

Select Board Meeting Packet

February 10, 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 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, FEBRUARY 10, 2020
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL**

- 6:30 P.M. Executive Session – Pursuant to M.G.L. c. 30A, §21(a)(2) – “To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.” – Purpose – Contracts Review
- 7:00 P.M. 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. Approve and Sign Bonds for Recent Bond for DPW Building and Library Roof and BAN on Communication Radio Project, Highway Equipment and Water Improvements
 3. Continue Discussion on Filling a Vacancy on the Affordable Housing Trust – Review Charges of the Affordable Housing Trust, Housing Partnership and Housing Authority
 4. Consider Appointing Jonathan Basch to the Invasive Species Committee
 5. Review and Consider Approval of the Parks and Commons Policy
 6. Review Liaison Policy and Consider Assigning the Liaisons to the Various Elected Boards
 7. Update on Select Board Schedule through the 2020 Spring Town Meeting
 8. FY 2021 Budget Update
- II. 7:15 P.M. Joint Session with Park Commission – Consider Making an Appointment to Fill a Vacancy on the Park Commission Until the Spring, 2020 Election – One Applicant – Gail Charmers

OTHER BUSINESS

ON-GOING ISSUES – For Review and Informational Purposes

- A. Prescott School Sprinkler System Project
- B. Water Department – Manganese Issue
- C. MS4 Permit
- D. Polystyrene Containers
- E. Green Communities Application and Implementation
- F. Florence Roche Elementary School Feasibility Study
- G. Highway Garage Renovations
- H. Pepperell Landfill

SELECT BOARD LIAISON REPORTS

- III. Minutes: Regularly Scheduled Meeting of February 3, 2020

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: *February 3, 2020*

1. Please note that Monday's meeting will begin at 6:30 p.m. with an Executive Session to discuss negotiations with non-union personnel. 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 will be meeting in joint session with the Park Commission to consider appointing Gail Chalmers to fill the vacancy on the Park Commission until the May Election. Ms. Chalmers was the only applicant and the Park Commission interviewed her last week.
2. Town Treasurer Michael Hartnett will be in attendance at Monday's meeting for the Board to sign the Bond and BAN for various Capital Projects that went out to bid last week. Nothing but good news on the results. Our AAA Bond Rating really made our bonds attractive to the various bidders. The Town did incredibly well for the permanent 20-year BOND and the 1-year BAN. The bid process for both was extremely active and competitive according to Brienne Susel, our Financial Advisor, consisting of twelve bidders for the Bond and six bidders for the BAN. The winning bid is as follows:

Piper Sandler & Co.
Bond: \$6,251,125
True Interest Cost 1.832%
Premium: \$501,692

DPW Garage: \$4,613,000 (excluded debt)
Library Roof: \$1,130,000 (excluded debt)
Fire Truck: \$508,125 (Not Excluded)

Given the substantial bond premium that Piper Sandler & Co. added to their bid, the Town will now be able to offset the remaining premium, after paying issuance costs, against the amount to be borrowed, which results in the bond issue being reduced for debt service purposes to \$5,835,000. A win-win result for the Town in all respects.

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2. Continued:

With regard to the BAN, the winning bid is as follows:

Oppenheimer & Co.
BAN: \$843,454
Net interest Cost: 1.41%
Premium: \$760

Safety Radios: \$424,112 (Not Excluded)
Highway Equipment: \$176,022 (Not Excluded- part of annual CAP Stab. Budget)
Whitney Well: \$243,320 (100% Water Enterprise ratepayer supported)

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

3. As directed by the Board at last week's meeting, I have set aside time on this week's Agenda for the Board to continue its discussion on how to fill the vacancy on the Affordable Housing Trust. In addition, the Board asked for a summary of duties for the various housing committees in Town that deal with Housing Issues, including the Housing Partnership, the Housing Authority and the Affordable Housing Trust. The following is a summary of their duties and responsibilities:

Housing Partnership

The members of the Housing Partnership:

- consider the housing needs of the Town
- encourage the production and creation of affordable housing

The Partnership works with private developers and the various Town boards involved in the permit process (including the Housing Authority) to evaluate proposals and make recommendations, primarily for first-time home buyers. The Partnership is a voluntary, not a mandated, program of the State.

Housing Authority

The Housing Authority, which was formed in 1982, has a central role in the Town's affordable housing policy. The Authority:

- identifies and addresses the need for affordable housing in Groton and develops policies and strategies to meet those needs
- is responsible for management policy and oversight of the Town's Elderly and Family Housing Programs
- negotiates with developers for affordable housing units in return for an increase in density of particular developments.
- may receive title to actual housing units, parcels of land, or cash in lieu of units, or land, from developers

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3. Continued:

In 1990, the Authority completed its first affordable housing complex, which it owns and operates. The complex consists of 20 units of elderly/disabled housing, developed through the Commonwealth's Chapter 667 Program, and 7 units of family housing through the Chapter 705 Program.

As of 1997, the Town offered the following additional affordable housing, built under various state and federal programs:

- 34 units of housing for the elderly/disabled on Willowdale Road, built under a HUD grant
- 24 one-, two-, and three-bedroom units (Winthrop Place) subsidized by the Federal Housing Authority (FHA)
- 8 of the 32-unit Brookfield Commons townhouses; these were purchased as condominiums by first-time buyers with low interest mortgages subsidized by the Massachusetts Housing Finance Agency (MHFA)

Lisa Larrabee is the Executive Director of the Housing Authority.

Affordable Housing Trust

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Groton for the benefit of low and moderate income households, earning up to 125% of area median income (AMI) as defined by the United States Department of Housing and Urban Development.

The Trustees shall have the following powers, which shall be carried out in accordance with and in furtherance of the provisions of M.G.L. Chapter 44, section 55C (Municipal Affordable Housing Trust Fund):

- 1) to accept and receive real property, personal property or money, by gift, grant, contribution, devise, or transfer from any person, firm, corporation or other public entity or organization including money, grants of funds or other property tendered to the Trust in connection with the provisions of any by-law or any General Law or Special Act of the Commonwealth or any other source including money from M.G.L Chapter 44B (Community Preservation);
- 2) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- 3) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Trustees engage for the accomplishment of the purposes of the Trust;
- 4) to employ advisors and agents, including but not limited to accountants, appraisers and lawyers as the Trustees deem necessary;

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3. Continued:

- 5) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Trustees deem advisable, but not to exceed five percent (5%) of annually expendable Trust assets;
- 6) to borrow money on such terms and conditions and from such sources as the Trustees deem advisable, to mortgage and pledge Trust assets as collateral, up to 80% of the Trust's assets;
- 7) to compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of M.G.L. Chapter 44, section 55C, to continue to hold the same for such period of time as the Trustees may deem appropriate;
- 8) to manage or improve real property; and to abandon any property which the Trustees determine not worth retaining;
- 9) to hold all or part of the Trust property uninvested for such purposes and for such time as the Trustees may deem appropriate; and
- 10) to extend the time for payment of any obligation to the Trust.

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

4. The Invasive Species Committee is recommending that the Board appoint Jonathan Basch to the Committee. This appointment would be through June 30, 2020. I would respectfully request that the Board make this appointment at Monday's meeting.
5. Enclosed with this report is the draft revision of the Parks and Commons Policy. Select Board Member Pine and Park Commissioner Don Black have discussed and tentatively both agreed to this draft Policy. Mr. Black shared it with the Park Commission at their meeting last week, but would like to have the full Board vote on it, which will not happen until their next meeting in early March. I would ask the Board to review this policy and consider approving it at Monday's meeting so that the Park Commission can take action and finalize the Policy at their next meeting. Select Board Member Pine requested that I provide you with a list of Commons, Parks, and other town-owned properties prepared by the Conservation Commission for your information.
6. Also enclosed with this report is the Liaison Policy. Select Board Member Giger has suggested that the Board take the following action at Monday's meeting: (1) notify all boards, committees, commissions that the Policy for appointment of Select Board Members as Liaisons to various entities has changed; (2) provide each entity previously entitled to a Select Board liaison with a copy of the new Liaison Policy; (3) assigned Select Board members to the various entities entitled to have a Liaison under the new policy; and (4) notify the various entities entitled to have a Liaison under the new policy who their Select Board liaison is now. The new assignments would run from now until the next Town election. We can discuss this in more detail at Monday's meeting.

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7. Please see the following update to the Select Board's Meeting Schedule through the 2019 Spring Town Meeting:

Monday, February 10, 2020 -	Already Posted
Monday, February 17, 2020 -	No Meeting – Presidents Day Holiday
Monday, February 24, 2020	Review First Draft of Housing Production Plan Green Communities Grant Review and Project Discussion Consider First Right of Refusal on Hayes Property FY 21 Budget Update
Monday, March 2, 2020 -	Executive Session – Boynton Meadows Review of First Draft of 2020 Town Meeting Warrant Continue Review of Housing Production Plan FY 21 Budget Update
Monday, March 9, 2020 -	Continue Discussion on Future of CPA Continue Review of Draft 2020 Town Meeting Warrant FY 21 Budget Update
Monday, March 16, 2020 -	Public Hearing on the 2020 Town Meeting Warrant Articles
Monday, March 23, 2020 -	Follow-up on Town Meeting Warrant FY 21 Budget Update
Monday, March 30, 2020 -	Potential Work Shop – Town Manager's Review Policy
Monday, April 6, 2020 -	Finalize Town Meeting Warrant for Posting FY 21 Budget Update
Monday, April 13, 2020 -	Town Meeting Preparation Issuance of Annual Fuel Storage Licenses
Monday, April 20, 2020 -	No Meeting – Patriot's Day Holiday
Monday, April 27, 2020 -	2020 Spring Town Meeting

8. As is our practice during budget season, I have set aside time on the Agenda to update the Board on the FY 2021 Budget. I will provide the Board with any necessary update at the meeting.

MWH/rjb
enclosures



SELECT BOARD POLICY

Policy Category:	Board
Policy Number:	BOA – 2019 – 12
Latest Revision Date:	February 10, 2020

POLICY NAME: **MEMORIAL PARKS AND COMMONS POLICY**

I. Purpose and Scope

The purpose of this policy is to define the process for naming and dedicating commons, parks, fields, gardens, and/or other structures on town-owned property to commemorate the life of a specific person.

II. Process

- A. Any Groton citizen, committee, or board may suggest that the Town commemorate a current or former citizen of Groton by naming or dedicating a town-owned structure or property for that person.
- B. The process of considering such a suggestion will begin when a formal nomination request is submitted to the Town Clerk (on the attached form [?])
- C. Whenever the Town Clerk receives a formal nomination request, he or she will distribute the nomination request to the Select Board and to the Parks Commission.
- D. Both Boards may discuss the nomination request at their respective meetings.
- E. The final decision as to whether or not to honor the nominee will be made jointly by the Select Board and the Parks Commission, at a joint public meeting of both Boards.
 - a. A decision of the joint Boards against honoring the nominee shall be final for a period of one year.
 - b. After one year, another formal nomination request for the nominee may be submitted and considered.



SELECT BOARD POLICY

- F. If the decision of the joint Boards is in favor of honoring the nominee, both Boards may discuss the appropriate location, structure, or type of memorial to be named, at the joint meeting, or separately.
- G. The Select Board may recommend a location, structure, or type of memorial, but the Parks Commission will make the final decision about this.

III. Criteria

- A. Any Groton citizen killed in the line of duty while serving in any branch of the US military, or on the Groton Police or Fire Department, will automatically be honored by having a town-owned property or structure named to commemorate him or her.
- B. Any non-resident member of the Groton Police or Fire Department killed in the line of duty will automatically be honored by having a town-owned property or structure named to commemorate him or her.
- C. Current or former Groton citizens who have contributed to or served the town in extraordinary ways, or whose accomplishments either in Groton or beyond its borders have brought widespread fame and acclaim may be nominated for commemoration through this policy.

(Perhaps create the Nomination Form to include with the policy?)

Table D-1A: Town-owned Parcels (Recreation Facilities)

Property Name	Parcel ID	Acres	Zone	Restriction	Protection Level	Public Access	Funding Source	Manager Name	Improvements	Parking	ADA Eval	Address	Year Acq.	Current Use	Recreation Potential	Property Condition
Alvin Sawyer Baseball Field	113/ 23/ 0/ /	14.7	RA	Art. 97	Permanent	Yes	Donation	Park Commission	Baseball Field	Yes	2015	Part of Lawrence Field parcel	?	Active Recreation	Active Recreation	Very Good
Boynton Common	112/ 106/ 0/ /	0.4	RA	Art. 97	Permanent	Yes	Town Funds, Donations	Park Commission	Memorial	Yes	2015	Part of Legion Common parcel	?	Active Recreation	ADA Improvements	Very Good
Carol Wheeler Memorial Park	101/ 13/ 0/ /	0.2	M1	Art. 97	Permanent	Yes	Donations	Park Commission, Garden Club	Improved Path	Yes	2015	Off West Main St	2002	Passive Recreation	Accessible Park	Good
Charles R. Gordon/ Fireman's Common	112/ 40/ 0/ /	0.1	RA	Art. 97	Permanent	Yes	Multiple Donations	Park Commission, Garden Club	Improved Path	No	2019	Main St	?	Passive Recreation	Accessible Park	Very Good
Chicopee Row School House #7	231/ 91/ 0/ /	0.5	RA	Unknown	Unknown	Limited	Dedicated 501(c)(3)	Park Commission/ Sawtell School Association	Historic School House	Limited - Street	2019	Chicopee Row	Early 2000's (mgmt)	Historic Preservation	Historic Preservation	Very Good
Christine Hanson Memorial Playground	113/ 23/ 0/ /	14.7	RA	Art. 97	Permanent	Yes	CPC, Private Donations	Park Commission, Garden Club	Playground	Yes	2015	Part of Lawrence Field parcel	2001	Active Recreation	Active Recreation	Very Good
Cow Pond Brook Playing Fields	248/ 39/ 0/ /	1.0	RA	Art. 97	Permanent	Yes	Town Funds	Park Commission	No	Yes	2015 & 2019	Hoyts Wharf Rd	1994	Ecological Preservation	Passive	Undeveloped
Cow Pond Brook Playing Fields	248/ 40/ 0/ /	29.6	RA	Art. 97	Permanent	Yes	Town Funds	Park Commission	Baseball, Soccer Fields	Yes	2015 & 2019	Cow Pond Brook Rd	1994	Active Recreation	Athletic Field	Very Good
Cutler Memorial Field	103/ 1/ 0/ /	11.2	M1	Art. 97	Permanent	Yes	CPC, Donation	Park Commission	Fields, basketball, playground	Yes	2015 & 2019	Townsend Rd	1966	Active Recreation	Multi-use Active Recreation	Very Good
Evon Holofcencr Ice Rink	112/ 106/ 0/ /	n/a	RA	Art. 97	Permanent	Yes	N/A	Park Commission	Ice Rink	Yes	2015	Part of Legion Common parcel	n/a	Active Recreation	Active Recreation	Very Good
George & Agnes Rider Park	125 / 83/ / /	n/a	RA	Art. 97	Permanent	Yes	Donation	Park Commission	Basketball Court	Yes	2015 & 2019	Park of Lost Lake Fire Station parcel	?	Active Recreation	Active Recreation	Very Good
Hazel Grove Fairgrounds	217/ 79/ 0/ /	28.3	RA	Art. 97	Permanent	Yes	Private Lease	Park Commission	Riding Track	Yes	2015 & 2019	Jenkins Rd	1940	Active Recreation	Equine Facilities	Very Good
Hill - Maple Park Land	104/ 31/ 0/ /	0.1	RA	Unknown	Permanent	Yes	Unknown	Park Commission	No	No	2019	Maple Ave	?	Ecological Preservation	Passive Recreation	Undeveloped
Hill - Pepperell Park Land	104/ 6/ 0/ /	0.2	RA	Unknown	Permanent	Yes	Unknown	Park Commission	No	No	2019	Pepperell Rd	?	Ecological Preservation	Passive Recreation	Undeveloped
John Tinker Memorial Common	216/ 62/ 0/ /	0.1	RA	Art. 97	Permanent	Yes	Tercentenary Donation	Park Commission	No	No	2019	Main St	?	Passive Recreation	Common	Good
Lawrence Field	113/ 23/ 0/ /	14.7	RA	Art. 97	Permanent	Yes	CPC, Private Donations	Park Commission	Athletic Field	Yes	2015	Broadmeadow Rd	1901	Active Recreation	Active Recreation	Very Good
Lawrence Memorial	113/ 23/ 0/ /	n/a	RA	Art. 97	Permanent	Yes	Town Funds, Donations	Park Commission	Monument	Yes	2015	Part of Lawrence Field parcel	1901	Active Recreation	Active Recreation	Very Good

Legion Common/Boynton Memorial	112/ 106/ 0/ /	1.0	RA	Art. 97	Permanent	Yes	Town Funds, Donations	Park Commission	Monument	Yes	2015	Part of Legion Common parcel	?	Active Recreation	ADA Improvements	Very Good
Longley Monument	225/ 32/ 0/ /	0.0	RA	Art. 97	Permanent	Yes	Unknown, donation	Park Commission	Stone Monument	No	2019	Longley Rd	1955	Other: Memorial	Common	Fair
Minute Man Common	113/ 12/ 0/ /	0.5	RA	Art. 97	Permanent	Yes	Trust Funds, Private Donations	Park Commission	No	Ample - Street	2019	Main St	?	Passive Recreation	ADA Improvements	Good
New Town Common	111/ 40/ 0/ /	1.7	RA	Art. 97	Permanent	Yes	Donations	Park Commission	Town Common	Ample - Street	2019	Hollis St	?	Passive Recreation	ADA Improvements	Good
Old Burying Ground	112/ 105/ 0/ /	3.1	RA	Art. 97	Permanent	Yes	Old Burying Ground Commission, Town Funds, Donations	Park Commission	No	Adjacent Parcel	2019	Hollis St	?	Other: Historic Site	Passive Recreation	Very Good
Orchard Common	225/ 72/ 0/ /	0.7	RA	Art. 97	Permanent	Yes	Subdivision creation, Town Funds	Park Commission	No	No	2019	Blossom Ln	1954	Passive Recreation	Common	Good
Prescott Common/Byron Wilson Square	115/ 42/ 0/ /	0.3	RA	Art. 97	Permanent	Yes	Groton Garden Club, Town Funds	Park Commission	Town Common, Prescott Memorial	No	2019	Old Ayer Rd	?	Passive Recreation	ADA Improvements	Very Good
Samuel Badger Memorial Common	108/ 30/ 0/ /	0.4	RA	Art. 97	Permanent	Yes	Town Funds	Park Commission	Improved Path,	No	2019	Pleasant St	?	Passive Recreation	ADA Improvements	Very Good
Sgt. Woitowicz Tennis Courts	135/ 54/ 0/ /	n/a	RA	Art. 97	Permanent	Yes	Donation	Park Commission	Tennis Court	Yes	2015 & 2019	Forge Village Rd	1993	Active Recreation	Replace and Improve	Poor
Sgt. Woitowicz Field	135/ 54/ 0/ /	10.9	RA	Art. 97	Permanent	Yes	Donation, Town Funds	Park Commission	Athletic Field	Yes	2015 & 2019	Forge Village Rd	1993	Active Recreation	Athletic Field	Very Good
Veterans Memorial Common (aka Sawyer Common)	111/ 50/ 0/ /	0.7	O	Art. 97	Permanent	Yes	Town Funds, Garden Club	Park Commission, Garden Club	Memorial Common	limited - Street	2019	Hollis St	?	Passive Recreation	ADA Improvements	Very Good



SELECT BOARD POLICY

Policy Category:	Board
Policy Number:	BOA – 2019 - 10
Latest Revision Date:	December 16, 2019

POLICY NAME: LIAISON POLICY

I. PURPOSE AND SCOPE

The purpose of this policy is to define the role of a Selectmen's liaison to other Elected Boards, Committees and Commissions in order for the Select Board to strengthen and enhance its communication throughout the Town, pursuant to the Charter Section 3-2.

II. POLICY

- After the annual election, each member of the Select Board shall be assigned as a liaison to the other Elected Boards, Committees and Commissions. Assignments shall be determined by the Chair of the Select Board. The Chair should as much as possible respect the interests of individual Select Board members when making assignments. The liaison shall meet with the assigned Elected Board, Committee or Commission periodically to become familiar with the operation, and issues that occur. The liaison shall keep the other Select Board Members and the Town Manager updated on their communication with the other Elected Boards, Committees and Commissions.
- As deemed appropriate, the liaison may attend relevant meetings that may relate to your liaison assignment. Communicate with your primary point of contact on a periodic basis and share information learned with the Town Manager and the Board as part of the Board's Regular Meeting Agenda.
- The Elected Boards, Committees or Commissions will have a liaison primary and alternate.

The following is a list of the Elected Boards, Committees and Commissions that shall have a Select Board Liaison:



SELECT BOARD POLICY

- Board of Assessors
- Electric Light Commission
- Groton Dunstable Regional School Committee
- Board of Health
- Groton Housing Authority
- Park Commission
- Planning Board
- Sewer Commission
- Water Commission
- Trust Fund Commission
- Trustees of Public Libraries

**SELECT BOARD MEETING MINUTES
MONDAY, FEBRUARY 3, 2020
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 meeting to order at 7:00pm and reviewed the agenda.

ANNOUNCEMENTS

Ms. Pine said that today was the first day to sign up for local office elections and announced her candidacy for re-election in May.

TOWN MANAGER'S REPORT

1. Mr. Haddad asked the Board to consider approving a one-day beer and wine license for Groton Historical Society for a Wedding Ceremony to be held on Thursday, February 20, 2020 from 3pm-7pm.

Ms. Pine moved to approve a one-day beer and wine license for Groton Historical Society for a Wedding Ceremony to be held on Thursday, February 20, 2020 from 3pm-7pm. Mr. Degen seconded the motion. The motion carried unanimously.

2. Mr. Haddad said that he updated the 3-month meeting schedule as requested and would continue to update this each week.
3. Mr. Haddad said he wanted to thank Michael Bouchard for updating eCode with all the Board's policies. Mr. Haddad showed the Select Board and public where to access the policies.
4. Mr. Haddad said that the Select Board would be meeting in joint session with the Finance Committee on Saturday, February 8th to continue discussions on the FY21 budget including a discussion around deficits and potential future year overrides. Mr. Haddad said that he level funded the Nashoba Tech budget but that there was a reduction of \$40K which would be split with GDRSD. Mr. Haddad said that they had tentative approval on health insurance. He said that they had budgeted 10% but that the increase was coming in at 6.5%. He said that was a reduction for just the Town and not a shared reduction with the GDRSD.
5. Mr. Haddad said that there was some confusion at the last CPC meeting on the sprinkler system bid process for Prescott School that he wanted to clear up. Mr. Haddad said that bids needed to be due 30 days prior to Town Meeting for potential appropriation because of procurement laws adding this was the reason the CPC would not have a number until that time. He said that bids would be accepted pending appropriation. Mr. Degen asked what potential bucket that would be coming out of. Mr. Emerson said that they had an unallocated fund that they could keep in reserves if that's what they decided. He said that the State was allocating some additional funding which was providing them with a little bit of a cushion this year. Mr. Easom said that they didn't, by policy, keep any certain amount in there. Mr. Easom said that this particular project could come out of historic bin or unallocated bin or a combination thereof. He said that they had some flexibility.

JOINT MEETING WITH COMMUNITY PRESERVATION COMMITTEE - FUTURE OF CPA

Mr. Haddad said that this was the first of many discussions on this topic adding the intent of this first meeting was to provide information. He said that anything they did with the Community Preservation Act (CPA) was a 2-step process; Town Meeting vote and a ballot vote. Mr. Haddad said he provided the Board with some information on what the CPA and Community Preservation Committee (CPC) was and did. Mr. Haddad explained the four spreadsheets that he provided the Board. Mr. Haddad said that he had been asked what the impact would be if the Town lowered the percentage to 2% or 1%. He said that lowering the percentage to 2% reduced the collected amount at 3% from \$756,476 by \$252,159 and at 1% lowered the \$756,476 by \$504,318. Mr. Haddad said that eliminating the surcharge in its entirety eliminated the entire \$756,476 in funding. Mr. Haddad said that the most frequently asked question was could this money then be spent on operating expenses. Mr. Haddad said that when the CPA surcharge was either reduced or eliminated, the only way to reallocate those funds to operating expenses was by overriding Proposition 2% and increasing the levy limit by the similar

amount. Mr. Haddad said that the first \$100,000 of value was not calculated as part of the surcharge calculation adding that the \$100,000 per parcel reduction would have no impact on the override since it would be based on the total value of the property. Mr. Haddad said that the average home was valued at \$492,000. He said that the way the CPA surcharge worked now was that you reduce the value by \$100,000 and charge a 3% surcharge on the revised tax bill. Mr. Haddad explained the chart below showing the impact of adding the various levels to the levy limit on the average tax bill:

Override Amount	Impact on Tax Rate	Average Tax Bill
\$ 252,159	\$ 0.13	\$ 63.96
\$ 504,318	\$ 0.26	\$ 127.92
\$ 756,476	\$ 0.39	\$ 191.88

Mr. Haddad said that he had also been asked what amount of borrowing would each of the amounts support. He said that depending on the length of the bond and the interest rate (using 20 years at 4%), he assumed \$252,159 would be \$3,100,000; \$504,318 would be \$6,500,000; and \$756,476 would be \$9,600,000.

Mr. Haddad said that the last thing he was asked was to review the last ten years of Capital Budgets and based on that review, he had determined that not one project had been removed from the Capital Budget and paid for by CPA Funds.

Dan Emerson called the CPC meeting to order at 7:29pm. Members Easom, Perkins, DeGroot, Hewitt, and Eliot were present. Mr. Emerson introduced the Committee and thanked the Board for involving them in these conversations. He said that the CPC had funded some wonderful, successful projects. Ms. Manugian thanked the Committee for their time and hard work adding this conversation was difficult but given their budget forecasts, needed to occur. Ms. Perkins said that there were a number of valuable projects that were not able to be funded because of insufficient funds over the last few years. She said that she didn't want that to be forgotten. Mr. Emerson said that the Conservation Commission had backed off on their requests a number of times so that other projects could be funded. Ms. Manugian asked when the last payment for Surrenden Farm was. Mr. Haddad said that it pays off in FY22 leaving a final and a half payment to go.

Mr. Degen said that this was part of a large puzzle piece that was going to be laid out over the next month. He said that they had a \$3.4-\$3.6M shortfall over the next 5 years. He said that they were discussing a potential override to fund the budgets over the next 5 years. He said that they were also looking at a building project at FloRo that was going to be borne solely by the Town of Groton. He said that the project was estimated to cost the Town right now, \$60M. He said that they had an issue with manganese, and a stormwater treatment issue coming down the road. He said that with all of these items coming down the road, they needed to look at everything at this time. He said that he was not in favor of eliminating the CPA but thought that if a large-scale project came forward, this would give the town an opportunity to vote on it at Town Meeting and at the ballot using different funding mechanisms. Mr. Giger mentioned that some of the projects had an afterlife adding there wasn't coordination between the general fund using Baddacook Pond as an example.

Ms. Eliot said that she had a concern about the debt question and whether or not funds could be used to reduce debt. Mr. Haddad said that the CPA allowed communities to incur debt using CPA funds as long as that debt was recurring at the community level. Mr. Haddad said that not all debt went to the ballot adding that it didn't have to if I was being incurred within the levy. Ms. Manugian said she didn't think that any of the projects would have not been done without CPA funds. Ms. Perkins said that one other benefit of CPA was that the money could be used for grants. She said that the money could be used at the 50% match as an example. Ms. Perkins said that she thought that some of the projects would not have been possible without CPA funds.

Mr. Robertson said that this was not just a 5 years override. He said that they had a structural deficit; bringing in 3% and spending 4%. He said that there had been some income that had saved them in past years but that it wasn't showing like that in the future. Mr. Robertson said that 75% of the school and town budget was wages and benefits and the only way to reduce that was to cut personnel. Mr. Robertson said that this was not an easy decision but a discussion that needed to occur.

Ms. Gilbert said that she supported the work of the CPA but thought there might be a slightly different mindset. She said that projects before the CPC were not on capital plans and maybe should be prioritized that way. Mr. Degen said that this discussion was not about funding one thing over another. He said that they were there to discuss the surcharge and what that

number was. Mr. Emerson agreed adding it was good to keep everything on the table including the goals and benefits. Mr. Giger said that much of this talk sat under an umbrella called Wall Street. He said that they were skating on thin ice and needed to be careful. Mr. Haddad said that Wall Street worried about debt, reserves and the long-term outlook among other things. Mr. Degen asked if there was a mechanism to reallocate the money in the housing bucket to other buckets. The answer was no. Paul Funch said that he had a lot of respect for the financial management of the Finance Committee and Town Manager. He said that CPA was not under town control but funded some good projects. He talked about the importance of money being available for grant matches. Mr. Easom said that towns that adopt the CPA today were adopting the surcharge at the 1% level and not 3% level. He said that at 1%, you only received funds from the first match. Ms. Perkins said that she could see them reduce the surcharge to 2% because Surrenden Farms debt would be going away but could see the other side of things.

Mr. Emerson adjourned the CPC meeting at 8:29pm.

OTHER BUSINESS

Ms. Pine said that the Affordable Housing Trust met last week and discussed the membership. She said that Sheila Julien stated that she did not want to be reappointed in June and would step down should someone else be interested. Ms. Pine said that there had been 2 sitting members of the Board adding that before putting this vacancy out there, it seemed right to see if someone else from the Board wanted to serve also. Mr. Giger said he needed some time to think about this adding it wasn't clear who was driving housing; the Trust, the Partnership or the Authority. He said that there needed to be cohesiveness. Ms. Pine explained her understanding of the different groups. Ms. Manugian asked if this could be on the agenda for the next week and that they be provided with a summary of each housing entity.

ON-GOING ISSUES

C: Mr. Haddad said that the Stormwater Committee would be holding a public hearing on Tuesday night on the MS4 permit.
E: Mr. Haddad said that they had been accepted as a Green Community but had not received official paperwork as of yet. Mr. Giger asked if anyone had looked into how this was funded. Ms. Pine said that the money came from the utility companies but was collected by the State. Mr. Giger said it would be good to know if this was a long-term commitment.
F: Mr. Haddad said that their preliminary design plan was going to be delivered to MSBA. He said that this was a huge milestone in the FloRo building project. He said that they had 3 months to refine the plan into a project. He said that part of this was for public outreach adding this was something they would be working on. Ms. Gilbert said that printed versions would be dropped off at the Library, COA and Town Hall as well as posted on their website. Mr. Giger said that the total cost of the project was not \$60M adding that was the amount the Town was looking at having to fund.
G: Mr. Haddad said that the Library roof was completed and would be coming off this list. He said that the project came in under budget by about \$50K.
H: Mr. Haddad said that the Highway Department started moving into their building last week adding that the garage facility would be completed within the next couple of weeks.

LIAISON REPORTS

Ms. Pine said that the Non-Profit Council met last Friday and was well attended.

Ms. Gilbert said that the budget was being discussed by the School Committee next week.

MINUTES

Ms. Pine moved to accept the meeting minutes of January 27, 2020 as presented. Mr. Reilly seconded the motion. The motion carried unanimously.

The meeting adjourned at 8:49pm.

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: