

Select Board Meeting Packet

April 13, 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, APRIL 13, 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

7:05 P.M. Public Comment Period

I. 7:10 P.M. Town Manager's Report

- 1. Address Any Changes in Emergency Protocols – Update On Town Action**
- 2. Review Any New Information from the Commonwealth**
- 3. Approve Request from Town Treasurer/Tax Collector to Extend Tax Due Date Deadline and Waiving of Certain Fees Pursuant to the Massachusetts Municipal Relief Act**
- 4. Continue Review of Proposed Changes to Town Manager's Review Policy/Form**
- 5. FY 2021 Budget Update**

II. 7:15 P.M. In Joint Session with the Finance Committee – Public Hearing on the Warrant for the 2020 Spring Town Meeting

OTHER BUSINESS

**III. Minutes: Virtual Meeting of March 30, 2020
Virtual Meeting of April 6, 2020**

ADJOURNMENT

Executive Session – Pursuant to M.G.L., c. 30A, §21(a) clause 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.

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: *April 13, 2020*

1. The following is a summary of what has transpired since you met last Monday evening with regard to protocols and Department/Town Hall activity.
 - a. I issued a press release on Tuesday updating the Public on action taken by the Select Board last Monday extending the stay at home order to May 4th and the closing of Sargisson Beach. Police and DPW have been notified. Signs have been ordered and installed. In addition, I have canceled the contract with the YMCA for lifeguards at the Beach.
 - b. Construction activities continue under the Governor's Order, as supported by the Board of Health. Our Building Department remains very busy.
 - c. I have scheduled the meeting with the Groton Dunstable Regional School Committee and Finance Committee for Wednesday, April 15th at 6:00 p.m. to discuss the FY 2021 Budget.
 - d. The Finance Committee will join us at Monday's Meeting for the Warrant Public Hearing. I have updated the Warrant to reflect the changes approved by the Board last Monday night. The latest draft is attached to this report. I am working with the Moderator and Town Clerk to prepare for Town Meeting based on the recent opinion issued by Town Counsel. We will update the Board during the Public Hearing. At the Moderator's suggestion, we have added a notice in the Warrant explaining the potential that Town Meeting and/or the Town Election may be delayed to a different date.
 - e. The Board may not be aware, but I provide a weekly update on the Groton Channel updating the public on happenings and COVID-19 related issues. I have done this in each of the last three weeks and will continue doing this for the foreseeable future.
 - f. I continue to meet daily/weekly with Department Heads and employees through the Zoom App to discuss issues and keep our employees informed of issues. Our employees continue to function at an extremely high level. I am proud to be your Town Manager and lead this amazing group of individuals.

2. The Commonwealth has issued new guidelines for Grocery Stores. Effective immediately, *"grocery stores shall limit occupancy to 40 percent of its maximum permitted occupancy level as documented in its occupancy permit on record with the municipal building department or other municipal record holder in order to provide for in-store social distancing while preserving sufficient access for the public to supplies of food and necessities. Stores with a maximum occupancy of 25 persons or less are exempt from this requirement. Local boards of health should consult with these stores to ensure appropriate protections are in place."* This will impact Shaw's here in Groton. We will work with the Board of Health and Police Department to ensure compliance with this new directive.
3. The recently passed Municipal Relief Legislation has provided relief for tax payers. Specific relief was given on the due dates of property taxes, as well as, allowing Towns to waive interest and penalties on taxes. To that end, the Town Treasurer/Tax Collector is requesting that the Select Board vote to take the following action:

Move that the Town vote to extend tax deadlines and waiver of interest and penalties, as follows:

- a. The date real estate, personal property and water district taxes are due from May 1, 2020 to June 1, 2020.
- b. Waive the payment of interest and penalty in the event of late payment of any excise tax, betterment assessment or apportionment, water rate, annual sewer use, or other charge added to a tax for any payments with a due date on or after March 10, 2020, and that this waiver may only be given if payment is made after its due date but before June 30, 2020.

In addition, the Board of Assessors would like to extend the due date for Exemption Applications. To that end, they would request that the Select Board move to vote as follows:

- a. Pursuant to Chapter 53 of the Acts of 2020, the Select Board adopts the local option to extend due date applications for Real Estate exemptions from April 1st to June 1st.

I would respectfully request that the Board take these actions at Monday's meeting.

4. As requested at your last meeting, I have scheduled time on the Agenda for the Board to continue its review of the Town Manager's Review Policy/Procedure. Enclosed with this Report is the recommendation from Select Board members Pine and Manugian to amend the policy proposed by Select Board Member Giger.
5. I have set aside time on the Agenda for the Board to continue its review of the FY 2021 Budget. I have updated the Tax Recap Summary to reflect action discussed at your last meeting. We can also use this time to prepare for your joint meeting on Wednesday with the Finance Committee and School Committee. I will provide any additional updates at the meeting.

**LEGAL NOTICE
TOWN OF GROTON
PUBLIC HEARING**

The Select Board has scheduled a joint public hearing with the Finance Committee for Monday, April 13, 2020, at 7:15 P.M., Groton Town Hall, 173 Main Street, Select Board's Meeting Room, 2nd Floor, Groton, MA. The purpose of this hearing will be to discuss the articles contained in the May 18, 2020 Spring Town Meeting Warrant.

Please note that the date of Town Meeting has changed since the COVID-19 pandemic.

All interested parties are encouraged to attend.

SELECT BOARD

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

Groton Herald
March 27, 2020
April 3, 2020

Warrant, Summary, and Recommendations

TOWN OF GROTON



2020 SPRING TOWN MEETING

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

Beginning Monday, May 18, 2020 @ 7:00 PM

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting

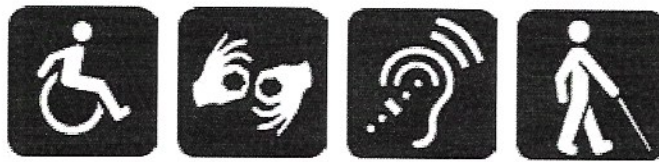
**THE BUDGET HANDOUT FOR ARTICLE 4 IS AVAILABLE
IN THE BACK OF THE WARRANT**

Important Notice Regarding Town Meeting Date

Under Mass. General Law c. 39, section 10(A), the town moderator may recess and continue a posted Town Meeting to a time, date and place certain in the event of a public-health, public-safety or weather-related emergency. Voters should follow the town's website, www.grotonma.gov and local news sources in the event the moderator makes an announcement regarding a change to the date, time and location of the Spring Town Meeting.

The Select Board chose May 18th for Town Meeting in order to schedule the town election on June 9th. This action satisfies both the town bylaw, which requires the election on the fourth Tuesday after the first session of Town Meeting, and state law, which sets a June 30th deadline for local elections. In the event of a recess and continuance of Town Meeting by the moderator, the date of the town election will not be impacted. While the date, time and location of Town Meeting can be changed by the moderator, the articles in the posted warrant cannot be changed, and they comprise the only topics subject to debate and voting at Town Meeting.

Should the June 9 date for the town election be considered unacceptable by the Select Board for health or safety reasons, the Select Board has the authority under MGL Chapter 45 of the Acts of 2020 to move the date of a local election to a date prior to June 30, 2020, provided 20 days' notice is given. Please look to www.grotonma.gov for further guidance for the local election.



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
MAY 18, 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 eighteenth day of May, 2020 at Seven O'clock in the evening, to consider all business other than the election of Town Officers and on the ninth day of June, 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

Article 1:	Hear Reports	
Article 2:	Elected Officials Compensation	
Article 3:	Wage and Classification Schedule	
Article 4:	Fiscal Year 2021 Annual Operating Budget	
Article 5:	Appropriate FY 2021 Contribution to the OPEB Trust Fund	
Article 6:	Fiscal Year 2021 Capital Budget	
Article 7:	Police Department Generator	
Article 8:	Create a Stormwater Enterprise Fund	
Article 9:	Community Preservation Funding Recommendations	
Article 10:	Amend Zoning Bylaw – Bylaw Codification	
Article 11:	Acceptance of Amelia Way as a Town Way	
Article 12*:	Current Year Line Item Transfers	
Article 13*:	Appropriate Money to Offset the Snow and Ice Deficit	
Article 14*:	Appropriation to Fund Town Forest Expenses	
Article 15*:	Transfer Within Center Sewer Enterprise Fund	
Article 16*:	Transfer Within Four Corners Sewer Enterprise Fund	
Article 17*:	Transfer Within Cable Enterprise Fund	
Article 18*:	Prior Year Bills	
Article 19*:	Debt Service for Surrenden Farms	
Article 20*:	Establishing Limits for the Various Revolving Funds	
Article 21*:	Accept Law Increasing Real Estate Tax Exemptions	
Article 22*:	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	

****Articles 12 through 22 is the Consent Agenda and will be considered as a single vote.***

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.*

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.*

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.*

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 31st; 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.*

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.*

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 – 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 #3 – 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 #4 – 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 #5 – 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

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.*

ARTICLE 8: ADOPT M.G.L., C.44, §53 F½ CREATING A STORMWATER ENTERPRISE FUND

To see if the Town will vote to establish a Stormwater Facilities Utility Enterprise Fund and to accept the provisions of Chapter 44, Section 53F½ of the Massachusetts General Laws, in order to authorize establishment of an Enterprise Fund known as the "Stormwater Facilities Utility Enterprise Fund" for the Groton Stormwater Facilities Utility, effective in Fiscal Year 2021, as follows:

1. Amend Groton Bylaws to add to §154-2 Definitions the following:

STORMWATER FACILITIES UTILITY – A Utility operation of the Town's Stormwater drainage facilities within the Town's Department of Public Works together with a related special user fee assessment, Town wide, as described in Groton Bylaw §154-5.

2. Amend Groton Bylaw to add §154-5 as follows:

§154-5 There is hereby established a Stormwater Facilities Utility as follows.

- (a) The Stormwater Facilities Utility shall provide for the operation, maintenance, and upgrade or expansion of existing storm drain systems throughout the town; 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; and the town's compliance with requirements now or hereafter contained in permits issued by the Commonwealth of Massachusetts and The United States of America.
- (b) The Stormwater Facilities Utility shall be managed and operated by the Town Manager in consultation with the Groton Department of Public Works and shall be within the Town's Department of Public Works.
- (c) To generate funding specifically for stormwater management, a stormwater facility user utility fee is hereby imposed upon all Users of the Town's stormwater facilities throughout the town and the Select Board is hereby authorized to establish such user fee sufficient to meet the costs incurred by the Stormwater Facilities Utility and to amend such fee from time to time as warranted by the circumstances of costs and legal requirements.
- (d) The revenue received by the Town from the payment of Stormwater facilities user fees shall be deposited in the Stormwater Facilities 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; and the town's compliance with requirements contained in permits issued by the Commonwealth of Massachusetts and The United States of America .

3. To accept M.G.L., Chapter 44, Section 53F1/2 "Enterprise Funds") for the Stormwater Facilities Utility Enterprise Fund, which statute provides as follows:

"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."

or to take any other action relative thereto.

TOWN MANAGER
EARTH REMOVAL STORMWATER ADVISORY 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.*

ARTICLE 9: 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: 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. The full amount to be paid from the Community Housing Reserve.*

Select Board:

Finance Committee:

Community Preservation Committee:

CPC Proposal B: Prescott School – Phase III

\$125,000

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. The amount of \$6,000 to be paid from the Unallocated Reserve and the amount of \$119,000 to be paid from the Historic Reserve.*

Select Board:

Finance Committee:

Community Preservation Committee:

COMMUNITY PRESERVATION COMMITTEE

ARTICLE 10: 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/>*

ARTICLE 11: 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.*

ARTICLES 12 THROUGH 22 WILL BE PART OF THE CONSENT AGENDA. PLEASE SEE EXPLANATION PROVIDED BY THE TOWN MODERATOR AFTER ARTICLE 32.

ARTICLE 12: 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 13: 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 14: 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 15: 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 16: 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.*

ARTICLE 17: 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.*

ARTICLE 18: 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.*

ARTICLE 19: 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 2021 is \$482,891. To fund this, \$90,000 would be paid from the Open Space Reserve and \$392,891 would be paid from the Unallocated Reserve.*

ARTICLE 20: 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:

Program or Purpose	FY 2021 Spending Limit
Stormwater Management	\$20,000
Conservation Commission	\$50,000
Building Rental Fund	\$50,000
Affordable Housing Marketing	\$20,000
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.*

ARTICLE 21: 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.*

ARTICLE 22: 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.

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 27th 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

I wanted to provide a quick cover to the next few pages and an overview of the conversation Becky and I had around the Evaluation Policy. We appreciate the Board willingness to hear our concerns and allow us to make the recommendations below. It is clear that we all care deeply about the evaluation process and want to ensure it is fair and effective. It's important that this document, as all policies, be drafted for a general situation and not contain items specifically intended to any current situation or employee. It's also important to remember that this document can be updated again next year; while this isn't intended to make our decision cavalier, it's not a decision we are stuck with ad nauseum if it doesn't work as intended.

In general we feel that the Town Manager Evaluation has three high level uses.

- The first, and most obvious, is to provide feedback to our employee and identify strengths and areas where improvements could be made. The proposal by John Giger accomplishes this thoroughly in part during the required individual evaluation review conversations that each Board member will have with the Town Manager.
- The second important intent of this document is to share with the community our perspectives on the Town Manager's work of the last 12 months. This helps constituents to see that we recognize the role and quality of execution. It also provides a tool for constituents to judge how our perspective aligns with theirs which is helpful as they consider elections and candidates for Select Board positions. To this end we would also like to see the Member names included in the documents throughout in lieu of a Member #.
- The third intent of the annual evaluation document is to preserve for future reference the current evaluation of the Town Manager.

We feel that the addition of an opportunity for high-level comments provides additional context for the numerical rating, which could be misleading if considered alone.

- Within each category there are a number of subcategories. A needs improvement score of 0, even if awarded by all five Board members, would not significantly alter the score for the first category.
 - As an example – category two is "Planning" which includes a sub-category "Recognizes the value of excellent employees and uses all reasonable efforts to insure that the best available individuals are recruited and hired." A Town Manager could excel virtually everywhere else, have high numerical scores overall, yet be underperforming in this area. Should the decision be made to not renew her/his contract there would potentially be confusion as the numerical evaluations didn't indicate an overall problem with performance.
- Numerical ratings without some opportunity for explanation may be of little use in the future. Addition of comments identifying a strength or area for improvement would ensure clarity of meaning.

We look forward to discussion and finalization of a Town Manager Evaluation Policy and process documents.

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 Numerical Evaluation. The Select Board Chair will open each of the five Evaluation Categories (Personal Development, Planning, Team Player, Conduct at Meetings, Competencies) in succession for discussion by Evaluators of potential comments to be added. Comments, intended to be high level indications of strengths and opportunities for improvement, shall be added only with consensus of Evaluators.

Once comments are added the Select Board Chair will present to the full Board at a public meeting the Select Board's Town Manager Evaluation for final 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.

Following Select Board approval of the final Evaluation Document the Town Manager shall have the opportunity to add comments in response. If added, such this response shall become part of the official Evaluation and shall be signed by the Town Manager and the Chair of the Select Board.

OLD DOCUMENT RETENTION: There wasn't one. This is a new section.

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. The Town Manager Evaluation shall include the entire Compilation Workbook.
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 these 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.

In addition to these suggested changes to the policy document we make the following recommendations for the compilation excel workbook (note no changes are suggested to the Town Manager Eval Input Doc excel sheet):

- Use member names instead of numbers, anonymity prevents the public from understanding the context of the ratings
- Add a comments section to the current signature page of the compilation evaluation for comments added by consensus of the board as discussed in open session
- Add an additional signature page to the compilation evaluation which includes a similar comments section for Town Manager responses to be included in the final retained document
- Addition, currently proposed to the Compilation Rating Result page, of spaces for the date of each Board Member – Town Manager evaluation discussion meeting.

COMPILATION WORKBOOK

Compilation Work Sheet

excel printing pages in a footnot

If a particular Line ID is blank, put the number 1 in the Left Blank cell.

NUMBERS ARE FOR TESTING ONLY

Page 1

MEMBER #1			MEMBER #2			MEMBER #3			MEMBER #4			MEMBER #5			Categories
Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Horizontal Rating Total
PD1			PD1			PD1			PD1			PD1			
PD2			PD2			PD2			PD2			PD2			
PD3	1		PD3	2		PD3	3		PD3	4		PD3	5		
PD4			PD4			PD4			PD4			PD4			
PD5		1	PD5			PD5			PD5			PD5			
PD6			PD6			PD6			PD6			PD6			
PD7			PD7			PD7			PD7			PD7			
3Total	1	1	3Total	2	0	3Total	3	0	3Total	4	0	3Total	5	0	15
PL1			PL1			PL1			PL1			PL1			
PL2			PL2			PL2			PL2			PL2			
PL3	1		PL3			PL3	3		PL3	4		PL3	5		
PL4			PL4	2		PL4			PL4			PL4			
PL5			PL5			PL5			PL5			PL5			
PL6			PL6			PL6			PL6			PL6			
PL7			PL7			PL7			PL7			PL7			
4Total	1	0	4Total	2	0	4Total	3	0	4Total	4	0	4Total	5	0	15
TM1			TM1			TM1			TM1			TM1			
TM2			TM2		1	TM2		1	TM2			TM2			
TM3	1		TM3	2		TM3	3		TM3	4		TM3	5		
TM4			TM4			TM4			TM4			TM4			
TM5			TM5			TM5			TM5			TM5			
TM6			TM6			TM6			TM6			TM6			
5Total	1	0	5Total	2	1	5Total	3	1	5Total	4	0	5Total	5	0	15
CM1			CM1			CM1			CM1			CM1			
CM2			CM2			CM2			CM2			CM2			
CM3	1		CM3	2		CM3	3		CM3	4		CM3	5		
CM4			CM4			CM4			CM4			CM4			
CM5			CM5			CM5			CM5		1	CM5			
CM6			CM6			CM6			CM6			CM6			
CM7			CM7			CM7			CM7			CM7			
6Total	1	0	6Total	2	0	6Total	3	0	6Total	4	1	6Total	5	0	15
CO1			CO1			CO1			CO1			CO1			
CO2			CO2			CO2			CO2			CO2			
CO3	1		CO3	2		CO3	3		CO3	4		CO3	5		
CO4			CO4			CO4			CO4			CO4			
CO5			CO5			CO5			CO5			CO5			
CO6			CO6			CO6			CO6			CO6			
CO7			CO7			CO7			CO7			CO7			
CO8			CO8			CO8			CO8			CO8		1	
CO9			CO9			CO9			CO9			CO9			
CO10			CO10			CO10			CO10			CO10			
CO11			CO11			CO11			CO11			CO11			
CO12			CO12			CO12			CO12			CO12			
7Total	1	0	7Total	2	0	7Total	3	0	7Total	4	0	7Total	5	1	15
Total	5	2	Total	10	2	Total	15	2	Total	20	2	Total	25	1	Total 75

Compilation Rating Results**NUMBERS ARE FOR TESTING ONLY**

Page 3

By Member	
Rating	Rating Source
5	Member #1
10	Member #2
15	Member #3
20	Member #4
50	Member #5
100	Rating Total

By Member & Evaluation Category	
Blanks	Rating Source
2	Member #1
2	Member #2
2	Member #3
2	Member #4
1	Member #5
9	Blanks Total

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

Date of evaluation review meeting
between Member and Town Manager:

Member #1

Member #2

Member #3

Member #4

Member #5

Composite Scale for Five (5) Evaluators

Page 4

Composite Evaluation		Composite Rating		
Five (5) Members Reporting				
Outstanding (586 - 780)			Start 586	End 780
Above Expectation (391 to 585)			391	585
Meets Expectation (195 - 390)			195	390
Does Not Meet Expectation (1 - 194)			1	194
Unsatisfactory (0)				
How the evaluation sections are determined.		39		
Maximun score per evaluator		4		
Maximum possible score per evaluator		156		
Number of evaluators		5		
Maximum possible score for five (5) evaluators		780		
Number of performance categories		4		
Total points for each performance category		195		

Composite Scale for Four (4) Evaluators				
			Page 5	
Composite Evaluation	Composite Rating			
Four (4) Members Reporting				
Outstanding (469- 624)			Start 469	End 624
Above Expectation (313 to 468)			313	468
Meets Expectation (156- 312)			156	312
Does Not Meet Expectation (1 - 155)			1	155
Unsatisfactory (0)				
How the evaluation sections are determined.				
Individual number of rating opportunities	39			
Maximum score per evaluator	4			
Maximum possible score per evaluator	156			
Number of evaluators	4			
Maximum possible score for five (5) evaluators	624			
Number of performance categories	4			
Total points for each performance category	156			

Composite Scale for Three (3) Evaluators			
		Page 6	
Composiet Evaluation	Composite Rating		
Three (3) Members Reporting			
Outstanding (352 - 486)		Start 352	End 468
Above Expectation (235 to 351)		235	351
Meets Expectation (117-234)		117	234
Does Not Meet Expectation (1 - 116)		1	116
Unsatisfactory (0)			
<u>How the evaluation sections are determined.</u>			
Individual number of rating opportunities	39		
Maximun score per evaluator	4		
Maximum possible score per evaluator	156		
Number of evaluators	3		
Maximum possible score for three (3) evaluators	468		
Number of performance categories	4		
Total points for each performance category	117		



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*

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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

Evaluators' Comments

Personal Development

Planning

Team Player

Conduct at Meetings

Competencies

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



TOWN OF GROTON

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

Select Board

Alison S. Manugian, *Chair*
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Page 8

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

Town Manager's Comments

The Select Board Chair's signature on this form does not necessarily indicate agreement with the comments provided, but indicates receipt. This page shall be included in the Final Evaluation Document.

The Town Manager's signature on this form does not necessarily indicate agreement with the evaluation given, but that the Town Manager has provided the comments on this sheet above.

Select Board Chair

Date

Town Manager

Date

TOWN OF GROTON
FISCAL YEAR 2021
TAX LEVY CALCULATIONS

Revised: 4/8/2020

FY 2021 PROPOSED EXPENDITURES

BALANCED BUDGET - Anticipated Proposed Budget

General Government	\$	2,133,418
Land Use Departments	\$	448,055
Protection of Persons and Property	\$	4,369,427
Regional School Districts	\$	24,538,349
Department of Public Works	\$	2,254,853
Library and Citizen Services	\$	1,704,650
Debt Service	\$	1,819,826
Employee Benefits	\$	4,143,463

Reduced by \$43,000
(\$15,000 for
Baddacook
Maintenance and
\$28,000 for Sargisson
Life Guards)

Sub-Total - Operating Budget

\$ 41,412,041

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	41,412,041
B. CAPITAL BUDGET REQUESTS	\$	450,100
C. ENTERPRISE FUND REQUESTS	\$	2,143,561
D. COMMUNITY PRESERVATION REQUEST		

OTHER AMOUNTS TO BE RAISED

1. Amounts certified for tax title purposes	\$	-
2. Debt and interest charges not included	\$	-
3. Final court judgments	\$	-
4. Total Overlay deficits of prior years	\$	-
5. Total cherry sheet offsets	\$	-
6. Revenue deficits	\$	-
7. Offset Receipts	\$	18,527
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	-
10. Other		

Current Deficit is at
approximately
\$100,000. We will
eliminate the deficit
through a combination
of overlay reserve and
line item transfers

E. TOTAL OTHER AMOUNTS TO BE RAISED	\$	18,527
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	93,392
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	150,000

TOTAL PROPOSED EXPENDITURES \$ 44,267,621

FY 2021 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY		
Levy Limit	\$	32,904,529
Debt Exclusion	\$	2,121,390
A. ESTIMATED TAX LEVY	\$	35,025,919
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	971,581
C. LOCAL RECEIPTS NOT ALLOCATED	\$	4,115,280
C. OFFSET RECEIPTS	\$	-
D. ENTERPRISE FUNDS	\$	2,399,825
E. COMMUNITY PRESERVATION FUNDS	\$	-
F. FREE CASH	\$	297,090
G. COVID-19 ONE TIME TRANSFER TO BALANCE BUDGET	\$	283,900
OTHER AVAILABLE FUNDS		
1. Stabilization Fund		
2. Capital Asset Fund	\$	549,026
3. EMS/Conservation Fund	\$	625,000
G. OTHER AVAILABLE FUNDS	\$	1,174,026
TOTAL ESTIMATED RECEIPTS	\$	44,267,621
FY 2021 SURPLUS/(DEFICIT)	\$	0

Reduced by \$86,900 by reducing anticipated new growth from \$15 million to \$10 million.

Reduced by \$340,000 to reflect economic impacts of COVID-19, including MV excise, fees, meals tax, room tax and Country Club Capital

Transfer from either the Stabilization Fund or Free Cash to Balance the Budget.

**SELECT BOARD MEETING MINUTES
MONDAY, MARCH 30, 2020
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; Melisa Doig, HR Director; Tom Delaney, DPW Director; Patricia Dufresne, Town Accountant; Michael Bouchard, Town Clerk; Jonathan Greeno, Principal Assistant Assessor; Bud Robertson, Finance Committee Chair; Michael Hartnett, Tax Collector/Treasurer; Michael Chiasson, IT Director

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

ANNOUNCEMENTS

Ms. Pine said she wanted to provide some information received earlier that day from the Dept of Public Health (DPH). She said that it had been announced that they had the first confirmed COVID-19 case in Groton last week. She said that the DPH was not going to provide communities with notices of individual cases any longer. She said that they were only going to update county data. She said that Nashoba Board of Health public health nurses contacted those who were positive, would monitor those infected and make assessments about those within close contact with those individuals (those who had been within 6ft for longer than 15 minutes). She said that those people would be asked to self-quarantine for 14 days. Ms. Pine said that the information she was providing would be posted on the Town's website. Ms. Pine said that HIPAA did not allow the Board of Health to release personal information. Mr. Giger said he was disappointed that they were not getting information from their local Board of Health. He said he was concerned that the State was shutting them off from the basic indications for planning purposes. He said he was not happy but not anything anyone of them could solve.

Mr. Haddad said that Mr. Giger asked for an every other day update on what they were doing in town. He said that he tried to cover this in his Town Manager's reports. Mr. Haddad said he would post reports every other day.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that everyone within the Town Hall, Library and Country Club had been sent home to work with the exception of the Senior Center staff. Mr. Haddad said that Town Hall employees were working hard and doing the best they could to meet the needs of the residents. Mr. Haddad said that the Senior Center was providing meals on wheels and rides to the stores, etc. Mr. Haddad said that the DPW was staffed with 3 individuals every day including Transfer Station and mechanic employees to keep essential work going. Mr. Haddad said that he issued a spending freeze last week adding he was concerned about revenues going forward.

Mr. Haddad said that he also wanted to talk about an issue at the Senior Center and an issue with how a roof drain was secured. He said that water came into the building over the weekend. Mr. Haddad said that they had a meeting with the insurance adjuster and contractor that day and would have another the next day to discuss next steps. Mr. Haddad said he was taking a hardline approach on this. He said that the drain should have been caught and this never should have happened.

Ms. Pine said she wasn't sure why they were pulling back on DPW operations. She said she was concerned about standard work not getting done. Mr. Delaney said he was directed to scale back. He said they had a lot of work that needed to be done. Ms. Pine said she was concerned about the MS4 work. Mr. Delaney said that the MS4 was a small piece of the work. Ms. Pine said that some things were not getting done and would pile up. Mr. Delaney agreed. Ms. Manugian said that part of the concern was she wasn't confident that people were following the rules and some things couldn't be done 6ft apart. She said she would always air on the side of more caution. Mr. Haddad said that he was directed last week at their meeting to scale back on DPW operations. Mr. Giger said that everyone needed to realize that they needed to keep an eye on financially on what needed to be done. He said that cash flow was critical. Ms. Pine said that pulling the highway workers off was not saving them any money adding they were still paying people.

Mr. Haddad said that Police and Fire operations were continuing well with no issues.

2. Mr. Haddad said that Governor Baker had closed all schools and daycares until May 4th, that the plastic bag ban was removed for now (even though it wouldn't go into effect in Groton until July 1), hand sanitizer needed to be provided to people visiting grocery stores, etc. Mr. Haddad said that he expected that the Governor would follow suit with the President in the coming days adding that the President extended the closures until the end of April. Mr. Haddad said that should the ban be lifted; he would recommend keeping Town Hall closed to the public but allow employees back in to work.
3. Mr. Haddad said that the Board of Health had declined to prohibit building construction in Town or restaurant take-out service. He said that they did however, reaffirm their support for actions taken by the Town Manager and Land Use Director to protect their employees and local construction workers. Mr. Haddad said that he met with their Land Use Staff, and had instituted the following Building Department Protocols:
 - a. The Building Department would continue to accept all permit applications, but would not issue any permits until at least April 7, 2020. He said that this date would be reviewed by the Town Manager to determine if it needed to be extended.
 - b. Exterior Property Inspections would be allowed as long as a particular inspector was comfortable performing said inspection.
 - c. Interior inspections in occupied buildings WERE NOT ALLOWED under any circumstances.
 - d. Interior inspections in unoccupied buildings could be performed as long as the inspector was comfortable performing said inspection and the attached questionnaire was completed and approved by the Building Commissioner and/or Fire Chief.

Mr. Haddad said that they had instituted these protocols for the protection of their employees. He said that they were also reviewing the State regulations with regard to Building construction as instituted by the Governor and would advise the Board of any action they would be taking to enforce those regulations. Mr. Haddad said that they provided the 2 major construction sites in town with a copy of the Governor's order. He said he would like the Board to adopt that tonight.

Mr. Haddad said that he sent a resident's email received earlier that day to Town Counsel and was waiting for a response. Ms. Pine said that her reading of the Governor's Order was that the Town was not going to change anything they were doing right now. Mr. Haddad said that his primary focus was protecting the inspectors and the residents. Mr. Giger said that the guidance provided by the MMA was unclear. Mr. Haddad said he was comfortable doing what they were doing at the local level to protect the inspectors and the community. Mr. Degen said that he disagreed on the construction activities. He said it was so hard to social distance in an enclosed construction site. Mr. Degen said the Governor was doing a great job but not with this one. Jason Weber, Chair of the Board of Health said that all of them could come up with hypothetical circumstances that could show potential risk. He said that they needed to take a fact-based approach. He said that making claims that people coming into their town could pose a risk was not helping matters. Mr. Giger asked how they could limit their own DPW employees but the State allowed construction sites to keep going. Ms. Manugian said she was going to ask for a motion in a minute to adopt the Order but asked what could be done for enforcement and monitoring. Mr. Haddad said that they handed out the document to various construction jobs asking them to adhere to the guidelines adding there was nothing they could do to enforce the State order. Ms. Haddad said he was not sure what they could do with the smaller jobs adding the only thing they could do was spot inspections possibly.

Ms. Manugian said she would entertain a motion to adopt locally the Governor's Order and subsequent clarification letter issued by Town Counsel, Attorney Ross. Ms. Pine made the motion. Mr. Reilly seconded the motion.

Mr. Degen said that this was an unfunded mandate asking who it would fall on. Mr. Haddad said that the permit could be pulled if found in violation by the Building Department. Mr. Degen said there were a lot of permits out there. Mr. Haddad said that they were doing the best they could. Mr. Degen said that they took on more liability within the Town if they adopted this. He said he would rather see the State take on the responsibility. Ms. Manugian said that there would be no enforcement if they left it up to the state. Mr. Degen said that they could follow Boston, Cambridge and Somerville and shut down construction. Ms. Pine said that there was the possibility that new guidelines could be issued tomorrow by the Governor. Ms. Pine said that they should allow people to seal things up if they went down that road. She said they should adopt this that day and see what the Governor said. Mr. Giger said that for the short term, they could accept this. Mr. Reilly asked who was going to enforce social distancing. He said that everyone needed to be responsible and take this seriously. He said that until the Governor fixed this, they would be nailing themselves into the ground. He said that they could drive themselves crazy with this adding everyone needed to be responsible and take care of themselves and for the sake of the people around them.

Roll Call: Manugian-aye; Giger-aye; Pine-aye; Reilly-aye; Degen-nay

Mr. Haddad said he would post the Order on the website and speak with the inspectors tomorrow. Mr. Degen said that there was a mandatory shut down day this week so that contractors could make sure protocols were in place. Ms. Manugian said that her understanding was that the shut-down day was for state projects adding smaller projects could pick any day and do the same. Mr. Haddad said he would speak with Bob Garside tomorrow.

4. Mr. Haddad said that they were going into Executive Session later on to discuss union contracts. Mr. Haddad said that they were self-insured with their unemployment. He said that they were responsible for 36% of payroll expenses. He said that the federal government as part of recent guideline changes said they (the Town) would only be responsible for 50% of the 36%. He said it was complicated right now adding there were still things to be looked into. Ms. Pine said that reality was the money paid out for unemployment came from the Town and didn't mean they would be saving money. Mr. Reilly asked if they would be reimbursed for certain payroll costs. Mr. Haddad said that they were tracking all costs relative to COVID-19. He said that should they be able to apply for reimbursement, the Town would be ready to go. Ms. Dufresne said it could take a while but that they would get some sort of reimbursement.
5. Mr. Haddad said that the moratorium on public meetings expired that day. He said he was recommending that the Board lift the moratorium and allow Boards and Committees to meet only if absolutely necessary to conduct Town Business. Mr. Haddad recommend that meetings be held virtually on Zoom only and was not recommending that they open up Town Buildings for meetings at this time. He said that he would work with the various Boards and Committees and their IT Department to coordinate any meetings. Mr. Haddad said that all meetings must be posted with 48 hours' notice in compliance with the Open Meeting Law. He added that in order to allow for better public access to meetings, they would start using the Webinar Function on Zoom, a function that allowed the public to actually join the meeting and participate when called on by the Chair.

Ms. Manugian asked if the Board allowed the Town Manager to work with the Boards and Committees to schedule virtual meetings, if it would be onerous on him to do that. Mr. Giger said that it should be appealable to the Select Board. Ms. Pine asked if the use of Zoom was allowable for public hearings. Mr. Bouchard said that they needed to obtain an interpretation from Town Counsel on that. Ms. Manugian said that the rules needed to be clear if they allowed this. Takashi Tada said that the Historic Districts Commission would have ordinarily have had a meeting planned for April 21st adding they needed to advertise tomorrow as per their regulations if this moratorium was lifted. Mr. Haddad said he would advertise the public hearing adding they could be cancelled if they needed to. Mr. Haddad said he would put together a protocol for the Board to review tomorrow. Mr. Haddad said he wanted to allow Boards to carry on with Town business by allowing them to meet. Ms. Pine said she was in favor of allowing boards to meet and thought they could initiate the request with Mr. Haddad.

Ms. Pine moved that the Select Board authorize Committees to meet, following certain protocols beginning with a meeting request being made to the Town Manager added that all meetings were to be held virtually with as much public input allowed and could be managed. Mr. Degen seconded the motion. Roll Call: Manugian-aye; Pine-aye; Giger-aye; Reilly-aye; Degen-aye

6. Mr. Giger mentioned the reading of a letter into the record from Alan Hoch. Ms. Manugian said that they could add it to the minutes. Ms. Pine said that Mr. Hoch did not think they should be allowing Indian Hill to continue construction per his interpretation of the Governor's order.
7. Mr. Degen referred to an email from March 16, 2020 that a resident would like read into the record. Ms. Manugian said that they were not talking about payroll right now adding they could discuss it during Executive Session.
8. Mr. Haddad said that the Town Election was discussed on a conference call that day. He said that they referenced the state law and delays the elections per state law. Mr. Haddad said that the town's bylaw changed the election per the change in the town meeting date. He said nomination papers were now due on April 21st. Mr. Bouchard said that they were good with their revised dates. Mr. Bouchard said that the deadline to pull papers was April 17th. He said that he would like to do things by email and encouraged interested persons to call him or email him. He said that 50 signatures would still need to be obtained. He said that they would try to be creative and work with people on ways they could obtain 50 signatures while social distancing.
9. Mr. Haddad said that they should consider delaying some warrant articles until the fall and take them off this warrant. Mr. Haddad said that he provided the Board with a recommendation on what should move forward and what should not. Ms. Pine said that she had heard that this virus could ramp up again in the fall and questioned the possibility of acting on postponed articles then. Mr. Degen asked if there had been new guidance from the State on town meeting rules. Mr. Degen said that they should go through the recommendations and then add anything they wanted to. Mr. Haddad provided the following recommendations:

<u>Article</u>	<u>Action Proposed</u>
1 Hear Reports	Move Forward at Spring Town Meeting
2 Elected Officials Compensation	Move Forward at Spring Town Meeting
3 Wage and Classification Schedule	Move Forward at Spring Town Meeting
4 Fiscal Year 2021 Operating Budget	Move Forward at Spring Town Meeting
5 OPEB Trust Fund	Move Forward at Spring Town Meeting
6 FY 2021 Capital Budget	Move Forward at Spring Town Meeting with the exception of the following items:
	<i>Ambulance 2 Replacement</i> \$325,000
	<i>Dump Truck Debt</i> \$40,000
	<i>IT Infrastructure</i> \$40,000
	<i>Tractor Trailer Debt</i> \$40,000
	<i>Police Cruiser</i> \$56,570
	<i>Triplex Mower Lease</i> \$5,100
7 Police Department Generator	Move Forward at Spring Town Meeting
8 Environmental Consulting Services	Delay Action Until Fall Town Meeting
9 Create a Stormwater Enterprise	Move Forward at Spring Town Meeting
10 Special Legislation on Town Trust Funds	Delay Action Until Fall Town Meeting
11 Complete Streets Engineering	Delay Action Until Fall Town Meeting
12 Acquire Parcel on Land/Station Ave.	Delay Action Until Fall Town Meeting
13 Mosquito Control Project	Remove and Not Act On
14 CPA Funding Accounts	Delay Action Until Fall Town Meeting
15 CPA Funding Recommendations	Delay Action Until Fall Town Meeting
16 Zoning - Codification	Move Forward at Spring Town Meeting
17 Zoning - Site Plan Review	Delay Action Until Fall Town Meeting
18 Zoning -Attached Accessory	Delay Action Until Fall Town Meeting
19 Zoning - Detached Accessory	Delay Action Until Fall Town Meeting
20 Amend Chapter 128 - Dogs	Delay Action Until Fall Town Meeting
21 Acceptance of Amelia Way	Move Forward at Spring Town Meeting
22-32 Consent Agenda	Move Forward at Spring Town Meeting

Ms. Pine left the virtual meeting and returned a few minutes later at 8:33pm.

There was a discussion about the sprinkler system project at the Prescott School that was currently out to bid right now with bids being due on April 15th and any effect delaying that article would have. Ms. Pine said that she would want to hear from the applicants who had CPC applications about any delays. Ms. Pine asked about whether they would get bids on the sprinkler system. Mr. Haddad said that people were requesting the bid specs but he wasn't sure if and how many people would bid.

Ms. Pine said that the dog bylaw delay would add to the risk that they were in conflict with State law. Mr. Haddad said that waiting until the fall allowed a case currently being adjudicated in the courts time to work itself out and allowed for more attendance at the Fall Town Meeting.

Ms. Manugian said she would entertain a motion to move forward with the recommendations made by the Town Manager. Ms. Pine said she was generally in favor of this but asked if they could wait another week to receive answers on a couple of questions they had posed. Mr. Degen said he didn't see any reason to move forward that night and thought holding off a week was reasonable.

Mr. Robertson said that the budget approved so far was to be reviewed on April 21st by the Finance Committee adding he was going to suggest not moving forward with funding Sargisson Beach lifeguards and weed management at Baddacook. He said that the unknowns at this time needed to be considered. Mr. Haddad said that the FY20 meals and room tax revenue was received that day. He said that that meals tax put them over the budget projections by \$11k and the room tax was about under budget by \$8K. Mr. Haddad said that they would not exceed that next year as they thought they would due to this pandemic. Mr. Degen said that the school department had been talking about layoffs and furloughs. He said that that money would not stay with the schools but come back to the towns. It was discussed that that money would go back into free cash. Ms. Dufresne said that if they didn't need it to cover a revenue deficit, then it would flow back to free cash.

MINUTES

Ms. Pine moved to approve the meeting minutes of March 23, 2020 as presented. Mr. Reilly seconded the motion. Roll Call: Reilly-aye; Giger-aye; Degen-aye; Pine-aye; Manugian-aye

Mr. Haddad asked the Board to enter into Executive Session pursuant M.G.L., c. 30A, §21(a), clause 3 – "To discuss strategy with respect to collective bargaining or litigation in an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares." Mr. Haddad said that they would exit out of this webinar and enter a new meeting. Ms. Manugian said that they would not return to Open Session.

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

The regular meeting adjourned at 8:54pm.

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved:

**SELECT BOARD MEETING MINUTES
MONDAY, APRIL 6, 2020
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; Melisa Doig, HR Director; Patricia Dufresne, Town Accountant; Michael Bouchard, Town Clerk; Jonathan Greeno, Principal Assistant Assessor; Bud Robertson, Finance Committee Chair; Michael Hartnett, Tax Collector/Treasurer; Michael Chiasson, IT Director

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

ANNOUNCEMENTS

Ms. Pine said that Loaves and Fishes announced last week that they were closing temporarily. She said that Kathy Shelp and the COA coordinated within minutes with a few others in Town to set up an interim food pickup arrangement.

Ms. Manugian said she wanted to thank all employees for everything they were doing during these trying times. She said that the Board couldn't appreciate the staff more and wanted to make sure they were aware of that.

TOWN MANAGER'S REPORT

1. Mr. Haddad provided the following updates of the Town Departments (from Town Manager's Report):
 - *The DPW was back to full work with new safety protocols in place as approved by the Chair. In addition, all bag sales have ceased at the Transfer Station. Bags are still required for the disposal of trash and they can be purchased at Shaw's, Country Farms Convenience and Shop and Save in Ayer. It is approaching the time of year for residents to purchase stickers for access to the Transfer Station. Ordinarily, stickers are sold at the Transfer Station and the Town Clerk's Office. We are working on a plan to implement online sales only. I will report back to the Board once this is put into place.*
 - *The Finance Team met last week to review the Town's finances and tax collections over the last several days. We have posted over \$400,000 in tax collections last week. Dawn Dunbar has been designated to get the mail from the post office once a week. After a 24-hour quarantine period, mail will be sorted and given to the various departments. In addition, payroll was completed last week and all employees received their pay by direct deposit. The Assessors will schedule a meeting later this week or next to start reviewing abatement applications. The Town Accountant is in the process of preparing an expense warrant for issuance on April 9th. Open enrollment activities continue with our HR Director. The Finance Offices have been very busy this past week.*
 - *The Public Safety Officials also met. They continue to provide excellent services to our residents. We are very fortunate that we are not experiencing any sick employees and remain at full strength. They continue to review and update their COVID-19 protocols to ensure employee safety.*
 - *As voted by the Board, I have notified Boards and Committees that they can start meeting again. We are working with IT, Cable and the Town Clerk to schedule meetings on Zoom. I have asked Town Counsel how to address public hearings. I will amend rules on meetings once received.*
 - *With regard to Building activity, last Monday the Board had adopted the Governor's Regulations with regard to building construction in Groton. However, the Governor changed those protocols on Tuesday to further restrict construction and issued new regulations on Thursday. I have attached those regulations to this report for your review. We have posted these regulations on line and alerted the public and various construction jobs that they have been updated. The original protocols put into place by me have not changed and we will continue to follow them. On a related note, Indian Hill Music has halted all construction activities until this crisis is over. I have also asked the Board of Health to review these new regulations and weigh in on them and provide any necessary guidance. He said that the Board of Health voted unanimously to enforce the Governor's regulations so that the Town could enforce them. He said that Indian Hill had halted their construction activities and were in the process of securing their site. He said that the Groton School cafeteria project might be an issue. He said that they had petitioned the state to get permission to be an essential construction site. He said that they provided their COVID-19 safety plan also and were waiting to hear back from the state.*

Mr. Degen asked if the Board of Health discussed how to move forward with all construction. Mr. Haddad said that the BOH had voted to follow the Governor's order which the Town could now enforce as projects locally were not considered essential construction operation. Mr. Haddad said that he and Mr. Degen discussed only allowing one trade on a construction site at once and would work to come up with some potential guidelines on that.

- *With regard to the water damage at the Center in West Groton, Tom Delaney, Quintin Shea and I met with our insurance adjuster to develop a plan to repair the building. We came away in agreement that the damage was caused by the negligence of the Plumber on the original construction job. Our insurance company has approved a plan to replace all damaged areas and will subrogate against the Plumbers insurance company. We hope repair work will begin ASAP.*

Ephraim and Michelle Hirschfield via chat asked if because other towns are allowing residential construction with inspections done electronically why Groton was different than other towns? Mr. Haddad said that this situation the Hirschfield's were referring to was an interior electrical inspection adding he was not allowing the electrical inspector into occupied spaces at this point adding it could not be inspected electronically.

2. Mr. Haddad said that the Governor had extended the stay at home order through May 4th adding the Town's stay at home order expired tomorrow at noon. He asked the Board to consider extending their stay at home order through May 4th. He said that he had asked Tom Delaney to have the Town Hall cleaned more frequently adding that he was finding more employees needed to get into the office for files, etc.

Ms. Pine moved to extend the stay at home order in Groton issued by the Governor until May 4, 2020. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Reilly-aye; Degen-aye; Giger-aye; Manugian-aye

3. Mr. Haddad said that they had an issue with too many people using Sargisson Beach over the weekend. He said that cars were parked along Whiley Road due to the parking area being closed. Mr. Haddad said that the Police Department asked everyone to leave the beach yesterday for lack of social distancing. Mr. Haddad said that he was going to ask the Board to allow for non-criminal disposition fines to be issued using a three-strike system. He said that the BOH voted to close the beach earlier that night.

Ms. Manugian left the meeting at 7:25pm.

Ms. Pine said that she originally thought people were using the beach to fish. Mr. Haddad said that people were congregating there, not just fishing. Mr. Giger said that there was a concrete fishing pier on the northern side of the area. He said that they congregated there.

Ms. Manugian rejoined the meeting at 7:26pm.

Mr. Degen asked if Mr. Giger wanted the fishing pier closed also. Mr. Haddad said that they were going to close off the beach and fishing, adding that was what was discussed with the BOH.

Ms. Pine moved to support the closure of the beach by the BOH and authorize the Police Department under Section 21D to issue fines. Mr. Giger said he could only vote for this if people walking the trails and boat ramps were exempted. Mr. Haddad said that that was the case. Mr. Giger seconded the motion. Roll Call: Pine-aye; Reilly-aye; Degen-aye; Giger-aye; Manugian-aye

4. Mr. Haddad asked the Board to vote to extend allowance for him and Mr. Giger to continue signing the warrant through May 11th.

Mr. Degen moved to authorize Mr. Giger and Mr. Haddad to sign warrants on behalf of the Board through May 11th. Ms. Pine seconded the motion. Roll Call: Pine-aye; Reilly-aye; Degen-aye; Giger-abstain; Manugian-aye

5. Mr. Haddad said that he had suggested last week the delay of some warrant articles. He reviewed the articles he had suggested they keep. He said that a couple of members wanted the capital items list dialed back further. He said he would delay the police cruiser until the fall but thought they needed to keep IT infrastructure, the dump truck debt, the mower lease and tractor debt. He said that he wanted to keep the ambulance replacement also adding it was coming from EMS receipts. He said that the ambulance really needed to be replaced adding it was costing them

more to fix it. Ms. Manugian asked if IT equipment would still be spent judiciously because of the spending freeze. Mr. Haddad said that it would.

Mr. Haddad said that he spoke to 3 members of the CPA. He said that 2 members agreed with moving forward with the Prescott School sprinkler system adding one member wanted to wait on all articles. Mr. Haddad said that he sent the Board an email over the weekend asking them to consider allowing the Housing Coordinator position using CPA funds to also be added to the warrant. He said that if they did not move forward with it, they would not be able to move forward with that position and wanted to fund that.

Mr. Haddad said that they would post the warrant on May 1st so that the meeting could be held on May 18th. Mr. Kauppi said that the Moderator could delay the meeting for unlimited 30-day extensions until the emergency was lifted. Mr. Haddad said that he was concerned about not having a Town Meeting because of the need for an approved budget on July 1. Mr. Haddad said that the Select Board could also extend the election by no later than June 30th. Mr. Degen asked that if the election had to be moved off, what would happen to the terms due to expire. Mr. Bouchard said that the elected members would serve until a successor could be named by election.

Mr. Kauppi said that if they could hold a meeting, he wondered if people would be comfortable attending. Mr. Degen said that social distancing would be an issue. Mr. Degen said he would not be comfortable meeting inside the Performing Arts Center. Mr. Kauppi said that they would not have a town meeting if they were in a state of emergency and wanted to make sure the public was aware of that.

Mr. Haddad asked the Board to vote to adopt his recommendations for the Spring Town Meeting so that they could move forward with final touches on the warrant. He said that he would like to still hold the public hearing next week adding they had the capabilities to do so via Zoom. He said it was important to follow their usual practice as much as possible.

Ms. Pine moved to support the recommendations of the Town Manager on which articles to include on the warrant and scheduled public hearing on Monday, April 13th at 7:15pm as advertised. Mr. Degen seconded the motion. Roll Call: Pine-aye; Reilly-aye; Degen-aye; Giger-aye; Manugian-aye

6. Mr. Haddad said that he left time on the Agenda for the Board to consider implementing a hiring freeze effective immediately.

Mr. Giger made a motion to implement a hiring freeze effective immediately until lifted. Mr. Degen seconded the motion. Roll Call: Pine-aye; Reilly-aye; Degen-aye; Giger-aye; Manugian-aye

7. Mr. Haddad said it was time for the Board to approve the annual fuel storage licenses. Mr. Haddad read the attached list into the record.

Ms. Manugian made a motion to approve the annual fuel storage licenses as read. Mr. Degen seconded the motion. Roll Call: Pine-aye; Reilly-aye; Degen-aye; Giger-aye; Manugian-aye

Mr. Haddad asked the Board to approve a fuel storage license for AL Prime.

Ms. Manugian made a motion to approve a fuel storage license for AL Prime. Ms. Pine seconded. Roll Call: Pine-aye; Reilly-aye; Degen-aye; Giger-aye; Manugian-aye

8. Mr. Haddad said that he met with the Finance Team that morning to discuss the budget. He said that they looked at what needed to be done to balance the budget. He said that they received the school assessment at what they anticipated adding they had no choice but to bring that forward unless the schools decided to lower that amount. He said that he had a discussion with Malena Gilbert that morning also and suggested that they all meet in a joint session next Wednesday, April 15th (Select Board, Finance Committee and School Committee).

Ms. Gilbert said that the School Committee had conducted a few special meetings recently because of things changing on a weekly basis. She said that they had made changes already because revenues might not be as projected at this time. She said that they would have a raw preliminary discussion on what would not be spent and what would flow to E&D at the end of the year adding they would have a realistic idea of what they would have to offset the FY21 assessment. She said that they were trying to look at creative solutions so as to not affect the education of the children. She added that 13 districts were trying to negotiate with Dee Bus relative to the contract. Mr. Degen asked if the bus drivers had been furloughed or were being paid. Ms. Gilbert said that it was her understanding that they had been furloughed adding they had requested further information which they had not received yet.

Mr. Haddad said that they talked about new growth and how they were carrying \$15M. He said that right now they were in a construction freeze and was afraid they weren't going to make \$15M in new growth. He said that there was no way they would make that number by June 30th adding they dialed that back to \$10M or a decrease in \$86,900. He said that people were not buying new cars already adding this could be an issue moving forward. He said that they cut the estimate back by \$100K. He said that the meals tax and room occupancy tax would have been blown away had COVID-19 not happened. He said that based on the crisis, they reduced that back by \$150K. He said that they cut back fees by \$40K and the Country Club by \$50K because they weren't doing the roof. He said that the Country Club budget might have to be reduced further in the fall. He said that that left them with a deficit of \$426K. He said that they reduced the budget by \$43K (lifeguards and weed treatment). He said that he was suggesting paying off the snow and ice deficit from free cash. He suggested taking \$283,900 from free cash or stabilization funds to balance the budget.

Mr. Robertson said that the stabilization fund was their rainy-day fund and where the money should come from adding that free cash was anticipated to be lower than normal already. Mr. Giger said he was concerned about not funding the \$15K for Baddacook weed treatment and about letting it go a year. Mr. Haddad said that the Water Commission had pulled back their \$10K contribution already adding they needed that money to help fund it. Mr. Degen said that he wanted the Town Manager to find \$25K to fund this. He said that the progress at Baddacook had been huge and wanted to see them fund that. Mr. Degen said he was uncomfortable tapping into free cash for a shortfall adding stabilization was there for a reason. Mr. Haddad said that he agreed with him adding he wanted to make sure that tapping into stabilization didn't hurt their bond rating with Wall Street. He said that they would have a better understanding in the fall.

9. Mr. Haddad said that Mr. Giger had provided a proposal for the Town Manager's review policy adding Ms. Pine sent some comments earlier that day. Ms. Manugian said that Ms. Pine's proposal only brought back a meeting forum where the Board would discuss inclusion of comments. Mr. Giger said he wasn't comfortable with adding in comments because the comments caused the greatest amount of problems in the past. Mr. Giger said that if they wanted to continue having the addition of comments, they should go back to what they used. Mr. Degen said he liked Ms. Pines comments fundamentally but practically the comments would create problems. He said he would support Mr. Giger's version as is. Ms. Manugian said that she saw a difference between what they had done with comments before and what Ms. Pine was suggested. She said that a straight numerical process would not capture all strengths and weaknesses. She thought it was worth a try and thought they had the means to change the process should it not work. She said that the Town Manager should have an opportunity to be involved or able to respond. Mr. Reilly said that having done many evaluations, it would be difficult to get 5 people to agree on comments. He said that usually either an exceeding or a needs improvement should warrant a comment by an individual evaluator but was not as easy with 5 people. Ms. Manugian said she felt as though some level of comments needed to be included. Ms. Pine said that this was an attempt to put something down and provide them with an opportunity to meet in public to discuss this adding the OML didn't allow them to talk outside of a meeting. She said she didn't see them coming together discussing comments as an issue adding they were working well together as a Board and with the Town Manager. Mr. Giger said that a numerical system would provide clearer guidance to the employee. Mr. Giger added that waiting 12 months to provide feedback on an issue was not fair to the employee and should not be brought up in a review. Ms. Manugian said that she thought they should try this. Mr. Giger said if that was the case, they should stay with what they were using. Mr. Degen said that he would love to find a way to incorporate what

Ms. Pine provided but thought it created a lot of problems in the past. Mr. Degen said that if Ms. Pine and Ms. Manugian could come back with something for next week's meeting that he could consider, he would. Ms. Pine said that this was a different Board and thought that trying this could work. Ms. Manugian asked if it would be okay if they brought something back next week. The Board was agreeable to that.

OTHER BUSINESS

Mr. Hartnett talked about specific tax reliefs available to the Town because of the COVID-19 pandemic adding they needed to be adopted by the Select Board. He said that they should extend the tax bill due dates to June 1, 2020, waive interest and fees on all tax bills due after March 9, 2020 if paid by June 30th, and extend filing deadline for exemptions to June 1, 2020. Ms. Manugian asked if they could schedule that for their next meeting. Mr. Haddad said that he would bring something back to their next meeting.

MINUTES

The Board asked to hold off on minutes approval for another week.

The meeting was adjourned at 8:53pm.

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved:



TOWN OF GROTON

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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

MEMORANDUM

TO: Mark Haddad, Town Manager
FROM: Dawn Dunbar, Executive Assistant
DATE: April 1, 2020
RE: 2020 License Renewals – Fuel Storage

The following licenses require Select Board approval for renewal:

- 1. Deluxe Corporation**
License to expire on April 30, 2021
Located at 500 Main Street
Fuel Storage license originally granted on 12/15/2003
- 2. Groton School**
License to expire on April 30, 2021
Located on Farmers Row
Fuel Storage license originally granted on 12/15/2003
- 3. Global Montello Group Corp.**
License to expire on April 30, 2021
Located at 6 Boston Road
Fuel Storage license originally granted on 3/25/2002
- 4. Groton-Dunstable Regional School District**
License to expire on April 30, 2021
Located at 342 Main Street
Fuel Storage license originally granted on 12/15/2003
- 5. Energy North (Haffners)**
License to expire on April 30, 2021
Located at 318 Main Street
Fuel Storage license originally granted on 11/01/2004
- 6. NESSP**
License to expire on April 30, 2021
Located at 1003 Boston Road
Fuel Storage license originally granted on 12/12/2016

7. A.L. Prime Energy, Inc.

License to expire on April 30, 2021

Located at 619 Boston Road

Fuel Storage license originally granted on 7/13/2009