agrees to pay for the screening of the finished compost to a size and quality deemed appropriate by BEC.

- Permits and Regulations

It will be the responsibility of BEC to operate within DEP regulations and provide yearly reporting of quantities to DEP and Town.

- **Food Scrap drop-off and curbside collection program**

BEC will provide totes at an organic waste drop-off area located at the Town's transfer station at 600 Cow Pond Brook Rd. These totes are for Town residents to drop off food waste generated from their homes in Town. These totes will be collected weekly by BEC at no charge to the Town. The Town is responsible for monitoring these totes, and will be responsible for disposing of the totes contents if BEC deems there is too much "Unacceptable Waste".

BEC will continue its residential curbside collection program in Town which it started in 2020. This program will be a private subscription, weekly collection of food scraps.

- **Finished product**

BEC will provide up to 200 cubic yards of compost per year for all Town residents (with proof of residency) to pick up on their own from the Compost Site during 'Residential Yard Waste' open hours. BEC is not obliged and prefers not to load resident's vehicles with its equipment.

BEC will provide up to 300 cubic yards of soil/compost blend for use by Town DPW. The raw loam to be used in the soil blend will be provided by the Town and BEC will screen it with its own machines. This screening, mixing and stockpiling of the soil will occur in an area outside of the Compost Site in order to prevent weed seeds from the loam from being reintroduced into the compost (see Exhibit A for proposed soil screening area). The ratio of loam to compost for the 300 cubic yards is decided on by the Town DPW, depending on its needs.

- **Odors and Vectors**

BEC will use industry best management practices and tools appropriate for the size of this operation to limit odors and bird/animal problems. BEC will maintain an odor hotline to allow neighbors to report nuisances. Tracking of these reports will be available to the Town. Food scraps arriving to the site will be mixed and covered by the end of day.

- **Site improvements**

New grading and structures within the Compost Site will be approved by the DPW and permits for these will be obtained by BEC. BEC can maintain the existing grade and fill holes on the Compost Site without permission from DPW. BEC will submit and maintain in compliance a compost permit with the MA DEP. BEC will submit an initial site plan with DPW before improving the site.

- **Utilities**

The Town will allow BEC to have a connection to the electric grid within the Compost Site and will not impede such connection. BEC will be allowed to fill up Intermediate Bulk Containers ("IBC totes") or similarly sized containers with water in the DPW yard for cleaning of the compost structures and deodorizing if needed.

- Winter Access

BEC requires year-round access to the Compost Site. BEC will plow the roads on the Compost Site, including the Residential drop off area. The Town will plow and maintain passable the two access points to the Compost Site. If there is an overnight storm and it is anticipated that access to the Compost Site will not be available first thing in the morning, BEC may park its trucks at a location designated by the DPW closer to Cow Pond Brook Rd that will give the trucks access to said road in the morning.

- Hours of operation

BEC agrees to have the site open for 'Residential Yard Waste' hours for the same times as the yard waste drop off was open in 2019 to residents, which was Wednesday to Saturday from 7am to 4pm. These open hours are dependent on weather and safety conditions at the site as determined by BEC. BEC will notify Town when the Compost Site is kept closed for those reasons. BEC and the Town may in the future jointly agree to change the times of the Residential Yard Waste days and hours in order to better serve the residents.

IV. Assignment:

Neither Party to this Agreement shall assign this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld, except to the extent such assignment is to an affiliate, parent or subsidiary of BEC. A change in ownership of BEC shall not be deemed an assignment of this Agreement.

V. Termination:

A. Neither party may terminate this Agreement without cause. The Town reserves the right to cancel the agreement if found in the best interest of the town due to a breech or failure to follow common business practices, DEP regulations, environmental concerns, public or employee safety concerns. BEC reserves the right to cancel the agreement if circumstances prevent it from running a financially viable compost operation at the Compost Site.

B. If a Party is in breach of this Agreement (the "Breaching Party"), the other Party (the "Non-Breaching Party") will give written notice to the Breaching Party describing in reasonable detail the terms of such breach. The Breaching Party will have 90 days from receipt of such written notice to cure the breach or submit a plan to remedy the breach. In the event the breach is not remedied within such 90 days or a reasonably adequate plan is not submitted to remedy such breach, the Non-Breaching Party shall have the right to

terminate this Agreement. In the event the Town terminates this Agreement in such manner, it shall have the right to lease the Compost Site to a third party after a wind down period. In the event BEC terminates this Agreement it shall have the right to repossess and/or remove all of its property from the Compost Site.

C. If BEC makes a bankruptcy filing or a bankruptcy filing is made against BEC which is not dismissed within 60 days of such filing, the Town will have the right to terminate this Agreement upon written notice to BEC.

D. In the event of a termination of the Agreement by either Party, or upon expiration without renewal, BEC will be allowed a 'Wind Down' period during which BEC will immediately reduce the amount of Organic Material brought to the Site, and will then stop bringing in new Organic Material completely within 60 days. BEC has the right to finish any in process Organic Material over the next 6 months and sell it in the following spring. BEC will vacate the Compost Site by July 1st after that spring.

During this Wind Down period, BEC will continue to perform the services to the town including residential open hours for the Compost Site but not grinding of the brush. BEC will also train Town staff how to operate the compost site if the Town requests this. If BEC wants to vacate the Compost Site before the end of the full Wind Down period, BEC will inform the Town 60-days prior to vacating.

VI. Indemnification:

Each Party (the "Indemnifying Party") agrees to indemnify, defend and hold the other Party and its officers, directors and employees (the "Indemnified Party") from and against any and all liability (including reasonable attorney's fees) which the Indemnified Party may be responsible for or pay out as a result of bodily injuries (including death), property damage, or any violation or alleged violation of law, to the extent caused by the Indemnifying Party's breach of this Agreement or by any gross negligent act or omission or willful misconduct of the Indemnifying Party or its employees, which occurs at or with respect to the Compost Site. Neither Party shall be liable to the other for consequential, indirect, incidental or punitive damages hereunder caused by such Party's breach of this Agreement.

BEC will indemnify the town for any and all liability arising from the quality of material that is brought on to the Compost Site by a contractor that BEC hires or permits to bring Organic Material to the Compost Site, to the extent caused by BEC's breach of this Agreement or by any gross negligent act or omission or willful misconduct of BEC or its employees, which occurs at or with respect to the Compost Site. Neither Party shall be liable to the other for consequential, indirect, incidental or punitive damages hereunder caused by such Party's breach of this Agreement.

VII. Uncontrollable circumstances:

Neither Party shall be in default or breach for its failure to perform or delay in performance caused by events beyond its reasonable control, including but not limited to, imposition of laws or governmental orders, fires, equipment failures, labor strikes and/or shortage, permit changes and regulations, and the affected Party shall be excused from performance during the occurrence of such events. Notwithstanding the above the Party seeking the delay in performance shall have a continuing obligation to take reasonable measure to minimize the period of delay and/or to correct or address the issue giving rise to the delay in performance.

VIII. Miscellaneous:

A. In the event of a dispute between the Parties, a court, arbitrator and/or mediation shall have the right to award the prevailing party reasonable attorneys' fees and costs in interpreting or enforcing this Agreement. In the event the Parties cannot agree with respect to the use of arbitration or mediation, the disputing Party may file an action in any court of law with requisite jurisdiction;

B. The validity, interpretation and performance of this Agreement shall be construed in accordance with the laws of the Commonwealth of Massachusetts;

C. If any provision of this Agreement is declared invalid or unenforceable, then such provision shall be deemed severable and shall not affect the remainder of this Agreement, which shall remain in full force and effect;

D. The payment obligations of each party hereunder, the Warranties and Indemnification made by each party shall survive termination or expiration of this Agreement.

Agreed and Accepted as of the date first above written:

Black Earth Compost LLC signature:

_____

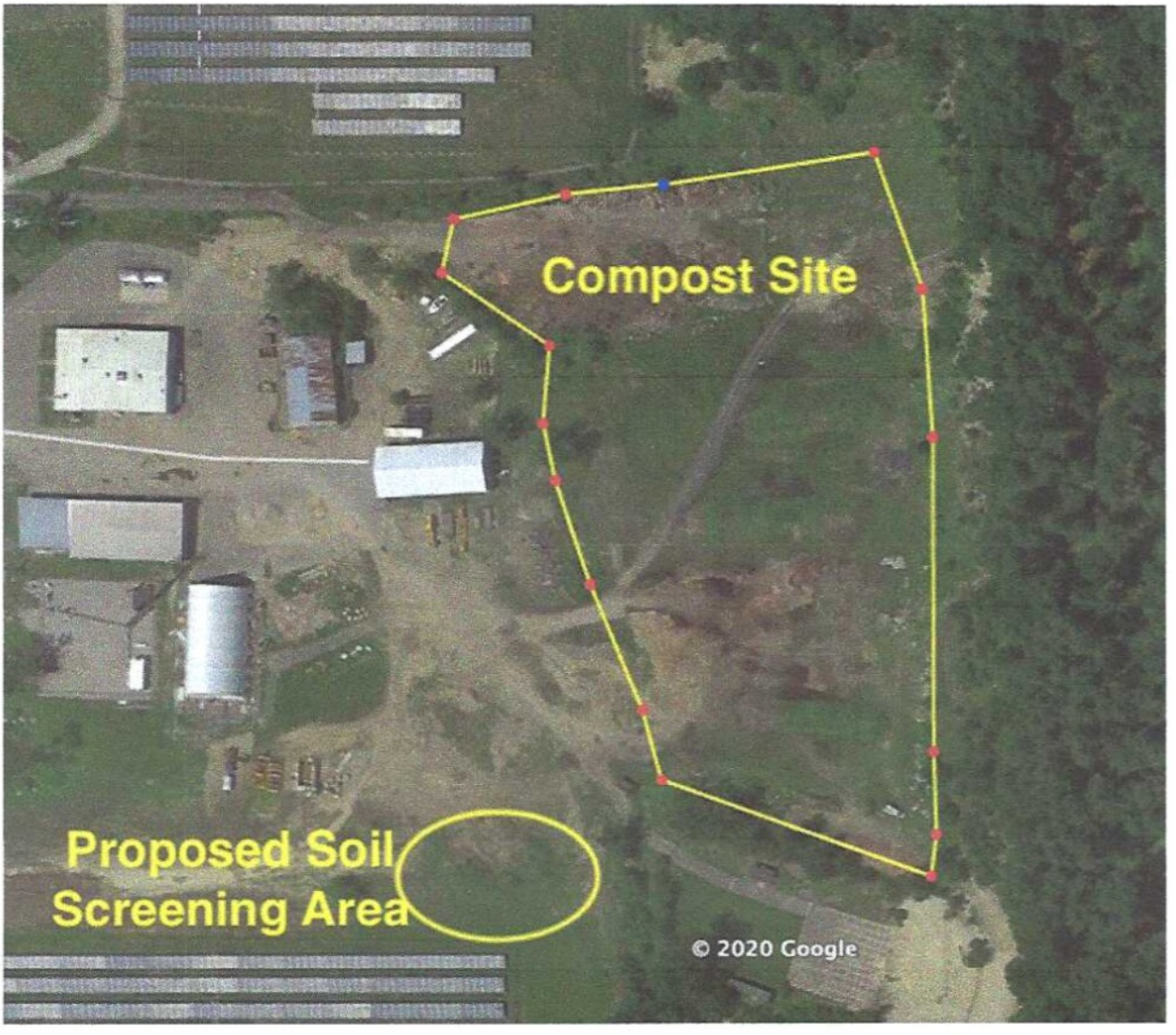
Name and Title:

Town of Groton signature:

_____

Name and Title:

Exhibit A: Map of Area, including both the "Compost Site" and the proposed Soil screening area which is outside of the Compost Site.



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*

Town Manager
Mark W. Haddad

DRAFT CHARGE

Artificial Intelligence and Emerging Technologies Study Committee

Purpose

The Groton Artificial Intelligence and Emerging Technologies Study Committee is established by the Select Board to evaluate and recommend policies governing the responsible use of artificial intelligence (AI), surveillance systems, data-gathering technologies, and other emerging technologies in municipal government.

Scope of Responsibilities

The Committee shall review existing Town practices and develop policy recommendations addressing:

1. **Artificial Intelligence:** Appropriate uses of AI in municipal operations, including standards for transparency, accuracy, accountability, and human oversight.

2. **Surveillance Technologies:** The use of municipal security cameras, surveillance systems, and related technologies, including appropriate limitations, access controls, and oversight.

3. **Data Collection and Management:** Standards governing the collection, storage, protection, retention, sharing, and disposal of municipal and resident data.

4. **Vendor Accountability:** Standards for evaluating technology vendors and ensuring that Town contractors meet appropriate privacy, cybersecurity, transparency, and data governance requirements.

5. **Public Trust and Transparency:** Policies that protect resident privacy and civil liberties while promoting transparency, public accountability, and responsible innovation.

Committee Membership

The Committee shall consist of five (5) members appointed by the Select Board, with consideration given to individuals with experience in technology, municipal government, cybersecurity, privacy, public safety, and community affairs. The Town Manager or designee and IT Director shall serve as a non-voting liaisons.

Deliverables and Timeline

The Committee shall submit a written report to the Select Board within 180 days of its first meeting, including recommended policies, implementation priorities, and any proposed safeguards necessary to ensure responsible technology use.

Guiding Principles

In developing its recommendations, the Committee shall balance operational efficiency, public safety, innovation, transparency, cybersecurity, privacy, civil liberties, fiscal responsibility, and public trust.

The Committee shall serve in an advisory capacity and shall dissolve upon completion of its charge unless otherwise directed by the Select Board.

Adopted by the Select Board: _____



Town of Rockland
242 Union St, Rockland, MA 02370

AI Use Policy

Artificial Intelligence (AI) Use Policy

Definitions

Artificial Intelligence (AI): A technology solution, system, or machine that is meant to mimic human intelligence to perform tasks while iteratively improving itself based on the information it collects.

Generative Artificial Intelligence (AI) refers to a class of AI systems capable of creating original content such as text, images, audio, video, or software code. Unlike traditional AI, which typically classifies or predicts based on existing data, generative AI can produce new outputs that resemble human-created work.

Policy

1. The Town of Rockland recognizes the potential benefits of generative AI tools to improve efficiency, creativity, and service delivery. At the same time, use of these tools must be carefully managed to protect residents, employees, and the Town from risks associated with improper handling of sensitive data. This policy establishes guidelines for appropriate and responsible use of generative AI.

2. **Purpose.** The purpose of this policy is to define the permitted and prohibited uses of generative AI within Town government, ensuring compliance with state and federal laws, protecting confidential information, and maintaining public trust.

3. **Scope.** This policy applies to General Government Town of Rockland employees, contractors, volunteers, and any other individuals who use generative AI tools for Town business.

4. **Prohibited Data.** The following categories of information must not be entered into any AI prompt or system:

    a. Personally Identifiable Information (PII): names with addresses, dates of birth, SSNs, or contact details.
    b. Protected Health Information (PHI): medical, mental health, or disability-related records (HIPAA-covered).
    c. Legal Advice.
    d. Security and Infrastructure Data: IT systems, passwords, vulnerabilities, emergency response plans, or law enforcement data.
    e. Resident and Community Data: tax accounts, billing information, social services records, complaints tied to individuals.
    f. Other Confidential Data: information exempt under Massachusetts Public Records Law.

5. Permitted Uses. Generative AI may be used for the following purposes, provided no prohibited data is included:

a. Drafting communications or public messaging using non-sensitive information.
b. Summarizing publicly available reports or documents.
c. Creating templates, forms, or standard operating procedures (SOPs).
d. Brainstorming ideas or generating content for training, planning, or public engagement (non-sensitive only).

6. Oversight and Review.

a. All output generated by AI must be reviewed by a Town employee before release.
b. The Town IT Director and Managed Service Provider will oversee implementation of this policy and review it annually. Violations may result in disciplinary action consistent with Town policies and collective bargaining agreements.
c. This policy ensures the Town of Rockland responsibly leverages the benefits of generative AI while safeguarding sensitive information and upholding public trust.

7. **Future Applications and Approval.** The Town of Rockland will continue to explore potential applications of generative AI in municipal government to enhance efficiency, transparency, and service delivery. Any uses of AI not explicitly permitted in this policy must be discussed with and receive prior approval from the Town Administrator before implementation.

8. **Point of Contact.** The point of contact for this policy is the undersigned at Geno@rockland-ma.gov or by telephone at (781) 871-1895 with Managed Services Provider SecureWon at support@securewon.com or by telephone at 855-458-6947 as the backup.

Adopted by the Select Board on 10/21/2025.

Town of Acton
Artificial Intelligence Use Policy
Adopted by the Select Board on 10/26/2026

This policy is effective as of October 26, 2026, and will be reviewed periodically to ensure it remains current with evolving technologies, legal requirements, and Town practices. Revisions to the policy will be documented in a version control table maintained with the policy. Questions regarding this policy should be directed to the Town Manager or their designee.

1. Purpose & Scope

The Town of Acton encourages responsible use of Artificial Intelligence (AI) and Generative AI to improve municipal efficiency, communication, accessibility, and public service delivery.

This policy applies to all Town employees, contractors, volunteers, and board or committee members using AI tools for Town-related work. AI tools assist—but never replace—employee judgment, professional responsibility, and human oversight.

2. Definitions

- Artificial Intelligence (AI): Technology designed to perform tasks requiring human-like analysis, prediction, or judgment.
- Generative AI: AI tools capable of creating or modifying text, images, audio, video, code, or data summaries based on prompts.
- AI Output: Any content, recommendation, summary, code, or communication generated or assisted by an AI tool.

3. Permitted Uses

Permitted uses described below are limited to web-based AI services authorized by the Town Manager and the Director of Innovation and Technology and must comply with the requirements of Section 8. Use through a personal account is permitted only when the service is authorized and all requirements of this policy are followed. Permitted uses include:

- Drafting or refining non-sensitive emails, documents, reports, announcements, policies, and public communications.
- Creating outlines, meeting templates, forms, Frequently Asked Question (FAQ's), procedures, or training materials.
- Research and information gathering using publicly available information, including identifying, summarizing, organizing, or helping explain information. Users must

- independently verify important factual claims, sources, citations, references, and other material information before relying on or distributing the results.
- Summarizing public documents and meeting materials (subject to section 4).
- Improving plain language, readability, grammar, or translation (subject to review by a proficient speaker).
- Assisting with non-sensitive technical troubleshooting, formulas, or sample code.

4. Meeting Recording and Transcription

AI-enabled tools may be used to record, transcribe, or summarize meetings when appropriate and when doing so complies with applicable Town policies and legal requirements.

Employees should be aware that recordings and transcripts created in connection with Town business may constitute public records and must be retained and disclosed in accordance with applicable public records and records retention requirements.

The use of AI-enabled recording or transcription tools must be disclosed to all participants before recording or transcription begins, regardless of whether the meeting is public, internal, virtual, or in person. Consent must be obtained from participants where required by applicable law. For meetings subject to the Massachusetts Open Meeting Law (G.L. c. 30A, §§ 18–25), recording must also comply with applicable notification requirements. Employees must not initiate or permit undisclosed recording or transcription of Town-related meetings.

AI-enabled recording or transcription tools should not be used during meetings or communications with Town Counsel, or other discussions involving attorney-client privileged communications, unless specifically authorized, because recording or sharing such communications may risk waiver of the attorney-client privilege.

5. Prohibited Data & High-Risk Restrictions

a) Restricted Inputs

Unless using a Town enterprise AI system expressly authorized by the Town Manager and the Director of Innovation and Technology to handle the information involved, users must not enter confidential, sensitive, or restricted Town information into publicly available or otherwise unapproved AI tools, regardless of their privacy settings. Restricted information includes:

- **Personal & Financial Information:** Personally Identifiable Information (PII), tax, billing, licensing, or resident-specific case records.
- **Protected Records:** Protected Health Information (PHI), personnel files, performance evaluations, employee discipline, labor relations, or job application materials.
- **Legal & Enforcement Data:** Attorney-client privileged communications, litigation strategy, criminal justice, law enforcement, investigatory, or emergency response data.

- **Cybersecurity Information:** Passwords, credentials, network diagrams, system configurations, firewall rules, or security logs.
- **Statutory Exemptions:** Any information exempt from disclosure under the Massachusetts Public Records Law.

b. Restricted Outputs

- **Fabricated Real Imagery / Synthetic Media:** Generating or manipulating photographs, audio, or video to depict real individuals, Town officials, employees, or events that did not actually occur.
- **Fictitious Documents or Unauthorized Rules:** Generating official documents, public notices, bylaws, regulations, or policies that do not accurately represent formal Town policy or official action.
- **Privileged Communications:** Recording or transcribing attorney-client privileged communications using AI tools without authorization

6. Accuracy & Human Accountability

- **Mandatory Human Review:** Employees must independently verify facts, dates, citations, legal references, calculations, and other important claims generated by AI before relying on, publishing, or distributing them.
- **AI-Generated Links and Downloads:** Employees must exercise the same cybersecurity precautions when opening links or downloading materials suggested by AI tools as they would when accessing other internet content. AI-generated links, citations, and references must not be assumed to be legitimate or accurate. Employees must not enter Town credentials, install software, or execute scripts based solely on AI-generated instructions without appropriate verification and authorization.
- **Visual Integrity & Public Trust:** The public relies on Town communications for truthful information. Photographs, imagery, and media published in Town newsletters, social media, or websites must accurately reflect reality. AI may not be used to create misleading photographic evidence of Town events or activities.
- **Document Integrity:** No AI-generated document, notice, or policy may be distributed or published unless it accurately reflects existing, officially approved Town policies, bylaws, or administrative decisions.
- **No Automated Decisions:** While town employees may use AI to assist in making decisions affecting residents, AI may not be used as a sole or primary decisionmaker regarding employment, public safety, legal matters, finance, permitting, licensing, or resident benefits.

7. Prior Approval Required

Approval from the Town Manager, in coordination with the Director of Innovation and Technology, is required before

a) Purchasing or subscribing to Generative AI software or services, or other AI-enabled products where AI is a primary feature, using Town funds. This does not include routine software features that use AI in a limited or incidental manner, such as spellcheck, grammar correction, spam filtering, or similar functionality. Integrating AI tools into

Town software, infrastructure, or automated workflows also requires prior approval. Vendor arrangements involving Town information should address, as applicable

1. No training on Town data.
2. Town ownership of its inputs and outputs.
3. Data security and breach-notice obligations on the vendor.
4. Cooperation with public records requests and retention requirements.

b) non-public Town documents or data into any AI platform, subject to the restrictions in Section 5 and approval appropriate to the information involved.

c) AI for surveillance, public safety, legal, personnel, or financial processes requires approval of the Select Board.

8. Public Records, Security & Administration

- Authorized Tools and Access: Employees may use web-based AI services authorized by the Town Manager and the Director of Innovation and Technology for permitted Town business. The Town will maintain a list of authorized services and may restrict or prohibit access to services presenting unacceptable security, privacy, or operational risks. Employees may access permitted AI services through a web browser. Installation of AI applications, locally hosted models, browser extensions, or integrations on Town-managed devices requires prior approval from the Town Manager and Director of Innovation and Technology.
- Training and Data-Sharing Settings: Employees using authorized publicly available AI services must disable available settings that permit their conversations, prompts, or uploaded content to be used for model training or optional data sharing. These settings do not eliminate the potential for information retention or disclosure. Confidential, sensitive, or restricted Town information must not be entered into such services regardless of the privacy settings selected.
- Public Records: AI-assisted work, prompts, and outputs created for Town business are subject to the Massachusetts Public Records Law and applicable state retention schedules.

9. Oversight & Contact:

The Town Manager and the Director of Innovation and Technology oversee this policy and will review it periodically. Questions regarding policy interpretation or proposed AI tools should be directed to the Town Manager.

10. Violations, Enforcement and Further Inquiries

- AI Security Incidents: Employees must promptly report any suspected or accidental disclosure of confidential, sensitive, or restricted Town information through an AI service to the Town Manager and Director of Innovation and Technology. Employees must cooperate with authorized investigations and preserve relevant information in accordance with Town policies and applicable law.
- Violations of this policy will be appropriately enforced consistent with the Town's bylaws and applicable law.
- For any questions regarding this policy, please contact the Town Manager.

Town of Acton

Exhibit A — Authorized Web-Based AI Services Attachment to Artificial Intelligence Use Policy

1. Authorized Services

The following services are proposed for authorization for permitted, non-sensitive Town business when accessed through a standard web browser. Inclusion on this list does not approve any service to receive confidential, sensitive, or restricted Town information.

Service / Provider	Website	Permitted examples
ChatGPT OpenAI	https://chatgpt.com	Drafting, editing, research, brainstorming
Microsoft Copilot Microsoft	https://copilot.com	Drafting, general research, everyday assistance
Gemini Google	https://gemini.google.com	Research, writing, summarization of public material
Claude Anthropic	https://claude.ai	Writing, editing, public- information research
Perplexity AI Perplexity	https://www.perplexity.ai	Web research and source discovery

2. Conditions of Use

- Only browser-based access is authorized. Desktop/mobile applications on Town-managed devices, locally hosted AI models, browser extensions, and integrations require prior approval from the Town Manager and Information Technology Department.
- No confidential, sensitive, or restricted Town information may be entered into these services, regardless of account type or privacy settings.
- Employees must disable available settings allowing prompts, conversations, or uploads to be used for model training or optional data sharing; doing so does not eliminate provider retention or other disclosure risks.
- AI-generated content, research, links, and citations must be independently reviewed and verified before reliance or distribution. Staff must report suspected or accidental disclosure to the Information Technology Department promptly.
- Approval applies to the listed services for permitted use, not automatically to their agents, plug-ins, connectors, APIs, autonomous actions, or third-party tools available within them.

3. Administration and Changes

The Town Manager and Information Technology Department maintain this exhibit and may add, suspend, or remove services based on security, privacy, legal, operational, or contractual considerations. Employees must request review before using an unlisted service for Town business. This exhibit may be revised without rewriting the main AI policy, subject to the Town's approval process.

City of Salem

AI Use Policy

Summary

This policy establishes how Generative Artificial Intelligence (AI) may and may not be used by City of Salem employees in the conduct of City business. Generative AI may be used to promote efficiency and effectiveness, but only in ways that protect privacy and, security, are legally compliant, and further public trust. This policy prohibits the use of sensitive or confidential data in AI tools, requires human review and transparency, and sets standards for accuracy, fairness, and responsible use.

Definitions:

Artificial Intelligence (AI)

A technology solution, system, or machine that performs tasks that typically require human intelligence, such as analyzing information, making predictions, or generating content.

Generative Artificial Intelligence (Generative AI)

A type of AI capable of creating new content such as text, images, audio, video, or software code. Examples include tools such as ChatGPT, Microsoft Copilot, Google Gemini, and similar systems.

City employees as used in this policy

Any City employee, whether full time or part time, seasonal or regular, City-funded or grant-funded, as well as all contractors, interns, consultant, and volunteers (including Board and Commission members).

Purpose

The purpose of this policy is to define permitted and prohibited uses of Generative AI in the conduct of City business, ensure compliance with applicable laws and City policies, protect sensitive and confidential information, and maintain public trust. AI may be used only where it serves a legitimate public purpose and aligns with the City's values and objectives.

Policy

1. The City of Salem recognizes that Generative AI tools can improve efficiency, creativity, and service delivery. At the same time, these tools present risks related to privacy, data, security, legal compliance, and accuracy.
2. **Scope:** This policy applies to all City of Salem employees, contractors, interns, consultants, volunteers (including Board and Commission members when conducting City business), and any other individuals using Generative AI tools for City business.
3. **Prohibited Data:** The following information, when it is held by the City in any manner, may never be entered into any Generative AI prompt or system, particularly unconstrained AI tools, a chatbot or content generator designed with minimal to no filters, safety, or ethical guardrails.:
   - Personally Identifiable Information (PII) or Protected Health Information (PHI).
   - Criminal justice, education, or social services records tied to identifiable individuals
   - Financial, payment card, tax, or banking information.
   - Security-related information, including passwords, credentials, API keys, system vulnerabilities, or emergency response plans.
   - Confidential or non-public information exempt from disclosure under Massachusetts Public Records Law.
4. **Permitted Use:** When no prohibited data is included, Generative AI may be used to:
   - Draft, edit, or summarize non-sensitive communications or documents.
   - Summarize publicly available materials.
   - Create templates, outlines, or standard operating procedures.
   - Support brainstorming, planning, training, or public engagement using non-confidential information.
   - Transcribe and/or summarize meeting notes or minutes.
5. **Accuracy and Fairness:** Heightened scrutiny is required when AI is used to conduct City business.
   - All AI-generated content must be reviewed, fact-checked, and approved by a City employee before use or release.
   - AI-generated outputs must not be treated as authoritative without independent verification.
   - AI shall not replace human judgment in decisions requiring discretion, professional expertise, or oversight.
   - City employees must evaluate AI outputs for bias, discrimination, or harmful assumptions and take corrective action as needed.
6. **Transparency and Disclosure:** Use of Generative AI must be disclosed when AI-generated content is used in City work. AI-generated content must be clearly labeled or otherwise identified, including acknowledgment of human review and editing where appropriate.

Examples of disclosure lines that can be used:

- "This memo was edited by [generative AI Tool] using the following prompt: _____."
- "This summary was generated by [insert AI tool]"

7. **Recording Tools:** Personnel may not use AI tools that record or transcribe meetings, monitor communications, or connect to email or calendars without explicit approval in writing or, if verbally, audio recorded, from all parties being exposed to the AI tool while it is in use.
8. **Incident Reporting:** Personnel must promptly report to IT any indication that an AI tool is attempting to access restricted data, escalate privileges, interact with City systems without authorization, or persistently generate false information.
9. **Use for Generating Artwork:** No City employee may use Generative AI for the purposes of creating illustrations or other content for which an individual artist or other person would otherwise be hired to create.
10. **Cybersecurity:** Any use of AI tools by City employees in the conduct of City business must comply fully with the City's existing computer use and cybersecurity policies.
11. **Evaluating AI Tools:** If a City employee is uncertain whether or not a software application or other computer tool is or is not Generative AI subject to this policy, they shall inquire with IT to verify if it is before the tool is used for the conduct of City business.
12. **Review:** The City of Salem will periodically assess and update this Policy to address evolving technology, legal requirements, and best practices.

Dominick Pangallo, Mayor
City of Salem
February 20, 2026

Generative Artificial Intelligence (AI) Standards and Guidelines Addendum to the Town of Nantucket's Internet Email and Computer Use Policy

Town & County of Nantucket

Effective Date: July 1, 2026

1. PURPOSE

The Town & County of Nantucket recognizes the potential benefits of generative artificial intelligence (AI) technologies to improve efficiency, innovation, communication, and public service delivery. The Town also recognizes that these technologies present risks related to privacy, cybersecurity, misinformation, bias, public records compliance, and misuse.

The purpose of these Guidelines is to establish standards for the responsible, ethical, and secure use of generative AI technologies while protecting sensitive and confidential information, maintaining public trust, ensuring compliance with applicable laws and regulations, and supporting the effective delivery of public services.

These Guidelines are adopted pursuant to and supplement the Town & County of Nantucket Internet, E-Mail and Computer Use Policy. All use of artificial intelligence technologies in connection with Town business remains subject to the requirements, restrictions, monitoring provisions, reporting obligations, and enforcement mechanisms contained within that policy and all other applicable Town policies.

Generative AI tools are intended to assist employees in performing their duties and may not replace employee judgment, professional expertise, legal obligations, required approvals, or established decision-making processes.

2. DEFINITIONS

2.1 Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to computer systems or software capable of performing tasks that typically require human intelligence, including reasoning, language generation, pattern recognition, research, analysis, and decision support.

2.2 Generative Artificial Intelligence (Generative AI)

Generative AI refers to artificial intelligence systems capable of creating new content such as text, images, audio, video, software code, summaries, or other media based on user prompts, inputs, and existing data.

2.3 Sensitive Information

Sensitive information includes any data or information relating to specific individuals, businesses, business partners, service providers, Town systems, transactions, or operations where disclosure could cause harm to the Town or another party. Sensitive information includes but is not limited to personally identifiable information (PII), financial information, personnel records, medical information, security information, legal communications, executive session materials, information exempt from disclosure under the Massachusetts Public Records Law, and other information protected by law or Town policies.

3. GENERAL STANDARDS FOR AI USE

3.1 Authorized Use

Employees may use approved generative AI tools only for legitimate Town business purposes and in accordance with all applicable Town policies, security standards, public records requirements, records retention requirements, and legal obligations.

Only Generative AI tools approved by the Information Technology Department may be used in connection with Town business. The Information Technology Department shall maintain and publish a list of approved AI platforms and services authorized for Town use.

3.2 Human Oversight

All AI-generated content must be reviewed by a Town employee prior to use, publication, distribution, or reliance in any official capacity.

Employees remain responsible for the accuracy, appropriateness, legality, completeness, and quality of all work products generated with the assistance of AI technologies.

AI-generated output shall be treated as draft material unless independently reviewed and validated by an employee.

3.3 Permitted Uses

Approved generative AI tools may be used for purposes including, but not limited to:

- Drafting emails, memoranda, reports, policies, presentations, and other communications
- Summarizing documents or meeting notes
- Conducting research using publicly available information
- Brainstorming ideas and developing outlines
- Translation assistance
- Formatting, editing and improving written content
- Creating templates, forms, and standard operating procedures
- Generating software code and scripting assistance for authorized Information Technology purposes

- Assisting with public communications and publications where appropriate review is performed

3.4 Prohibited Uses and Data

Generative AI shall not be used as the sole basis for:

- Personnel decisions
- Legal determinations
- Procurement evaluations
- Public safety decisions
- Regulatory enforcement actions

Employees shall not use or enter data to generative AI tools to:

- Enter sensitive, confidential, protected, or restricted information into unapproved AI systems
- Generate legal determinations, personnel decisions, or disciplinary actions without human review and approval
- Conduct unlawful, discriminatory, harassing, or unethical activities
- Generate knowingly false or misleading information
- Circumvent cybersecurity controls or procurement procedures
- Use personal AI accounts for Town business unless specifically authorized by the Information Technology Department
- Violate any local, state, or federal law

3.5 Verification, Transparency, and Records

Employees using generative AI tools shall:

- Review AI-generated output for accuracy, bias, completeness, and appropriateness
- Verify factual claims using trusted and authoritative sources
- Ensure AI-generated content does not contain discriminatory, offensive, misleading, or inappropriate material
- Disclose the use of AI-generated content in public-facing materials where AI substantially shaped the final content, including official reports, public notices, meeting minutes, and communications issued on behalf of the Town. Disclosure is not required for routine editing assistance, grammar correction, or translation support. When in doubt, employees should consult with their supervisor or the Information Technology Department

Records associated with official AI-assisted work activities shall be maintained in accordance with applicable records retention schedules and Town policies.

The status of AI prompts, chat logs, and AI-assisted drafts as public records under the Massachusetts Public Records Law (M.G.L. c. 66) remains subject to ongoing legal interpretation. Employees should treat AI prompts and outputs used in connection with official Town business as potentially subject to public records disclosure and should not

use AI tools in ways intended to circumvent records obligations. The Information Technology Department, in consultation with Town Counsel, shall issue guidance on the public records treatment of AI-generated content as legal standards develop.

3.6 Approved Systems and Governance

The Information Technology Department shall maintain oversight of approved AI systems authorized for Town use.

Any AI platform or service not explicitly approved by the Information Technology Department must receive prior authorization before being used for Town business.

Prior to approving any AI platform or service for Town use, the Information Technology Department shall evaluate the vendor's data practices, including but not limited to: data residency and storage location; whether user inputs and outputs are retained or used for model training; subprocessor agreements and third-party data sharing; data breach notification procedures; and compliance with applicable privacy laws, including the Massachusetts Data Privacy Law (M.G.L. c. 93H) and any applicable federal requirements. Vendors that retain Town data for training purposes or that cannot provide adequate data protection assurances shall not be approved for use with sensitive information.

3.7 Incident Reporting

Employees who become aware of a potential AI-related security incident, data exposure, policy violation, or misuse shall report the matter as soon as practicable and no later than the next business day.

General reporting path: Except as provided below, employees shall report such matters directly to the Information Technology Department by email, phone, or in person; contact information for the Information Technology Department is available on the Town intranet.

Departmental chain-of-command path: Departments with an established chain-of-command reporting structure, including the Police Department, may instead direct employees to report concerns to their supervisor, who shall report up the chain of command to the Department Head. The Department Head shall promptly notify the Information Technology Department of the reported matter.

Reportable incidents include, but are not limited to: accidental entry of sensitive, confidential, or protected information into an unapproved AI system; suspected unauthorized access to an approved AI account; AI-generated content that is later discovered to contain materially false, discriminatory, or harmful information that was acted upon; and any suspected circumvention of these Guidelines.

Investigation. The Information Technology Department shall investigate the technical aspects of reported incidents, including the scope of any data exposure, system vulnerability, or unauthorized access, and shall take appropriate technical remediation steps, such as revoking access, isolating affected data, or correcting system configurations. Where a report also implicates a suspected intentional or serious policy violation by an employee, the employee's Department shall conduct any related personnel investigation in accordance with its own applicable investigation policies (e.g., a Police Department Internal Affairs investigation), coordinating with the Information Technology Department as needed for technical findings.

Notification. The Information Technology Department, or the reporting Department Head as applicable, shall notify Town Counsel, the Town Manager, Human Resources, and other appropriate authorities as warranted by the nature or severity of the incident. Such notifications are not contingent on completion of the investigation and shall be made concurrently with, rather than following, the investigative and remediation steps described above.

4. TRAINING

Employees shall complete training designated by the Information Technology Department on the safe and responsible use of artificial intelligence technologies, cybersecurity awareness, records retention, data security, and information protection prior to being granted access to approved AI systems. The Information Technology Department shall determine training requirements by role, access level, and the sensitivity of information employees handle. Employees who do not complete required training shall not be granted or shall have revoked access to approved AI systems until training is completed. The Information Technology Department shall maintain records of training completion.

5. REVIEW AND REVISION

These Guidelines shall be reviewed periodically and may be updated as necessary to address changes in technology, cybersecurity risks, legal requirements, operational needs, and industry best practices.

Updates to the guidelines will be communicated to all affected users.

6. AUTHORITY

These Guidelines are issued under the authority of the Town Manager and pursuant to the Town & County of Nantucket Internet, E-Mail and Computer Use Policy.

SELECT BOARD MEETING MINUTES
MONDAY, NOVEMBER 2, 2026
UN-APPROVED

Select Board Members Present: Peter Cunningham, Chair; Becky Pine, Vice Chair; Nick Degaitas Jr., Clerk; John Reilly; Matt Pisani;
Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Patricia DuFresne, Assistant Director of Finance/Town Accountant; Bud Robertson, Finance Committee Vice Chair; Melisa Doig, Human Resources Director; Katie Kazanjian, Treasurer/Tax Collector; Police Chief Michael Luth; and Mark Francis, Police Officer Candidate.

Chair Cunningham called the meeting to order at 6:05 PM and reviewed the agenda.

ANNOUNCEMENTS

Ms. Pine thanked the Police and Fire Departments for their work during Halloween and trick-or-treating, which ensured safety. She also shared a few reminders: Election Day is tomorrow, November 3rd. Also, Real Estate tax bills are due today, and there is a drop box outside the back of Town Hall.

Mr. Cunningham said the Spelling Bee is on Friday, November 13th, and will be held at the Prescott Community Center. He encouraged residents to attend or form a team.

PUBLIC COMMENT PERIOD

None

TOWN MANAGER'S REPORT

1. **Consider Ratifying the Town Manager's Appointment of Mark Francis as a Police Officer for the Groton Police Department.**
   Police Chief Mike Luth attended with Police Officer Candidate Mark Francis. Mr. Haddad reported that Ian Pereira's recent resignation created a vacancy. Mark Francis is currently an officer with the Townsend Police Department and has twenty years of experience. He also has prior experience with Mass General Hospital Police and Security. Chief Luth said the department is fortunate to have Mr. Francis, who said he looks forward to the next chapter of his career with the Groton Police Department. Mr. Haddad explained that the appointment would fill only the existing vacancy and would not bring the department to full staffing. He respectfully requested that the Board ratify the Town Manager's appointment.

   Mr. Reilly moved to ratify the Town Manager's appointment of Mark Francis as a Groton Police Department Police Officer, effective November 17, 2026. Mr. Pisani seconded the motion. The motion carried unanimously.

2. **Fiscal Year 2027 First Quarter Financial Review.**
   Mr. Bud Robertson, Finance Committee Vice Chair, and Ms. Patricia DuFresne, Assistant Finance Director/Town Accountant, attended the discussion. Mr. Haddad provided the Board with a copy of the Fiscal Year 2027 First Quarter Financial Report. He explained that Meals Tax and local Room

Occupancy revenues continued to perform well, exceeding the amounts collected in the first quarter of the previous year. Groton Hill Music Centers ticket fee revenue also performed very well. Marijuana Tax receipts were slightly down, while real estate tax collections were running at a higher percentage than last year, indicating that residents were paying on time. This included residents paying both quarters at once under the new two-statement billing system. Licenses and permits remained strong. Country Club revenues were slightly down, but General Manager Shawn Campbell said that October was a record month and expected revenues to catch up in the spring and summer of next year. Mr. Haddad said first-quarter revenue appeared slightly lower only because the Groton Schools' voluntary payment had not been received by the end of the quarter. He reported that on Thursday, October 29th, he visited the Groton School, and they increased their payment by 4.2% in FY 2027. Including that payment, first-quarter revenue is roughly 25% of budget and ahead of the prior year. Mr. Haddad emphasized that the Groton School remained a good partner to the Town and had increased its payments each year.

Mr. Haddad reported that expenses are almost identical to last year and emphasized that Department Heads continue to do well.

3. **Update on the 2027 Select Board Goals.**

Mr. Haddad explained that when the Board reviews the Financial Report, it also reviews the status of the current year's Goals and Objectives (see the attached Fiscal Year 2027 Goals of the Groton Select Board).

4. **Fiscal Year 2028 Update.**

Mr. Haddad provided an update on the FY 2028 budget process. He explained that, based on the Guidance approved by the Select Board and Finance Committee at their October 26th meeting, he drafted budget preparation instructions, which were included in the Board's packet for review and attached to these minutes (Reference memo: Fiscal Year 2028 Budget Preparation, dated November 4, 2026). He reviewed the memo with the Board and announced key upcoming dates. He said the next step is the Budget Kick-off Meeting with the Department Head, scheduled for Wednesday, November 4th.

Ms. Pine suggested renaming the highest override level to "Restoration Full Protection Override".

Mr. Haddad reviewed the following Budget Development schedule:

November 4, 2026-	Budget Guidelines Released to Departments
November 30, 2026-	Budgets Due in the Office of the Town Manager
December 7- 9, 2026-	Meetings with Town Manager to Review Budgets
January 31, 2027-	FY 2028 Town of Groton Proposed Operating Budget Delivered to Select Board and Finance Committee.

5. **Update on Select Board Schedule through the End of the Year.**

Monday, November 9, 2026-	No Meeting
Monday, November 16, 2026-	Regularly Scheduled Meeting
Thursday, November 19, 2026-	Public Hearing on Main Street Study (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 Year's Holiday)
Monday, January 22, 2027-	Regularly Scheduled Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL

1. **Approval of the Monarch Path Deed by the Select Board pursuant to MM.G.L. c. 40, §8c.**
   Mr. Haddad explained that, as part of the acceptance of Monarch Path, some land was deeded to the Conservation Commission. He provided the Board with a copy of the Deed, which requires Select Board approval. He respectfully requested that the Board vote to approve the Deed and authorize the Chair to sign it on the Board's behalf.

   Ms. Pine moved to authorize the Chair to certify that the Select Board voted to approve the Deed as presented in the packet. Mr. Degaitas seconded the motion. The motion carried unanimously.

2. **Consider Appointing Dan DiGiacomo, Phil Francisco, Andrea Mishel, and Stephanie Georgopoulos to the Groton Cultural Council.**
   Mr. Degaitas moved to appoint Dan DiGiacomo and Phil Francisco, whose terms expire June 30, 2032, and Andrea Mishel and Stephanie Georgopoulos, whose terms expire June 30, 2031, to the Groton Cultural Council. Ms. Pine seconded the motion. The motion carried unanimously.

3. **Consider Approving a One-Day All Alcoholic Beverages License for the Friends of Prescott's "Mixology: Retro Cocktails with a Modern Twist" to be held on Friday, November 20, 2026, from 7:00 p.m. to 9:00 p.m.**

4. **Consider Approving a One-Day All Alcoholic Beverages License for Applicant Galina Frischman: A Surprise Birthday Party on Friday, November 21, 2026, from 4:00 p.m. to 7:00 p.m., to be held at the Prescott Community Center.**

Ms. Pine moved to approve the two all-alcoholic beverage licenses, as presented above. Mr. Degaitas seconded the motion. The motion carried unanimously.

OTHER BUSINESS

On-Going Issues

A. PFAS Issue – The property reviews have begun, and approximately five properties in Groton and Dunstable have declined the proposal to connect to town water. Mr. Haddad will join an inspection tomorrow morning with the Water Superintendent, DPW Director, and Engineer to observe how the visits are going and will report back.

B. UMass Satellite Emergency Facility- Ms. Pine noted that the facility looks great, with the landscaping and signage complete.

C. Fire Department Staffing – Mr. Haddad explained that three emergency calls came in back-to-back today, and the Fire Chief left the meeting he was in to assist. Mr. Haddad thought it was important to share this information and will continue to do so.

D. West Groton Dam Removal-None

E. Main Street Study – Mr. Haddad said that on Thursday, November 19th, at 7:00 p.m., at the Marion Stoddart Building Performing Arts Center, a public forum will be held at which MDM Transportation Consultants will present the Study.

F. Flock Cameras –None

SELECT BOARD LIAISON REPORTS

Ms. Pine said that a very proactive advocacy group has formed in support of the Proposition 2 1/2 override.

Approval of the Regularly Scheduled Meeting of October 26, 2026.

Ms. Pine made a motion to approve the minutes from the regularly scheduled meeting on October 26, 2026. Mr. Degaitas seconded the motion. The motion carried 4 in favor, 1 abstained- Pisani.

The Select Board adjourned at 6:52 p.m.

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