

# Select Board Meeting Packet

## March 23, 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 23, 2020  
AGENDA  
VIRTUAL MEETING  
BROADCAST ON ZOOM AND THE GROTON CHANNEL  
PURSUANT TO GOVERNOR'S EXECUTIVE ORDER  
CONCERNING THE OPEN MEETING LAW**

- 7:00 P.M. Announcements and Review Agenda for the Public**
- I. 7:05 P.M. Town Manager's Report**
- 1. Address Any Changes in Emergency Protocols**
  - 2. Review Any New Information from the Commonwealth**
  - 3. Update on Abatement Applications**
  - 4. Union Contract Review Concerning Paying Employees if Town Hall is Closed**
  - 5. Update from the Library Director**
  - 6. Early Issuance of Tax Bills and Waiving of Fees**
  - 7. Determine Whether to Extend Meeting Moratorium Past March 30<sup>th</sup>**
  - 8. Update on Town Meeting/Town Election Timeline/Other Related Issues**

### **OTHER BUSINESS**

- II. Minutes: Regularly Scheduled Meeting of March 9, 2020  
Emergency Meeting of March 13, 2020  
Emergency Meeting of March 16, 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 23, 2020*

1. Since our last virtual meeting on Monday, March 16, 2020, we have made several changes in some of our emergency protocols. While Town Hall, the Library and Senior Center remain closed to the public, we have taken these additional actions since last Monday:
  - a. We have delayed the Opening of the Country Club until at least Mid-April. Shawn Campbell and I will develop a plan to protect users when we do open. I will apprise the Board of the plan once developed. In our opinion, people need some sort of outdoor activity given the fact that many gym facilities have been closed.
  - b. The Transfer Station remains open, however, beginning, Friday March 20<sup>th</sup>, we will not accept the following at the Transfer Station:
    - i. Construction and Demolition Debris, wood waste, bulky items and such that go into the dumpster for a fee.
    - ii. Metal items that are disposed of for a fee.
    - iii. White goods, refrigerators washer dryers, etc. that are disposed of for a fee.
    - iv. Electronic items that are accepted for a fee.

These are all items which require interaction at the Transfer Station, which the DPW Director and I believe can wait or be disposed of elsewhere, for the time being. They can also be set aside until the Town resumes normal operations. This action will limit the exposure and risk to employees substantially and enable the Town to continue, for now, collecting trash and recyclables. Bag sales are the only sale item which will be available at the Transfer Station.

- c. The Police Chief and Fire Chief have limited any requests for time off to a maximum of two days at a time. This will allow us to have maximum personnel coverage in our emergency departments.

I will update the Board on these matters (and anything else that comes up over the weekend) at Monday's meeting.

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2. Since last Monday, Governor Baker has instituted the following State protocols:
  - a. Gatherings of over 25 people are prohibited until April 6th.
  - b. On-premises consumption of food and drink at bars and restaurants is prohibited until April 6th.
  - c. Elementary and Secondary Schools are closed until April 6<sup>th</sup>
  - d. Colleges and universities, both public and private, are urged to reduce the need for students to be on campus.
  - e. Employers are encouraged to support alternative work arrangements, including allowing employees to work from home.
  - f. Some government offices are closed, you should check the website or call ahead, to confirm hours of operation.
  - g. MBTA trains and buses are running a reduced service schedule.

In addition, we have been notified that the Legislature is working on rules to address delays in local elections. As you know, our election has been rescheduled for June 9<sup>th</sup>. We will review any changes in law to see how it can help our election date, if necessary

3. At last week's meeting, the Board requested that I provide you with an update on Abatement applications. The following is from our Principal Assistant Assessor: "The Assessors had 46 abatement applications. They have dealt with approximately 20 to date, leaving 26 that need to be voted on. Some require an interior inspection and some do not. The Assessors have cancelled about a dozen inspections that were due to happen this week and next. There are some applications that have to be acted upon by mid-April, with the rest due by the end of April. To address this, and on the advice of Assessor Garret Boles, the Assessors have formulated a plan to send out letters of extension to all of the remaining applicants asking for 60-day extension. It is in the applicants' best interest to extend since if the Assessors do not act it becomes a "deemed denied" application. The Assessors believe this is the best solution moving forward."

I will provide any necessary update at Monday's meeting.

4. As requested, I have analyzed all Union contracts to determine if there is anything in the contracts to address a total shutdown or partial shutdown of town services and how it will impact employee pay. Our contracts do not address this issue directly. Therefore, we have to rely on past practice and precedent. To that end, I reached out to Town Counsel and he offered the following: *"As you have advised that your past practice has been to pay employees when the Town closes for emergencies and as it is clear that COVID-19 and the measures being taken at the local, state, and federal levels to limit the spread and transmission of the virus among the public has led both the state and federal governments to declare states of emergencies (some towns are taking this symbolic step, as well), with respect to the Town's unionized employees, G.L. c. 150E, § 6 requires employers to bargain with union employees over mandatory subjects of bargaining such as wages, hours and terms of conditions of employment. Unless the Town has met with the bargaining groups and negotiated to resolution or impasse as to continued compensation when the Town effectively bars them from working, the Town should not make a unilateral change to the practice and should pay the employee who are ordered to stay out of the workplace, including during a shutdown even if due to a state or federal state of emergency."* I hope this addresses the Board's concerns.

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5. The following is an update from the Library Director as requested by the Select Board at last week's meeting:
  - a. 9,010 Groton library card holders received an email from MVLC about us being closed with staff working and answering phone and email 10-6 Tue-Fri. This is very important so that we can help patrons use our e-resources.
  - b. I am cancelling all Groton reads and other library events through April 15. Will bring Groton Reads & Eats back in the fall or next Feb 15-Mar. 31, 2021.Statewide ComCat (ILL service) and deliveries cancelled.
  - c. Most libraries are closed. The Mayor of Lawrence told the library to stay open. They closed up the building and walked out.
  - d. We will not be checking in materials, as it would trigger notices and holds. We will empty book returns with disposable gloves and leave all items in the Quarantine Community Room.
  - e. I will be attending the monthly and quarterly MVLC meetings tomorrow via conference call. No staff travel to meetings.
  - f. Lisa and I are prioritizing projects today for staff. We have a good list! We will be busy and maximize this opportunity!
  - g. All part-time staff will be paid for not working evenings and weekends because we are closed and they cannot work.
  - h. I will work out flexible schedules with Lauren and Erica as they figure out caring for their kids for the next 3 weeks.
  - i. Anyone with flu-like symptoms or exposure has to stay home. Anyone travelling needs permission to come back to work.
  - j. Other libraries are doing curbside delivery, but I don't believe that is wise and not in the spirit of what the state and Select Board intended, which was to cut off public contact. I need to protect my staff and their families and the greater good. We must flatten the progression or we will be Italy in a couple weeks. (actually, seeing most libraries abandoning that at this point.)I will try for short PPP and B&E meetings tomorrow during bill signing to make a few decisions on projects.
  - k. I have cancelled my vacation week off next week. I will not take time off from work during a state of emergency. I am the central communicator and decision-maker; it is too important I be here for staff, for the town, for you, for all stakeholders, and patrons. I am taking every precaution I possibly can to limit exposure so I don't get sick.
  
6. As requested, the Treasurer/Collector's Office will be issuing the fourth quarter tax bills early (plan on mailing them out by Monday, March 23<sup>rd</sup>). The due date will still be May 1<sup>st</sup>. With regard to the waiving of fees, in accordance with IGR No. 86-219, a collector may only waive payment of the interest, charges and fees that may be collectible as part of a tax bill if the total of such amounts is fifteen (\$15) dollars or less. That said, the Mass Treasurer Collectors Association is working with legislature to clarify if Town's can extend due dates. There is existing law that references weather related closures but it is unclear at this time if we are to follow those guidelines in case of pandemic closure. It appears that there is a special legislation bill being prepared, as we speak, to address, among other things, extending due dates, or waiving interest. We will continue to monitor the situation.

7. The Board had previously voted to cancel all meetings until at least March 30<sup>th</sup>. To assist the Board in determining whether or not to extend this meeting moratorium, I reached out to the various Boards and Committees and asked for a recommendation/status report on the impact of this decision. The following is a partial list of responses that I have received relative to this subject. As I get more information, I will update the Board:

**Board of Library Trustees:** No impact with not meeting before March 30<sup>th</sup>. Next scheduled meeting is April 10<sup>th</sup>. They would plan on meeting virtually at that time.

**Zoning Board of Appeals:** They had to cancel one meeting that was scheduled for March 18<sup>th</sup>. There was no impact in canceling this meeting. The next hearing is scheduled for April 8<sup>th</sup>. They are working on a plan to meet virtually as well.

**Council on Aging:** No crucial business that needs to be attended to in the immediate future.

**Electric Light Commission:** They have had no impact through March 30<sup>th</sup>. They would like to begin scheduling virtual meetings.

**Water Commission:** According to Water Superintendent Tom Orcutt, the Water Commission has authorized the Superintendent to sign all invoices on behalf of the GWD and thereby foregoing the required three signatures approval process. The Water Department has very few needs in order of calling for a quorum in the immediate future.

**Historic Districts Commission:** No crucial business that needs to be attended to in the immediate future.

**Park Commission:** No crucial business that needs to be attended to in the immediate future.

**Community Preservation Committee:** No impact by not meeting prior to March 30<sup>th</sup>. No sensitive items in the immediate future.

**Board of Health:** Will schedule emergency meetings as needed.

**Planning Board:** From Land Use Director Takashi Tada – *“At the Planning Board’s meeting last week, it was mentioned that we don’t have any applications in the queue that would compel us to meet for the remainder of the month. The Planning Board identified April 9th as the potential next meeting date, if the moratorium on public meetings is lifted. For the MVP Planning Grant and Hazard Mitigation Plan update, there is a requirement for the Town to hold its public listening session prior to the Action Grants cycle, which was supposed to be announced in the springtime. Of course, there is a chance that the MVP Program timelines will be pushed back due to the COVID-19 pandemic. But for now, the Planning Board and our consultants from Weston & Sampson have tentatively targeted April 9th as the date of the MVP/HMP public listening session. Weston & Sampson are adapting and preparing to conduct their community engagement events online, if needed. As you know, it is important for the Town to become eligible to apply for MVP Action Grant funding.”*

7. Continued:

**Board of Assessors:** See earlier comment on their plan to address no meetings/inspections. I will keep the Board apprised of their plan and its potential to address Abatement Applications.

**Finance Committee:** The Finance Committee's deliberations on the FY 21 budget have stalled. I will follow up with Bud Robertson on how to handle this. The Finance Committee will need to meet (most likely virtually) to take positions on the warrant articles (including the budget). The FinCom has posted open, in-person meetings for April 13<sup>th</sup> (Warrant Public Hearing) and April 21<sup>st</sup>. There is a quorum planning to be present at both meetings provided that social distancing restrictions are not extended thru that date.

**Conservation Commission:** The Commission had planned to hear several new permits at its next meeting, which was canceled. Nik Gualco, offers the following: 1). While most of these are rather minor (work) they will be easy to permit and builders/homeowners can resume their project. Examples include installing a seasonal dock, maintaining a driveway, repair retaining wall. These may keep small contractors in business. 2). The only challenge will be site walks, which the Commission is accustomed to conducting prior to hearing a public meeting. 3). The Commission could request the applicants provide representative photos ahead of time and the Administrator could conduct a field inspection to verify and add points of discussion during the meeting. 4). For new projects, the Commission could arrange for individual site walks by individual Commissioners (perhaps a small subset) on pre-arranged days under the agreement that they will remain isolated. 5). Order of Conditions - The Commission voted to close the public hearing for 4 OOCs in March and now just need to vote on the Orders. This is administrative in nature and can easily be accommodated via a virtual meeting. These projects are currently in limbo and once the Order is approved, they can begin work. 6). Inspections - Orders of Conditions require a pre-inspection site visit by the Administrator to make sure the site is OK prior to work beginning. These inspections could be conducted solely by the Administrator and communicate with the permit holder post-inspection. Any steps needing remedying could be done and photos provided as evidence of compliance. There is one project that is ready to start (septic replacement) but needs the Administrator's approval before it can start. This is the only priority project at this time. Please note that all inspections are outside.

**Earth Removal Storm Water Advisory Committee:** All public hearings scheduled for the April 7<sup>th</sup> Meeting (next scheduled meeting) have been postponed and rescheduled for April 21<sup>st</sup>. All applicants have been notified and agreed to the delay. The Stormwater Inspector will monitor the situation and determine if a further delay will be necessary. The Town is waiting for more direction from the State on how to conduct public hearings.

I will apprise the Board of any other Committee/Board issues relative to the moratorium. I am still opposed to in person meetings as we are still in the midst of the Pandemic. I would suggest to the Board that you continue to prohibit meetings in person, but allow me and the IT Staff to work with the various Boards and Committees to create virtual meetings in compliance with the Governor's Order on the Open Meeting Law. I look forward to discussing this in more detail with the Board at Monday's meeting.

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8. As voted by the Board, I have updated the Warrant for the Spring Town Meeting changing the date to May 18<sup>th</sup>, with the Town Election now being held on June 9<sup>th</sup>. Please note, that changing the election to June 9<sup>th</sup> has extended the period to return nomination papers to April 21<sup>st</sup>. The new date of the public hearing on the Warrant would be April 13<sup>th</sup>. This is obviously subject to change. I have invited Town Moderator Jason Kauppi to join our virtual meeting on Monday to discuss issues relative to Town Meeting should restrictions relative to the pandemic still be in full force come May 18<sup>th</sup>. We can discuss all of this in more detail at Monday's meeting.

MWH/rjb



**SELECT BOARD MEETING MINUTES  
MONDAY, MARCH 9, 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.

**OTHER BUSINESS**

Mr. Haddad said that they were taking various actions to address Coronavirus. He said that they were working with HR and Town Counsel on a policy to include traveling. He said that he would be bringing this back within the next few weeks adding they had to bring anything forward to the unions. He said that the staff was disinfecting regularly adding that the COA was also taking measures to disinfect. Mr. Haddad showed the information that was on the website via our homepage and Board of Health page. He said that this was a concern and were taking measures necessary. Mr. Haddad said that he would forward an email to the Board that just came in a few minutes ago about what measures the Board of Health can take from a public health standpoint. He said that Jason Kauppi was also going to come in and talk about Town Meeting a little later in the meeting.

Ms. Pine said that they may be called upon as a town to brainstorm some of the things they need to talk about with the Emergency Management Director and said she would be happy to help. She said it was important for people to stay home they minute they feel sick. She added that it was important to keep a 6ft distance when in crowds according to the CDC. Mr. Giger said he wanted them to give serious thought to contamination by those walking into public buildings. Mr. Haddad said that it would be included within their policy. He also encouraged people to think about being home for 14 days should you need to self-quarantine.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that they planned to have a second conversation on the CPA adding it was decided last week to hold off on any further discussions until after Town Meeting. He said that he reached out to Town Counsel at the Board's request to ask whether they could make a decision now and defer a change to a later date. He said that he had not heard back from Town Counsel and would bring it back to a future meeting.
  
2. Mr. Haddad said that the Select Board asked him to provide the Board 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 was provided as a list of possible reductions (for discussion purposes only):

Increase Dispatch 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
Total FY 2021 Reductions	\$219,582

Mr. Haddad said that he was not in favor of any reductions and there was no order to these reductions. Mr. Haddad said that he was going to recommend that the Select Board not put this article on the warrant. He said that the Board of Health felt as though they were doing their due diligence by bringing this forward but left the door open for the Select Board to leave it on or remove it.

**OTHER BUSINESS - CONT.**

Mr. Haddad said that one of the concerns with Coronavirus was assembly. He said that Town Meeting had somewhere between 300-500 people. He said that the budget was the single most important item on the budget because without that, government would shut down on July 1. Town Moderator, Jason Kauppi said that the warrant had not yet been posted which meant they could change the date now. He said that there was a process which allowed the Moderator to postpone a posted town meeting. He said that they could convene the Town Meeting and move a maintenance budget until such time a Town Meeting could be scheduled as an example. Mr. Haddad said he would like to get an opinion from Town Counsel on whether they could postpone at this point. Mr. Haddad said that he would like at least 30 days to get the books up and running on the FY21 budget. Mr. Kauppi said that he wanted to caution them rushing through a meeting adding people may want to attend but will not in fear of getting sick. Mr. Degen suggested holding Town Meeting on a Saturday outdoors as an option.

Mr. LaTerz asked if there was a change should the Commonwealth issue a state of emergency. Mr. Haddad said that was a good question. Ms. Pine said she was wondering the same thing. Mr. Giger said that an unknown that they needed to factor in was whether a 30-day delay would be better or worse for them based on the status of the virus. Ms. Pine said that they should also be looking into quorum issues should people need to call in to meetings. Ms. Manugian asked that Mr. Haddad start thinking about a maintenance budget.

**TOWN MANAGER'S REPORT – CONT.**

- 3. Mr. Haddad said that the Board asked for a breakdown of what was spent thus far from the Prescott School Sprinkler System appropriation. He said that the 2018 Spring Town Meeting appropriated \$275,330 from CPA Funds for this purpose. He said that he went to the Select Board and CPC to spend some of the sprinkler system money on handicap improvements and engineering to develop bid specs for the sprinkler system. He provided the following summary on what has been spent thus far:

Beginning Balance	\$275,330
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)
Remaining Balance	\$218,209

Ms. Manugian asked if this was the third time they were going out to bid on this project. Mr. Haddad said that it was. Mr. Haddad said that

- 4. Mr. Haddad provided the Board with the latest revised draft of the 2020 Spring Town Meeting Warrant. He explained that the following was a summary of the changes/additional information requests of the various Articles (as found in the Town Manager's Report):

**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 Woitowitz Field Design and Court construction and the planning and concept of a Sanitary Facility Center at Cow Pond.

**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.

**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)."

**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."

**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.

Mr. Haddad said that he wanted the Board to consider removing the mosquito control article at next week's public hearing. He said that they already had 3 votes at the Town Meeting with the last vote being rejected. He suggested waiting until next week to allow the Board of Health an opportunity to weigh in.

Ms. Pine asked about article 30 and some of the revolving funds.

5. Mr. Haddad reviewed the Select Board's upcoming meeting schedules.
6. Mr. Haddad said that he had no new budget update.

7. Ms. Pine said she had some questions about the revised dog bylaw. She asked about the complaint form and for clarification about the dangerous dog description and suggested an additional edit which she would work with the Town Manager on. Mr. Giger asked about the fines that used to be included. Mr. Haddad said that the Town Clerk asked the same question today adding he asked Town Counsel for clarification.

### **7:30PM – TOWN MANAGER EVALUATION POLICY**

Mr. Giger said that there were 2 areas that caused significant distress within the evaluation process. He said that one issue was the chair having to take comments from 5 individuals and summarize them. Mr. Giger said that he worked with Ms. Doig who reached out to her colleagues for examples of their evaluations. Mr. Giger said that they received 13 responses adding they reviewed each one with no two being alike. Mr. Giger said that the proposed solution met all legal requirements, required meaningful feedback conversations between the evaluator and the Town Manager. He said that he was proposing that written comments be eliminated. Mr. Giger said that he created an evaluators workbook which included, goals, accomplishments and struggles, personal development, etc. adding it was the same criteria they were using now. Mr. Giger provided packets of the review documents.

Ms. Manugian thanked Mr. Giger for taking this on adding there was a lot of work that went into this. Ms. Pine said that he hit the nail on the head with issues relative to the current policy. Ms. Pine asked about the lack of Town Manager goals at this time. Mr. Haddad said that the Board's goals were his goals this year. Mr. Giger said that the face to face conversation with the Town Manager eliminated the need for written comments. Mr. Reilly asked if Mr. Giger envisioned them doing the evaluation first then meet with the Town Manager. Mr. Giger said he did adding it gave them the opportunity to review their reviews with the Town Manager. Ms. Pine said that the one missing piece might be communication between the 5 members about something serious that came out from the conversations but was not on the checklist. She asked if he ran into any way in which the Board could discuss any issues. Mr. Giger said that state law did not allow for that unless discussed at a public meeting. Mr. Giger said that the individual compilation sheets and individual evaluations would be kept for 45 days and then discarded. Ms. Manugian asked how the Board felt about adding in a workshop at the end to discuss and create summary comments from the Board. Mr. Giger said that anything was possible and suggested that debating comments might not be the best way to do things. Mr. Haddad said that a summary discussion once the compilation was done at a public meeting could be allowed by the OML.

Ms. Manugian asked if the Board was prepared to send this to Labor Counsel. Mr. Haddad suggested having Mr. Giger work with Labor Counsel Brian Maser on this. Mr. Degen said he appreciated the work done on this adding the process had been streamlined. He said that this had been reduced to a numeric score without any written comments adding it was something he was trying to wrap his head around. He asked for time to review the entire packet themselves before going to Labor Counsel. Ms. Manugian said that her concern was getting set on a process before Counsel looked at it. Mr. Haddad said he would bring it back on March 23rd. Mr. Haddad said that he liked the idea of not having written comments adding it bogged the Board down. He said he liked the one on one meetings but had no issues with a paragraph summary on areas where he/she excelled and areas for improvement.

### **ON-GOING ISSUES**

B: Mr. Haddad said that he forwarded the approved and executed Administrative Consent Order on the Manganese treatment which meant that it should be released along with all executive session minutes. He said that the Water Department would be moving forward with the approved plan.

D: Mr. Fleisher said that the Board of Health reached out to retailers for their feedback on banning polystyrene containers. Ms. Pine asked if the Board of Health would be ready for Fall Town Meeting. Mr. Degen suggested banning plastic straws as an example also at the same time.

F: Mr. Haddad said that the Florence Roche Committee was looking at a variety of processes to move forward with adding he was old school in wanting to use design-bid-build.

G: Mr. Haddad said that the generator had been delayed by another 4 weeks. He said that this prevented the Highway Department from moving their trucks into the new garage. He said that they started to install a temp generator at the contractor's expense so that they could move in next week.

**MINUTES**

*Mr. Degen moved to approve the minutes of March 2, 2020 as amended. Ms. Pine seconded the motion. The motion carried unanimously.*

Ms. Manugian adjourned the meeting at 8:30pm.

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

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

Date Approved:

**SELECT BOARD MEETING MINUTES  
FRIDAY, MARCH 13, 2020  
EMERGENCY SESSION  
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, All Town Department Heads

Ms. Manugian called the meeting to order at 10:00am and reviewed the agenda.

Mr. Haddad thanked everyone for attending the emergency meeting. He said that the Governor had declared a State of Emergency earlier in the week relative to COVID-19. He said the Governor made changes to the Open Meeting Law which gave them flexibility to not have to be in a room to attend a meeting. He said that the meeting still had to be posted and made available to the public.

Mr. Haddad said that the Fire Chief issued a letter with recommendations.

Mr. Haddad asked the Board to consider voting on a local state of emergency which allowed the Town and Chief to make decisions. Chief McCurdy said that in light of the unprecedented virus, they needed to step up and show the way to the community. He said that they should limit meetings and gatherings and restrict services they provided at this time. He said that they needed to slow the growth of the virus. Chief McCurdy said that closing buildings and departments was an important step. Chief McCurdy said that cancelling the senior tax write off program was a necessary step because they were the most vulnerable population. He added that allowing people to work from home and discouraging the public from coming into facilities were ways they could take measures.

Mr. Haddad asked for the Board to declare a local state of emergency for the foreseeable future. Mr. Degen said he understood the public health aspect, but asked what powers it gave the Select Board, Fire and Police Departments. Mr. Haddad said that it would give the Select Board authority over all departments in order to act quickly. Chief Luth said that the Police Department could enforce things that had been ordered by the Select Board. Mr. Degen asked if this was in line with state or federal procedures. Chief Luth said that he would have to research this further. Mr. Giger for a list of those things that the Select Board would be responsible for. Ms. Pine said that declaring a state of emergency was a way to remind people how serious this was. She said she hoped to get out to the public that it was highly likely that there were unknown cases in Groton right now. She suggested real social distancing. She said it would be helpful to understand procurement. Chief McCurdy said that this would allow them to recall employees should additional man power be needed.

*Ms. Pine moved that the Town of Groton Select Board declare a local state of emergency to deal with outbreak of COVID-19 illness to be in effect until the Select Board withdraws it. Mr. Degen seconded the motion. The motion carried unanimously.*

Mr. Haddad said that he had provided the Board with an Infectious Disease Control Policy. He said it outlines what can be done about sending sick employees' home, quarantines should employees travel, and it allows Town Manager and Department Heads to allow people to work from home. He asked the Select Board to adopt the policy as presented.

Mr. Giger suggested wording relative to working from home to say that employees would continue to receive their regular pay and not have to use vacation or sick time.

Dr. Laura Chesson said that during her conference call that morning the Commissioners from the Education Department had not taken a stance on whether schools should be closing or not. She said that the advice was not well received by the Superintendent's Association adding it was a very gray discussion. She said that everyone was dealing with this the best they could. She said she might have a better idea later that morning after talking to the regional superintendents. She said a local state of emergency did not mean that schools would have to close. She said she was worried about their most fragile population, those on free and reduced lunch, etc. and were working on policies. She said she would update the public around 2pm that day. She said that she had staff that had children at home because of closures which was also another issue they

needed to consider. She said that they had no presumptive cases in Groton but needed to keep in mind getting their staff to the schools. She said that they couldn't get supplies they needed which was also a huge concern. She said they would continue to be in contact. Mr. Giger asked if there was any indication of whether they would waive the length of school days required. Dr. Chesson said the students would not have to go longer than 185th day which in Groton was June 19th. She said that they stopped short of saying they would cancel MCAS because that required state legislation and federal relief. She said that schools have already announced that they were cancelling April vacation because of this and something they were also discussing.

Mr. Degen asked if a state of emergency allowed for an override over union contracts. Mr. Haddad said he would have to check with counsel adding that some of this did allow the town to charge sick time. Ms. Pine asked if people who didn't have time would not receive pay. Mr. Haddad said that part time employees did not accrue time and therefore would not be paid. Ms. Pine said that it felt harsh to her. Mr. Degen said that unemployment benefits would be available according to the Governor and cited a layoff situation. Mr. Haddad said that if the Board decided to close Town Hall, employees would be paid. He cited a snow emergency as an example and suggested they follow the same practice. Mr. Haddad said that the union contracts also allowed for use of a sick bank should an employee not have time.

Mr. Haddad asked the Board to adopt as the policy as amended.

*Mr. Degen moved to adopt the Infectious Disease Control Policy as amended that day (March 13, 2020) until such time as the Board removed said precautions. Ms. Pine seconded the motion. The motion carried unanimously.*

Mr. Haddad asked the Board if they wanted to consider closing town facilities and/or all meetings. Chief McCurdy said that he thought closing public buildings to the public was a smart move and showed the community how serious this was. He said he would leave the decision up to the Board if they wanted to close the buildings or go to a skeleton crew. He said that the Senior Center was also closed to the most vulnerable population. Kathy Shelp said that staff could work without people there and would like to continue to do that if allowed. She said that they would like to continue the van service to take people to the grocery store and doctors' appointments and continue the meals on wheels program.

Mr. Haddad said he would like to start by closing off public access in all buildings. He said that things could be done over the phone and by email. He said that the employees were following protocols to keep themselves safe from the virus. He said that if they needed to shut down after all, they could but thought the employees needed to continue to work. Mr. Degen said he agreed with closing Town Hall and the Senior Center. Mr. Haddad said that the Transfer Station needed to be available to those to dispose of their trash. He said there wouldn't be a lot of contact with people. He said that he wanted to confer with the Library Trustees but thought they should discuss shutting down the Library also. He added that he wanted to leave the Senior Van operable to assist those in need. Mr. Haddad said that the Country Club didn't officially open until the end of March and thought they could reassess at that time. Ms. Manugian said that from a community protection prospective the more they locked down the better. Chief McCurdy said he saw an opportunity to start with closing off the buildings to the public and reassess on Monday which would allow them to see what new information came out over the weekend.

Mr. Giger said that they might want to consider opening the Transfer Station to those items that people didn't have to pay to dispose. Tom Delaney said that all their doors were locked and operations were only done through a window. He said that they were using gloves and masks to handle money, checks, etc. He said that they were doing the best they could to limit exposure. Mr. Haddad said that not being able to get rid of garbage could lead to another health safety issue. Ms. Pine said that she thought keeping the Transfer Station open was okay adding it was primarily outside. She thought that limiting disposal to trash would be acceptable.

Ms. Pine said that she had mixed feelings about the Senior Center. She liked the idea of the staff working and meals on wheels but asked if there were people that would not be able to connect via technology and to other people leading to lack of socialization. Ms. Shelp said that they needed to weigh all factors when making that decision. She said that people were already not coming out adding there was a reduction in attendance. Mr. Reilly said that the Senior Center staff had a list of people to call and could continue that practice. Ms. Shelp said that keeping employees there so that they could check in on



people was a reason to allow staff to continue to work. Ms. Pine said that shutting off public access but allowing the staff to work was a good recommendation.

Ms. Pine said she would like to hear from the Library Director and Trustees. Ms. Shelp said that they had a mobile Library program they could keep active. Mr. Giger said that books needed to be cleaned. Ms. Manugian said that not closing the Library was not in line with their efforts. Mr. Degen said that the Library was a huge risk and thought it was in their jurisdiction to also close the Library to the public like they would Town Hall and the Senior Center. He said that they should continue the discussion on this next Monday.

Mr. Degen suggested the use of Zoom to hold meetings remotely. Mike Chiasson said that they could purchase a premium plan to allow for callers to call in. Ms. Pine said that they could just broadcast after the fact. Mr. Haddad said that there was no meeting important enough to bring people together. He said he would like to see all meetings over the next 2 weeks cancelled including Select Board meetings as recommended by the Fire Chief. Chief McCurdy said he would allow the Board of Health to meet if anyone at all.

Ms. Manugian said she didn't feel there was a downside to acting conservatively. Mr. Haddad said he wanted the Board to vote to shut down public access to the Town Hall immediately, to advise the Board of Library Trustees to do the same with the Library, and that the Senior Center also be shut down to public access until such time they need to do something differently. Ms. Manugian said that the Transfer Station would remain be open. Tom Delaney said that the DPW buildings themselves would be shut down to non-employees.

Ms. Manugian said that Groton School and Lawrence Academy were currently on break. She said that Groton School was going online following their break until mid-April as of right now.

Mr. Giger said that if the Board of Health or Select Board were going to hold a meeting, the meeting should be closed to public attendance. Mr. Haddad said that would be the case. Ms. Pine said that they had to accept public input somehow. Ms. Pine also suggested the need to have a larger button on their website with Coronavirus information. Ms. Manugian said that they had a staff that could handle this and didn't need to discuss that here. Mr. Haddad said he would work with IT.

Mr. Haddad asked the Board to vote to close all town facilities to public access immediately except for the Transfer Station facility.

*Mr. Degen moved to close all town facilities to public access immediately with the exception of the outdoor area of the Transfer Station until rescinded. Ms. Pine seconded the motion. The motion carried unanimously.*

Mr. Kelly said that Groton Electric Light would also be closing to the public.

Mr. Haddad asked the Board to consider moving that all public meetings be cancelled over the next 2 weeks through March 30th with the exception of Board of Health and Select Board.

*Mr. Degen made the motion. The motion was seconded.*

Mr. Greeno said that if the Board of Assessors did not act on abatements, they abatement request would be automatically accepted. Mr. Haddad said that residents could go to the Appellate Tax Board. He said he was asking for 2 weeks of no public meetings. Ms. Pine asked if they could meet via phone or video.

*Mr. Degen moved to amend his motion above to add with the exception of the Board of Assessors who may meet remotely with no public comment unless via remotely.*

Ms. Manugian said it made sense to cancel all meetings. She said that they would have to use judgement or prudence. Nik Gualco said that the Conservation Commission had business, that according to regulatory requirements they needed to meet to discuss but could request continuations within a meeting. Ms. Manugian said that they would need to figure that out. Ms.

Pine asked if they could amend the motion to allow the Town Manager to allow remote meetings within provisions of law. Mr. Haddad said that the State was going to have to make a provision because Groton was not the only Town that was struggling with this. Mr. Degen said he didn't understand how they could start making exceptions. Mr. Haddad recommended that there be no public meetings between now and March 30th except for the Select Board and Board of Health. Ms. Manugian asked if Mr. Haddad could reach out to find out about regulatory issues that were arising. Mr. Giger said that these would not be public meetings but emergency meetings.

Department Heads were asked to compile a list of those items needing DLS consideration.

*Mr. Degen withdrew his motion.*

Ms. Marlana Gilbert called into the meeting to say that the school district was closing for 2 weeks.

Mr. Haddad asked the Select Board to vote that all public meetings for next 2 weeks be cancelled effective immediately with the exception of emergency Board of Health and Select Board meeting through Monday, March 30th.

*Mr. Degen made the motion. Ms. Pine seconded the motion. The motion carried unanimously.*

Mr. Haddad said that the public hearing on the warrant would be cancelled on Monday night.

He said he was going to ask the Board to change the date of the Spring Town Meeting. He said that because they had not posted the warrant, they could change the date as long as it was 6 weeks into the future. He said he was going to ask them to change the date to May 18<sup>th</sup>. He said that Tuesday the 19<sup>th</sup> would be the subsequent night. He said that the date of the election would be June 9<sup>th</sup>, 4 weeks after Town Meeting as stipulated by the Charter. He said that if there was a problem still come May 18<sup>th</sup>, the Moderator could push the Town Meeting off for an additional 30 days. He said that the election would still stay on June 9<sup>th</sup> in that case. He said that there was a question on the interpretation of whether they needed to reopen the warrant but suggested not reopening the warrant at this time. Ms. Pine said that they could open the warrant by vote should something come up. Mr. Degen said it was a good idea but wasn't sure this was going to resolved by May 18<sup>th</sup> and wasn't comfortable holding an event indoors. He asked about May 16<sup>th</sup>, Saturday and about conducting the meeting outdoors. Ms. Manugian said that the Moderator could pick a Saturday in June if he delayed it.

*Mr. Degen made a motion to move Town Meeting to May 18<sup>th</sup>. Ms. Pine seconded the motion. The motion carried unanimously.*

Mr. Haddad asked the Board to vote, under the Charter, for one member to sign the warrant along with himself, for the next 30 days.

*Mr. Degen made the motion. Ms. Pine seconded the motion. The motion carried unanimously.*

*Mr. Degen moved to designate Mr. Giger as the Select Board designated warrant signer for the next 30 days. Ms. Pine seconded the motion. The motion carried unanimously.*

The meeting adjourned at 11:30am.

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

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

Date Approved:

**SELECT BOARD MEETING MINUTES**  
**MONDAY, MARCH 16, 2020**  
**EMERGENCY SESSION**  
**UN-APPROVED**

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

**Also Virtually Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Michael Bouchard, Town Clerk; Bob Colman, Groton Cable Access

Ms. Manugian called the meeting to order at 7:00pm, reviewed the agenda and provided some rules for the meeting.

Mr. Haddad said that a lot had gone on in the Town Hall with regard to actions taken on Friday. Mr. Haddad said that he had a formal declaration for the Board to vote on that he emailed them this afternoon and asked if the Board wanted it read aloud. Ms. Manugian said that posting the declaration online was sufficient adding it had come from Counsel. Mr. Haddad asked the Board to formally adopt the declaration.

*Ms. Pine moved to formally adopt of the Declaration of Emergency as worded in the email they received that day referencing the Declaration they made on Friday, March 13, 2020. Mr. Degen seconded the motion. Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye*

Mr. Haddad said that he believed the change in Town Meeting the Board voted on Friday was in line with the Governors legislation. He said that this was important legislation that was submitted that day. He said that the State was going to move this forward as quickly as possible. He said he spoke with Rep. Harrington earlier that day and asked for any input and advice. He said that he asked for financial relief to help the municipalities navigate through this and whether the Appellate Tax Board could waive fees if the local Board of Assessors couldn't deal with abatements.

Mr. Haddad said that they had a full staff at the beginning of the day. He said that 4 employees had issues relative to health or age and was allowing them to home from work. He said that those employees had been in contact with the office all day. He said that he sent the Board a detailed list of what occurred within the Building Department with regard to inspections that day. He said that the City of Boston shut down all construction today and was setting up for what might happen statewide. He said that they were doing their best to work with all contractors. He said that the Board of Health was meeting as they spoke to talk about Coronavirus.

Ms. Pine said that with regard to building permits she was happy to hear that they had made efforts to accommodate people. She said that the notice sent to them sounded stricter than what they were doing. She suggested adding wording to say "they were working to accommodate construction on a case by case basis". Mr. Giger said he wasn't sure they should be opening new permits. Mr. Haddad said that they were not adding new permits adding this was for already issued permits. Ms. Manugian said that the summary provided was great. Mr. Degen suggested adding wording about existing permit holders contacting Town Hall to discuss inspections. Ms. Manugian asked if there had been any word from the State on extensions to statutory requirements on permit applications. Mr. Haddad said that he had not heard anything yet.

Ms. Pine said she wanted to talk about other Boards and Committees meeting. She said that she didn't have enough knowledge of all other Boards business. She said she didn't think they needed to be as strict as they had been and couldn't know what could happen if Committees couldn't meet. Ms. Manugian said she was concerned about minutes and taping, etc. She said that more and more things were going to shut down. Ms. Pine said that the Conservation Commission had business that needed to be ruled on as an example. Ms. Manugian said that they couldn't have a public hearing. Mr. Haddad said that he understood the concerns. He said that the vote taken last Friday was to delay all meetings for the next 2 weeks. He said that things were changing on a daily basis and thought they could revisit this in 2 weeks. Mr. Giger said that the federal government reduced the maximum number of people in one place from 25 to 10. He said he wouldn't be surprised if the state provided the same guidance the next day. He said that only allowing 10 people at a public hearing would be impossible. Mr. Degen suggested that they hold another virtual meeting next Monday to discuss this topic again. Mr. Degen said he understood the concern but wanted to keep things as they were now. Ms. Pine asked if they could ask the State what they

proposed. Mr. Haddad said that he could reach out to Rep. Sheila Harrington the next day. Mr. Haddad said that he spoke to Mr. Greeno who cancelled all Assessors meetings and would deal with the abatements on a case by case basis.

Mr. Haddad said that there had been some public feedback on shutting down Town Hall as far as paying employees, etc. Mr. Haddad said that he had a conference call with Labor Counsel that morning. He said that all employees were reporting to work with the exception of the 4 who were working from home. He said that if they shut down Town Hall they were responsible to pay employees. Mr. Haddad said that if they sent someone home because of possible exposure, they were to be paid. Mr. Haddad said that if the employee put themselves in jeopardy, they needed to use their own time citing a foreign trip as an example. Mr. Haddad said that he would deal with items on a case by case basis with advice from Labor Counsel. Mr. Haddad said that all but 3 employees were covered by union contracts. Mr. Giger asked if someone had done an analysis to see how the contracts stacked up against the advice from Labor Counsel. Mr. Haddad said that he had reviewed the Town Hall/Library and Supervisors contacts which said the employee was to be paid if the Town sent them home.

Mr. Haddad said he was not recommending a reduction of any Town staff at this time. He said that they were busy even without public access to Town Hall. Mr. Bouchard said that they could help people with birth certificates at the front door but needed to put off everything else for now. Ms. Pine asked if it was possible to mail certificates. Mr. Bouchard said that they could mail them adding people could also order copies online. Ms. Pine said that they needed guidance on issuance of marriage licenses. Mr. Haddad said that if they started making exceptions this wasn't going to effective.

Ms. Pine said that the Water Department was working on their procedures on how people could obtain filtered water here at the Town Hall.

Ms. Manugian asked how many employees were at the Town Hall. Mr. Haddad reviewed the operations at Town Hall. Ms. Manugian asked if there were offices that they could consider allowing people to work from home. He said he was thinking about sending the HR Director home, he said he needed to see what the Land Use Department required, adding he wanted to keep the other office operating as they were. Ms. Pine asked about the Library staff. Mr. Haddad said that he would speak with the Library Director the next day for an update.

Mr. Degen asked about the 4<sup>th</sup> quarter tax bills. Mr. Haddad said that the bills would go out on March 31st. He said that all bills were generated by City Hall Systems and would still be mailed out. Mr. Degen asked if a state or federal quarantine was enacted, he asked if they should get them out earlier. Mr. Haddad said that he would ask. Mr. Degen asked if they could waive any late fees. Mr. Haddad said that the Tax Collector could waive certain fees adding they might need legislation to do so.

Mr. Giger asked what would happen if they had staff come down with the virus. Mr. Haddad said that someone else would have to pick up the duties should someone get sick. He said that closing Town Hall was a first step. He said that they were trying to address things as they came up. Mr. Giger asked that plans be established for dealing with those critical things.

Ms. Pine asked about steps public safety were taking. Ms. Haddad said that the Fire Chief and Police Chief had done an excellent job with protocols and keeping their staff safe. Mr. Reilly said that emergency situations were not new to police and fire in regard to protecting public health. He said that those doing this were most apt to handle this well. He said that the Town was doing a good job with all this and thought that some of this got lost with everything that was going on.

Mr. Degen said he wanted to thank Mike Chiasson and Bob Colman for pulling off this virtual meeting and having it work. Mr. Haddad said that they would do a virtual meeting again next Monday and would work on the agenda. Mr. Haddad read an email from Mr. Orcutt on current water operations.

The meeting adjourned at 7:52pm.

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

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

Date Approved: