

Select Board Meeting Packet

January 6, 2020

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 Manager
Mark W. Haddad

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*

**SELECT BOARD MEETING
MONDAY, JANUARY 6, 2020
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL**

- 7:00 P.M. Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:10 P.M. Public Hearing – Blood Farm Earth Removal Permit Renewal – To Be Continued
- II. 7:11 P.M. Town Manager's Report
- 1. Select Board's Agenda Schedule
 - 2. Approve Final Six-Month (January 1 – June 30, 2020) Goals of the Select Board
 - 3. Approve Select Board Operational Policy, Standard of Conduct Policy and Anti-Discrimination Policy
 - 4. Consider Issuing Letter of Support for Hazel Grove CPA Application
 - 5. Discussion - Determine Whether to Create Separate Goals for the Town Manager
- III. 7:15 P.M. In Joint Session with the Finance Committee – Presentation of the Town Manager's Proposed Fiscal Year 2021 Operating and Capital Budgets

OTHER BUSINESS

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

- IVo. Minutes: Regularly Scheduled Meeting of December 16, 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: *January 6 2020*

1. In addition to the Town Manager's Report and an update on the on-going issues list, there are two items scheduled on Monday's Agenda. First, we had scheduled a Public Hearing for the Board to consider renewing the Blood Farm Earth Removal Permit. The Board's practice has been to receive a recommendation from the Earth Removal Committee before agreeing to renew the permit. When we scheduled the hearing, the Committee was supposed to meet last week to provide its recommendation. Unfortunately, they did not have a quorum and have rescheduled the meeting for January 7th. I will be requesting at Monday's meeting that the Board open the hearing and immediately move to continue the hearing until January 13th so that we do not have to re-advertise. Second, the Board will be meeting in joint session with the Finance Committee to hear the Town Manager's Presentation of the Fiscal Year 2021 Proposed Operating Budget.
2. Enclosed with this report are the six-month goals as decided by the Board at your last meeting. I would respectfully request that you approve these goals at Monday's meeting.
3. Enclosed with this report are the final revised Select Board Operational Policy, Standard of Conduct Policy and Anti-Discrimination Policy. I would respectfully request that the Board adopt these policies at Monday's meeting.
4. The Hazel Grove Association has applied for CPA Funding for a couple of projects. Enclosed with this report is their summary application for your review. They are requesting that the Board write a letter of support. We can discuss this in more detail at Monday's meeting.
5. In addition to approving the Board's goals, the Select Board needs to decide whether or not you want to establish separate goals for the Town Manager. Last year, the Board did not establish separate goals, but instead had the Town Manager work on the Select Board's goals. I would recommend we do the same thing with the goals you established on December 16th. We can discuss this further at Monday's meeting.

MWH/rjb
enclosures

**JANUARY – JUNE, 2020
SIX MONTH DURATION
GOALS OF THE GROTON SELECT BOARD**

**1. Housing Production Plan Implementation
Select Board Member Assigned –**

Goal: Work with Planning Board, Land Use Director and Housing Coordinator to review final approved Housing Production Plan and determine next steps to implement the Plan. Said implementation will include working with the Planning Board to determine how to review and consider amendments to the Town's Zoning Bylaw to increase opportunities for more affordable housing and develop a strategy on how to leverage Community Preservation Housing Funds to create more affordable housing.

Measurable Benchmark: A meeting is scheduled with all stakeholders on the Housing Production Plan in early Spring. Implementation Plan is created and approved by June 30, 2020. Zoning Bylaw is reviewed with the Planning Board and funds within the Community Housing "Bucket" of the Community Preservation Act should be reviewed and a determination should be made whether or not to leverage these funds to assist in the implementation of the Plan.

**2. Review Town's Participation in Community Preservation Act
Select Board Member Assigned –**

Goal: Schedule Workshop with Community Preservation Committee and a Representative from the Community Preservation Coalition to review Town's participation in the Community Preservation Act.

Measurable Benchmark: A workshop should be scheduled in Spring, 2020 with the Community Preservation Committee and Community Preservation Coalition to have a full discussion on the Town's participation in the Program. A review of the Town's contribution, along with a projection of State Reimbursement should be reviewed to determine if any changes to the Town's percentage (currently 3%) are warranted, including continuing in the program when the Surrenden Farm Debt Service is paid off.



SELECT BOARD POLICY

| | |
|-----------------------|-------------------|
| Policy Category: | Human Resources |
| Policy Number: | HR – 2019 - 15 |
| Latest Revision Date: | December 16, 2019 |

POLICY NAME: ANTI-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY POLICY

I. PURPOSE

The purpose of this policy is to prohibit unlawful discrimination in the workplace, in order to ensure compliance with all applicable federal laws and state statutes and regulations.

II. APPLICATION

The Policy applies to all employees of the Town of Groton. Employees whose employment is governed by a collective bargaining agreement ("cba") are subject only to those provisions of this Policy not specifically regulated by law or a CBA.

III. POLICY

It is the Policy of the Town to promote a professional and productive workplace in which all employees are treated with dignity and respect. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from discriminatory behavior. Discrimination, whether based upon race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetic information, active military status, marital status, or other bases prohibited under state or federal anti-discrimination statutes, will not be tolerated. To achieve the goal of providing a workplace free from discrimination, the Town will implement the procedure described below to address any potential inappropriate conduct.

A. Coverage

This Policy applies to all employment practices and employment programs sponsored by the Town. This Policy shall apply, but not be limited to, the areas of:

- Recruitment
- Selection
- Compensation and benefits
- Professional development and training



SELECT BOARD POLICY

- Reasonable accommodation for disabilities or religious practices
- Promotion Transfer
- Termination
- Layoff, and
- Other terms and conditions of employment.

This Policy may apply to discrimination that occurs between co-workers that takes place outside the workplace (including, but not limited to, online conduct or other electronic media). When the conduct complained of occurs outside of the workplace, the Town may consider the following and other factors in assessing whether the conduct constitutes conduct in violation of this Policy:

- whether the event at which the conduct occurred is linked to the workplace in any way, such as at a Town-sponsored function;
- whether the conduct occurred during work hours;
- the severity of the alleged outside-of-work conduct;
- the work relationship of the complainant and alleged harasser, which includes whether the alleged harasser is a supervisor and whether the alleged harasser and complainant come into contact with one another on the job;
- Whether the conduct adversely affected the terms and conditions of the complainant's employment or impacted the complainant's work environment.

Because the Town takes allegations of unlawful discrimination seriously, officials will respond promptly to complaints and, where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this Policy sets forth the Town's goals of promoting a workplace that is free of discrimination and harassment, **the Policy is not designed or intended to limit the Town's authority to discipline or take remedial action for workplace conduct which is deemed unacceptable, regardless of whether that conduct satisfies the legal definitions of discrimination or harassment.**



SELECT BOARD POLICY

B. Examples of Prohibited Behavior

It is not possible to list all the circumstances that may constitute discrimination in violation of this Policy. Discrimination may take many forms, including both verbal and nonverbal behaviors. Prohibited behavior includes, but is not limited to, the following behaviors connected to someone's membership in one or more groups protected by law as noted in paragraph III above: slurs or other derogatory comments; sharing demeaning pictures, cartoons, or jokes; demeaning gestures, and; any conduct constituting sexual harassment.

C. Definition of Sexual Harassment

It is unlawful to harass a person (an applicant or employee) because of that person's gender. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when . . . submission to or rejection of such conduct is used as the basis for employment decisions . . . or such conduct has the purpose or effect of . . . creating an intimidating, hostile or offensive working environment.

Harassment can include offensive remarks about a person's gender. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same gender.

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a visitor on Town property or a volunteer.

Generally

There are two types of sexual harassment: "quid pro quo" harassment and "hostile work environment" harassment. They may occur independently or concurrently.

Quid Pro Quo – A form of sexual harassment, where tangible job benefits are offered or withheld in exchange for sexual favors. Under this definition, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.



SELECT BOARD POLICY

That conduct, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, which may constitute sexual harassment when:

- 1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

Hostile Work Environment – A form of sexual harassment where pervasive and sexually hostile working conditions unreasonably interfere with an employee's ability to do his or her job.

Note: While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment. This can include conduct that is aimed at a person's sexual orientation or gender identity.



SELECT BOARD POLICY

IV. PROCEDURES

A. Complaints

If an employee believes that he or she has been subjected to discrimination, including sexual harassment, it is the Town's policy to provide the employee with the right to file an internal complaint. This may be done orally or in writing.

An employee may file a complaint of discrimination, including sexual harassment, by contacting the Human Resources Director and/or Town Manager. If the person who is the subject of the complaint is under the jurisdiction of the Select Board (i.e., a board or committee member) an employee or other person may file a complaint with either the Chair of the Select Board or the Town Manager. These persons will remain available to discuss any concerns employees may have and to provide information about the Town's Policy forbidding discrimination and the complaint process. The HR Director, Town Manager, or Chair as appropriate, shall contact Town Counsel's Office to discuss any complaints filed and determine whether a formal investigation is required, or the complaint can be resolved in an informal manner. If an informal investigation is appropriate, the HR Director and Town Manager will investigate and attempt to resolve the complaint. If a formal investigation is appropriate, the Town will use a professional investigator retained by Town Counsel.

B. Investigation

When a complaint of discrimination, including sexual harassment, is received, the allegations will promptly be investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with any witnesses. The investigator will also interview the person alleged to have violated this Policy. When the investigation has concluded, the investigator will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the offending conduct, and where appropriate, impose disciplinary action.



SELECT BOARD POLICY

C. Confidentiality

Given the sensitive nature of complaints of discrimination, all parties and witnesses in a complaint, as well as department heads, supervisors, etc. who are aware of a complaint or investigation thereof, are required to maintain this information as confidential, so as not to negatively impact an investigation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

All employees are reminded of the provisions of G.L. c. 268A, § 23(c)(2), which prohibit a municipal employee or official from improperly disclosing information that is protected from disclosure under the public records' law and acquired by an employee or official in the course of official duties. Section 23 also prohibits a municipal employee or official from using such information to further the employee's/officials' personal interest. Violations of Section 23 may lead to disciplinary action, up to and including termination.

D. Retaliation

Any retaliation against an individual who has formally or informally complained about discrimination, including harassment, or has cooperated with an investigation of a discrimination complaint, is prohibited.

Retaliation can be overt or subtle. Retaliation may include, but is not limited to, treating a complainant or witness differently, more harshly or in a hostile manner; physical interference with movement such as blocking a path; derogatory comments or action which would tend to have a chilling effect on other complainants; sudden investigations of the complainant's private life, or; sudden strict enforcement of work rules. Retaliation in any form will not be tolerated.

V. SANCTIONS

If it is determined that inappropriate conduct has been committed by an employee, the Town will take such action as is appropriate under the circumstances. Such actions may include: counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions, including termination from employment.



SELECT BOARD POLICY

VI. STATE AND FEDERAL REMEDIES

In addition to the above, if an employee believes he or she has been subjected to sexual harassment, he or she may file a formal complaint with either or both of the government agencies listed below. Using the Town's complaint process does not prohibit an employee from filing a complaint with either of these agencies. Please note that both agencies have a short time period for filing a claim (300 days).

1. The United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: (800) 669-4000
TTY: (800) 669-6820

2. The Massachusetts Commission Against Discrimination (MCAD)

Boston Office

One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone: 617-994-6000
TTY: 617-994-6196

Springfield Office

436 Dwight Street
Second Floor, Room 220
Springfield, MA 01103
(413) 739-2145

Worcester Office

Worcester City Hall
455 Main Street, Room 100
Worcester, MA 01608
(508) 799-8010
(508) 799-8490 – FAX

New Bedford Office

800 Purchase St., Rm 501
New Bedford, MA 02740
(508) 990-2390
(508) 990-4260 - FAX

VII. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is available to all employees. This is available 24/7 to assist employees with work issues. The number is 1-800-451-1834.



SELECT BOARD POLICY

VIII. REASONABLE ACCOMMODATION

The Town will not discriminate against people with disabilities in any employment practices or in terms, conditions or privileges of employment, including, but not limited to: application, testing, hiring, assignment, evaluation, disciplinary action, training, promotion, medical examination, layoff/recall, termination, compensation, leaves or benefits. The Town will make reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability, unless such action would cause an undue hardship to the operations of the Town.

Employees seeking reasonable accommodations may submit their request in writing to their Department Head, Human Resources, or the Town Manager.

IX. STANDARDS OF CONDUCT

Employees are expected to conduct themselves professionally internally and with the public. This will enhance respect and confidence in the employee and the town. Employees must not only perform their duties with integrity, but must avoid unprofessional behavior. In addition, it is expected that all visitors of all town departments and facilities comply with the "Visitors Code of Conduct". See attached for policy.

XI. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Town will not discriminate in its employment practices, on the basis of race, color, gender, gender identity, national origin, religious creed, ancestry, age, sexual orientation, disability, maternity leave, genetic information, active military status, or another basis prohibited under state or federal anti-discrimination statutes. This shall include such areas as recruitment, selection, compensation and benefits, professional development and training, reasonable accommodation for disabilities or religious practices, promotion, transfer, termination, layoff, and other terms and conditions of employment.



SELECT BOARD POLICY

TOWN OF GROTON ANTI-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

This acknowledges that I have received and reviewed the Town of Groton's Anti-Discrimination and Equal Employment Policy("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding discrimination, including sexual, harassment are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file.



SELECT BOARD POLICY

| | |
|-----------------------|-------------------|
| Policy Category: | Human Resources |
| Policy Number: | HR – 2019 - 10 |
| Latest Revision Date: | December 16, 2019 |

POLICY NAME: **STANDARDS OF CONDUCT POLICY**

I. PURPOSE

The purpose of this Policy is to define a Code of Conduct and prohibit workplace violence as defined herein, including, but not limited to, harassment, bullying, and intimidation, in order to ensure a safe work environment in which people are treated decently.

II. APPLICATION

This Policy applies to all employees of the Town of Groton. For purposes of this Policy, the term “employees” includes elected and appointed officials. Employees whose employment is governed by a collective bargaining agreement (“CBA”) are subject only to those provisions of this Policy not specifically regulated by law or a CBA. All employees have the responsibility to avoid any act or actions, implied or explicit, that may suggest any form of workplace violence, harassment, intimidation, or bullying of any employee or other person. The term “other person” includes contractors, vendors, consultants, and other non-employees, such as visitors or volunteers, who have reason to be engaged in business with the Town.

III. POLICY

It is the Policy of the Town to promote a professional and productive workplace in which all employees and other persons are treated with dignity and respect. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from workplace violence, harassing or disruptive activity. Workplace violence such as harassment, bullying, or intimidation will not be tolerated. To achieve the goal of providing a workplace free from workplace violence, harassment, intimidation, and bullying, the Town will implement the procedure described below to address any potential inappropriate conduct.



SELECT BOARD POLICY

A. Coverage

This Policy applies to all interactions in Town-owned buildings and on Town property and may also apply to interactions that take place outside the workplace (including, but not limited to, online conduct or other electronic media). When the conduct complained of occurs outside of the workplace, the following and other factors may be considered in assessing whether the conduct constitutes conduct in violation of this Policy:

- whether the event at which the conduct occurred is linked to the workplace in any way, such as at a Town-sponsored function;
- whether the conduct occurred during work hours;
- the severity of the alleged outside-of-work conduct;
- the relationship of the complainant and alleged harasser, which includes whether the alleged harasser is a supervisor and whether the alleged harasser and complainant come into contact with one another on the job or on Town property;
- Whether the conduct adversely affected the terms and conditions of the complainant's employment or impacted the complainant's work environment; or whether the conduct constituted workplace violence, bullying, harassment or intimidation of any other person.

Because the Town takes allegations of workplace violence, harassment, intimidation, and bullying seriously, officials will respond promptly to complaints and, where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this Policy sets forth the Town's goals of promoting a workplace that is free of workplace violence, harassment, bullying, and intimidation, **the Policy is not designed or intended to limit the Town's authority to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definitions of workplace violence, intimidation, harassment or bullying.**



SELECT BOARD POLICY

B. Examples of Prohibited Behavior

It is not possible to list all the circumstances that may constitute behavior in violation of this Policy. For purposes of this policy, workplace violence, including, but not limited to, harassment, bullying, and intimidation is any written, verbal, or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any visitor or other person engaged in business with the Town. Prohibited behavior includes, but is not limited to, the following behaviors: slurs or other derogatory comments; sharing demeaning pictures, cartoons, or jokes; demeaning gestures, and; any conduct constituting harassment.

C. Workplace Violence

Violence in the workplace will not be tolerated. For the purposes of this policy, workplace violence is any behavior which is intended (or a reasonable person may perceive is intended) to intimidate, abuse or injure a person or damage or destroy property including, but not limited to bullying, threats, physical, verbal, written or visual attack, or property damage. The following definitions are incorporated to clarify the nature of the behavior prohibited by this policy. Note, workplace violent behavior is not limited to only these descriptions:

Bullying- Bullying is the use of force, threat, or coercion to abuse, intimidate, harass or aggressively dominate others. The behavior is often repeated and habitual. Bullies often vary their tactics hour to hour, day to day. Bullying includes, but is not limited to, written or spoken verbal abuse (i.e. shouting, swearing, name calling, malicious sarcasm, threats to safety); behaviors/actions (i.e. public or private) that are threatening, intimidating, humiliating, hostile, offensive, or inappropriately cruel; abuse of authority (i.e. undeserved evaluations, denial of advancement, tarnished reputation, arbitrary instructions, unsafe assignments); interference with work performance (i.e. sabotage, undermining, ensuring failure) or destruction of relationships (i.e. among co-workers, bosses, or other persons).

A Threat- expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat, and regardless of whether the threat is contingent, conditional or future.

Physical Attack- intentional hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing an object.

Verbal Attack- intentional hostile communication (including recorded messages) with another person such as abusive outbursts, verbal tirades intended to offend, offensive comments, or use of obscene or threatening language.



SELECT BOARD POLICY

Written Attack- the use of printed, electronic or social media, including notes, letters, drawings, pictures, or computerized mail, to threaten, intimidate, abuse, ridicule, denigrate or harass a person or to threaten property.

Visual Attack- the use of bodily gestures that are threatening, obscene, or abusive.

Property Damage- intentional damage (as a reasonable person may presume by the nature of the damage) to property which includes property owned by the town, employees, or other persons.

IV. **PROCEDURES**

A. **Complaints**

If an employee or other person believes that he or she has been subjected to behavior in violation of this Policy the employee or other person has the right to file an internal complaint. This may be done orally or in writing.

An employee or other person may file a complaint by contacting the Human Resources Director and/or Town Manager. If the person who is the subject of the complaint is under the jurisdiction of the Select Board (i.e. a board or committee member) an employee or other person may file a complaint with the Chair of the Select Board and/or Town Manager. These persons shall remain available to discuss any concerns the complainant may have and to provide information about the Town's Policy and the complaint process. The HR Director, Town Manager or Chair, as appropriate, shall contact Town Counsel's office to discuss any complaints filed and determine whether a formal investigation is required, or the complaint may be resolved in an informal manner. If an informal investigation is appropriate, the HR Director and Town Manager will investigate and attempt to resolve the complaint. If a formal investigation is appropriate, the Town will use a professional investigator retained by Town Counsel.

B. **Investigation**

When a complaint of workplace violence is received, the allegations will promptly be investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with any witnesses. The investigator will also interview the person alleged to have violated this Policy. When the investigation has concluded, the investigator will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the offending conduct, and where appropriate, impose disciplinary action.



SELECT BOARD POLICY

C. Confidentiality

Given the sensitive nature of complaints of workplace violence, harassment, bullying, and intimidation, all parties and witnesses in a complaint, as well as department heads, supervisors, etc. who are aware of a complaint or investigation thereof, are required to maintain this information as confidential, so as not to negatively impact an investigation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

All employees are reminded of the provisions of G.L. c. 268A, § 23(c)(2), which prohibit a municipal employee or official from improperly disclosing information that is protected from disclosure under the public records law and acquired by an employee or official in the course of official duties. Section 23 also prohibits a municipal employee or official from using such information to further the employee's/officials' personal interest. Violations of Section 23 may lead to disciplinary action, up to and including termination.

D. Retaliation

Any retaliation against an individual who has formally or informally complained about workplace violence, harassment, bullying, or intimidation, or has cooperated with an investigation of a workplace violence, harassment, bullying, or intimidation complaint, is prohibited. Retaliation can be overt or subtle. Retaliation may include, but is not limited to, treating a complainant or witness differently, more harshly or in a hostile manner; physical interference with movement such as blocking a path; derogatory comments or action which would tend to have a chilling effect on other complainants; sudden investigations of the complainant's private life, or; sudden strict enforcement of work rules. Retaliation in any form will not be tolerated.

V. SANCTIONS

If it is determined that inappropriate conduct has been committed by an employee, the Town will take such action as is appropriate under the circumstances. Such actions may include: counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions, including termination from employment.

VI. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is available to all employees. This is available 24/7 to assist employees with work issues. The number is 1-800-451-1834.



SELECT BOARD POLICY

TOWN OF GROTON STANDARDS OF CONDUCT POLICY

This acknowledges that I have received and reviewed the Town of Groton's Standards of Conduct Policy. By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding discrimination and harassment are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file.



SELECT BOARD POLICY

| | |
|-----------------------|-----------------|
| Policy Category: | Board |
| Policy Number: | BOA – 2019 - 15 |
| Latest Revision Date: | January 6, 2020 |

POLICY NAME: SELECT BOARD OPERATIONAL POLICY

PURPOSE

The purpose of this policy is to establish certain practices, procedures and policies which are internal to the operation of the Select Board.

NATURE OF POLICIES & PROCEDURES

These policies and procedures contain items relating to topics that cannot be addressed elsewhere. Subjects that would more appropriately be addressed in a statute, by-law or regulation are not addressed in this document.

PROCEDURE FOR ESTABLISHING GROTON TOWN POLICIES AND PROCEDURES

Draft policies and procedures will be placed on the agenda for any regularly scheduled meeting of the Board. Drafts will be in writing and may be introduced only by a member of the Board or the Town Manager. Upon receipt of a draft, the Board may choose to discuss the policy immediately or schedule the discussion for a future meeting. The Board may schedule any hearings or meetings it deems necessary for discussion. The Board may distribute a draft for comment to appropriate officials they deem necessary. The Board will not vote on a policy at the same meeting that it is first introduced. This rule may be waived if the full five-member Board unanimously votes that prompt action is necessary. A vote of three members is necessary for adoption. The Town Manager, under the direction of the Select Board, will be responsible for implementation of all policies and procedures.

AUTHORITY

The Select Board is an elected Board and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts, the current Groton Town Charter, and the By-Laws of the Town.

ELECTION AND QUALIFICATION

In accordance with the Groton Town Charter approved by the Governor of the Commonwealth on November 21, 2019, the Select Board consists of five duly elected members. Before assuming official duties, each newly elected member shall be duly sworn in by the Town Clerk.

VACANCIES ON THE BOARD

When a vacancy occurs in the membership of the Select Board, the Board or its remaining members may call a special town election to fill the unexpired term or terms in accordance with the Massachusetts General Laws.



SELECT BOARD POLICY

ROLE OF THE SELECT BOARD

The Board is responsible for policy development and the setting of their annual goals and objectives. The Board appoints a Town Manager who functions as the Town's chief administrator. The Board has supervisory authority over the Town Manager. It is expected that Board members will advise the Town Manager on policies and issues of public interest. In order to provide the Town with continuity of administrative management, the Select Board are committed to maintaining an employment agreement with the Town Manager that delineates his/her responsibilities and conditions of employment as permitted by statute. The Select Board should set and measure results against goals and objectives, methods, and effectiveness of implementation, and consider renewal of the Town Manager's contract based on these considerations.

ROLE OF THE TOWN MANAGER

The primary duties of the Town Manager shall be the day-to-day administration of the general government as outlined in the current Town Charter. The Town Manager has sole authority to perform these tasks. Concerns and questions about the operation of departments, and suggestions for improvements should be addressed directly to the Town Manager, who is solely responsible for addressing these issues. The Town Manager will also assist and work, under the direction of the Select Board, in the formulation and implementation of policies, goals, and objectives. The Town Manager must maintain a close working relationship with all members of the Board. He/she shall arrange for the orientation of new members of the Board and regularly brief the Board on all important issues either in writing, by email, or by phone when appropriate. The Town Manager is responsible for inter-board communication in the day-to-day operation of government. The Town Manager will develop a process for exchange of information and the provision for advice and recommendations among the boards, committees and commissions with common interest, which will include but not be limited to the exchange of minutes and department head meetings. The Town Manager is expected to be in attendance at all meetings of the Board, except when on vacation or excused by the Select Board Chair. The Town Manager shall attend in order to keep the Board informed and advised and recommend in all matters that fall within the jurisdiction of his office. He/she shall carry out the actions of the Board as they relate to the conduct and administration of Town affairs in accordance with the Town Charter.

ORGANIZATION OF THE BOARD

The Chair shall be elected annually at the first regular meeting, when all members are present following the Annual Town Election. The Chair shall not serve more than two consecutive years. A majority vote shall constitute an election. Any member of the Board may nominate a board member for the position of Chair. Nominations require no second. The Town Manager shall preside as Chair pro tem until the Chair is elected. If a vacancy occurs in the office of Chair, the Board shall elect a successor. The Board shall further appoint a Vice-Chair and Clerk under the same provisions stated for the Chair.



SELECT BOARD POLICY

RESPONSIBILITIES OF THE CHAIR

The Chair of the Board shall:

1. Preside at all meetings of the Board. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes and preside over the discussion of agenda items.
2. Sign official documents that require the signature of the Chair and/or authorized by the vote of the Select Board.
3. Call special meetings in accordance with the Open Meeting Law.
4. Prepare agendas with the Town Manager.
5. Arrange orientation for new members.
6. Represent the Board at meetings, conferences and other gatherings unless otherwise determined by the Board or delegated by the Chair (as in the case of liaisons).
7. Serve as spokesman of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chair.
8. Make liaison assignments in consultation with other Board members and assign overview responsibilities for project and tasks to Board members unless otherwise determined by the Board. The Chair should, as much as possible, respect the interests of individual Select Board members when making assignments.
9. The Chair shall have the same rights as other members to offer motions and resolutions, to discuss questions and to vote thereon.

RESPONSIBILITIES OF THE VICE-CHAIR

The Vice-Chair of the Board shall act in the place of the Chair during his/her absence at meetings. Should the Chair leave office, the Vice-Chair shall assume the duties of Chair until the Board elects a new Chair.

RESPONSIBILITIES OF THE CLERK

The Clerk shall be responsible for taking minutes of meetings when necessary and signing all documents that do not require a majority of the Board or the Chair to sign.

REGULAR BOARD MEETINGS

Regular Board Meetings are held on Mondays unless changed by the majority of the Board. The Board shall not meet on days designated legal holidays pursuant Board Policy BOA – 2019 – 11 entitled "Meetings on Holiday Policy". Upon a majority vote of the Board, there may be a summer schedule established. The Board should respect members religious affiliation in scheduling Board meetings pursuant to BOA – 2019 – 11.



SELECT BOARD POLICY

SPECIAL BOARD MEETINGS

A meeting called for any time other than the regular meetings shall be known as a "Special Meeting". The same rules as those established for regular meetings will apply. Special meetings may be called provided that a majority of the members agree to meet and all Board members are notified.

EMERGENCY BOARD MEETINGS

A meeting called for a sudden, generally unexpected occurrence or set of circumstances demanding immediate action is called an Emergency meeting. Such meetings may be held as outlined in 94 Code of Massachusetts Regulations (CMR) 29.03 (1).

EXECUTIVE SESSION MEETINGS

Executive Session meeting may only be held for one of ten reasons defined in MGL c.30A §21(a). Executive session meetings are not open to the public. Meeting attendance is by invitation of the Select Board only.

WORKING MEETINGS

The Board may conduct informal "working sessions" from time to time as the situation warrants. Such meetings will be posted in accordance with the Open Meeting Law. A synopsis of transactions of informal meetings will be made. It is understood that the purpose of work sessions is to facilitate brainstorming, policy development professional development training. If necessary, routine administrative matters may be addressed and acted on. As a general rule, public comments are not heard during working meetings.

MEETING PROCEDURES

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. It is the practice that application of such procedure is on a relatively informal basis due to the size of the group and the desirability of flexibility in the expression of opinion. Robert's Rule of Order is used as a guide in matters requiring clarification of definition. A quorum shall consist of three members of the Board. As a practical courtesy, action on critical or controversial matters, the adoption of policy or appointments shall be taken, whenever practicable, with the full Board in attendance. Actions and decisions shall be by motion, second and vote. Split votes will be identified by name. Members of the Board shall be able to participate remotely in accordance with the procedures described in Board Policy BOA – 2019 – 14 "Remote Participation at Committee Meetings Policy".

The Town Manager is expected to be in attendance at all meetings of the Board, except when on vacation or excused by the Select Board of Selectmen Chair. The Town Manager shall attend in order to keep the Board informed and advised and recommend in all matters that fall within the jurisdiction of his office. He/she shall carry out the actions of the Board as they relate to the conduct and administration of Town affairs in accordance with the Town Charter.



SELECT BOARD POLICY

EXECUTIVE SESSION

If practicable, Executive Sessions, other than a few minutes in duration, will be scheduled at the discretion of the Chair as long as a majority of Board members are available. Only items clearly allowed under the Open Meeting Law shall be included in Executive Session. The mover must specify in the motion to enter Executive Session and the reason the session is called. A majority of the members present must vote to enter Executive Session by roll call vote. The motion must state whether or not the Board will reconvene into open session.

AGENDA PROCEDURES

The responsibility for coordinating and planning the weekly agenda is that of the Town Manager with the consensus of the Chair. Each of the Board Members and the Town Manager may place items on the agenda with the approval of the Chair. The Town Manager, in consultation with the Chair, shall schedule a realistic time period for each appointment, interview, conference or other scheduled item of business.

Agenda items normally include:

- Call Meeting to Order
- Chair Reviews Agenda and Announcements
- Public Comment Period
- Town Manager's Report
- Scheduled Items
- Other Business
- Review of On-going Issues
- Select Board Member Reports/Liaison Reports
- Accept Minutes
- Adjournment

Members of the Board, the Town Manager, staff, or others who prepare background material for the meeting should have such material available. If background information is insufficient or complicated or if complex memos or motions are presented at the meeting which were not in the Board's meeting packet, any member should feel free to request the tabling of the item to allow careful study of the material presented or the motion proposed.

The Agenda and Meeting Packet (exclusive of Executive Session Materials) for a Select Board meeting shall be posted on the Town's Website (grotonma.gov) for public inspection by the close of Town Hall business on the Friday immediately preceding the date of a properly scheduled meeting. No agenda item will be opened three hours after the start of the meeting. This rule may be waived by a unanimous vote.



SELECT BOARD POLICY

REGULAR SESSION MINUTES

The Executive Assistant to the Town Manager, or an appropriate designee, shall draft minutes of the meeting. Minutes circulated to members of the Board on or before any Friday shall be in order for approval at the next regular meeting of the Board. Minutes shall contain a full statement of all actions taken by the Board and of the disposition of all proposals for action. Approved minutes shall be recorded in a Minutes Book that shall be bound when filled to capacity. Regular Session Minutes are open for public inspection.

EXECUTIVE SESSION MINUTES

Minutes of Executive Sessions shall be kept separately and recorded in accordance with the same procedure as Regular Session Minutes. Executive Session minutes are not available to the public until a vote by the Select Board releases them. In accordance with Board Policy BOA – 2019 – 5 entitled "Executive Session Minutes Review Policy", the Board of Selectmen shall periodically review all Executive Session minutes and consider their release for public viewing..

COMMITTEES OF THE SELECT BOARD

The Board may appoint standing or ad hoc advisory committees to aid on matters under the Board's jurisdiction. The use of such advisory committees provides greater expertise and more widespread citizen participation in the operation of government. Charges to advisory committees will be in writing and shall include the work to be undertaken, the time in which it is to be accomplished and the procedures for reporting to the Select Board. Each committee must report in writing at least annually to the Select Board in time for publication in the Annual Report. The Board will discharge committees upon the completion of their work.

HEARINGS BEFORE THE BOARD

Hearings before the Board of Selectmen will be conducted in accordance with the following procedures. Variations may be necessary to comply with statutory requirements applicable to particular matters. The procedure for conducting hearings are hereinafter outlined:

1. The Town Manager will advertise the hearing and notify interested persons, such as abutters, as required by statute or as directed by the Chair in the absence of statutory requirements.
2. Hearings will be held in open session unless otherwise voted by the Board in compliance with the Open Meeting Law.
3. The Town Manager will announce the nature and purpose of the hearing, identify the particular matter, and recite the notice given. Where appropriate, the Chair will outline the procedure to be followed. All questions shall be addressed to the Chair.
4. At the conclusion of the hearing the Board may render its decision or take the matter under advisement announcing the intended date of decision.

9. CPA SUMMARY PROJECT FORM

[CPC Use Only: Date Received 10/17/19 By: SAMMIE KUL
Assigned CPC #2021 - 07]

This form may be copied. Please type or print clearly, answer all questions, use "N/A" if not applicable. Use additional paper as needed.

1. a.) Applicant Name: Last Smigajski First Louise
and Organization(s) (if appropriate) Hazel Grove Agricultural Ass. 501 C.3
b.) Regional Project: Yes or No? NO If Yes, Town/Organization: _____

2. Submission Date: 10/17/19

3. Applicant Address: St 150 Mill St
City/ State: Groton MA ZIP: 01450

HGA P.O. Box 155, Groton, MA
01450

4. Ph. # 508-808-1949 Email: info@hga.org

5. CPA Purpose. Check all that apply:

Community Housing: ☐ Affordable Housing: ☐ Historic Preservation*: ☐

Open Space: ☐ Recreation: ☒

* As per MA General Law Chapter 44B, proposed historic projects that are not on the structures listed on the state's registry of historic places require a determination by the Groton Historic Commission that the proposed project is of historic significance.

6. Project Location/Address: 166 Jenkins Rd, Groton

7. Project Name: Hazel Grove Park Infield tower and barn/shed capital improvement

8. Community Preservation Plan Objectives - use codes from **Section 5** to indicate all that apply:

5.3

9. Project basic description: _____

Infield viewing tower:

- 1) Shoring up of structure
- 2) replace siding (this will help with shoring up)
- 3) replace roof
- 4) replace missing drop down wooden windows to allow lock up of tower to prevent misuse and allow locked storage.
- 5) replace missing door
- 6) Fix floor

Farmers Shed:

- 1) update roof with metal for longevity. Current roof is past its life expectancy
- 2) Install 2 new windows that can be locked.
- 3) Add electrical service & lighting

SELECT BOARD MEETING MINUTES
MONDAY, DECEMBER 16, 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

Ms. Manugian called the regular meeting to order at 7:08pm and reviewed the agenda.

ANNOUNCEMENTS

Mr. Haddad said that he spoke to the Historic District Commission Chairman about the sandwich board signs. He said that the Groton Inn/Forge and Vine, Station House Restaurant and Prescott School had been approved on a one-year temporary basis. He said other signs had not been approved. He said that they were looking at updating their bylaws and welcomed recommendations from the Board.

Mr. Haddad explained the process for a delayed opening or closure of Town Hall.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that voting in Precinct 1 was moved to Town Hall during the Senior Center Construction Project. Mr. Haddad said that now that the Center was open, the Board needed to notify the Town Clerk if it was their intention to return voting in Precinct 1 to the new Center. He said that he and the Town Clerk had been talking about polling locations and some complaints they had received from the voters. He said that they were developing a proposal that would have Precinct 1 voting at the Center in West Groton, Precinct 2 voting at the Country Club and Precinct 3 voting at Town Hall. He said that he had originally planned on having this discussion with the Town Clerk and the Select Board at your December 23rd meeting, but since they were not meeting that night, he decided to move it up to this week's meeting to give the Board and the Town Clerk plenty of time to debate and decide on making this change. He said that voting at Town Hall had worked really well in the interim and wanted to bring that to the Board for possible consideration with the Town Clerk upon his return.

7:15 PM – COMMUNITY PRESERVATION COMMITTEE AT LARGE SEAT APPOINTMENT

Mr. Haddad said that he had received a request to add this agenda item for reconsideration. He said that under Robert's Rules of Order, the reconsideration had to be made by a member on the prevailing side. He said you didn't have to be on the prevailing side to second a motion. Ms. Manugian said that the process to this point had been compliant with all the policies and past practice. She said she would entertain a motion to reconsider this matter. Mr. Degen said that to potentially get success with the motion, he asked if he could explain why he brought this up. Ms. Manugian asked for a motion before continuing this discussion.

Mr. Degen moved to reconsider the appointment of Carolyn Perkins to the at large seat on the Community Preservation Committee. CPC. Ms. Manugian seconded the motion for discussion purposes.

Mr. Degen said that the appointment seemed routine at the time adding they had 2 folks apply, Carolyn Perkins and Marlana Gilbert. He said that the policy stated applicants be sent to the committee to be vetted out and a recommendation made to the appointing authority. He said he was caught off guard by Ms. Gilbert's statement and interest at their last meeting. He said that Ms. Perkins and Ms. Gilbert had served the town for many years and very well in their capacities. He said he was really torn but in following their policy he followed that. He said he was bothered by what had occurred. Mr. Degen said that they were very unprepared to interview the 2 potential candidates. Mr. Degen said he would like to have better understanding of the CPC. He said that the Board should be afforded an opportunity to serve and suggested that he was interested in serving adding he was unaware that there was a vacancy until it ended up on their agenda.

Mr. Reilly said that he wasn't opposing either candidate before them but the process. He said he thought they should have had an opportunity to interview the candidates. He said he found the situation very uncomfortable and didn't like the way it went. He said he thought they interviewed them anyway at the time. He said he needed to hear a better argument of why they

should reconsider. Mr. Giger referenced the Select Board Committee Vacancy Policy. Ms. Pine said that they should consider the recommendation at one meeting and take action or interview at another meeting. Ms. Pine said that a member of the Board had never held a seat on the CPC to her recollection. Ms. Pine said while it was bubbly of Mr. Degen to volunteer but not incumbent on anyone to ask any board member to apply. She said that this was advertised and thought it would be inappropriate to consider Mr. Degen at this point adding she was happy with her decision from last week.

Ms. Gilbert said that prior to the Select Board meeting the week before, a packet was prepared for an individual that was not yet appointed. She added that Ms. Pine made a comment to Ms. Perkins about her needing to be downstairs at the meeting of the CPC and not at the Select Board meeting at the same meeting prior to the Select Board meeting adding that assumptions had been made up prior to the actual appointment.

Mr. Petropoulos said that there was no special entitlement to a member of the Board to serve on the committee because they didn't know there was a vacancy. Mr. Degen said that there was a tremendous amount of vacancies that occur and not everything could be internalized. He said that life didn't work that way.

The motion to reconsider the appointment of Carolyn Perkins to the CPC failed by a vote of 4-1 with Mr. Degen in favor of reconsideration.

TOWN MANAGER'S REPORT - CONT.

Mr. Haddad said that he had attempted to draft a document outlining the Goals the Board established at their December 9th Work Shop. He reviewed the goals as discussed. Ms. Pine said she would tweak the wording of goal 4 by removing Determine and adding Review. Ms. Manugian asked about goal 1 and how they go about achieving this goal and inserting themselves when other Boards were working on updating the Housing Production Plan. Ms. Pine wondered what part they could play. Mr. Giger said that they could review the plan and help with the implementation once it was done but needed to be careful. Mr. Haddad said he was hearing that the Board wanted to see the goal say review proposed changes by Planning Board to create more affordable housing and the benchmark to be to review of the Planning Boards proposals will be done before the Spring. Mr. Giger suggested that the Planning Board discuss their proposed changes with the Housing Coordinator. Ms. Manugian said that the creation of affordable housing was much larger than looking at accessory use. Support Planning Board and their work to addressing accessory use. There was a discussion about combining goals 1 and 2.

Mr. Degen said he thought it would be helpful to have an executive session to discuss Boynton Meadows. Mr. Giger said he wasn't sure an investigation was the route they were talking about. Ms. Pine said that they needed to take the lead with Town Counsel to understand this. Mr. Degen recommended that they use special counsel on this one. Mr. Giger asked what the outcome was adding a final accounting would come once everything was sorted out. Mr. Haddad suggested renaming the goal to Status of Project. Ms. Manugian said that she wasn't sure what they were thinking they would review or what would happen. She said that this was an investment which brought some risk and didn't turn out the way they hoped. She didn't see this going anywhere. Mr. Giger said that the status was unfinished and stalled. He said he didn't want to see them go back into history but rather get this to conclusion. Mr. Degen said it was very important to him to get this closed out adding there were still things that needed to be discussed. Mr. Degen suggested a preliminary meeting with the Affordable Housing Trust and bring the Community Preservation Committee in after seeking advice of Town Counsel. Ms. Pine suggested receiving a copy of the power point presentation made to the Community Preservation Committee. Ms. Manugian suggested a preliminary meeting with the Affordable Housing Trust to understand this matter better. Mr. Haddad suggested removing this as a goal and make it an agenda item to discuss and determine next steps. Mr. Giger said that roles needed to be discussed and determined.

Mr. Haddad said that they were left with 2 goals and reviewed them. He said he would bring back the final goals to the next meeting for adoption.

2. Mr. Haddad asked the Board to approve the following annual license renewals for Calendar Year 2020 (see attached).

Ms. Pine made the motion to approve the annual licenses as read. Mr. Reilly seconded. The motion carried unanimously.

3. Mr. Haddad said that he had conversations with the School Superintendent and School Committee Chair who would be finalizing their guidance on Wednesday. He said that the communication and cooperation with the School Superintendent and Business Manager couldn't have been better. He said that the number he had been carrying since the summer might not be the same as things had come up. He said that this could affect his balanced budget. Mr. Haddad said that he was toying with a few ideas and may want to present the Board with a third budget to include a budget requiring an override along with a balanced budget and a level services budget. He asked if this was a nonstarter or something the Board would look at. Ms. Manugian said she trusted his judgement to present what would make sense adding that an override might be a hard sell. Mr. Giger said it was an alternative they should consider. Mr. Degen said to go ahead and supply an override budget but not one that didn't take into consideration the next 5 years. Mr. Robertson said that he thought they would get where they needed to go but that it didn't hurt to see an override budget.
4. The Board decided to hold off on a discussion on whether the Town Manager should have separate goals.

ON-GOING ISSUES

B: Mr. Haddad said that they had a meeting with the Friends of Prescott last week. He said the Friends presented their books to them. He said the Friends would have no problem meeting the lease's 3rd year. He said that future leases without a sprinkler system would severely hamper their ability to continue leasing the building. He said that their primary focus was to get the bid out next spring for the additional money for the sprinkler system. Mr. Degen said that they would not be able to meet their rental goals and retain their current renters. Ms. Manugian said that a piecemeal approach was an issue for her.

C: Mr. Haddad said that he forwarded an email to the Board adding that they did not have the consent order yet. It was requested that the Water Commission be invited in to discuss the PFAS level report. Mr. Giger said that he wanted to know more about the project costs. Ms. Manugian said that they needed to wait until they received a consent order. Mr. Haddad said that the Water Commission went against a recommendation to not implement a capital charge which was within their right.

E: Mr. Haddad said that the BOH was working on the polystyrene containers.

H: Mr. Haddad said that the scaffolding was starting to come down at the Library.

MINUTES

Ms. Pine moved to approve the minutes of December 9, 2019 as amended. Mr. Giger seconded the motion. The motion carried unanimously.

Ms. Manugian adjourned the meeting at 9:09pm.

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved:



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

TO: Mark Haddad, Town Manager
FROM: Dawn Dunbar, Executive Assistant
DATE: December 13, 2019
RE: 2020 License Renewals – Alcohol, Common Victualler (CVL) & Class II

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

- **Groton House of Pizza, Theo Stefanakos, Manager**
Located at 129 Main Street
CVL & Entertainment
Hours of Operation Daily: 11:00 AM – 9:00 PM
Licenses to expire on December 31, 2020
- **Santi's Restaurant & Dairy Bar, dba Johnson's Restaurant & Dairy Bar, Richard Santiano, Manager**
Located at 164 Boston Road
CVL & Carry-In
Hours of Operation:
Summer Hours: Daily: 6:00 AM – 9:00 PM
Winter Hours: Sun 6:00 AM – 8:00 PM
Licenses to expire on December 31, 2020
- **Gilson Family Herb Enterprises, dba The Herb Lyceum, David Gilson, Manager**
Located at 368 Main Street
CVL & Carry-In
Hours of Operation: Daily 10:30 AM – 11:00 PM
Licenses to expire on December 31, 2020
- **Bruno Ferreira, dba Bruno's Pizzeria, Bruno Ferreira, Manager**
Located at 195 Main Street
CVL
Hours of Operation: Daily 9:30 AM – 8:30 PM
License to expire on December 31, 2020
- **Salt & Light, Café, Josiah & Linda Coleman, Manager**
Located at 159 Main Street
CVL & Entertainment
Hours of Operation: Mon - Fri 6:00 AM - 4:00 PM, Sat 7:00 AM – 4:00 PM
License to expire on December 31, 2020

- **Dolce Amar Sweets to Love, Raffaella Gutterman, Manager**
Located at 497 Main Street, Suite A
CVL
Hours of Operation: Wed – Sat 9:00 AM – 4:00 PM, Sun 8:30 AM – 2:00 PM
License to expire on December 31, 2020
- **NESSP Sai Canteen, Neelkanth Mishra, Manager**
Located at 99 Shirdi Way
CVL
Hours of Operation: Daily: 8:00 AM – 8:30 PM
License to expire on December 31, 2020