

# Select Board Meeting Packet

December 9, 2019

*This is the Select Board preliminary preparation information packet. The content of this package is subject to change between when it is released and the start of the Select Board meeting. Such changes will not be posted to the web site before the meeting. If you see an item or items in the preliminary preparation package that are important to you, please attend the meeting in person.*



# TOWN OF GROTON

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

## Select Board

Alison S. Manugian, *Chair*  
Joshua A. Degen, *Vice Chair*  
John F. Reilly, *Clerk*  
John R. Giger, *Member*  
Rebecca H. Pine, *Member*

**Town Manager**  
Mark W. Haddad

**SELECT BOARD MEETING  
MONDAY, DECEMBER 9, 2019  
AGENDA  
SELECT BOARD MEETING ROOM  
2<sup>nd</sup> FLOOR  
GROTON TOWN HALL**

- 6:00 P.M. Work Session – Develop Select Board/Town Manager Goals for the Ensuing Six Months – (January 1, 2020 through June 30, 2020) – No Public Comment Will Be Taken During the Work Session
- 7:00 P.M. Regular Meeting Commences - Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:10 P.M. Town Manager's Report
1. Select Board's Agenda Schedule
  2. Consider Ratifying the Following Appointments of the Town Manager:  
  
Casey O'Connor – Patrol Officer  
Kara Cruikshank – Land Use Administrative Assistant  
Christopher Greathead - Heavy Equipment Operator for the DPW
  3. Consider Appointing the following Nominations for Appointment by the Town Manager – Thomas Pistorino and Lynne Pistorino to the Commission on Accessibility
  4. Consider Appointing Carolyn Perkins to the Community Preservation Committee
  5. Approval of Annual License Renewals
  6. Vote to Declare the Useful Life of the New Fire Truck Authorized at 2019 Spring Town Meeting
  7. FY 2021 Budget Update
- II. 7:15 P.M. Public Hearing – Continuation of the Fiscal Year 2020 Tax Classification Hearing

### OTHER BUSINESS

- Vote to Authorize One Member of the Select Board and the Town Manager to Sign the Payroll & Expense Warrants for the Next 30 Days Pursuant to the Section 3.2.2 (v) of the Town of Groton Charter

### ON-GOING ISSUES – For Review and Informational Purposes

- A. Senior Center Building Project – Final Accounting
- B. Prescott School Sprinkler System Project
- C. Water Department – Manganese Issue
- D. MS4 Permit
- E. Polystyrene Containers
- F. Green Communities Application and Implementation
- G. Florence Roche Elementary School Feasibility Study
- H. Library Roof Repair
- I. Highway Garage Renovations
- J. Pepperell Landfill

### SELECT BOARD LIAISON REPORTS

- III. Minutes: Regularly Scheduled Meeting of November 25, 2019

### 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 Report*

**Date:** *December 9, 2019*

1. Please note that Monday's meeting will commence at 6:00 p.m. with a work shop for the Board to establish Goals and Objectives for the next six months (January 1, 2020 through June 30, 2020). In addition, I would like to recommend to the Board that you chose another date to complete your review of Town Policies. According to your schedule, you are not scheduled to meet in regular session next Monday, December 16<sup>th</sup>. I would recommend that the Board meet in a work shop session commencing at 6:00 p.m. for this purpose. Town Counsel is available and can attend the work shop should you decide to meet. The following is a summary of what policies are left for review:

- Town Manager Review Policy (Requires Town Counsel Input)
- Anti-Harassment Policy (Requires Town Counsel Input)
- Investigations Policy (Requires Town Counsel Input)
- Liaison Policy
- Meetings on Holiday Policy
- Meetings with Advisory Committees Policy
- Social Media Policy (Requires Town Counsel Input)
- Memorial Parks and Common Policy
- Select Board Operational Policies and Procedures
- Financial Policies

The regular meeting will commence at 7:00 p.m. In addition to the Town Manager's Report and an update on the on-going issues list, there is one item scheduled on Monday's Agenda. The Select Board needs to continue the Tax Classification Hearing to set the FY 2020 Tax Rate. The Board of Assessors will be in attendance to assist the Select Board in making its determination.

2. I have made the following appointments:

Casey O'Connor – Patrol Officer  
Kara Cruikshank – Land Use Administrative Assistant as the Land Use Administrative  
Christopher Greathead – Equipment Operator for the DPW

Pursuant to Section 4-2(iii) of the Groton Charter, I would respectfully request that the Select Board ratify these appointments at Monday's meeting.

**Select Board  
Weekly Report  
December 9, 2019  
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3. Pursuant to Section 4-2(iv) of the Groton Charter, I am nominating for appointment Thomas Pistorino and Lynne Pistorino to the Commission on Accessibility. I would ask the Board to consider making these appointments at Monday's meeting.
4. The Community Preservation Committee is recommending that Carolyn Perkins be appointed to fill a vacancy on the Community Preservation Committee. This appointment will be through June 30, 2021. I would respectfully request that the Select Board make this appointment at Monday's meeting.
5. It is that time of year for the Board to renew the various licenses issued by our Office. Enclosed with this report is a list of the licenses for Board consideration.
6. As the Board is aware, I am in the process of developing the Town's Fiscal Year 2021 Capital Plan as required by the Charter. As I had previously told the Board, the amount of the requests exceeds the available funds in the Town's Capital Stabilization Fund. In an effort to address some of these items, I am recommending that the Town change the way it is financing the new Fire Truck purchased last year. We had previously recommended that the Town use the State House Note program to finance the Fire Truck over five years. This equated to a \$140,000 annual payment, with this amount coming from the Capital Stabilization Fund. We are planning on going out to the Bond Market in February, 2020 to permanently finance the DPW Building and Library Roof projects. At that time, we would like to include the Fire Truck in this Bond Issue and pay off the truck over twenty years, instead of five. This will reduce the annual payment to approximately \$28,000 and be paid out of the Town's Debt Service Budget. We have retired some debt and this can be added to the budget in FY 2021 without increasing the Budget. In order to permanently finance the Fire Truck and pay it back over 20 years, we need the Select Board to vote that the useful life of the Truck is 20 years. We ordinarily keep a Fire Truck for 20 to 25 years. I would respectfully request that the Board take this vote at Monday's meeting.
7. It will be my intention to include an FY 2021 Budget Update during my weekly report as we go through the process of developing next year's budget. I would like to take a couple of moments at Monday's meeting to update the Board on the status of the budget. We can discuss this in more detail at Monday's meeting.

MWH/rjb  
enclosures

**MassDOR - Massachusetts Department of Revenue**  
**Division of Local Services**  
**What If ... Scenario Worksheet for FY 2020**

Groton - 115

CLASS	VALUE	%	
Residential	1,828,596,191	94.2408	R & O %
Open Space	0	0.0000	94.2408
Commercial	74,643,475	3.8469	
Industrial	14,304,000	0.7372	C I P %
Personal Property	22,801,540	1.1751	5.7592
Total	1,940,345,206	100.0000	

	Residential	Commercial
Average value (1.00 CIP)	\$492,000	\$685,839
Average Tax Bill (\$17.38)	\$8,551	(\$17.38) \$11,920
Avg Res. Home value (1.50 CIP)	\$492,000	\$685,839
Average Tax Bill (\$16.85)	\$8,290	(\$26.07) \$17880
	decr. of \$261 per Yr.	Incr. of \$5,960 per Yr.

**ENTER A LEVY (ESTIMATED IF NECESSARY)**

Levy	33,723,200
Single TaxRate	17.38

**ENTER CIP SHIFT RANGE**

Shift Range	1.00	1.50
Shift Increment %		5.00
Max Shift Allowed		1.50

Note: This table should be used for planning purposes only. Actual calculations may differ slightly due to rounding. For actual calculations, complete Recap.

**Share Percentages**

CIP Shift	Res ET	Comm ET
1.0000	17.38	17.38
1.1000	17.27	19.12
1.2000	17.17	20.86
1.3000	17.06	22.59
1.4000	16.96	24.33
1.5000	16.85	26.07



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Rebecca H. Pine, *Member*

**Town Manager**  
Mark W. Haddad

**TO:** Mark Haddad, Town Manager  
**FROM:** Dawn Dunbar, Executive Assistant  
**DATE:** December 6, 2019  
**RE:** 2020 License Renewals – Alcohol, Common Victualler (CVL) & Class II

The following licenses require Select Board approval for renewal for calendar year 2019:

- **Omahi Realty, LLC, dba Boston Road Market, Piyush Patel, Manager**  
Located at 871 Boston Road  
Package Store - All Alcohol & CVL  
Hours of Operation: Mon to Sat 8:00 AM – 11:00 PM; Sun 10:00 AM – 11:00 PM  
Licenses to expire on December 31, 2020
- **Groton Market, Inc., John Madigan, Manager**  
Located at 235 Main Street  
Package Store - All Alcohol  
Hours of Operation: Mon to Sat 9:00 AM - 9:00 PM, Sun 11:00 PM - 6:00 PM  
License to expire on December 31, 2020
- **Marchand, Denis H. & Estelle C., dba Craven's Package Store, Denis H. Marchand, Manager**  
Located at 777 Boston Road  
Package Store - All Alcohol  
Hours of Operation: Mon to Sat 8:00 AM - 11:00 PM, Sun 10:00 AM - 11:00 PM  
License to expire on December 31, 2020
- **Filho's Cucina, Inc., dba Filho's Cucina, Oswaldo Filho, Manager**  
Located at 235 Main Street  
CVL & Carry-In  
Hours of Operation: Mon to Thurs 11:00 AM – 8:00 PM, Fri & Sat 11:00 AM – 9:00 PM, Sun 4:00 PM – 8:00 PM  
Licenses to expire on December 31, 2020
- **Main House, Inc., Chang Wen Huang, Manager**  
Located at 495 Main Street, Unit 3C  
CVL  
Hours of Operation: Sun to Sat 11:00 AM – 10:00 PM  
License to expire on December 31, 2020
- **FJ Catalano Enterprises, Inc., dba Dunkin Donuts-Groton Center, Steve Catalano, Owner**  
Located at 133 Main Street  
CVL  
Hours of Operation: Sun 6:00 AM – 6:00 PM, Fri-Wed 6:00 AM – 7:00 PM  
License to expire on December 31, 2020

- **Courtney's Donuts, LLC, dba Dunkin Donuts-Groton Forge, Steve Catalano, Owner**  
 Located at 3 Forge Village Road  
 CVL  
 Hours of Operation: Daily 6:00 AM – 8:00 PM  
 License to expire on December 31, 2020
- **Courtney's Donuts, LLC, dba Dunkin Donuts-Groton Haffners, Steve Catalano, Owner**  
 Located at 318 Main Street  
 CVL  
 Hours of Operation: Daily 6:00 AM – 7:00 PM  
 License to expire on December 31, 2020
- **Groton Towing, Inc., Robert Olson, Manager**  
 Located at 455 Main Street  
 Class II  
 Hours of Operation: Mon-Fri 8:00 AM – 6:00 PM; 24/7 for towing  
 License to expire on December 31, 2020
- **Gibbet Hill Grill LLC, dba Gibbet Hill Grill Restaurant and The Barn at Gibbet Hill Function Hall, Martha Lisio, Manager**  
 Located at 61 Lowell Road  
 All Alcohol Restaurant License (2) & CVL (2)  
 Hours of Operation (Barn & Grill): Mon-Sun 11:00 AM – 1:00 AM  
 License to expire on December 31, 2020
- **Groton Medical Wellness Spa, LLC, dba Evans Energy Wellness Café, Jean Nordin Evans, Manager**  
 Located at 493 Main Street  
 CVL  
 Hours of Operation: Mon to Thurs 8:00 AM - 6:00 PM, Fri 8:00 AM – 5:00 PM, Sat 10:00 AM – 3:00 PM  
 License to expire on December 31, 2020
- **Seven Hills Pediatric Center, Holly Jarek, Manager**  
 Located at 22 Hillside Ave  
 CVL  
 Hours of Operation: 24/7  
 Licenses to expire on December 31, 2020
- **Masa, Inc., dba Ixtapa Grill & Cantina, Eric Brambila, Manager**  
 Located at 765 Boston Road  
 Restaurant – All Alcohol & CVL  
 Hours of Operation: Sun to Thurs 11:00 AM - 10:00 PM, Fri & Sat 11:00 AM - 11:00 PM  
 Licenses to expire on December 31, 2020
- **Shaw's Supermarkets, Inc., dba Shaw's Supermarket #7627, Mike Ricciardi, Manager**  
 Located at 760A Boston Road  
 CVL  
 Hours of Operation: Mon to Sat 7:00 AM - 10:00 PM, Sun 7:00 AM – 9:00 PM  
 License to expire on December 31, 2020
- **Blackbird Café, Inc., dba Blackbird Café, Katie Kenney, Manager**  
 Located at 491 Main Street  
 CVL  
 Hours of Operation Daily: 6:00 AM – 4:00 PM  
 License to expire on December 31, 2020
- **Country Butcher & Deli, Inc., Kenneth Demers, Manager**  
 Located at 68 Boston Road  
 CVL  
 Hours of Operation: Mon-Wed 10:00 AM–6:00 PM, Thurs-Fri 10:00 AM–7:00 PM, Sat 10:00 AM–5:00 PM  
 License to expire on December 31, 2020

- **RiverCourt Residences, Richard Kendall, Manager**  
 Located at 8 West Main Street  
 CVL  
 Hours of Operation: 24/7  
 License to expire on December 31, 2020
- **The Natural Market, Inc., dba The Natural Market, Joan Reardon, Manager**  
 Located at 148 Main Street  
 CVL  
 Hours of Operation: Mon to Sat 9:30 AM to 6:30 PM, Sun 11:00 AM to 5:00 PM  
 License to expire on December 31, 2020
- **Energy North Incorporated., dba: Haffner's 3120, Ruth Fitcher, Manager**  
 Located at 318 Main Street  
 CVL  
 Hours of Operation: Sun to Sat 6:00 AM – 10:00 PM  
 License to expire on December 31, 2020
- **128 Main Street, LLC; dba: The Groton Inn & Forge & Vine; Patricia Anne Thompkins, Manager**  
 Located at 128 Main Street  
 General On-Premise All Alcohol (2), CVL (2), Entertainment (2) and Sunday Entertainment (2)  
 Hours of Operation: Mon-Sat 8:00 AM – 1:00 AM, Sun 10:00 AM – 1:00 AM (Groton Inn & Forge & Vine)  
 License to expire on December 31, 2020
- **GPH Pub, LLC, dba: The Groton Publick House Pub and Eatery, Christopher Frothingham, Manager**  
 Located at 94 Lovers Lane  
 General On-Premise All Alcohol (2) and CVL (2)  
 Hours of Operation: Daily 10:00 AM – 1:00 AM (Restaurant & Function Hall)  
 License to expire on December 31, 2020
- **A.L. Prime Energy, Mark Shiekhabdou, Manager**  
 Located at 619 Boston Road  
 CVL  
 Hours of Operation: Mon-Sat 5:00 AM – 10:00 PM, Sun 6:00 AM – 9:00 PM  
 License to expire on December 31, 2020
- **Station House Restaurant, LLC, dba: The Station House, Andrew L. McElroy, Manager**  
 Located at 20 Station Ave  
 General On-Premise All Alcohol  
 Hours of Operation: Mon-Sat 8:00 AM – 12:00 AM; Sun 10:00 AM – 12:00 AM  
 License to expire on December 31, 2020



**SELECT BOARD MEETING MINUTES  
MONDAY, NOVEMBER 25, 2019  
UN-APPROVED**

**SB Members Present:** Alison S. Manugian, Chair; Joshua A. Degen, Vice Chair; John F. Reilly, Clerk; John R. Giger, Member; Rebecca H. Pine, Member

**Also Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Peter Berry, Brooks & DeRensis

Ms. Manugian called the regular meeting to order at 7:00pm and reviewed the agenda.

**ANNOUNCEMENTS**

Mr. Haddad read into the record a letter from the MMA regarding Groton as the winner of the MMA website award. He congratulated Mike Chiasson and Nick Batchelder.

Mr. Haddad said that Groton School had delivered their PILOT payment today in the amount of \$150,000 which was \$5K more than last year.

Mr. Haddad said that the Charter had been approved by the Governor.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that he was excited to introduce Chief McCurdy. Chief McCurdy said he was happy to introduce the new Deputy Chief, Art Cheeks who started today. He said that Deputy Cheeks had proven to be an asset to the department and was glad to have him on board. He said that the Town Clerk was here to swear him in officially. Deputy Cheeks said he appreciated everyone for coming and thanked the Chief. He said he really enjoyed serving the community and was committed to the position and the job.
2. Representative Harrington was present to provide a legislative update. She said that they were not in session until January. She said that the distracted driving bill had passed and was signed today. She said that the educational opportunity bill was something that had passed adding she didn't think it raise the funding enough. She said that the flavor tobacco bill would eliminate flavored tobacco and menthol cigarettes from the market in Massachusetts. She said she voted against this adding she didn't think it would do what they thought it would, adding people would just go to the bordering states to purchase the product instead. Representative Harrington said that the Town's request for additional liquor licenses was in process. She said she was working on trying to get a probate court in Lowell which was not something they had currently. She said that traffic congestion in the Commonwealth was another big issue. She said that they might be voting on a rather large bond bill to address much needed improvements to one of the tunnels in Boston.

**OTHER BUSINESS**

Ms. Pine said that a discussion around domestic violence grew out of comments and conversations after the recent tragic death of a woman by her husband and people asking what they could do about domestic violence. Chief Luth said that it made sense to have one person oversee domestic violence calls and services being offered. Chief Luth said that Sergeant Mead had been designated to be the point of contact for domestic violence outreach. Chief Luth said that he was hoping in the future to be able to find grants that would allow them to have an advocate that was a clinician and not an officer citing Fitchburg as an example of this. Mr. Degen asked if this was something that the Municipal Modernization Act would allow them to do under a contract with other towns. Ms. Pine suggested that they put fliers in the bathrooms of public buildings. Ms. Pine mentioned a committee that Westford had which was a group made up of residents, town employees, victims and professionals. Mr. Degen suggested reaching out to the houses of worship and asking to put these flyers in there as well.

A resident asked what they could do as a community to help. Chief Luth said that a neighbor of friend was more likely to get a response from the victim than an officer. He said that they were limited as to what they could do as officers when people didn't want help.

## **TOWN MANAGERS REPORT - CONT.**

3. Mr. Haddad explained the hours for Town Hall for the Thanksgiving Holiday.
4. Mr. Haddad said that department budgets were due last Friday. He invited Board Members to attend the budget meetings the following week. Mr. Haddad said that he had a meeting on Thursday next week with the Dunstable Town Administrator and Superintendent to discuss budgets.
5. Mr. Haddad said that the Board requested that a letter be drafted to the Department of Conservation and Recreation in support of the Forest Legacy Area Designation. Mr. Haddad said that Conservation Administrator Nik Gualco had drafted a letter and asked the Board to approve the letter. Ms. Pine said that she had suggested one small change be made to the letter.

*Mr. Giger moved to approve the letter to DCR in support of the Forest Legacy Area Designation. Ms. Pine seconded the motion. The motion carried unanimously.*

## **OTHER BUSINESS**

*Mr. Degen moved to approve a one-day beer and wine license request from Friends of Prescott, Inc. for a Holiday Party to be held on Saturday, December 14, 2019 from 5:30 p.m. to 7:30 p.m. Ms. Pine seconded the motion. The motion carried unanimously.*

Ms. Manugian said that there was a clause in the contract of the Town Manager relative to an opt out. Ms. Manugian said that either the Select Board or Town Manager could opt out prior to the end of December. She said that if the Board did not want to move forward with opt out or discussion, nothing would change. She said the intent that evening was to walk through the process. Attorney Berry said the discussion should be limited to considering the process. Mr. Degen said that if there was not two members or three members that wanted to opt out, they should consider putting it to bed that night. Mr. Degen said that Mr. Haddad's attitude toward the job and position had made him a better Town Manager and that he had been serving the town well. He said he was in favor of fulfilling the contract through at least the next year if not the remainder of the contract. He said he wasn't sure why they were discussing this. Attorney Berry said that any member could make a motion at any time. He said that the contract did not say they had to do deliberate this if there was no interest in opting out. Ms. Pine said that the opt out language was a new thing that had been put into the contract and wanted to thank Ms. Manugian for thinking through how to handle this. She said it was worth them taking the time to think about this and not jump to a decision that night adding she didn't want them to ignore it. Mr. Degen said he was not ignoring this adding he asked the Chair about this a few weeks ago. He said he had taken time to reflect on this. Mr. Reilly said he had not ignored this adding he had done his research. He said he would not change his mind in two weeks unless something drastic happened. Mr. Giger agreed with Mr. Degen and Mr. Reilly adding he took exception to anyone saying that this was being ignored. Ms. Manugian said she agreed in principal with Ms. Pine but would entertain a motion.

*Mr. Degen moved that they not exercise the opt out provision within the Town Manager's contract for the next year. Mr. Reilly seconded the motion.*

Ms. Pine said that Mr. Degen said a few minutes ago that he was willing to allow time and had now changed his mind. Mr. Degen said he was hearing that the majority of the Board supported not holding off thus the reason for his motion.

*Mr. Degen withdrew his motion.*

Mr. Giger said he feared they would be in the same place they were currently in two weeks. He said he believed the attention to training had been effective adding they had seen changes.

Mr. Giger moved that they not choose to exercise their option to opt out of the contract. Mr. Reilly seconded the motion. The motion carried 3-2 with Ms. Manugian and Ms. Pine against.

## **ON-GOING ISSUES**

There were no updates.

**MINUTES**

Mr. Degen moved to approve the meeting minutes of November 18, 2019. Mr. Reilly seconded the motion. The motion carried 4-0-1 with Ms. Pine abstaining.

Approved: \_\_\_\_\_  
John Reilly, Clerk

\_\_\_\_\_ respectfully *submitted*:  
Dawn Dunbar, Executive Assistant

Date Approved: