

# Select Board Meeting Packet

## March 9, 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, MARCH 9, 2020

#### AGENDA

SELECT BOARD MEETING ROOM

2<sup>nd</sup> 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.      Town Manager's Report

1. Select Board's Agenda Schedule
2. CPA Percentage Change Timing
3. Proposed Reductions in FY 2021 Operating Budget if Mosquito Control Project is Approved and GDRSD Does Not Use Free Cash – Impact on FY 2021 Budget
4. History of Prescott School Sprinkler Project Expenditures
5. Continue Review of 2020 Spring Town Meeting Warrant – Review of Changes and Information Requested by the Select Board
6. Update on Select Board Schedule through the 2020 Spring Town Meeting
7. FY 2021 Budget Update

II.      7:30 P.M.      Review and Consideration – Revised Town Manager's Review Policy and Revised Annual Performance Review Process and Form

### 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

### SELECT BOARD LIAISON REPORTS

III.      Minutes:      Regularly Scheduled Meeting of March 2, 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:** *March 9, 2020*

1. 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. Select Board Member Giger has prepared a new Town Manager Annual Review Form and updated the Town Manager's Review Policy. He will be presenting these to the Board at Monday's meeting. Enclosed with this report is a copy of the new form, revised policy and a copy of his presentation.
2. As requested at last week's meeting, I reached out to Town Counsel to discuss the timing of proposing a change to the Community Preservation Local Surcharge. Specifically, I asked him if the Town can present an article and ballot question to reduce the CPA percentage at a future date. The specific question asked was "can the Town present an Article this year to reduce the percentage to 2% percent effective July 1, 2022? Or does it have to go into effect upon approval (Town meeting and Ballot)." As of the writing of this report, I had not heard back from Town Counsel. I will provide the Board with his response as soon as it is received.
3. At last week's meeting, the Select Board asked me to provide you with recommended reductions to the FY 2021 Municipal Budget should the Town Meeting vote to join the Central Massachusetts Mosquito Control Project (\$90,000) and the Groton Dunstable Regional School District not be able to use Free Cash (\$128,590 Groton Share) for a total reduction of \$218,950. The following is a list of possible reductions (for discussion purposes only):

Increase Disptach Grant Dependency to \$150,000	\$	51,582
Lifeguards at Sargisson Beach	\$	28,000
Weed Harvesting at Baddacook	\$	15,000
Highway - Maintenance	\$	30,000
Police - Minor Capital	\$	20,000
Fire - Minor Capital	\$	23,000
Park - Expenses	\$	20,000
Library - Sunday Hours	\$	27,000
Police - Motor Cycle	\$	5,000
<b>Total FY 2021 Reductions</b>	<b>\$</b>	<b>219,582</b>

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

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4. At last week's meeting, the Board asked for a breakdown of what was spent thus far from the Prescott School Sprinkler System appropriation. As you are aware, the 2018 Spring Town Meeting appropriated \$275,330 from CPA Funds for this purpose. The following is a summary of what has been spent thus far:

<b>Beginning Balance</b>	<b>\$</b>	<b>275,330</b>
Ramp Upgrade	\$	(8,500)
Fire Rated Interior Doors	\$	(8,538)
Handicap Door Square Push Buttons	\$	(193)
Caulk/Trim/Paint Doors	\$	(1,100)
Supplies - Moison Hardware	\$	(148)
Gym Doors	\$	(12,546)
BLW Engineers (Develop Specs)	\$	(26,096)
<b>Remaining Balance</b>	<b>\$</b>	<b>218,209</b>

Please let me know if you have any additional questions or concerns.

5. Enclosed with this report is the latest revised draft of the 2020 Spring Town Meeting Warrant. I have updated it to address Town Counsel's edits and questions/concerns the Board had at last week's meeting. In addition, the Board asked for additional information on some of the Articles. The following is a summary of the changes/additional information requests of the various Articles:

**Article 6 – FY 2021 Capital Budget**

As requested by the Board, I have updated the summaries for the DPW Building Maintenance Capital and Park Department Capital to read as follows:

**Building Maintenance Summary:** *This appropriation will be used to continue to maintain all municipal buildings by performing various maintenance activities to prevent major breakdowns in our municipal building infrastructure. In FY 2021, these funds will be used to perform brick pointing on town hall by the back door as well at Legion Hall.*

**Property Improvements Summary:** *The Park Commission has been working over the past several years developing a strategy to address deficiencies in the various Park Department Properties located throughout Groton. By appropriating \$25,000 each year for five years, the Park Commission can develop a capital improvement program that will allow them to keep our various park locations in good shape and avoid a major construction project. In FY 2021, the Park Commission plans on using these funds to for Woitowicz Field Design and Court construction and the planning and concept of a Sanitary Facility Center at Cow Pond.*

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5. Continued:

**Article 6 – FY 2021 Capital Budget (continued)**

At the request of Select Board Member Degen, I have worked with the DPW Director and Police Chief to change the way we will be providing a pick-up truck for the Police Department. We will be providing the Police Department with one of our current DPW Pick-ups (2018 Dodge Ram) and buying two new pick-up trucks for the DPW. There will be no change in the total appropriation for the Capital Budget. I have amended the Summary of the Capital Budget to reflect his change.

**Article 7 – Police Department Generator**

I have updated the summary to add the anticipated cost. The summary now reads as follows:

**Summary:** *The Generator and automatic transfer switch (AWS) panel are original to the construction of the building in 1992. The panel components are obsolete and unavailable. If the components were to fail and it became necessary to use the generator to power the building, the Police Station and Communications center would not be operational for an extended period of time. A manual transfer switch (MTS) will be added in order to connect an external generator to provide power to the building in the event of primary generator failure or is needed for maintenance and repairs. The cost of this repair is \$25,000.*

**Article 8 – Environmental Consulting Services**

I have revised the summary to address the review of the grounds and building, as well as, include the anticipated cost. The summary now reads as follows:

**Summary:** *The purpose of this Article is to provide funding for environmental consulting services in support of the demolition of the former Squannacook Sportsmen's Club located at 159 West Main Street. Town Meeting had previously authorized the Town to obtain this property to provide additional parking and land for activities for the new Center in West Groton. Prior to taking this property, the Town needs to understand the environmental impact of demolishing the former Sportsmen's Club. This Article will provide the necessary funding to inspect the building and surrounding area and develop a report and recommendations for the building's disposal. Depending on the outcome of the report, the Town will return to a future Town Meeting for the necessary funding to demolish the building and take the property. The anticipated cost of these services is anticipated to be \$18,000.*

**Article 10 – Special Legislation – Investment of Town's Trust Funds**

I have changed the sponsor to the Commissioners of Trust Funds.

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5. Continued:

**Article 11 – Complete Streets Engineering**

I have updated the summary to include the anticipated projects. The summary now reads as follows:

**Summary:** *The Complete Streets Committee will be applying for a grant from MassDOT to improve pedestrian safety and accessibility improvements in Town. This article will provide funding for the required engineering design of the projects. Projects under consideration at this time include installing a sidewalk from West Groton Center to the new Groton Center on West Main Street and installing a sidewalk on Route 40 from the Groton Inn to the Gibbet Hill Grill. The Town must provide the engineering to design and solicit bids in order to obtain the construction funding. It is anticipated that the cost of this engineering will not exceed \$35,000.*

**Article 13 and 14 – Pave Connector and Engineering Funding for Prescott Parking Lot**

As voted by the Board, I have removed these Articles from the Warrant and renumbered the remaining Articles.

**Article 17 – Zoning Amendment – Site Plan Review (formerly Article 19)**

The Board requested additional information on this Article. The following is offered by Land Use Director/Town Planner Takashi Tada:

“There were a couple of projects last year that began as Minor Site Plan Review applications, which are handled “administratively” by the Building Commissioner and Land Use Director, in tandem. These Minor Site Plan projects usually get reviewed by various Town Departments through the informal Land Use Committee meeting process, and the decision is issued jointly by The Building Commissioner and Land Use Director. The Planning Board felt that these projects should have been submitted as Major Site Plan Review applications, due to the fact that they involved a “change of use” that exceeded one of the major review thresholds, eg. greater than 1,000 square feet of building area. In order to make it clearer in the Site Plan Review provisions, the Planning Board proposed changes that would require major site plan for new construction or change in use of greater than 1,000 square feet or adding six or more parking spaces. The two projects in question were the new faculty housing units at Groton School, and Kilbourn Place (240 Main Street, formerly Donelan’s).”

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**5. Continued:**

**Article 18 – Zoning Amendment - Attached Accessory Apartment (formerly Article 20)**

The Board requested additional information on this Article. The following is offered by Land Use Director/Town Planner Takashi Tada:

"The existing zoning bylaw requires a special permit from the ZBA for an attached accessory apartment in a single-family house in the R-A and R-B zoning districts. In contrast, the zoning bylaw allows attached two-family dwellings (duplex) by right. Since the inception of the Accessory Apartments zoning provision in 2005, there have been 11 special permits issued by the ZBA for attached accessory apartments (per Margot Hammer). The Planning Board's proposed amendment would eliminate the special permit requirement, thereby making it easier for owners of eligible single-family homes to create an attached accessory dwelling."

**Article 19 – Zoning Amendment – Detached Accessory Apartment (formerly Article 21)**

The Board requested additional information on this Article. The following is offered by Land Use Director/Town Planner Takashi Tada:

"The existing zoning bylaw doesn't allow detached accessory apartments. The proposed amendment would add provisions to allow single-family homeowners to apply for a special permit from the Planning Board to construct a detached accessory apartment. Because of the additional site planning considerations that are inherent with a detached accessory structure, the Planning Board felt that it, rather than the ZBA, would be the appropriate permit granting authority."

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

**Article 24 – Appropriation to Fund Town Forest Expenses (formerly Article 26)**

The Board had requested a breakdown of what are the expenses of the Town Forest Committee. Since 2009 they have spent \$2,400 on tree removal. I would imagine the money we transfer under this article will be used for similar purposes.

We can discuss the Warrant in more detail at Monday's meeting

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6. Please see the following update to the Select Board's Meeting Schedule through the 2020 Spring Town Meeting:

Monday, March 9, 2020 -	Already Posted
Monday, March 16, 2020 -	Public Hearing on the 2020 Town Meeting Warrant Articles
Monday, March 23, 2020 -	Follow-up on Town Meeting Warrant Review Draft of Housing Production Plan FY 21 Budget Update
Monday, March 30, 2020 -	No Meeting (*Town Counsel Office Hours)
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

7. 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



## Warrant, Summary, and Recommendations

# TOWN OF GROTON



## 2020 SPRING TOWN MEETING

Groton-Dunstable Middle School Auditorium  
344 Main Street, Groton, Massachusetts 01450

Beginning Monday, April 27, 2020 @ 7:00 PM

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Attention – Voters and Taxpayers

Please bring this Report to Town Meeting

**THE BUDGET HANDOUT FOR ARTICLE 4 IS AVAILABLE  
IN THE BACK OF THE WARRANT**



## **Town Meeting Access for Voters with Disabilities**

**Parking** – Universally accessible parking spaces are available in the parking lot in front of the Groton Dunstable Middle School South. There is a ramp providing access from the parking lot to the front door of the Middle School.

**Wheelchair Accessible & Companion Seating** – Wheelchair spaces, seating for people with mobility issues and companion seats are available in the center aisle on both sides of the auditorium.

**Sign Language** – A Sign Language Interpreter will be provided for the hearing impaired, upon request, at least one week prior to the meeting.

**Speaking at Town Meeting** – There will be volunteers available to bring hand-held microphones to voters who have mobility issues or cannot stand in line and wait at the microphones.

**Restrooms** – Accessible restrooms are available near the entrance to the auditorium.

**Transportation to Town Meeting** - The Council on Aging van will be available to Groton residents attending Town Meetings at no charge. All riders will be at the meeting prior to the start. However, the van will depart the school at 10 PM regardless of the status of the meeting. The van is wheelchair accessible. Your reservation can be made by calling the Senior Center at 978-448-1170. Seats will be filled on a first come, first serve basis.

**Questions or concerns** - If you or a member of your household has questions or would like to request a sign language interpreter, please contact the Select Board's Office at Town Hall at 978 448-1111 at least one week before the Town Meeting.

**SPRING TOWN MEETING WARRANT  
APRIL 27, 2020**

Middlesex, ss.  
Commonwealth of Massachusetts  
To any Constable in the Town of Groton

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Auditorium in said Town on Monday, the twenty-seventh day of April, 2020 at Seven O'clock in the evening, to consider all business other than the election of Town Officers and on the nineteenth day of May, 2020 at an adjourned session thereof to give their ballots for:

Vote for One	Board of Assessors	3 Years
Vote for One	Board of Health	3 Years
Vote for Two	Select Board	3 Years
Vote for One	Commissioner of Trust Funds	3 Years
Vote for One	Groton-Dunstable Regional School Committee	3 Years
Vote for One	Groton-Dunstable Regional School Committee	2 Years
Vote for One	Groton Electric Light Commission	3 Years
Vote for Two	Park Commission	3 Years
Vote for One	Park Commission	2 Years
Vote for Two	Planning Board	3 Years
Vote for One	Planning Board	2 Years
Vote for One	Planning Board	1 Year
Vote for One	Sewer Commission	3 Years
Vote for Two	Trustees of the Groton Public Library	3 Years
Vote for One	Water Commission	3 Years
Vote for One	Groton Housing Authority	5 Years
Vote for One	Groton Housing Authority	4 Years

### ARTICLE LISTINGS

<b>Article 1:</b>	Hear Reports	
<b>Article 2:</b>	Elected Officials Compensation	
<b>Article 3:</b>	Wage and Classification Schedule	
<b>Article 4:</b>	Fiscal Year 2021 Annual Operating Budget	
<b>Article 5:</b>	Appropriate FY 2021 Contribution to the OPEB Trust Fund	
<b>Article 6:</b>	Fiscal Year 2021 Capital Budget	
<b>Article 7:</b>	Police Department Generator	
<b>Article 8:</b>	Environmental Consulting Services	
<b>Article 9:</b>	Create a Stormwater Enterprise Fund	
<b>Article 10:</b>	Special Legislation – Investment of Town's Trust Funds	
<b>Article 11:</b>	Complete Streets Engineering	
<b>Article 12:</b>	Acquire Parcel of Land Abutting Station Avenue	
<b>Article 13:</b>	Join Central Massachusetts Mosquito Control Project	
<b>Article 14:</b>	Community Preservation Funding Accounts	
<b>Article 15:</b>	Community Preservation Funding Recommendations	
<b>Article 16:</b>	Amend Zoning Bylaw – Bylaw Codification	
<b>Article 17:</b>	Amend Zoning Bylaw – Site Plan Review	
<b>Article 18:</b>	Amend Zoning Bylaw – Attached Accessory Apartments	
<b>Article 19:</b>	Amend Zoning Bylaw – Detached Accessory Apartments	
<b>Article 20:</b>	Amend Chapter 128 - Dogs	
<b>Article 21:</b>	Acceptance of Amelia Way as a Town Way	
<b>Article 22:</b>	Current Year Line Item Transfers	
<b>Article 23:</b>	Appropriate Money to Offset the Snow and Ice Deficit	
<b>Article 24:</b>	Appropriation to Fund Town Forest Expenses	
<b>Article 25:</b>	Transfer Within Center Sewer Enterprise Fund	
<b>Article 26:</b>	Transfer Within Four Corners Sewer Enterprise Fund	
<b>Article 27:</b>	Transfer Within Cable Enterprise Fund	
<b>Article 28:</b>	Prior Year Bills	
<b>Article 29:</b>	Debt Service for Surrenden Farms	
<b>Article 30:</b>	Establishing Limits for the Various Revolving Funds	
<b>Article 31:</b>	Accept Law Increasing Real Estate Tax Exemptions	
<b>Article 32:</b>	Accept Provisions of M.G.L., c. 59, §5	
	Budget Report of the Town Manager and Finance Committee to Town Meeting	
	Appendix A – Fiscal Year 2021 Proposed Operating Budget	
	Appendix B – Fiscal Year 2021 Wage and Classification Schedule	

**ARTICLE 1: HEAR REPORTS**

To see if the Town will vote to hear and act on the report of the Select Board and other Town Officers and Committees, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:** *To hear reports of Town Boards, Committees and Commissions and to accept the annual report and other reports that may be presented to Town Meeting.*

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**ARTICLE 2: ELECTED OFFICIALS' COMPENSATION**

To see if the Town will vote to set the compensation for the elected officials of the Town for the ensuing year, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:** *To provide compensation for elected officials as proposed by the Town Manager. The Town Clerk shall receive a salary of \$91,748 in FY 2021 and the Moderator shall receive a salary of \$65 in FY 2021.*

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**ARTICLE 3: WAGE AND CLASSIFICATION SCHEDULE**

To see if the Town will vote to amend and adopt for Fiscal Year 2021 the Town of Groton Wage and Classification schedule as shown in Appendix B of this Warrant, or to take any other action relative thereto.

**SELECT BOARD**  
**TOWN MANAGER**

**Select Board:**  
**Finance Committee:**

**Summary:** *The purpose of this Article is to set the wage and classification schedule for the three (3) employees covered by the Personnel Bylaw. Under the policy of the Select Board, these employees receive the same benefits as contained in the Town Supervisors' Union Contract. These employees will receive a two (2) percent cost of living adjustment in Fiscal Year 2021.*

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**ARTICLE 4: FISCAL YEAR 2021 ANNUAL OPERATING BUDGET**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money as may be necessary to defray the expenses of the Town for the next fiscal year (2021), and act upon the budget of the Finance Committee, or to take any other action relative thereto.

**FINANCE COMMITTEE  
SELECT BOARD  
TOWN MANAGER**

**Select Board:**

**Finance Committee:**

**Summary:** *In accordance with Section 6 of the Town Charter, the Finance Committee conducts its annual budget process by receiving the Town Manager's proposed balanced budget on or before December 31<sup>st</sup>; meeting with department heads and boards; holding public budget hearings in preparation for issuing its recommendations to Town Meeting; and presenting its budget recommendations at the Spring Town Meeting. The budget handout for this Article is contained in Appendix A of this Warrant. Please also see the Finance Committee's and Town Manager's Report which includes the Finance Committee's and Select Board's recommendations.*

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**ARTICLE 5: APPROPRIATE FY 2021 CONTRIBUTION TO THE OPEB TRUST**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, to be added to the Other Post-Employment Benefits Liability Trust Fund as authorized by Massachusetts General Laws, Chapter 32B, Section 20, or to take any other action relative thereto.

**SELECT BOARD  
TOWN MANAGER**

**Select Board:**

**Finance Committee:**

**Summary:** *The purpose of this article is to fund the Town's OPEB Liability. The Select Board and Finance Committee have adopted a funding policy for this purpose. One of the funding goals is to commit to an annual appropriation to the Trust that would keep the Net Present Value Liability from growing until such time as the Town can begin to pay down the liability. In Fiscal Year 2021, the anticipated amount necessary for this purpose is estimated to be \$177,094. This Article will seek an appropriation of \$177,094 from Free Cash to add to the OPEB Liability Trust Fund.*

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## **ARTICLE 6: FISCAL YEAR 2021 CAPITAL BUDGET**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, for the purpose of funding the Fiscal Year 2021 Capital Budget, or to take another other action relative thereto.

### **TOWN MANAGER**

**Summary:** *The following is the proposed Town Manager's Capital Budget for Fiscal Year 2021:*

**Item #1 – Ambulance 2 Replacement                      \$325,000                      Fire/EMS**

**Summary:** *The Fire Chief has instituted an equipment replacement program to improve the equipment of the Department. Ambulance 2 is a 2012 ambulance that is due for regular replacement in FY 2021.*

**Select Board:  
Finance Committee:**

**Item #2 – Pick-Up Trucks                      \$95,000                      Highway**

**Summary:** *One vehicle will be a scheduled replacement. The average life of a pick-up truck is approximately 7 years. Replacing one vehicle every couple of years will allow the fleet to stay in good shape. They are front line pick-ups used for day to day operations as well as snow plowing. The other vehicle will be used to replace a pick-up truck that will be given to the Police Department. The transferred pick-up truck will benefit the police department in that, as a multi-purpose vehicle with a four-wheel drive platform, it can be utilized for snow removal, specialized equipment transport, provide accessibility to remote areas, and it will give us the ability to evacuate people in emergencies. It also can be used to assist Emergency Management with transportation of generators and shelter equipment.*

**Select Board:  
Finance Committee:**

**Item #3 – Dump Truck                      \$40,000                      Highway**

**Summary:** *At the 2018 Spring Town Meeting, the Meeting authorized the acquisition of a new Dump Truck for the Highway Department by borrowing the necessary funds (\$185,000) through the Commonwealth's State House Notes method and pay off the debt over five years. This will be the third of five payments for the Dump Truck.*

**Select Board:  
Finance Committee:**

**Item #4 – IT Infrastructure****\$40,000****Town Facilities**

**Summary:** *This item in the Capital Budget was established nine years ago and has been very successful. In Fiscal Year 2021, the following items will be purchased/upgraded with this allocation: Ten (10) new computers for Town Hall, Five (5) new computers for the Library; Replace aging servers and storage arrays; expand network; upgrade network switches to increase wireless coverage.*

**Select Board:****Finance Committee:****Item #5 – Municipal Building Repairs****\$25,000****Town Facilities**

**Summary:** *This appropriation will be used to continue to maintain all municipal buildings by performing various maintenance activities to prevent major breakdowns in our municipal building infrastructure. In FY 2021, these funds will be used to perform brick pointing on town hall by the back door as well at Legion Hall.*

**Select Board:****Finance Committee:****Item #6 – Police Station Siding/Roof Repairs****\$50,000****Town Facilities**

**Summary:** *The Police Station was painted seven years ago. Instead of painting, it is being resided with materials that do not need to be painted in the future. This will help maintain the building and add to its longevity. In addition, the roof of the building will need to be replaced as it is coming up on 25 years since it was first constructed.*

**Select Board:****Finance Committee:****Item #7 – Country Club Roof****\$50,000****Town Facilities**

**Summary:** *This is a needed replacement of the roof on the main building. The Tavern Building's roof was repaired 3 years ago. The back of the main building is in reasonable shape, but the front of the building is need of replacement.*

**Select Board:****Finance Committee:****Item #8 – Tractor Trailer Unit****\$40,000****Transfer Station**

**Summary:** *At the 2018 Spring Town Meeting, the Meeting authorized the acquisition of a new Tractor Trailer Unit for the Transfer Station by borrowing the necessary funds (\$160,000) through the Commonwealth's State House Notes method and pay off the debt over four years. This will be the third of four payments for the Unit.*

**Select Board:****Finance Committee:**



**Item #9 – Reconstruct Library Parking Lot                      \$45,000                      Library**

**Summary:**    *The parking lot behind the library has been patched and repaired, but in FY 2021 it will be 22 years old. It is worn, tired, cracking, not draining water properly, and becoming uneven in spots. It will need a full and complete reconstruction.*

**Select Board:**  
**Finance Committee:**

**Item #10 – Property Improvements                      \$25,000                      Park Department**

**Summary:**    *The Park Commission has been working over the past several years developing a strategy to address deficiencies in the various Park Department Properties located throughout Groton. By appropriating \$25,000 each year for five years, the Park Commission can develop a capital improvement program that will allow them to keep our various park locations in good shape and avoid a major construction project. In FY 2021, the Park Commission plans on using these funds to for Waitowitz Field Design and Court construction and the planning and concept of a Sanitary Facility Center at Cow Pond.*

**Select Board:**  
**Finance Committee:**

**Item #11 – Police Cruiser                      \$56,570                      Police Department**

**Summary:**    *Ordinarily, we purchase two police cruisers each year to maintain our fleet. In July, 2019, one of our older cruisers was totaled in an accident and replaced. This will allow us to purchase one cruiser this year to stay with the program.*

**Select Board:**  
**Finance Committee:**

**Item #12 – Triplex – Greens Mower                      \$5,100                      Country Club**

**Summary:**    *The Country Club owns two triplex mowers. Four years ago, the Town proposed to replace one of the mowers so that the Club would have a backup mower. One cuts the greens and the other is used to cut the tees and collars around the greens. The Town Meeting agreed to finance the mower over five years. This is the final payment for a total cost of \$25,500.*

**Select Board:**  
**Finance Committee:**

**TOWN MANAGER**

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## **ARTICLE 7: POLICE DEPARTMENT GENERATOR**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager in Fiscal Year 2020 and thereafter, for the purpose of repairing and upgrading the Generator located at the Groton Police Station, and all costs associated and related thereto, or to take any other action relative thereto.

### **TOWN MANAGER**

**Select Board:**

**Finance Committee:**

**Summary:** *The Generator and automatic transfer switch (AWS) panel are original to the construction of the building in 1992. The panel components are obsolete and unavailable. If the components were to fail and it became necessary to use the generator to power the building, the Police Station and Communications center would not be operational for an extended period of time. A manual transfer switch (MTS) will be added in order to connect an external generator to provide power to the building in the event of primary generator failure or is needed for maintenance and repairs. The cost of this repair is \$25,000.*

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## **ARTICLE 8: ENVIRONMENTAL CONSULTING SERVICES**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager in Fiscal Year 2020 and thereafter, for the purpose of retaining environmental consulting services in support of the demolition of the former Squannacook Sportsmen's Club in West Groton, and all costs associated and related thereto, or to take any other action relative thereto.

### **TOWN MANAGER**

**Select Board:**

**Finance Committee:**

**Summary:** *The purpose of this Article is to provide funding for environmental consulting services in support of the demolition of the former Squannacook Sportsmen's Club located at 159 West Main Street. Town Meeting had previously authorized the Town to obtain this property to provide additional parking and land for activities for the new Center in West Groton. Prior to taking this property, the Town needs to understand the environmental impact of demolishing the former Sportsmen's Club. This Article will provide the necessary funding to inspect the building and surrounding area and develop a report and recommendations for the building's disposal. Depending on the outcome of the report, the Town will return to a future Town Meeting for the necessary funding to demolish the building and take the property. The anticipated cost of these services is anticipated to be \$18,000.*

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**ARTICLE 9:                   ADOPT M.G.L., C.44, §53 F½ CREATING A STORMWATER ENTERPRISE FUND**

To see if the Town will vote to accept the provisions of Chapter 44, Section 53F½ of the Massachusetts General Laws, which reads as follows:

**M.G.L., Chapter 44, Section 53F1/2.** "Notwithstanding the provisions of section fifty-three or any other provision of law to the contrary, a city or town which accepts the provisions of this section may establish a separate account classified as an "Enterprise Fund", for a utility, cable television public access, health care, recreational or transportation facility, and its operation, as the city or town may designate, hereinafter referred to as the enterprise. Such account shall be maintained by the treasurer, and all receipts, revenues and funds from any source derived from all activities of the enterprise shall be deposited in such separate account. The treasurer may invest the funds in such separate account in the manner authorized by sections fifty-five and fifty-five A of chapter forty-four. Any interest earned thereon shall be credited to and become part of such separate account. The books and records of the enterprise shall be maintained in accordance with generally accepted accounting principles and in accordance with the requirements of section thirty-eight. No later than one hundred and twenty days prior to the beginning of each fiscal year, an estimate of the income for the ensuing fiscal year and a proposed line item budget of the enterprise shall be submitted to the mayor, board of selectmen or other executive authority of the city or town by the appropriate local entity responsible for operations of the enterprise.

Said board, mayor or other executive authority shall submit its recommendation to the town meeting, town council or city council, as the case may be, which shall act upon the budget in the same manner as all other budgets. The city or town shall include in its tax levy for the fiscal year the amount appropriated for the total expenses of the enterprise and an estimate of the income to be derived by the operations of the enterprise. If the estimated income is less than the total appropriation, the difference shall be added to the tax levy and raised by taxation. If the estimated income is more than the total appropriation, the excess shall be appropriated to a separate reserve fund and used for capital expenditures of the enterprise, subject to appropriation, or to reduce user charges if authorized by the appropriate entity responsible for operations of the enterprise. If during a fiscal year the enterprise incurs a loss, such loss shall be included in the succeeding fiscal year's budget. If during a fiscal year the enterprise produces a surplus, such surplus shall be kept in such separate reserve fund and used for the purposes provided therefor in this section.

For the purposes of this section, acceptance in a city shall be by vote of the city council and approval of the mayor, in a town, by vote of a special or annual town meeting and in any other municipality by vote of the legislative body. A city or town which has accepted the provisions of this section with respect to a designated enterprise may, in like manner, revoke its acceptance."

Which would authorize establishment of an Enterprise Fund known as the Stormwater Utility Enterprise Fund for the Groton Stormwater Utility, effective in Fiscal Year 2021, by amending Town General Bylaw Chapter 154 – Illicit Discharges to Municipal Separate Storm Drain System as follows:

**Add to 154-2 Definitions:**

**STORMWATER UTILITY** – A special assessment, town wide, set up to generate funding specifically for stormwater management. Users throughout the town shall pay a stormwater fee, established by the Select Board, which shall be deposited in the Stormwater Utility Enterprise Fund and the revenue generated shall be used by the Town Manager, in consultation with the Director of Public Works, to directly support the operation, maintenance, and upgrade or expansion of existing storm drain systems; development of drainage studies, plans, flood control measures, and water-quality programs; administrative costs; and construction of capital improvement projects, and purchase of all equipment necessary for the installation, operation and maintenance of the system.

or to take any other action relative thereto.

**TOWN MANAGER  
STORMWATER COMMITTEE**

**Select Board:  
Finance Committee:**

**Summary:** *The Town of Groton is under the jurisdiction of the NPDES MS4 stormwater permit program operated by US Environmental Protection Agency. The permit program requires the Town to proactively manage its storm drainage system and ensure the protection of its waterways from stormwater pollution. Compliance with the requirements of this program is mandatory. The establishment of an enterprise fund would create the most consistent and transparent funding mechanism to achieve compliance with this program to reduce the likelihood of flooding and protect its waterways from stormwater pollution. Should this Article not be approved, the Town will need to amend the Operating Budget in the Fall, 2020 to address these needs. This would require a reduction in other parts of the Budget to fund this compliance.*

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**ARTICLE 10: SPECIAL LEGISLATION – INVESTMENT OF TOWN'S TRUST FUNDS**

To see if the Town will petition the Senate and House of Representatives of the Commonwealth of Massachusetts to enact special legislation authorizing the Treasurer of the Town of Groton to invest the Town's Trust Funds, notwithstanding section 54 of chapter 44 of the General Laws or any other general or specific law to the contrary with the Massachusetts Prudent Investor Act, codified in Chapter 203C of the General Laws as follows:

**AN ACT AUTHORIZING CERTAIN INVESTMENTS BY THE TREASURER OF THE TOWN OF GROTON.**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**SECTION 1.** Notwithstanding any general or special law to the contrary, the treasurer of the town of Groton may invest any trust funds of the town in the custody of the treasurer in accordance with sections 3, 4, 5, 8 and 9 of chapter 203C of the General Laws and in accordance with the town of Groton cash and investment policy. The policy may be amended by the select board of the town of Groton from time to time.

**SECTION 2.** Section 54 of chapter 44 of the General Laws shall not apply to the town of Groton.

**SECTION 3.** This act shall take effect upon its passage.

or to take any other action relative thereto.

### **COMMISSIONERS OF TRUST FUNDS**

**Select Board:**

**Finance Committee:**

**Commissioners of Trust Funds: *Recommended Unanimously***

**Summary:** *MGL Ch. 44, s.54 pertains to the Investment of Trust Funds. All trust funds shall fall under the control of the Treasurer. This article will allow the Treasurer to invest the Town's Trust Funds with more flexibility than previously allowed, while still conforming to Massachusetts General Law. This flexibility will be limited to provisions contained in the Investment Policy of the Town. The standard of care to be used by the Treasurer shall be the 'Prudent Person' standard set forth in MGL Ch. 203C and shall be applied in the context of managing an overall portfolio.*

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### **ARTICLE 11: COMPLETE STREETS ENGINEERING**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager in Fiscal Year 2020 and thereafter, for the purpose of hiring an engineer for the design of traffic safety and pedestrian improvements funded by the Commonwealth of Massachusetts "Complete Streets" program, or take any action relative thereto.

### **COMPLETE STREETS COMMITTEE**

**Select Board:**

**Finance Committee:**

**Summary:** *The Complete Streets Committee will be applying for a grant from MassDOT to improve pedestrian safety and accessibility improvements in Town. This article will provide funding for the required engineering design of the projects. Projects under consideration at this time include installing a sidewalk from West Groton Center to the new Groton Center on West Main Street and installing a sidewalk on Route 40 from the Groton Inn to the Gibbet Hill Grill. The Town must provide the engineering to design and solicit bids in order to obtain the construction funding. It is anticipated that the cost of this engineering will not exceed \$35,000.*

**ARTICLE 12: ACQUIRE PARCEL OF LAND ABUTTING STATION AVENUE**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute a sum or sums of money, to be expended by the Town Manager in Fiscal Year 2020 and beyond, for the acquisition by gift, negotiated purchase or eminent domain a parcel of xx.xx acres owned by \_\_\_\_\_ as shown as a parcel labeled " \_\_\_\_\_ " on the plan entitled " \_\_\_\_\_, in Groton, Mass" prepared by Ducharme and Dillis, Inc., dated \_\_\_\_\_, 2020, for general municipal purposes; and further to authorize the Select Board to enter into all agreements and execute on behalf of the Town any and all instruments as may be necessary or convenient to effectuate the purpose of this article, or to take any other action relative thereto.

**TOWN MANAGER**

**Select Board:**  
**Finance Committee:**

**Summary:** *The purpose of this article is to acquire a parcel of land that abuts Station Avenue behind the former Light Department Garage that runs along the Nashua River Rail Trail to property already owned by the Town of Groton along the Rail Trail. Should the Town acquire this strip of land, it will be the intention of the Select Board and Town Manager to pave the entire connector (see Article 13) from Station Avenue to Broadmeadow Road.*

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**ARTICLE 13: JOIN CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT**

To see if the Town will vote to become a member in the Central Massachusetts Mosquito Control Project, pursuant to Massachusetts General Laws Chapter 252, Section 5A and other applicable sections of said law, or to take any other action relative thereto.

**BOARD OF HEALTH**

**Select Board:**  
**Finance Committee:**

**Summary:** *The Central Massachusetts Mosquito Control Project (CMMCP) is a mosquito control project established by legislative act, Chapter 583 of the Acts of 1973. It operates under an assessment procedure and provides a year-round program of mosquito control in 39 cities and towns in both Middlesex and Worcester counties. Services offered include larval and adult mosquito surveillance, larval and adult mosquito control, public education, ditch cleaning and maintenance and research/control efficacy. The program is tailored to meet the specific needs of the member cities and towns, and residents can opt out of any part of the program. Spraying is done at residents' request. It is anticipated that the Town will be assessed an annual fee of \$96,000 on our Cherry Sheet for a minimum of three (3) years for a total of \$288,000.*

**ARTICLE 14: COMMUNITY PRESERVATION FUNDING ACCOUNTS**

To see if the Town will vote to make the following appropriations from the Community Preservation Fund: Allocation of Community Preservation Funds to the following sub accounts:

CPC Operating Expenses:	\$ 5,000
Open Space Reserve:	\$ 73,800
Historic Resource Reserve:	\$ 73,800
Community Housing Reserve:	\$ 73,800
Unallocated Reserve:	\$511,600

or to take any other action relative thereto.

**COMMUNITY PRESERVATION COMMITTEE**

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**Summary:** *This is an accounting procedure that is necessary to ensure the Community Preservation Committee will have access to the funds raised during Fiscal Year 2021. Except for the CPC Operating Expenses, none of these funds will be spent without additional approval at Town Meeting. The following chart shows the current balances in each Reserve, and what the balance will be when these funds are transferred into those accounts:*

<u>Funding Account</u>	<u>Current Balance</u>	<u>Balance After FY 2021 Appropriation*</u>
Open Space Reserve	\$ 16,464	\$ 90,264
Historic Resource Reserve	\$ 170,704	\$ 244,504
Community Housing Reserve	\$ 536,174	\$ 609,974
Unallocated Reserve	\$ 75,550	\$ 587,150

\*This is the amount of funding available to fund various projects presented in Article 17 and to pay Surrenden Farm Debt Service.

## **ARTICLE 15: COMMUNITY PRESERVATION FUNDING RECOMMENDATIONS**

To see if the Town will vote to adopt and approve the recommendations of the Community Preservation Committee for Fiscal Year 2021, and vote to implement such recommendations by appropriating a sum or sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, and by authorizing the Select Board, with the approval of the Community Preservation Committee, to acquire, by purchase, gift or eminent domain, such real property interests in the name of the Town, or enforceable by the Town, including real property interests in the form of permanent affordable housing restrictions and historical preservation restrictions that will meet the requirements of Chapter 184 of the General Laws, as may be necessary or proper to carry out the foregoing, or to take any other action relative thereto.

### **CPC Proposal A: Lost Lake/Knops Pond Restoration \$95,000**

**Summary:** *The Great Ponds Advisory Committee and the Groton Lakes Association have submitted an application for CPA funds to restore Knops Pond/Lost Lake as the non-native weed Fanwort has reached a tipping point that requires treatment before infestation reduces the surface water quality and substantially reduces the recreational potential of Groton's largest water resource.*

**Select Board:**  
**Finance Committee:**  
**Community Preservation Committee:**

### **CPC Proposal B: Conservation Fund \$300,000**

**Summary:** *The Conservation Commission is requesting \$300,000 in CPA funds to be added to the Town's Conservation Fund to help preserve open space, protect water resources and wildlife habitat, and preserve land for agricultural, recreational, and forestry activities. The Conservation Fund allows the Town to move quickly in the event a priority parcel becomes available. The Commission's goal is to maintain an amount between \$750,000 and \$1,000,000 in the Conservation Fund. As of February 18, 2020, the Conservation Fund balance is \$101,232.*

**Select Board:**  
**Finance Committee:**  
**Community Preservation Committee:**

### **CPC Proposal C: Portrait Restoration \$11,400**

**Summary:** *The Groton History Center is requesting \$11,400 to restore framed portraits of individuals who lived in Groton in the late 1700s and early 1800s. They would like to provide their visitors with access to these interesting individuals and their back story to enrich their knowledge of Groton's history. All three portraits were painted by distinguished portrait painters of their time: A. L. Powers and Lyman Emerson Cole, both of whom have portraits hanging in museums.*

**Select Board:**  
**Finance Committee:**  
**Community Preservation Committee:**



**CPC Proposal D: Library Pocket Doors**

**\$10,500**

**Summary:** *The Library has a set of solid oak pocket doors in the historic 1893 building that cannot be used because the hanging and sliding hardware is broken. The Board of Library Trustees is requesting \$10,500 to replace the hardware and restore this beautiful feature to functional use.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**CPC Proposal E: Hazel Grove**

**\$9,242**

**Summary:** *The Hazel Grove Agricultural Association has submitted this application for funding to make capital improvements on the viewing tower and storage shed. This funding will allow them to update the viewing tower with new siding, roof, shutters, locking door, flooring and a ladder for second floor access. This building is used as a safety viewing platform, shelter and storage. The storage shed will be updated with a new roof, electrical service and two new windows.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**CPC Proposal F: Housing Coordinator**

**\$51,385**

**Summary:** *The Town established the position of Housing Coordinator in 2009, with the salary being paid out of the Community Preservation Administrative Account. Six years ago, the Community Preservation Committee approved the increase of the position to 25 hours and requested that it become an annual funding item to be approved by Town Meeting, with the funding to come from the Community Housing Reserve. Town Meeting has approved this for the last six years. This will be the seventh year that this position will be funded in this manner.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**CPC Proposal G: WWI Cannon Restoration**

**\$15,000**

**Summary:** *The Celebrations and Commemorations Committee submitted this application to complete the process of restoring the "Cannon de 75 mle 1897", a gift to the Town of Groton from the U.S. Army in 1919 at the dedication of the Lawrence W. Gay Post 55. The Cannon has resided at Legion Common for the last 100 years in honor of Lawrence W. Gay who was killed in action just days prior to the signing of the Armistice ending hostilities of World War I. In recent years the cannon has suffered from the effects of weather, fallen into disrepair and become a safety issue. The Town's portion of the project includes sandblasting, repainting and replacement of the oak spoked wheels.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**Summary:** *This project is to fully fund the Prescott Fire Protection CPA grant that was voted by Town Meeting in 2018. Since that vote, information has come forward that the addition of a new fire alarm system installed at the same time as the sprinkler installation would not only be cost effective but would meet updated Fire Codes and allow access of individuals to the second floor of Prescott and also allow children under the age of 18 to be in the building without their parents. Some funds of the 2019 grant have been used for architectural designs for this project and for new fire doors. The additional funds requested in this article would supplement these funds, allow for the addition of the alarm system in the bids, plus address the possible increase in construction costs since the original grant was proposed. The full cost will not be known until the bids are received, prior to Town Meeting, but after publication of this description.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**COMMUNITY PRESERVATION COMMITTEE**

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**ARTICLE 16: AMEND ZONING BYLAW – BYLAW CODIFICATION**

To see if the Town will vote to recodify the Code of the Town of Groton, Chapter 218 Zoning according to the following Table of Contents:

- § 218-1 General Provisions
  - § 218-1.1 Authority and Title
  - § 218-1.2 Purposes
  - § 218-1.3 Basic Requirements
- §218-2 Administration
  - § 218-2.1 Enforcement
  - § 218-2.2 Building Permits
  - § 218-2.3 Special Permits
  - § 218-2.4 Board of Appeals
  - § 218-2.5 Site Plan Review
  - § 218-2.6 Repetitive Petitions
  - § 218-2.7 Violations and Penalties
  - § 218-2.8 Amendment
  - § 218-2.9 Effective Date
  - § 218-2.10 Conflict of Laws and Validity
  - § 218-2.11 Fees
- § 218-3 Definitions

- § 218-4 Zoning Districts.
  - § 218-4.1 Classes of Districts
  - § 218-4.2 Intention of Districts
  - § 218-4.3 Location of Districts
  - § 218-4.4 Boundaries of Districts
- § 218-5 Use Regulations
  - § 218-5.1 Basic Requirements
  - § 218-5.2 Schedule of Use Regulations
  - § 218-5.3 Accessory Uses
  - § 218-5.4 Special Use Considerations in Official Open-Space Districts
  - § 218-5.5 Special Use Considerations in R-B, VCB, NB, GB and I Districts
  - § 218-5.6 Conversion of Seasonal Residences
  - § 218-5.7 Nonconformance
  - § 218-5.8 Prohibited Uses
- § 218-6 Intensity Regulations
  - § 218-6.1 Basic Requirements
  - § 218-6.2 Schedule of Intensity Regulations
  - § 218-6.3 General Provisions
  - § 218-6.4 Hammerhead Lots
- § 218-7 Overlay Districts
  - § 218-7.1 Floodplain District Regulations
  - § 218-7.2 Water Resource Protection Overlay District
  - § 218-7.3 Town Center Overlay District
  - § 218-7.4 Recreational Overlay District
- § 218-8 General Regulations
  - § 218-8.1 Off-Street Parking and Loading
  - § 218-8.2 Off-Site Off-Street Parking
  - § 218-8.3 Appearance
- § 218-9 Special Residential Regulations
  - § 218-9.1 Flexible Development
  - § 218-9.2 Major Residential Development
  - § 218-9.3 Multifamily Use
  - § 218-9.4 Accessory Apartments
- § 218-10 Special Regulations
  - § 218-10.1 Personal Wireless Services Facilities
  - § 218-10.2 Wind Energy Conversion Facility
  - § 218-10.3 Large-Scale Ground-Mounted Solar Photovoltaic Facilities
  - § 218-10.4 Marijuana Establishments

or to take any other action relative thereto.

## ***PLANNING BOARD***

**Select Board:**

**Finance Committee:**

**Summary:** *The Planning Board is proposing to recodify the existing Zoning Bylaw to make it more user-friendly. The bylaw has been amended over the years, in an additive fashion. The grouping of certain provisions, and the overall organization of the bylaw, is disjointed and difficult to follow. The Planning Board is attempting to reorganize the existing bylaw in a more logical manner that will make it easier to find specific information. The recodification involves regrouping the sections, and then renumbering the sections accordingly. There will be no changes to any of the existing provisions or requirements that are currently in effect. A copy of the proposed Zoning Bylaw recodification is available on the Town of Groton's website at: <https://www.grotonma.gov/>*

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**ARTICLE 17:           AMEND ZONING BYLAW – SITE PLAN REVIEW**

To see if the Town will vote to amend the Code of the Town of Groton, Chapter 218 Zoning as follows:

1. In Section 218-25, Site Plan Review, by deleting Item (b) of Paragraph C, Threshold of Review, Part (1) Minor site plan review, which reads as follows:

(1) Minor.

- (b) Construction of an addition or any other alteration of up to 1,000 square feet gross floor area to an existing commercial, office, industrial, or institutional use, or structure for such use.

And by inserting in its place the following:

(1) Minor.

- (b) Construction of a new building, an addition, change of use, or any other alteration of up to 1,000 square feet gross floor area to an existing commercial, office, industrial, or institutional use, or structure for such use.

2. In Section 218-25, Site Plan Review, by deleting Items (a) and (b) of Paragraph C, Threshold of Review, Part (2) Major site plan review, which read as follows:

(2) Major.

- (a) Construction, enlargement or alteration of a parking area resulting in six or more new parking spaces.
- (b) Construction of a new building or an addition or any other alteration that exceeds 1,000 square feet of aggregate gross floor area which includes all floors of all buildings on the premises, to an existing commercial, office, industrial, or institutional use or structure.

And by inserting in their place the following:

(2) Major

- (a) Construction, enlargement, or change of use resulting in the construction or alteration of a parking area resulting in six or more new parking spaces.
- (b) Construction of a new building or an addition, a change in use, or any other alteration that exceeds 1,000 square feet of aggregate gross floor area which includes all floors of all buildings on the premises, to an existing commercial, office, industrial, or institutional use or structure.

or to take any other action relative thereto.

**PLANNING BOARD**

**Select Board:**

**Finance Committee:**

**Summary:** *The purpose of this article is to clarify that the provisions of Site Plan Review apply to a change of use.*

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**ARTICLE 18: AMEND ZONING BYLAW – ATTACHED ACCESSORY APARTMENT**

To see if the Town will vote to amend the Zoning Bylaw by deleting Section 218-9.4 in its entirety and replacing it with the following:

**218-9.4 Attached Accessory Apartment**

**218-9.4.1 Purpose**

- a. To provide homeowners of a single-family dwelling larger than required for present needs with a means of sharing space and the burdens of home ownership, companionship, security, and services, thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave.
- b. Develop housing units in single family neighborhoods that are appropriate for households at a variety of stages in their life cycle.
- c. Provide small additional housing units for rent without substantially altering the appearance of the Town
- d. Provide housing units for persons with disabilities.
- e. Protect stability, property values, and the residential character of a neighborhood

#### **218-9.4.2 Attached Accessory Apartment**

Use of an accessory apartment, an independent dwelling unit not to exceed eight hundred (800) square feet contained within a single-family house. The unit shall have a separate entrance, a kitchen/living room, a bathroom and a maximum of one bedroom. Either unit shall be occupied by the owner. The gross floor area shall include the interior finished habitable area to be used exclusively for the accessory apartment.

One Accessory apartment shall be allowed by right in the RA and RB Districts providing the following criteria are met:

- a. The accessory apartment shall conform to the provisions of Title V of the State Sanitary Code, 310 CMR 15.00, and applicable regulations of the Groton Board of Health.
- b. Approval from the Fire Department.
- c. Building, plumbing, electrical and any other required permits are obtained.
- d. The accessory apartment is contained within a single-family dwelling. Attached accessory apartments shall not be permitted on lots that contain two or more dwellings.
- e. All staircases required to access an accessory apartment must not change the general appearance of a single-family house.
- f. Space may be provided by either raising the roof, or extending the dwelling, but only in accordance with current height and setback requirements.
- g. To maintain the single-family character of the neighborhood, the entrance to the accessory apartment should be on the side or rear, if possible, but may be through the front door, if there is a vestibule.
- h. The owner of the property must occupy one of the two units, except for temporary absences.
- i. Accessory Apartments are not permitted on lots which have two or more dwellings.
- j. Accessory apartments shall be occupied by no more than 2 persons.
- k. Sufficient and appropriate area for at least one additional parking space shall be provided by the owner to serve the accessory apartment. Said parking space shall be constructed of materials consistent with the existing driveway and, to prevent on-street parking, and shall have vehicular access to the driveway,
- l. The footprint of the structure in which the accessory apartment is to be located shall not be increased by more than 800 square feet and shall retain the appearance of a single-family structure. Any such increase in the footprint shall not exacerbate an existing nonconformity nor create a new nonconformity
- m. The provisions of MGL C. 40A, § 3 shall apply to any accessory apartments intended for occupancy by a person with a disability relative to access ramps used solely for the purpose of facilitation ingress and egress to person with physical limitations as defined in MGL C 22, § 13A."

or take any action relative thereto

#### ***PLANNING BOARD***

**Select Board:**

**Finance Committee:**

**Summary:** *The purpose of this zoning amendment is to allow attached apartments by right as an accessory use in a single-family house.*

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**ARTICLE 19: AMEND ZONING BYLAW – DETACHED ACCESSORY APARTMENT**

To see if the Town will vote to amend the Zoning By-Law of the Town of Groton by adding the following Section

**218-9.4.3 Detached Accessory Apartment**

The Planning Board acting as the Special Permit Granting Authority may issue a Special Permit authorizing the installation and use of a detached-accessory apartment in a detached structure on a lot containing a single-family dwelling provided the following conditions are met:

- a. Conditions a–c, e, h, and j-m of Section 218-9.4.2 are met
- b. A plot plan of the existing dwelling unit and proposed accessory apartment shall be submitted to the Special Permit Granting Authority, showing the location of the building on the lot, the proposed accessory apartment, location of any septic system and required parking
- c. The detached accessory apartment shall be a complete, separate housekeeping unit containing a kitchen/living room, a bathroom and a maximum of one bedroom. Detached accessory apartments shall not be permitted on lots that contain two or more dwellings.
- d. Detached accessory apartments shall be occupied by no more than 2 persons.
- e. Off-street parking spaces shall meet the requirements of Section 218- 8.1 of these bylaws.
- f. Any new construction shall be in accordance with current height and setback requirements for the district in which it is located.
- g. No special permit shall be granted without a condition that the accessory apartment shall conform to the provisions of Title V of the State Sanitary Code, 310 CMR 15.00, and applicable regulations of the Groton Board of Health.
- h. Any property that has been granted a Special Permit for a detached accessory apartment shall not be further divided unless all zoning requirements can be met for the district in which it is located.
- i. Prior to approval of a Special Permit for a detached accessory apartment the Board shall make the following findings:
  1. The detached accessory apartment will not impair the integrity or character of the neighborhood in which it is located.
  2. The detached accessory apartment will provide housing opportunities in conformance with the purpose of this Section.

or take any action relative thereto

**PLANNING BOARD**

**Board of Selectmen:**  
**Finance Committee:**

**Summary:** *The purpose of this zoning amendment is to allow detached apartments by special permit as an accessory use to a single-family house.*

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## **ARTICLE 20: AMEND CHAPTER 128 - DOGS**

To see if Town will vote to amend the Code of the Town of Groton by deleting Chapter 128, "Dogs" in its entirety and replacing it with a new Chapter 128, "Dogs", to read as follows:

### **§ 128-1 Definitions**

As used in this chapter, the following terms shall have the meanings indicated:

#### **Abandon**

A dog is considered abandoned within the meaning of this chapter when it has been left alone or unattended by the owner for any period greater than 24 hours without the owner providing for its needs.

#### **Animal Control Officer**

An appointed officer authorized to enforce M.G.L. c. 140, sections 136A to 174F, inclusive.

#### **Attack**

Aggressive physical contact initiated by an animal.

#### **At Large**

Off the premises of the owner and not under the physical control of the owner or keeper.

#### **Complainant**

Any person, including the Animal Control Officer, who makes a complaint regarding an animal committing a violation under this chapter. In the case where the complaint is from other than the Animal Control Officer, it shall be in writing, using the Groton Dog Incident Complaint Form.

#### **Complaint**

A formal written report of a dog incident using the Groton Dog Incident Complaint Form.

#### **Dangerous Dog**

A dog that either: (i) without justification, attacks a person or domestic animal causing physical injury or death; or (ii) behaves in a manner that a reasonable person would believe poses an unjustified imminent threat of physical injury or death to a person or to a domestic or owned animal. No dog shall be deemed to be a dangerous dog if any of the circumstances provided in M.G.L. c. 140, § 157(a) apply.

#### **Domestic Animal**

An animal designated as domestic by regulations promulgated by the department of fish and game.



**Euthanize**

Take the life of an animal by the administration of barbiturates in a manner deemed acceptable by the American Veterinary Medical Association Guidelines on Euthanasia.

**Hearing Authority**

The Town Manager or the chief of police, or the person charged with the responsibility of handling dog complaints.

**Keeper**

A person, business, corporation, entity or society, other than the owner, having possession of a dog.

**Nuisance Dog**

A dog that: (i) by excessive barking or other disturbance, is a source of annoyance to a sick person residing in the vicinity; or (ii) by excessive barking, causing damage or other interference, a reasonable person would find such behavior disruptive to one's quiet and peaceful enjoyment; or (iii) has threatened or attacked livestock, a domestic animal or a person, but such threat or attack was not a grossly disproportionate reaction under all the circumstances.

**Owner**

Any person, group of persons or corporation owning, keeping or harboring a dog or dogs. The owner is responsible for a dog's actions at all times.

**License**

A valid and current municipal dog license and dog license tag.

**Physical Control**

Control of a dog with a restraint.

**Public Disturbance**

Any dog shall be deemed a public disturbance when such dog is engaged or has engaged in any combination of one or more of the following activities. Each instance of a public disturbance is considered to be a violation. Each day of a violation is determined to be a separate violation.

- A. Destroying, disturbing or otherwise molesting the property, including refuse, of another while outside the property of its owner, whether under such owner's physical control or not.
- B. Being upon any public park, playground schoolyard, beach or in any place to which the public has a right of access while not under the physical control of its owner or keeper. The determination of physical control shall be that of the Animal Control Officer.
- C. Being a dog, which is permitted to run unrestrained at large. The running of hunting dogs, certified service dogs and search and rescue dogs shall not constitute a public disturbance hereunder. The exercising of other dogs which are under the physical control of their owner or keeper shall not constitute a public disturbance hereunder, providing permission of the landowner has been obtained.
- D. Being upon any public way or in any place to which the public has a right of access, chasing motor vehicles, bicycles or pedestrians.

- E. Being an unspayed female or unneutered male at large.
- F. Being over the age of six months and not wearing a suitable collar and current municipal dog license tag issued for it and while not on the property of the owner.
- G. Being a dog which has been abandoned.
- H. Being a dog, which deposits solid waste not removed or improperly disposed of by the dog's owner or agent upon any public park, playground, schoolyard, beach, public or private way sidewalk, in any place to which the public has a right of access or any property other than that of its owner.

### **Restraint**

The control of a dog by physical means, such as a leash, fence or other means of physically confining or restraining a dog.

### **Restraint Order**

Order to confine or restrain a dog with conditions determined by the Animal Control Officer.

### **§ 128-2 Public Disturbances Prohibited**

No owner of any dog shall, while such dog is within the confines of the Town of Groton, allow such dog to be a public disturbance as defined above.

### **§ 128-3 Enforcement**

Nothing contained in this bylaw shall prevent the Select Board from passing any orders authorized by law at such times as the Board shall deem it necessary to safeguard the public.

### **Public Disturbances**

- A. In all cases it shall be the duty of the duly appointed Animal Control Officer to investigate any violation under §128-2 of this chapter either witnessed by a police officer or the Animal Control Officer or reported in a written and sworn complaint. The Animal Control Officer shall provide the dog owner and the complainant with a written copy of the complaint and investigation report not more than seven days after the conclusion of the investigation, but in any event, not more than 30 days after receiving the complaint.
- B. If, after the Animal Control Officer's investigation of an alleged violation under § 128-2 of this chapter, such officer has reason to believe that the described violation did in fact occur as set forth in said written complaint or as witnessed by him/her or a police officer, it shall be the Animal Control Officer's duty to issue the owner, in writing, the appropriate order and/or to impose the appropriate fine designed to prevent a recurrence or continuation of such violation. The period of time during which the order shall be in effect shall be on the order. If the complainant and the owner involved agree with the order so issued, then the matter respecting that particular violation under this chapter shall be considered resolved. If the parties are not in agreement, then recourse can be had to the remedies of each under provisions of applicable law.
- C. In all cases it shall be the duty of the Animal Control Officer, if, in his/her opinion, appropriate action is necessary to prevent further or continued violations of § 128-2 of this chapter pending a complete investigation, to take the following action:

- (1) Notify the owner, if known and available, of the alleged violation, and issue a preliminary order, in writing, requiring the owner to take appropriate action, pending a complete investigation.
- (2) If the owner is not known or, if known, is not immediately available:
  - (a) Take the dog into custody in the most humane manner possible.
  - (b) Confine the dog in a suitable facility.
  - (c) Use every means available to identify and contact the owner.
  - (d) Take such further action as is allowed by law.

D. It shall be the responsibility of the owner of any dog impounded under the provisions of Subsection C(2)(b) to reclaim such dog subject to the following criteria: The owner shall pay the Animal Control Officer such sum as is established by the Select Board by regulation for taking the dog into custody and a further sum for room and board as determined by regulations promulgated by the Select Board.

- (1) The owner of the dog shall also be responsible for costs incurred by the Town or Animal Control Officer for reasonable and customary care of the dog while in the custody of the Animal Control Officer.
- (2) The owner shall have in his possession a license and related tag for the dog, both of which shall have been issued with respect to the dog. The license tag shall be attached to the dog by a suitable collar before the dog is released from the custody of the Animal Control Officer.

E. Disposition of dogs - If an unclaimed dog has been in the custody of the Animal Control Officer for more than seven days, the Animal Control Officer may euthanize the dog in accordance with applicable provisions of Massachusetts law. The owner shall be responsible for any costs incurred in the keeping and disposition of the dog.

### **Nuisance or Dangerous Dog Complaints**

- A. Any person may file a written complaint the Select Board and Town Manager, or their designee that a dog kept in the Town is a nuisance or a dangerous dog.
- B. Disposition. The Select Board and Town Manager, or their designee shall investigate or cause to be investigated the complaint, including an examination under oath of the complaint at a hearing. Based on credible evidence and testimony presented at the hearing, the Town Manager, or his designee ("Hearing Authority") shall take the following action:
  - (1) **Nuisance Dog.** If the dog is complained of as a nuisance dog, the Hearing Authority shall either (a) deem the dog a nuisance dog; or (b) dismiss the complaint.
  - (2) **Dangerous Dog.** If the dog is complained of as a dangerous dog, the Hearing Authority shall either (a) deem the dog as a dangerous dog; (b) deem the dog a nuisance dog; or (c) dismiss the complaint.
- C. Report to Town Clerk. The Hearing Authority shall report any finding that a dog is a nuisance dog or a dangerous dog to the Town Clerk.
- D. Order valid throughout the Commonwealth. Unless later overturned on appeal, any order of the Hearing Authority shall be valid throughout the Commonwealth of Massachusetts.

E. Remedies.

1. Nuisance dog. If the Hearing Authority has deemed the dog a nuisance dog, it may order the owner or keeper of the dog to take remedial action to ameliorate the cause of the nuisance behavior.
2. Dangerous dog. If the Hearing Authority has deemed the dog a dangerous dog, it may order one or more of the following remedies:
  - (a) that the dog be humanely restrained, but no order shall require the dog to be chained or tethered to an inanimate object such as a tree, post or building;
  - (b) that the dog be confined to the premises of the owner or keeper, meaning securely confined indoors or confined outdoors in a securely enclosed pen or dog run area that has a secure roof, has either a floor secured to all sides or is embedded into the ground for at least two feet, and provides the dog with property shelter from the elements.
  - (c) when removed from the premises of the owner or keeper, the dog be securely and humanely muzzled and restrained with a tethering device with a maximum length of three feet and a minimum tensile strength of three hundred pounds;
  - (d) that the owner or keeper provide (i) proof of insurance of at least \$100,000 insuring the owner or keeper against any claim, loss, damage, or injury to persons, domestic animals, or property resulting from the intentional or unintentional acts of the dog; or (ii) proof that reasonable efforts were made to obtain such insurance;
  - (e) that the owner or keeper provide the Town Clerk, the Animal Control Officer, or other entity as directed with identifying information for the dog including but not limited to photographs, videos, veterinary records, tattooing, microchip implantations or a combination of these;
  - (f) that the dog be altered so as not to be reproductively intact, unless the owner or keeper provides evidence of a veterinary opinion that the dog is medically unfit for such alteration; or
  - (g) that the dog be humanely euthanized.

F. Restrictions following dangerousness finding:

1. No dog that has been deemed dangerous shall be ordered removed from the Town.
2. Issuance of temporary restraint orders. The Animal Control Officer may issue a temporary restraint order to the owner or keeper of any dog that is alleged to be a nuisance dog or a dangerous dog and is awaiting a decision under § 133-8. A temporary restraint order shall be in force for no more than 30 days unless the Animal Control Officer renews it in writing for subsequent thirty-day period. The Animal Control Officer may rescind or stop renewing the order when, in the Animal Control Officer's judgment, restraint is no longer required. The Animal Control Officer's order shall expire upon receipt of a decision from the Hearing Authority on the nuisance dog or dangerous dog hearing.

**§ 128-4 License required, penalty**

- A. Pursuant to Chapter 140, § 173, of the Massachusetts General Laws, any person who fails to register, number, describe and license his or her dog annually by January 1 in the Town of Groton, Middlesex County, and pay the fees and charges under rules and regulations pursuant to Chapter 140, § 139 will be required to pay to the Town of Groton a penalty after the last day of February annually, in accordance with a Fee/Fine Schedule established by the Select Board. By virtue of the Town's acceptance of the applicable provision of Section 139 of Chapter 140 of the General Laws, no fee shall be charged for a license for a dog owned by a person aged 70 years or over, unless the dog is identified as a dangerous dog.
- B. Failure to comply with this section shall constitute a violation of § 128-2 and may subject the owner of any unlicensed dog to financial penalties as are allowed by this chapter or as provided for in regulations promulgated by the Select Board.
- C. All monies received by the Town Clerk's office for the issuance of dog licenses or other fees, fines, charges, and penalties under § 147 of Chapter 140 of the Massachusetts General Laws and this chapter shall be paid into the treasury of the Town.

or to take any other action relative thereto.

**SELECT BOARD  
TOWN MANAGER**

**Select Board:**

**Finance Committee:**

**Summary:** *The purpose of this Article is to bring the Town's Dog Bylaw into compliance with State Law. It was determined that certain sections of the current Bylaw, including the remedies related to a finding that a dog is dangerous, are not in compliance with State Law. In addition, it also adds a new finding for a nuisance dog.*

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**ARTICLE 21: ACCEPTANCE OF AMELIA WAY AS A TOWN WAY**

To see if the Town will vote to accept Amelia Way as a public way, as recommended by the Planning Board and laid out by the Select Board and as shown on a plan entitled "Amelia Way Street Acceptance Plan in Groton, Massachusetts," prepared by Hannigan Engineering, Inc., Leominster, MA for Grand Coast Capital Group, Hingham, Massachusetts, dated January 16, 2018, and on file with the Town Clerk; to authorize the Select Board to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of a public way, including but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**

**Finance Committee:**

**Summary:** *To accept Amelia Way as a public way.*

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**ARTICLES 24 THROUGH 32 WILL BE PART OF THE CONSENT AGENDA. PLEASE SEE EXPLANATION PROVIDED BY THE TOWN MODERATOR AFTER ARTICLE 32.**

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**ARTICLE 22: CURRENT YEAR LINE ITEM TRANSFERS**

To see if the Town will vote to transfer certain sums of money within the Fiscal Year 2020 budget, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:** *To transfer money within the Fiscal Year 2020 Budget should the need arise. A handout explaining any necessary transfers will be available at Town Meeting.*

---

**ARTICLE 23: APPROPRIATE MONEY TO OFFSET SNOW AND ICE DEFICIT**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money, to be expended by the Town Manager, to reduce the deficit in the Fiscal Year 2020 Snow and Ice Budget, as approved under Article 4 of the 2019 Spring Town Meeting, or to take any other action relative thereto.

**TOWN MANAGER**

**Select Board:**  
**Finance Committee:**

**Summary:** *This article will allow the Town to fund any deficit in the Snow and Ice Account in Fiscal Year 2020.*

---

**ARTICLE 24: APPROPRIATION TO FUND TOWN FOREST EXPENSES**

To see if the Town will vote to appropriate a sum or sums of money from Receipts Reserved for the Town Forest to Town Forest Expenses, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen:**  
**Finance Committee:**

**Summary:** *The Town Forest Committee anticipates certain operational expenses to occur over the next several years and this appropriation allows a small amount of funds to be readily available for those expenses. The funds will remain in a special account and be used only for Town Forest operational expenditures.*

---

**ARTICLE 25:           TRANSFER WITHIN CENTER SEWER ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Center Sewer Enterprise Fund Surplus to the Fiscal Year 2020 Center Sewer Enterprise Department Budget, or to take any other action relative thereto.

**BOARD OF SEWER COMMISSIONERS**

**Select Board:**  
**Finance Committee:**  
**Sewer Commission:**

**Summary:** *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2020 Center Sewer Budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

---

**ARTICLE 26:           TRANSFER WITHIN FOUR CORNERS SEWER ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Four Corners Sewer Enterprise Fund Surplus to the Fiscal Year 2020 Four Corners Sewer Enterprise Department budget, or to take any other action relative thereto.

**BOARD OF SEWER COMMISSIONERS**

**Select Board:**  
**Finance Committee:**  
**Sewer Commission:**

**Summary:** *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2020 Four Corners Sewer Budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

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**ARTICLE 27:           TRANSFER WITHIN CABLE ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Cable Enterprise Fund Surplus to the Fiscal Year 2020 Cable Enterprise Department budget, or to take any other action relative thereto.

**CABLE ADVISORY COMMITTEE**

**Select Board:**  
**Finance Committee:**  
**Cable Advisory Committee:**

**Summary:**   *This article allows the Cable Advisory Committee to transfer money from its surplus account to cover any deficit in the Fiscal Year 2020 budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

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**ARTICLE 28:           PRIOR YEAR BILLS**

To see if the Town will vote to transfer from available funds a sum or sums of money for the payment of unpaid bills from prior fiscal years, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:**   *Town Meeting approval is required to pay bills from a prior fiscal year. A list of unpaid bills will be provided at Town Meeting.*

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**ARTICLE 29:           DEBT SERVICE FOR SURRENDEN FARMS**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum or sums of money, pursuant to Massachusetts General Laws, Chapter 44B, Section 5 for debt service for Fiscal Year 2021 for the Surrenden Farm Land Acquisition, as authorized under Article 1 of the April 24, 2006 Special Town Meeting, or to take any other action relative thereto.

**COMMUNITY PRESERVATION COMMITTEE**

**Select Board:**  
**Finance Committee:**  
**Community Preservation Committee:**

**Summary:**   *This article appropriates the debt payments for the Surrenden Farm Land Purchase. Funding for this article will come from Community Preservation Funds. The anticipated debt service for Fiscal Year 2020 is \$481,660. To fund this, \$70,000 would be paid from the Open Space Reserve and \$411,660 would be paid from the Unallocated Reserve.*

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**ARTICLE 30: ESTABLISHING LIMITS FOR THE VARIOUS REVOLVING FUNDS**

To see if the Town will vote, pursuant to the provisions of G.L. c. 44 sec 53E½ and the Revolving Fund Bylaw, to amend the Revolving Fund Bylaw to add or delete any revolving account and/or to set the FY 2021 spending limits for the various revolving funds as follows:

<b>Program or Purpose</b>	<b>FY 2021 Spending Limit</b>
Stormwater Management	\$20,000
Conservation Commission	\$50,000
Building Rental Fund	\$50,000
Affordable Housing Marketing	\$50,000
Home Recycling Equipment	\$10,000
Access for Persons with Disabilities	\$10,000
Boat Excise Tax Fund	\$ 5,000
Transfer Station Glass	\$10,000
Senior Center Fitness Equipment	\$10,000

or take any other action relative thereto.

**TOWN MANAGER**

**Select Board:**  
**Finance Committee:**

**Summary:** *This Article sets the limit of annual spending for the various revolving funds authorized by previous Town Meeting vote and currently set forth in the Town's Bylaw for said purpose.*

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**ARTICLE 31: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTIONS**

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 59, §5C1/2, inserted by Section 14 of Chapter 62 of the Acts of 2014, for the purpose of increasing the real estate tax exemptions by 100 percent to all persons who qualify for property tax exemptions under Clauses 17, 17C, 17C1/2, 17D, 22, 22A, 22B, 22C, 22D, 22E, 22F, 22G, 37, 37A, 41, 41B, 41C, 41C½, 42, 43, 56 or 57 of G.L. c. 59, §5, or to take any other action relative thereto.

**BOARD OF ASSESSORS**

**Select Board:**  
**Finance Committee:**

**Summary:** *This article is geared toward 70+ seniors, surviving spouses (widows/widowers), legally blind persons and veterans with service-connected disabilities. It would increase the exemption under state statute up to 100% of the exemption. These state exemption programs all have different eligibility requirements (inquire within the Assessor's office for specific eligibility requirements) in order to receive the specific exemption and are designed to help the neediest within our community to continue to remain in their homes by helping to relieve some of the property tax burden.*

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**ARTICLE 32: ACCEPT PROVISIONS OF M.G.L., CHAPTER 59, §5, CLAUSE 22F**

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 59, §5, clause 22F last paragraph, which, for clauses 22, 22A, 22B, 22C, 22D, 22E and 22F of section 5, allows the Town to reduce from five consecutive years to one year the residency requirement for, making certain veterans and their surviving spouses or parents, to be eligible for the property tax exemptions of said clauses 22 through 22F under Massachusetts General Laws, or to take any other action relative thereto.

**BOARD OF ASSESSORS**

**Select Board:**

**Finance Committee:**

**Summary:** *M.G.L.Ch. 59, s.5, clause Twenty-Second F, Last Paragraph. Notwithstanding this section, in any city or town which accepts this clause, the exemptions available pursuant to clauses Twenty-second, Twenty-second A, Twenty-second B, Twenty-second C, Twenty-second D, Twenty-second E and Twenty-second F may be granted to otherwise eligible persons who have resided in the commonwealth for 1 year prior to the date of filing for exemptions pursuant to the applicable clause.*

---

## **Moderator's Consent Agenda to Save Time at Town Meeting**

To save time at Town Meeting, the Moderator will use a procedure known as a consent agenda. It is the bundling of non-controversial articles into a single motion to be voted on by Town Meeting. Routinely used in other towns, the consent agenda can save time by not requiring a main motion, a second, an explanation and a vote on every routine article to which there is no objection or question.

### **What Articles Are Included**

The consent agenda will generally consist of regular housekeeping articles unanimously supported by the Select Board and Finance Committee. The warrant identifies which articles are proposed for the consent agenda. If the articles in the consent agenda changes prior to Town Meeting but after the printing of the warrant, voters will be advised at Town Meeting.

### **How Consent Agendas Work**

When the meeting reaches the first article to be included in the consent agenda, the moderator will explain the process. The moderator will read the title of every article included in the consent agenda. He will pause after each article to allow any voter who has a question on the article to loudly state, "hold."

The held article will be set aside for individual consideration apart from the consent agenda. The voter who holds an article will be asked to identify him- or herself and be prepared to speak to the article later in the meeting.

After the meeting agrees on which articles to include in the consent agenda, there will be no debate and the moderator will immediately call for a vote. Every article included in the consent agenda will either pass or fail depending on the majority vote.

The articles held from the consent agenda will then be taken up individually in the order in which they appear in the warrant.

### **What Voters Need to Do**

Town Meeting voters should review in advance the articles in the consent agenda and be ready to state which article(s) they wish to hold for individual consideration

*Any voter with questions about Town Meeting procedure may call Town Moderator Jason Kauppi at (978) 391-4506 or email him at [moderator@townofgroton.org](mailto:moderator@townofgroton.org).*

Hereof fail not and make return of your doings to the Town Clerk on or before time of said meeting.

Given under our hands this 6<sup>th</sup> Day of April in the year of our Lord Two Thousand Twenty.

*Alison S. Manugian*

Alison S. Manugian, Chair

*Joshua A. Degen*

Joshua A. Degen, Vice Chair

*John F. Reilly*

John F. Reilly, Clerk

*John R. Giger*

John R. Giger, Member

*Rebecca H. Pine*

Rebecca H. Pine, Member

#### OFFICERS RETURN

Groton, Middlesex

Pursuant to the within Warrant, I have this day notified the Inhabitants to assemble at the time, place, and for the purpose mentioned as within directed. Personally posted by Constable.

\_\_\_\_\_  
Constable

\_\_\_\_\_  
Date Duly Posted

**BUDGET MESSAGE FROM THE  
TOWN MANAGER  
AND  
FINANCE COMMITTEE**

**TOWN OF GROTON  
FISCAL YEAR 2021**

Respectfully submitted,

*Mark W. Haddad*

Groton Town Manager

Respectfully submitted,

*Bud Robertson, Chair*

*Gary Green, Vice Chair*

*Colby Doody*

*Mary Linskey*

*David Manugian*

*Arthur Prest*

*Scott Whitefield*

Town of Groton Finance Committee

# **Town Manager Evaluation**

**A proposal to overhaul the existing process and forms.**

**John Giger**

**March 9, 2020**

**Operational Definition: A performance evaluation is a constructive process to provide regular feedback to each employee on work related performance and conduct.**

# Overview of Current Process

- Meets Commonwealth of Massachusetts' legal requirements
- Requires each Select Board member to complete an individual evaluation form which has both numeric scores and written comments
- Requires each individual evaluator to discuss their evaluation, in person, with the Town Manager and affords the Town Manager an opportunity to write a rebuttal statement for each Select Board members evaluation
- Requires the Select Board Chair to review Select Board Member, evaluations and compile a single report, which after approval by the Board, becomes the official evaluation report for the Town Manager

# Problem Statement

- Written statements and rebuttals frequently create friction between the evaluator and the person evaluated
- Written statements and rebuttals almost always result in hard feelings between the Select Board chair and individual Select Board members
- Excessively long process which does not significantly improve the quality of feedback provided to the person evaluated and therefore is probably not the best use of Select Board members or Town Manager's time.
- Creating a composite evaluation from a collection of numeric scores and individual comments is arduous for the Select Board Chair, which never makes everyone happy and diminishes the effectiveness of the review for the Town Manager.



## Proposed Solution

- Meets all Commonwealth of Massachusetts' legal requirements
- Requires a meaningful feedback conversation between each individual evaluator and the Town Manager
- Eliminates written comments and rebuttals
- The thoughts of each Select Board member will be incorporated, in their entirety, into the final evaluation document
- Provides an easy, judgment free compilation process for the Select Board Chair and Human Resource Director
- Frees up some time for Select Board members to spend on other equally important town management duties

# Evaluator's Workbook

- **Goals assessment by Town Manager**
- **Town Manager's statement of accomplishments and struggles**
- **Personal Development**
- **Planning**
- **Team Player**
- **Conduct at Meetings**
- **Competencies**
- **Discussion and Signatures**

# Compilation Workbook

- **Compilation Work Sheet**
- **Compilation Rating Results**
- **Composite Scale for five (5) evaluators**
- **Composite Scale for four (4) evaluators**
- **Composite Scale for three (3) evaluators**
- **Compiled Evaluation Document**

# Compiled Evaluation Document



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## 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's Performance Evaluation of the Town Manager for Fiscal Year 2020

By Member	
Rating	Rating Source
5	Member #1
10	Member #2
15	Member #3
20	Member #4
25	Member #5
75	Grand Total

Overall Composite Rating	
	Outstanding
	Above Expectation
	Meets Expectation
	Does Not Meet Expectation
	Unsatisfactory
	Overall Score

By Evaluation Category	
Rating	Rating Source
15	Personal Development
15	Planning
15	Team Player
15	Conduct at Meetings
15	Competencies
75	Grand Total

I have prepared and discussed this performance evaluation with the Town Manager.

The Town Manager's signature on this form does not necessarily indicate agreement with the evaluation given, but that the Town Manager has been given an opportunity to discuss its contents with the individual evaluators.

Select Board Chair

Date

Town Manager

Date



## SELECT BOARD POLICY

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Policy Category:	Board
Policy Number:	BOA – 2020 – 16
Latest Revision Date:	March 9, 2020

**NEW POLICY NAME: TOWN MANAGER REVIEW POLICY**

**POLICY NAME: TOWN MANAGER EVALUATION POLICY**

**OLD PRAMBLE:** On an annual basis, the Select Board will endeavor to review the prior year's performance of the Town Manager. The Town Manager, as the Chief Administrative Officer of the Town, is responsible to the Select Board for the proper administration of all town affairs placed in his/her charge by the Town Charter. It is therefore vital to the continuity of, and the community's confidence in, Town government, that the Town Manager's performance be publicly reviewed, and that, as part of that review, areas of strength and areas that need improvement can be identified by the Select Board.

**NEW PREAMBLE:** On an annual basis, the Select Board will evaluate the prior fiscal year's performance of the Town Manager. The Town Manager, as the Chief Administrative Officer of the Town, is responsible to the Select Board for the proper administration of all town affairs placed in his/her charge by the Town Charter. It is therefore vital to the continuity of, and the community's confidence in, Town government, that the Town Manager's performance be publicly evaluated, and that, as part of that evaluation, areas of strength and areas that need improvement can be identified by the Select Board.

**OLD EVALUATOR ELIGIBILITY:** There wasn't one. This is a new section.

**ADDED EVALUATOR ELIGIBILITY:**

1. To be eligible to submit an annual evaluation for the Town Manager, a member of the Select Board must have been a member of the board for more than 120 consecutive calendar days.
2. An annual evaluation for the Town Manager requires that a simple majority of the Select Board has completed, reviewed with the Town Manager and submitted an individual Evaluator Workbook to the Human Resources Director. Only members who completed and submitted an individual Evaluator Workbook may vote to approve or disapprove the Select Boards' evaluation at a full board meeting.





# SELECT BOARD POLICY

## ROLE OF THE CHAIR:

OLD1 - The Chair of the Select Board is responsible for the administration of this policy and procedure.

NEW1 - The Chair of the Select Board is responsible for the administration of this policy and procedure.

OLD2 - The Chair shall begin the annual review process by placing on the Board's agenda an item to discuss the commencement of the Town Manager's annual performance review.

NEW2 - The Chair shall begin the annual evaluation process by placing on the Board's agenda an item to discuss the commencement of the Town Manager's annual performance evaluation.

OLD3 - The Chair will request that the Town Manager prepare his or her self-evaluation which will be disseminated to each Board member with the instruction to review the evaluation and send written comments regarding the Town Manager's performance to the Human Resources Director.

NEW3 - The Chair will request that the Town Manager prepare his or her self-evaluation portion of the Evaluator Workbook which will be disseminated to each Board member with instructions to complete the Evaluation Workbook, review it with the Town Manager, obtain the Town Manager's signature, and deliver the completed Evaluation Workbook to the Human Resources Director. Under no circumstances may a Select Board member share their completed Evaluation Workbook with anyone but the Human Resources Director.

OLD4 - The Human Resources Director shall be responsible for receiving each Board member's written comments. The Human Resources Director shall deliver the comments to Labor Counsel who will take the draft evaluations and the individual Board members' comments and prepare a summary evaluation and ensure the summary accurately reflects the comments of each Board member.

NEW4 - The Human Resources Director is responsible for receiving each Board member's Evaluator Workbook. The Human Resources Director along with the Select Board Chair will compile the members' individually completed Evaluation Workbook using the Compilation Workbook. After double checking the Compilation Workbook results, the Human Resources Director and the Select Board Chair will generate the Select Board's Town Manager Evaluation covering the evaluation's start and end date.



## SELECT BOARD POLICY

OLD5 - The summary evaluation shall be presented to the full Board by Labor Counsel at a public meeting for discussion and approval. This procedural step is no longer necessary and was deleted.

NEW5 - The Select Board Chair will present, to the full Board at a public meeting, the compiled Select Board's Town Manager Evaluation for approval. Only members who completed and submitted an individual Evaluator Workbook may vote to approve or disapprove the Select Boards' evaluation at the full board meeting. Board members, if any, who did not complete an individual Evaluator Workbook must abstain at the time this vote is taken.

OLD6 - Any questions relative to the performance review process should be directed to the Chair

NEW6 - All questions relative to the performance evaluation process should be directed to the Chair.

### EVALUATION PROCEDURES:

OLD1 - The Town Manager's performance review shall commence in January and will be prepared on the form attached hereto, entitled "Town of Groton Annual Performance Summary Evaluation – TOWN MANAGER".

NEW1 - The Town Manager's performance evaluation shall commence on the first regularly Select Board meeting in July of each fiscal year and will be prepared and completed as generally described in paragraph 3, Role of the Chair, above, and these procedures.

OLD2 - In January, following discussion on the subject at a public meeting, the Chair shall request that the Town Manager prepare a self-evaluation.

NEW2 - At the first regular Select Board meeting in July, the Chair shall validate which Select Board members are eligible to complete an Evaluator Workbook and request that the Town Manager complete the Status of Town Manager Goals and the Town Manager's Self Evaluation sections of the Evaluator Workbook.





## SELECT BOARD POLICY

OLD3 - The time period in which the Town Manager shall complete the self-evaluation shall be thirty (30) calendar days. The time period may be extended by mutual agreement of the Board and the Town Manager.

NEW3 - The time period in which the Town Manager will complete the Status of Town Manager Goals and the Town Manager's Self Evaluation sections of the Evaluator Workbook is fifteen (15) calendar days from the date the Select Board Chair requests the Town Manager to complete his sections of the Evaluator Workbook. This time period may be extended by mutual agreement of a simple majority Board vote and the Town Manager. All Select Board members may vote, whether they will complete an Evaluator Workbook or not, on the question of an extension for completion of this task.

OLD4 - Following the Town Manager's completion of the initial draft evaluation and following the forwarding of the draft evaluation to the Board members by the Town Manager, the Human Resources Director shall disseminate a clean performance evaluation document to each Board member. Each member shall provide written comments on their blank evaluation and return it back to the Human Resources Director. Individual Board members are required to meet with the Town Manager to review their comments prior to submission. The timeline for returning the evaluations to the Director shall be twenty-one (21) calendar days following delivery of the clean performance evaluations to the Board members. The timeline may be extended by a subsequent majority vote of the Board.

NEW4 - Following the Town Manager's completion of their sections of the Evaluator Workbook, the Human Resources Director will update the Evaluator Workbook with the Town Manager provided date and distribute copies of the Workbook to eligible board members.

OLD5 - All Board discussions and deliberations as to the evaluation procedure and completion of the evaluation document are to be held in public session. Board members are not to share their comments with other members of the Board outside of a properly posted public meeting of the Board.

NEW5 - All Board discussions and deliberations as to the evaluation procedure and completion of the evaluation document are to be held in public session. Board members are not to share their comments with other members of the Board outside of a properly posted public meeting of the Board.

OLD6 - Following receipt of each Board member's individual evaluation, including one completed by the Chair, the Human Resources Director shall deliver the comments to Labor Counsel who shall prepare an evaluation that will include a summary of each section of the performance evaluation of the Town Manager using the form: Town of Groton Annual Performance Summary Evaluation – TOWN MANAGER. The ratings of each Board member shall be reflected in the summary evaluation. Labor Counsel shall complete the summary evaluation within 14 days of receipt of the individual Board evaluations, unless extended by mutual agreement of the Chair and the Town Manager.





## SELECT BOARD POLICY

NEW6 - Each member, who received one, shall complete their Evaluator Workbook and return it back to the Human Resources Director. Board members completing Evaluator Workbooks are required to meet with the Town Manager to discuss their and the Town Manager's thoughts on the evaluation prior to submission. The timeline for returning the Completed Evaluator Workbook to the Human Resources Director is fifteen (15) calendar days following delivery of the Town Manager completed Evaluator Workbook to the Board members. This time period may be extended by mutual agreement of a simple majority Board vote and the Town Manager. All Select Board members may vote, whether they will complete an Evaluator Workbook or not, on the question of an extension for completion of this task.

OLD7 - The Town Manager will then be afforded the opportunity to complete Section 3 of the performance evaluation document. The time limit for completing Section 3 shall be ten (10) calendar days.

NEW7 - This procedural step is no longer necessary and was deleted.

OLD8 - Within twenty-one (21) days following the Town Manager's completing Section 3 of the performance evaluation document, the Chair shall present the summary evaluation to the full Board for discussion and approval at a posted public meeting. Any amendments to the summary evaluation shall be done by majority vote.

NEW8 - Not later than (15) calendar days after all required Evaluator Workbook have been received by the Human Resources Director, the Director and the Select Board Chair will prepare, following the Compilation Workbook process, the Select Board's Town Manager Evaluation document.

OLD9 - The completed summary evaluation shall be signed by the Town Manager, and the Chair, and placed in the Town Manager's personnel file. Now covered in Document Retention section.

NEW9 - At the next regularly scheduled Select Board meeting, the Select Board Chair will present to the full Board at a public meeting the Select Board's Town Manager Evaluation for approval. Only members who completed and submitted an individual Evaluator Workbook may vote to approve or disapprove the Select Boards evaluation at the full board meeting. Board members, if any, who did not complete an individual Evaluator Workbook must abstain at the time this vote is taken.



## SELECT BOARD POLICY

OLD10 - A copy of the signed summary performance evaluation shall be delivered to the Town Clerk for release when requested, after the individual evaluations are placed on file in the Human Resources Department. A copy of the summary shall also be placed in the Town Manager's personnel file. Individual Board member evaluations will be placed in a separate file within the Town Manager's Personnel File and are not to be destroyed. Unless an individual member's evaluation is discussed during a public meeting, the individual evaluation is not subject to release to the public. [Now covered in Document Retention section.](#)

NEW10 - After the vote of approval, the Town Manager and the Select Board Chair will sign the Select Board's Town Manager Evaluation and provide the signed document to the Human Resources Director. In turn, the Human Resource Director will deliver a copy of the approved Select Board's Town Manager Evaluation to the Town Clerk for public release when requested. For document retention, see the Document Retention section of this document.

**OLD DOCUMENT RETENTION:** There wasn't one. This is a new section. [Covers old Review Procedures; OLD9 and OLD 10 \(see above\).](#)

### NEW DOCUMENT RETENTION:

1. One (1) copy of the Select Board's Town Manager Evaluation will be placed in the Town Manager's personnel file and retained there for as long as his personnel file is retained by the Town.
2. In a separate file, the Human Resources Director will place the completed Evaluator Workbooks and the completed Compilation Workbook and hold them for forty-five (45) calendar days following approval of the Select Board's Evaluation document. After forty-five (45) calendar days, both documents will be permanently destroyed.
3. Unless an individual member's Evaluator Workbook is specifically and discussed during a public meeting, the individual evaluation is not subject to release to the public.

**OLD AMENDMENTS:** This policy and procedure may be amended only by majority vote of the Board taken during a properly posted public meeting. Any such amendment shall be reduced to writing and incorporated herein.

### NEW AMENDMENTS:

This policy and procedure may be amended only by a majority vote of the Board taken during a properly posted public meeting. Any such amendment shall be reduced to writing and incorporated herein. All current members of the Select Board, regardless of the length of service, are eligible to vote on proposed amendments to this policy.



**SELECT BOARD MEETING MINUTES**  
**MONDAY, MARCH 2, 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. Manugian reminded everyone that it was super Tuesday and that people could vote between 7am and 8pm. Ms. Pine said that Precinct 3 voted at the Town Hall, Precinct 1 voted at the Center, and Precinct 2 voted at the Country Club.

**PUBLIC COMMENT PERIOD**

Mr. Schulman asked if the Town had any thoughts on the Coronavirus. Ms. Pine said it was on the agenda for the BOH tonight at the Light Department. Ms. Manugian said that the superintendent sent out an email about planning going on.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that at the request of the Board he reached out to the Town of Pepperell for an update on the Landfill Issue. He said that he received the following email from the Pepperell Town Administrator Andrew Maclean:

*"Mark, Thanks for checking in on this. For a deep dive, follow this link where we share all the public documents on the topic. <https://town.pepperell.ma.us/566/4080/Soil-Reclamation-Proposal>. Here is the quick update: January 2019 ZBA overturned the Building Inspector decision that the use was not allowed as it constituted a Commercial Dumping Ground. The Town and a local citizens group appealed to Land Court. The lawsuits were joined in court. It has been nearly a year and we are just finalizing the discovery processes for all the parties involved. Once completed, the parties will request a trial or a summary judgement. We anticipate this going to trial. In the meantime, there is no related activity occurring on the site and we continue to encourage alternative uses that the Town would approve of (housing, etc.). Thank you, Andrew"*

It was discussed and decided by a consensus of the Board that they would remove the item from their on-going issues list and updates would be given as they arose.

2. Mr. Haddad said that he spoke with Ms. Sammie Kul, Admin for the Board of Health who advised him that the Mosquito Control warrant article was on the Board of Health's agenda for that evening. He said that he would provide the Board with an update as soon as he received it. Mr. Robertson said that the Finance Committee was waiting to hear also adding their next meeting was on March 16th.
3. Mr. Haddad respectfully requested that the Board approve a request from the Groton Neighbors for a One Day Beer and Wine License for their Annual Pot Luck Dinner for Members on Friday, May 1, 2020 from 5:00 P.M. to 7:00 P.M. at the Groton Center.

*Ms. Pine moved to approve the one-day beer and wine license as requested. Mr. Reilly seconded. The motion carried 4-0-1 with Mr. Giger abstaining.*

4. Mr. Haddad asked if the Board wanted to have a discussion on the CPA even though they were not seeking an override or if they wanted to table the discussion for now. Ms. Pine said she wasn't sure why they were planning to talk about it again and thought they could take it off any future agendas. Ms. Manugian thought they could table it for a few months. She asked if they could vote on a possible reduction with a potential future date of execution. Mr. Haddad said he could check with Town Counsel. Mr. Degen said that he did not agree and thought they needed to continue the discussions. Mr. Degen said that they should hold a public hearing on this and that they should get the

numbers out there. Ms. Manugian thought it made sense to wait until after the Spring Town Meeting to have the discussion so as to not confuse people. Mr. Degen said he would like to see a firm date set maybe sometime the beginning of June after the election. Mr. Haddad said he would add that to the future schedule.

5. Mr. Haddad said that the Finance Committee would be discussing setting the budget at their meeting on March 24th. Mr. Degen asked how the Town Manager would potentially fund mosquito control. Mr. Degen asked Mr. Haddad to bring a proposal forward to their next meeting on how to fund that. Ms. Manugian asked if he could do that same thing for potentially funding Groton's share of GD using E&D to fund their budget. Mr. Haddad said that he would need to find \$120K plus \$90K adding he would provide the Board with that at their next meeting.
6. Mr. Haddad said that 34 articles were submitted before the warrant closed and wanted to go over the articles briefly. Ms. Pine asked if the draft could be added to the homepage of the website before the public hearing. Ms. Manugian said it made sense to keep it within the packet to avoid any confusion.

Mr. Haddad reviewed the articles contained in the Spring 2020 Town Meeting Warrant.

Mr. Degen asked about the \$40K debt payment on the dump truck outlined in the Capital Plan. Mr. Haddad said it was the third payment on the 5-year state house note. Ms. Pine asked about the pickup truck request made by the Police Department. Mr. Haddad said that the Police Chief was taking the opportunity to add a request for a truck because they already replaced a cruiser early due to an accident. Ms. Manugian asked for additional information on Municipal Building repairs and Park Commission capital plans.

Mr. Haddad said that article 7 was requested by the Council on Aging. He said that the Sportsman's Club in West Groton was approved for taking at the Spring Town Meeting last year. He said that he had been waiting due to lead contamination concerns. He said that the Council on Aging would like to understand what the possible contamination was on that site. He said that he had a quote for \$18K for a company to come in and assess the site and tell them what was needed to clean up the site. He said that Town Counsel said they had no liability if they did this review. Mr. Reilly asked if this would tell them what it would cost to remediate potential issues. Mr. Haddad said that this review would provide them with the cost to remediate. Mr. Degen said that the Town didn't currently own the building adding it was owned by GEMS. Mr. Haddad said that GEMS was kind of defunct right now adding they had the right to take the property for \$1. Mr. Degen said that if there was an environmental issue what would happen. Mr. Haddad said he wasn't sure who would clean it up adding the Town wasn't liability.

Mr. Haddad said that articles 12-14 were being proposed by him. He said that Dan McElroy owned the old GELD storage building at the end of Station Ave. Mr. Haddad said that he would like to pave the road behind the building which abuts the rail trail. He said he would need authorization to acquire the property in order to pave it. He said that the estimate to pave this would be about \$40K adding he would like to use the Walker gift fund to pay for it. He said he would also like to engineer plans to put in a crossing over the wetlands behind Prescott School to connect future potential parking behind Prescott. Mr. Giger said he did not support article 14 adding they didn't have solid future plans for Prescott School yet. Ms. Pine said she was in favor of paving the road and was in favor of additional parking. Mr. Degen said that articles 13 and 14 were correlated but was concerned about the speed of traffic and use of it adding he wanted to think about this more. Mr. Degen said that the wetland crossing behind Prescott School was originally quoted at \$1M but was worth the discussion. Mr. Haddad said it would be his intent to apply for a Mass Works grant for that construction of a possible bridge. Ms. Manugian said she wasn't convinced they had a parking issue just yet and was opposed to additional traffic on Broadmeadow by doing this. Mr. Degen said that the owner could close off access to Broadmeadow at any time but could agree to holding off on paving and engineering potential parking behind Prescott.

Ms. Manugian asked about the possibility of enacting a leash law in Groton amidst some reason issues. Mr. Haddad said that the draft revised Dog Bylaw forthcoming from Town Counsel would bring their regulations in compliance with state law on dogs but did not include a leash law. Mr. Degen said that they needed to bring their regulations up to state law first adding he thought a leash law was a broader discussion that needed time.

### **ON-GOING ISSUES**

D: Ms. Pine said that the Board of Health was speaking with local business owners about the impact polystyrene containers would have and would not be ready to bring this forward at the Spring Town Meeting.

### **LIAISON REPORTS**

Ms. Manugian said that there was discussion at a recent Groton Dunstable School Committee meeting about repurposing money because they could reduce 4 general education teachers due to a decline in enrollment. Ms. Pine said that they were also looking at adding special ed teachers in its place.

### **MINUTES**

*Ms. Pine moved to approve the meeting minutes of February 24, 2020 as amended. Mr. Reilly seconded the motion. The motion carried 4-0-1 with Mr. Degen abstaining.*

Mr. Haddad asked the Board to enter into Executive Session at 8:15pm - Pursuant to M.G.L. c. 30A, §21(a)(3) – “To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.” – Purpose – Boynton Meadows and a Dog Complaint

*Mr. Giger made the motion. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Giger-aye; Degen-aye. Reilly-aye*

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

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

Date Approved: