

# Select Board Meeting Packet

May 4, 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, MAY 4, 2020  
AGENDA  
VIRTUAL MEETING  
BROADCAST ON ZOOM AND THE GROTON CHANNEL  
PURSUANT TO GOVERNOR'S EXECUTIVE ORDER  
CONCERNING THE OPEN MEETING LAW  
ZOOM MEETING ID: 853-4795-6867**

7:00 P.M. Announcements and Review Agenda for the Public

7:05 P.M. Public Comment Period

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

1. Select Board's Agenda Schedule
2. Address Any Changes in Emergency Protocols – Update On Town Action – Discuss with Moderator Change of Town Meeting Date
3. Review Any New Information from the Commonwealth – Consider Extending Stay at Home Order
4. Review and Approve the Memorial Parks and Common Policy and the Meetings on Holiday Policy
5. Continue Review of Town Manager's Review Policy and Procedure
6. Review and Approve Town Manager's Proposed Protocols for Re-Opening Town Buildings, Including Requiring Masks Be Worn in all Public Buildings
7. Approve Proposed Article Assignments for 2020 Spring Town Meeting
8. Update on Select Board Schedule through the 2020 Spring Town Meeting
9. FY 2021 Budget Update

### OTHER BUSINESS

#### ON-GOING ISSUES – For Review and Informational Purposes

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

### SELECT BOARD LIAISON REPORTS

II. Minutes: Virtual Meeting of April 27, 2020

III. Executive Session: Pursuant to Massachusetts General Laws, 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” – Purpose – Collective Bargaining with the Town's Seven Unions.

### ADJOURNMENT

Notes 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:** *May 4, 2020*

1. Other than the Town Manager's Report and an update on the On-going issues list, there is nothing else scheduled on Monday's Agenda.
2. The following is a summary of what has transpired since you met last Monday evening with regard to protocols and Department/Town Hall activity. There are a couple of action items contained within this summary:
  - a. I issued a press release on Tuesday updating the Public on action taken by the Select Board last Monday including postponing the Memorial Day Parade, changing election hours and instituting a temporary leash law.
  - b. I issued my weekly update on the Groton Channel.
  - c. I attended the Florence Roche Building Committee Meeting (by Zoom) last Tuesday evening. There are a couple of important updates from this meeting. First, the project continues to be on track. The Building Committee has been meeting twice a month with our OPM and Architect. Based on these meetings, the Committee has finalized the Preferred Schematic Report (PSR) for submission to the MSBA on May 5<sup>th</sup>. The submission of the PSR is the next important step for the project. It is the preferred project of the Building Committee. The Building Committee has voted unanimously to recommend the construction of a new Florence Roche Elementary School on the site of the current Middle School Track. The size of the building is approximately 110,000 square feet and the estimated cost is approximately \$80 million. The next step in the process is for the Town to meet with the MSBA on June 3, 2020. From there, the Project will be presented to the MSBA Board of Directors for approval on June 24<sup>th</sup>. Once approved by the Board of Directors, we move into schematic design. This is a very important milestone. Second, we need to discuss how to bond this project should it be approved by the MSBA and Town Meeting. According to Bond Counsel, the Town of Groton cannot bond this project because it is not allowed in the regional agreement. It will have to be bonded by the District, which will require a vote of approval by both Town Meetings in Groton and Dunstable. We would need to amend the regional agreement to allow an individual Town to bond the project. I would like to discuss this in more detail with the Board.

***Continued on next page – Over >***

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**2. Continued:**

- d. We finalized the Warrant for Town Meeting and sent it to the Printer. Residents should have received the Warrant in the mail over the weekend. In addition, the Constable posted the Warrant last Thursday.
  - e. Due to the fact that Town Meeting will most likely not be held on May 18<sup>th</sup>, I have invited Town Moderator Jason Kauppi to the meeting to discuss alternatives. As you are aware, the Moderator, after consulting with the Select Board and Board of Health, can use his emergency authority under state law to change the date and location of the meeting. We are also in the process of developing a plan to address the FY 2021 Budget should Town Meeting need to be extended past June 30<sup>th</sup>. I will have more information for the Board at Monday's meeting. In addition, please note that regardless of the date of Town Meeting, the Annual Town Election will take place on June 9<sup>th</sup> from 1:00 p.m. to 7:00 p.m. We are actively notifying voters of the Absentee Ballot process.
3. Since the Governor has extended the shelter-in-place and non-essential business order through May 18, 2020, I would respectfully request that the Select Board extend your local order through that date as well. This will keep the Town Hall, Center in West Groton, Country Club and Public Library closed to the public through this date. In addition, employees will continue to work remotely.
4. Enclosed with this report for your review and approval are the Memorial Parks and Common Policy and the Meetings on Holiday Policy. I would ask the Board to consider approving both of these policies at Monday's meeting. Please note that the Park Commission will be meeting on Tuesday, May 5<sup>th</sup> to consider adopting the Parks and Common Policy.
5. As discussed previously, the Chair has contacted Labor Counsel about the Town Manager Review Policy. It appears that any option the Board adopts relative to the policy would be appropriate. Enclosed with this report is a summary of the options available to the Board for consideration. In addition, Select Board Member Pine is proposing an additional policy for Board consideration that would provide for a "Mid-Year Check-In" between the Select Board and Town Manager. It is also enclosed with this report for Board review and consideration.
6. As discussed last week, I have drafted Protocols for the reopening of Town Hall to employees and the public once the Governor and Select Board lift the shelter-in-place, non-essential business orders. These protocols were drafted in conjunction with our local Health Agent and Fire Chief. They have been reviewed and commented on by all Town Hall employees and Department Heads. I believe they are comprehensive and will allow for a safe return to work for our employees and opening of our municipal buildings to the public. In addition, our Country Club General Manager has drafted protocols for the opening of the Country Club and the Conservation Administrator has drafted protocols for the opening of the Farmers Market. All three sets of protocols are attached to this report for your review and consideration. I would respectfully request that the Select Board adopt these protocols at Monday's meeting. Please note that part of the proposal for the opening of Public Buildings is to require that masks be worn in all public buildings. As I recommended last week, pursuant to M.G.L., c.40, §3 and M.G.L., c.111, §104, I would ask the Board to vote to require that masks be worn by the public when conducting business within all Town owned buildings. We can discuss all of this in more detail at Monday's meeting.

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7. I would propose the following Article assignments for the 2020 Spring Town Meeting:

<b>Article</b>		<b>Individual Assigned</b>
<b>1</b>	Hear Reports	Rebecca Pine
<b>2</b>	Elected Officials Compensation	Alison Manugian
<b>3</b>	Wage and Classification Schedule	Josh Degen
<b>4</b>	Fiscal Year 2021 Annual Operating Budget	Finance Committee Members
<b>5</b>	Appropriate FY 2021 Contribution to the OPEB Trust Fund	John Reilly
<b>5</b>	Fiscal Year 2021 Capital Budget	Josh Degen
<b>7</b>	Create a Stormwater Enterprise Fund	John Giger
<b>8</b>	Community Preservation Funding Recommendations	CPC Members
<b>9</b>	Amend Zoning Bylaw – Bylaw Codification	Planning Board Member
<b>10</b>	Acceptance of Amelia Way as a Public Way	John Reilly
<b>11-20</b>	Consent Agenda	Alison Manugian

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

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

Monday, May 4, 2020 - Already Posted

Monday, May 11, 2020 - Continue to Review Protocols to Re-open Public Buildings  
Quarterly Executive Session Review/Release  
Review Draft Housing Production Plan

Monday, May 18, 2020 - 2020 Spring Town Meeting (Subject to Change – Will update for next meeting).

9. As is our practice, I have set aside time on the Agenda for the Board to discuss any issues related to the proposed FY 2021 Operating Budget. I will provide the Board with any necessary updates the meeting.

MWH/rjb  
enclosures



# SELECT BOARD POLICY

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Policy Category:	Board
Policy Number:	BOA – 2019 – 12
Latest Revision Date:	May 4, 2020

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

### I. Purpose and Scope

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

### II. Process

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



## SELECT BOARD POLICY

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

### III. Criteria

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



# SELECT BOARD POLICY

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Policy Category:	Board
Policy Number:	BOA – 2019 - 11
Latest Revision Date:	May 4, 2020

**POLICY NAME: MEETINGS ON HOLIDAYS POLICY**

**I. PURPOSE AND SCOPE**

The purpose of this policy is to establish guidelines for public meetings on holidays for all Town Boards and Committees.

**II. POLICY**

- A. It is the policy of the Select Board that no Town Board or Committee shall hold regularly scheduled meetings on any recognized and/or declared Local, State or Federal holiday including religious holidays, except under emergency circumstances.
- B. All boards, committees, commissions are strongly encouraged to recognize and adopt this practice.

The Town Manager Evaluation process is on the agenda for Monday night and I would like to conclude this topic at that meeting. I spoke with Atty Maser and will provide more detail at our meeting. Regardless of the approach and process an employee retains the right to attach a memo to any item in their personnel file.

At this point there are the following alternatives:

1. Proceed forward as presented by Member Giger in past meetings – evaluation is purely numerical and only the summative document is retained long term.
2. Proceed forward by adding individual member ½ page comment opportunity to the numerical evaluation presented in item #1. Regulations would need to set expectations such that a future comment submission not in compliance could be rejected by the Select Board. Long term retention could include summative document and comments only.
3. Proceed forward by adding individual member ½ page comment opportunity to the numerical evaluation presented in item #1. Regulations would need to set expectations such that a future comment submission not in compliance could be rejected by the Select Board. Long term retention would include individual numerical responses, summative document and comments.

The purpose of this policy is to provide a Mid-Year Check-In between the Select Board and the Town Manager, in order to identify and address any issues and highlight any strengths.

At their first meeting after Thanksgiving, the Select Board will include a Mid-Year Check-In Discussion with the Town Manager on their agenda. The discussion will take place in Open Session. Both the Town Manager and all members of the Select Board will have an opportunity to share their comments about how the Town's business is being managed.

The Mid-Year Check-In shall serve as a supplement to the Annual Town Manager Review, but shall not be recorded in any way, other than in the minutes of the meeting when it is discussed.

## PROTOCOLS FOR RE-OPENING TOWN HALL, THE CENTER, AND GROTON COUNTRY CLUB TO THE PUBLIC

When the Governor of the Commonwealth of Massachusetts lifts the Non-Essential Business and Shelter at Home Order, the Town of Groton will institute the following protocols to re-open Town Hall to the Public:

1. The Town of Groton will re-open Town Hall to employees only on the following Monday after the Governor lifts the order. The buildings will remain closed to the Public for an additional thirty (30) days from the Monday after the Governor lifts the order.
2. During the month period that the buildings are closed to the public, appointments of a critical nature as approved by the Town Manager can be made by residents/public with a particular department. Any appointment made will be held in the first-floor meeting room where a table with a "plexi-glass" divider will be set up. Both the employee(s) and the member(s) of the public will be required to wear masks during any meeting. When the Town Hall and the Center in West Groton are reopened to the public, members of the public will be required to wear masks when in the Buildings.
3. Committee and Board meetings will be continued to be held virtually (by Zoom) for a period of three (3) months after the Governor lifts the Order, or until September 1, 2020, whichever comes later.
4. Employees will be asked to return to work under the following conditions:
  - a. Department Heads will return to work for their normal weekly hours beginning on that Monday. Department Heads that have an underlying medical condition that makes them susceptible to COVID-19 will continue to work from home until such time as the Town Manager, in consultation with the employee, requires them to return.
  - b. Administrative Staff will return to work two weeks after the Department Heads return, unless these employees have been reporting to work on a regular basis since the Emergency Order was issued by the Governor. This would include employees at the Center of West Groton and the Country Club Staff. Administrative Staff that have an underlying medical condition that makes them susceptible to COVID-19 will continue to work from home until such time as the Town Manager, in consultation with the employee, requires them to return.
  - c. Departments with more than one employee working in an open area (i.e., Treasurer's Office, Land Use Departments, Water/DPW) will institute a shift schedule so that not more than two employees will be in an office at any given time. Employees in those departments will be required to wear a mask when more than one employee is present. The shift schedule will be developed by the Department Head and approved by the Town Manager.

- d. Any programs that are run at the Center in West Groton shall not exceed the current recommendations for gatherings issued by the Center for Disease Control or the Massachusetts Department of Public Health. Social Distancing guidelines will be strictly adhered to in any program.
5. Prior to the start of any shift at the Town Hall or Center in West Groton, the following will be required by each employee entering the Town Hall or Center in West Groton:
- Employees shall certify to their supervisor that they:
- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours. Temperatures shall be taken at the entrance of each building (at Town Hall only the Rear Entrance will be used for access to Town Hall) to certify that an employee's temperature is not above 100.3 degrees. There shall be hand sanitizer located at each entrance. Employees shall use this sanitizer on their hands when entering the building.
  - Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
  - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
  - CDC recommends that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100° F [37.8°C]), or signs of a fever without the use of fever-reducing medications.
6. Further, employees exhibiting symptoms or unable to self-certify shall be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.
7. In addition, the following rules shall be strictly enforced for all employees:
- Employees shall wear masks in common areas of the building. Masks will not be required in individual offices unless a condition exists where more than one (1) employee is present.
  - No handshaking
  - Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
  - A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.

- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing.
- All restroom facilities/porta-potties should be cleaned and handwashing stations must be provided with soap, hand sanitizer and paper towels.
- All surfaces should be regularly cleaned, including surfaces, door handles, laptops, etc.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day but preferably twice a day.
- Be sure to use your own water bottle, and do not share
- To avoid external contamination, we recommend everyone bring food from home.
- Please maintain Social Distancing separation during breaks and lunch.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow.
- Avoid touching eyes, nose, and mouth with your hands.
- To avoid sharing germs, please clean up after Yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings.
- If you or a family member is feeling ill, please stay home.

These rules are instituted to protect our employees as well as the general public. Should any employee have a question relative to any rule or protocol, you are encouraged to contact the Town Manager at 978-448-1111 or [mhaddad@townofgroton.org](mailto:mhaddad@townofgroton.org)

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

By:

Mark W. Haddad  
Town Manager

## **PROTOCOLS FOR THE OPENING AND OPERATION OF THE GROTON COUNTRY CLUB**

### **Golf Operation**

- Carts, Range Baskets, Range Balls, Push Carts and Rental Clubs will be disinfected prior to each use.
- Golf Shop will process transactions through a plexiglass shield at the front counter.
- Carts will be limited to one rider per cart unless the other rider is a member of their household.
- Flagsticks will not be touched by players, an object will be placed in the cup to prevent the ball from going to the bottom of the hole.
- Ball washers, bunker rakes will be removed from the course.

### **Pool Operation**

- Group swim lessons not available until social distancing guidelines are changed.
- Swim team not available during phase one.
- Pool Memberships will not be available as access to the pool cannot be guaranteed.
- Pool deck area will be broken up into sections. Each section will be roughly 10'x10' fitting 3 pool lounge chairs and 1 family (4-6 people).
- Three lifeguards would be required to staff the pool. One additional lifeguard would be required for check in/reservations.
- Pool passes will be sold first come, first serve with call ahead reservations available at 9am each day.
- Pool passes/access will be limited to Groton Residents only.
- Pool passes will cost \$10 per person but no more than \$30 per family (immediate family members only) and be limited to a 2-hour 45-minute stay.
- Seniors/at risk persons will have special access 8am-8:45am for \$3.
- Reservations will be 10am-12:45pm, 1pm-3:45pm, 4pm-6:45pm. Reservations will be 10am-12:45pm, 2pm-4:45pm, 5pm-7:45pm. (When Summer Camp is in session)
- Attendees temperatures are scanned prior to admittance to the pool area. Also, verbally complete our COVID-19 screening.

### **Summer Camp Operation**

- Summer Camp Staff cannot achieve social distancing with the children as they at times require assistance with any number of issues.
- If social distance is not mandatory for the summer camp staff then the following would be considered:
  1. We roughly have a 10-1 ratio with campers/counselors. I would change it to a 4-1 ratio.
  2. Campers would have access to the pool from 9am-9:45am and again at 1pm-1:45pm.
  3. Campers would have golf instruction provided 10am-12pm and 2pm-4pm.
  4. Lunch would be provided at 12pm-1pm in the function hall.
  5. Camp equipment will be disinfected before any camper handles it.
  6. Attendees temperatures are scanned prior to admittance to the camp area. Also, verbally complete our COVID-19 screening.
  7. Locker Rooms Cleaned and disinfected every hour.
  8. Staff - The cleaner/disinfector would cover golf/pool/camp/locker rooms.

## OTHER POOL NOTES:

### LIFE GUARDS:

- \* All guards wear hip packs with mask and gloves (we already do that) and disinfect at the end of each day.
- \* All guards wear cloth masks at all times except in the water performing a rescue.
- \* Guards remain 6 feet apart during rotations.
- \* Guards use same Rescue tube (one per guard) all day - disinfect before leaving.
- \* Guard chairs disinfected between rotations (by incoming guard).
- \* Barriers between Lifeguards and Patrons.
- \* All equipment disinfected each night.
- \* Distance markers for patrons on deck (at the diving board, snack bar etc).
- \* Disinfectant spray and hand sanitizer at each LG chair.
- \* Guards cannot all congregate in the break room at the same time. Up to three to keep social distance is OK.

### PATRONS:

- \* Patron chairs can be set up in pairs in two rows; one on the deck and one against the fence with each pair 6 feet from the next. Chairs may not be moved by patrons.
- \* Furniture disinfected every night
- \* Limit # of people in lap lanes swimming (it's three now which is fine), and when necessary in areas of the pool.
- \* Patrons over 2 years old wear masks except when going under water (including adults that stand in the water; should not be worn while lap swimming)
- \* Temperature screening prior to entry
- \* No admittance to anyone that has had any of the following in past 72 hours:

- Fever
- Cough
- Shortness of Breath
- Chills
- Muscle aches
- Sore throat
- Loss of taste or smell
- Been in contact with a person having known Covid-19, or having symptoms above
- Distance markers for people waiting in line to get screened.

# **PROTOCOLS FOR THE GROTON FARMERS MARKET**

Vendors and consumers should follow the Departments of Agricultural Resources Bulletin (2020-05): Farmers' Markets, Farm Stands, & CSAs Guidance Memo #5 and any other subsequent guidelines.

## **General Best Practices:**

1. Avoid close contact with people who are sick.
2. Avoid touching your eyes, nose, and mouth and no handshaking.
3. Stay home from the market when you are sick.
4. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
5. Clean and disinfect frequently touched objects and surfaces
6. Vendors and market managers shall wear face masks
7. When at the market, practice good hygiene by properly washing your hands and sanitizing as necessary.

## **Social Distancing:**

1. Market managers should maintain adequate space between vendors to assist in patron flow and reduce crowding at vendor stations.
2. Market managers should limit the number of customers who can enter the market space at one time based on established occupancy rate (see below).
3. Vendors and customers should continue to maintain a space of at least six feet from one another at farmers markets.
4. A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals. Customers should enter the market, shop, and be prepared to leave upon completing all transactions. The gathering of market goers for social purposes is temporarily banned.

## **Guidelines for Market Organizers**

1. Hand washing/hygiene:
  - a. At least one hand washing station, which shall include but not be limited to portable sinks equipped with soap and paper towels, hand sanitizers and paper towels, shall be made available to vendors and customers, shall be provided.
2. Occupancy of the market shall be set by the Fire Chief.
3. Market managers, staff and vendors must utilize disposable gloves at all times during market/CSA operations.
4. Keep market staff, vendors and customers updated on market information and safety protocol.
5. As necessary, the Williams Barn Committee will enforce these protocols. Vendors found in violation of these protocols will be removed and not allowed to return to any future Farmers Market.
6. Prior to the start of any market day, the following will be required by each vendor entering the market:
  - a. Vendors shall certify to market organizers that they:
    - i. Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.

- ii. Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- iii. Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

**Guidelines for Vendors:**

1. The offering/distribution of product samples is temporarily prohibited.
2. Minimize the handling of produce and products by both staff and customers including disallowing the touching of produce at vendor tables and sales points.
3. The use of reusable bags is temporarily prohibited until further notice. Vendors may choose to use recyclable paper bags, compostable plastic bags or single-use plastic bags.
4. When appropriate, the use of online ordering via email or pre-bagged orders should be considered by markets/vendors as well as drive-up systems.
5. Cleaning/Sanitization:
  - a. Vendors are encouraged to limit the use of tablecloths in order to make it easier to clean and sanitize table surfaces or utilize a sheet of clear plastic over the top of the tablecloth to facilitate increased cleaning and sanitizing of contact surfaces.
  - b. Vendors should clean and sanitize their displays, including their tables and items used to display produce in, at the end of every market and at intervals during market operation.
  - c. The use of items that cannot be cleaned and sanitized shall be discontinued.
  - d. Vendors should follow the EPA/CDC guidance on proper cleaning/sanitization methods.
6. Money Handling:
  - a. To facilitate transactions at markets, vendors should, when appropriate, minimize cash transactions and prioritize the use of credit card and online payment application platforms used on smartphones.
  - b. Point of sale devices shall be cleaned and sanitized between each use.

**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, APRIL 27, 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; Jason Kauppi, Town Moderator; Melisa Doig, HR Director; Patricia Dufresne, Town Accountant; Michael Bouchard, Town Clerk; Jonathan Greeno, Principal Assistant Assessor; Michael Hartnett, Tax Collector/Treasurer; Mike Luth, Police Chief; Steele McCurdy, Fire Chief; Tom Delaney, DPW Director; Finance Committee Members: Bud Robertson, Gary Green, Colby Doody, Art Prest, Scott Whitefield, Mary Linskey, David Manugian; CPC Members: Bruce Easom, Richard Hewitt, Dan Emerson, Carolyn Perkins, Anna Eliot, Bob DeGroot, Tim Tsvarezkopf; George Moore, Animal Control Officer; Commemorations and Celebrations Committee Members: Bob Johnson, Don Black, Gail Chalmers

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

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that given the current protocols of social distancing and limiting crowd gatherings, both he and Chief Luth requested that the Board start discussing the Memorial Day Parade. He said that if they were going to hold it, they needed to start planning now, and if they cancel/postponed it, they should alert the residents as soon as possible. He said that he had invited Chief Luth, Bob Johnson, Chief McCurdy, Don Black and Gail Chalmers, the members of the Commemorations and Celebrations Committee to the meeting to discuss this issue with the Board. Mr. Johnson said that the Committee hadn't met to discuss this but had put out an email to a number of the past participants. He said that some of the girl scouts were under a no contact order until July as an example. He said that he could place wreaths as a tribute in the interim. Ms. Chalmers said she was concerned with holding the parade adding the Town was not in a position to have any parade due to the pandemic. Mr. Black said that the most prudent thing to do would be to postpone it.

Mr. Haddad asked the Board to vote to postpone the parade to a date to be determined and allow the Veterans Agent to lay some wreaths in place of the parade on Memorial Day as a remembrance to the veterans.

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

2. Mr. Haddad provided the Board with a review of the Town's 3<sup>rd</sup> quarter financials. He said that the 3<sup>rd</sup> quarter revenues were right in line with where they were this time last year. Mr. Haddad said that they were, before COVID-19, going to be hitting their estimates on meals and rooms tax. He said they expected motor vehicle excise to be down from last year also. Mr. Haddad said that they were well on their way to meeting last year's budget at the Country Club and was disappointed that the COVID-19 pandemic was not going to allow them to do that. Mr. Haddad said that licenses and permits were doing well this year and real estate and personal property taxes were right on target. He said he was nervous about what the 4th quarter would look like reminding folks that they had a spending freeze in place to help with some of the anticipated revenue losses.

Mr. Haddad said that with the spending freeze initiated in March, their expenses were lower than this time last year and would continue to see it go down in the 4th quarter. Mr. Degen asked why other departmental revenue was lower. Ms. Dufresne said that GELD had just paid their 3rd quarter payment at the beginning of April and missed the recap.

**7:15PM – CONTINUATION OF THE PUBLIC HEARING ON THE 2020 SPRING TOWN MEETING WARRANT**

*Mr. Degen moved to reopen the public hearing on the Spring Town Meeting Warrant. Mr. Reilly seconded the motion. Roll Call: Manugian-aye; Degen-aye; Reilly-aye; Giger-aye; Pine-aye*

Mr. Robertson called the Finance Committee to order at 7:17pm. All members were present.

**Article 4 – Budget:** Mr. Haddad said that they had discussed making a onetime transfer from stabilization or free cash due to help with anticipated revenue shortfalls due to COVID-19. He said that they didn't need to do that now adding the GDRSD had voted to use \$800K out of their E&D to help Dunstable which also provided a reduction in the district assessment to Groton. He said that by reducing their assessment, Groton's assessment would be reduced by \$618,160. He said that the District did not reduce their FY21 budget. He said that the District's FY22 budget would need to be increased by \$618,160 from Groton to make up for the reduction in their E&D in FY21. He said that this was not a windfall for Groton but an offset on how they would pay for their costs.

Mr. Haddad said that the Town had cancelled the lifeguards at Sargisson Beach and had reinstated the weed treatment at Baddacook Pond and recommended that they eliminate the snow and ice deficit at the Spring Town Meeting. Mr. Haddad said that the budget was now \$319,260 under the anticipated levy limit. He said that his recommendation would be to leave this as is and go to Town Meeting with this estimate. He said that if they needed to use stabilization money or free cash, that they wait until the fall town meeting. He reiterated that the \$618K would have to go back into the school's budget in FY22. Mr. Giger said that if they referred to the \$618K as a loan, it might make it easier for the voters to understand. Mr. Haddad said that that was a good way to put it adding the school district was taking a chance by doing this.

Ms. Manugian said that they would have needed to rely on their own stabilization or free cash due to the pandemic and thought they were taking advantage of the district by using this money to help balance their budget. She said that her preference would be to maintain that \$618K lump sum and leave it be for next FY. Mr. Robertson said that they needed to keep track of this money but before this, they were balanced by using stabilization to balance the budget. He said he viewed this as a now and then problem; the Town needed this now and the Schools needed it later on. He said he preferred to leave the budget as presented that evening adding it was balanced and easy to understand. He said that this would allow them time to see if they were going to recover or not economically. He said that the schools were working with their unions and the Town would be working with their unions on new contracts for FY22 and would have a better idea of where they were financially as the year went on. Mr. Green said he concurred with what Mr. Robertson said adding they had gone through discussions like this numerous times. He said that this was a future problem adding they had no idea what next year was going to look like yet. Mr. Degen said he agreed with what Mr. Robertson said also adding they could deal with stabilization/free cash in the fall. He said that if revenues did not hit where they thought they would, they may have a bigger problem in the fall. He thought they needed to remain proactive in planning for that situation.

Mr. Haddad asked if the Board wanted to take a position on the budget. Members Degen, Pine, Giger, and Reilly supported the budget as presented. Ms. Manugian did not support the budget.

Finance Committee Members Whitefield, Green, Prest, Doody, Linskey, Manugian, Robertson unanimously supported the budget as presented.

**Article 5 – OPEB Trust Fund:** Mr. Haddad said that the Finance Committee had voted unanimously to support the OPEB Trust offset.

Members Manugian, Pine, Reilly and Giger supported this. Mr. Degen said that he would reluctantly support this adding he thought it could wait until the fall.

**Article 8 – Community Preservation Funding:** All members of the CPC were present and called to order at 7:42pm.

Mr. Haddad said that The Town's Engineer had completed his review of the bid submitted by Xcel Fire Protection. Mr. Haddad said that based on the engineers background check and review of the bid, the engineer was comfortable that Xcel has a full understanding of the project scope and had included all necessary work (site work, fire alarm, sprinkler, cutting/patching, painting, new water service line and overall coordination) in their bid. Mr. Haddad said that Xcel had also acknowledged the fact they were quite a bit lower than the next bidder and were confident in their price. Mr. Haddad said

that based on all this, he saw no reason not to award them the bid, subject to Town Meeting appropriation. Mr. Haddad said that it was his intent to waive the requirement of having the Certificate of Eligibility contained in the bid package. He said that he contacted Xcel Fire Protection and asked them to hold their bid until Town Meeting adding that Xcel was willing to do so whenever Town Meeting would occur. Mr. Haddad respectfully requested that the Community Preservation Committee leave the project proposal at \$125,000. He said that it was more than the project anticipated needing but added he wanted to leave a sufficient cushion in the project budget to cover any unanticipated expenses. He said that whatever was not spent, would obviously be returned to the CPA Fund.

Mr. Emerson explained that the CPC voted to see 2 projects move forward to the Spring Town Meeting; the Housing Coordinator and Sprinkler System at Prescott School. He said they wanted to thank Marlana Gilbert also for submitting a list to them of the District's possible upcoming capital projects. Ms. Eliot said that the sprinkler system had been ranked the lowest by the CPC and wondered how it was reprioritized under these COVID restraints. Mr. Emerson said that this had been put to bed and had voted on all projects already. He said that it was up to the voters to decide. Ms. Eliot said that they were not well served by this project and wasn't sure that the business plan submitted by the Friends was sustainable. Mr. Robertson said that they reviewed the business plan on a semi-annually basis.

Ms. Gilbert, via chat, asked what the balances in the accounts would be if Town Meeting approved these articles. Mr. Easom said that if they just considered those 2 projects there would be \$37,675 in historic, \$314,231 in unallocated and \$571,642 in housing bucket and included the Surrenden Farm debt. Mr. Easom said that the Open Space and Recreation bucket would have \$342.53 because of the Surrenden Farm debt.

Finance Committee Members Whitefield, Green, Prest, Doody, Linskey, Manugian, Robertson unanimously supported the sprinkler system project.

The CPC adjourned their meeting at 8:05pm.

Mr. Reilly said he was glad they got the clarification from the engineer. Mr. Degen seconded that statement.

*Mr. Degen moved that the Select Board support the Friends of Prescott CPC application for \$125K for the Prescott School sprinkler system. Ms. Pine seconded the motion. Roll Call: Pine-aye, Reilly-aye, Giger-nay, Degen-aye, Manugian-nay. The motion carried 3-2 in favor.*

**Article 11 - Snow and Ice Deficit:** *Mr. Manugian moved to support this article. Mr. Green seconded the motion. Roll Call: Whitefield-aye, Green-aye, Prest-aye, Doody-aye, Linskey-aye, Manugian-aye, Robertson-aye*

Select Board Members Pine, Giger, Manugian, Degen, and Reilly unanimously supported this article.

**Article 13 - Sewer Commission Transfer:** Mr. Haddad said that the Sewer Commission was looking to transfer \$100K out of their surplus to fund their budget.

*Mr. Manugian moved to support this article. Mr. Green seconded the motion. Roll Call: Whitefield-aye, Green-aye, Prest-aye, Doody-aye, Linskey-aye, Manugian-aye, Robertson-aye*

Mr. Giger said that the article did not identify how much money. Mr. Haddad said that they didn't put the number in the article adding they only put it in the motion.

*Mr. Giger moved to support this article. Mr. Degen seconded the motion. Roll Call: Pine-aye, Degen-aye, Manugian-aye, Reilly-aye, Giger-aye*

Mr. Haddad asked the Select Board to close the public hearing on the 2020 Spring Town Meeting warrant and approve the posting of the warrant for Friday, May 1, 2020.

Mr. Degen questioned whether they wanted to change the date of Town Meeting now. Ms. Manugian said that if they did, they would have to change the election date. Mr. Kauppi said that they were using May 18th because that set the date of the election. He said that any postponements in town meetings would be done by the Moderator after consultation with various boards. Mr. Haddad said that the election date would be set for June 9th, however the Select Board could change the date of the election to a date before June 30th as long as they made the change 20 days before the election.

Mr. Haddad asked the Select Board to close the public hearing on the 2020 Spring Town Meeting warrant and approve the posting of the warrant for Friday, May 1, 2020.

*Mr. Degen made the motion to close the public hearing on the 2020 Spring Town Meeting warrant and approve the posting of the warrant for Friday, May 1, 2020. Ms. Pine seconded the motion. Roll Call: Pine-aye, Degen-aye, Manugian-aye, Reilly-aye, Giger-aye*

The Finance Committee adjourned their meeting at 8:18pm.

### **TOWN MANAGER'S REPORT**

3. Mr. Haddad said that Select Board Member Pine asked that the Board consider instituting a temporary leash law during the State of Emergency relative to the COVID-19 Pandemic. He said that the Town of Littleton had recently instituted a similar temporary law and NEFF has instituted guidelines that required dogs be leashed while on their property. Mr. Haddad said that he reached out to Town Counsel for his opinion on the matter. Mr. Haddad said that Town Counsel's opinion was that the statutes cited and the Emergency Declaration provided authority for the Select Board to require that dogs be leashed on all public and private property in the Town, provided that the order was limited to the time that the State of Emergency was in effect.

Mr. Haddad said that he had many conversations about this with various people today adding they didn't have a leash law currently. Mr. Haddad said that people also asked about the wording private property. He said that he was suggesting that this would only include public property and private public property other than a homeowner's property. Mr. Haddad offered the following suggested language:

*"Pursuant to M.G.L., c.40, §3, M.G.L., c.111, §104 and the Emergency Declaration issued by the Groton Select Board on March 16, 2020, the Select Board orders the requirement that all dogs remain on a leash, whether on private property on which the public is invited or public property, during the Covid-19 Crisis. This is not a permanent change to Chapter 128 "Dogs" of the Code of the Town of Groton. The change is intended to help ensure social distancing during this difficult time. Specifically, effective April 27, 2020 through the end of the Emergency Declaration by the Groton Select Board, all dogs must be leashed. This order shall be enforced by the Groton Police Department pursuant to MGL C. 40, § 21D, Non-Criminal Disposition as outlined in Chapter 128 "Dogs" of the Code of the Town of Groton."*

Mr. Reilly said that he didn't see how restraint didn't mean a leash. He said he couldn't see how Town Counsel wouldn't see that they already had a leash law based on this definition. Mr. Reilly said he had a problem with private property vs. a private yard or house. Ms. Manugian said that this included private property where the public was permitted. Mr. Delaney said that DCR, Mass Fish and Wildlife and NEFF had already instituted a temporary leash law for their properties.

Mr. Cunningham said that he thought the bylaw was such that leashing of dogs could be enforced and didn't know why private property needed to be addressed. Ms. Pine said that there were a lot of dogs running free on trails and needed a black a white statement. Chief Luth said that the Town could not enforce private property leash laws, such as leash laws imposed by NEFF for their property, without a bylaw. Mr. Giger thought they were making a mountain out of a molehill adding that this had worked and wondered why they were adding enforcement. He said they had a lot of other things to attend to. Ms. Manugian said that she disagreed. Ms. Pine said that she had seen too many dogs off leash and had suggested this because of the virus. Mr. Haddad said that this would only be in place through the end of the emergency declaration set by the Select Board. He said it was not a permanent change. Mr.

Cunningham said he didn't think that the Police Department had time to enforce this. Mr. Reilly said he was okay with instituting this but thought that they had this in place this within their bylaw already. Mr. Delaney said he thought this would self-police itself to an extent.

*Ms. Pine made a motion to adopt the proposed leash law language. Ms. Manugian seconded the motion. Roll Call: Giger-nay; Manugian-aye; Pine-aye; Degen-aye; Reilly-aye*

4. Mr. Haddad said that he and the Town Clerk had been working with the DPW Director and Fire Chief to determine how to best protect the election workers and residents at the Annual Election. He said that the Town Clerk was ordering safety kits (masks, gloves, sanitizer, etc.) for their workers and that the DPW would be constructing plexi-glass enclosures to be set up on the various tables where the Election Workers check in voters. He said that they had also added the Absentee Ballot Application to the Warrant for Town Meeting encouraging residents to request Absentee Ballots for the election. He said that they were also recommending that the Select Board, under their Emergency Powers, vote to limit the hours that the polls are open. He said that polls were ordinarily open from 7:00 a.m. to 8:00 p.m. but that given the fact that there are no contested races, He and the Town Clerk were recommending that the Board vote to set the Polling Hours from 9:00 a.m. to 3:00 p.m. Ms. Manugian said she would prefer hours that accommodated those who are working. Mr. Reilly said he was in favor of reducing the hours. Mr. Degen asked about consolidating precincts. Mr. Haddad said that they would need to notify the public by mail adding it might cause too much confusion since they just changed one of the locations recently. Mr. Bouchard said that they would also be limiting the number of people adding the Fire Chief told him it had to be 20% of the capacity. It was discussed limiting the hours to 1-7pm. Chief McCurdy said that the limit was actually 10%.

Ms. Manugian said she would entertain a motion to limit the hours at the annual election to 1:00 p.m.-7:00 p.m. Ms.

*Pine made the motion. Ms. Manugian seconded the motion.*

Mr. Giger said that there needed to be a bigger effort to ask for absentee ballots. Mr. Haddad said he would be issuing a press release with all this information tomorrow and blast it out.

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

5. Mr. Haddad said that they were working on developing protocols and procedures for the eventual re-opening of Town Hall and other public buildings to the public and would have it to the Board for review next week. He said that one of the issues raised had been whether or not the Select Board could require residents to wear face masks while in a public building. Mr. Haddad said that he requested an opinion from Town Counsel who said that under *M.G.L., c.40, §3 places all Town property, not otherwise designated, under the control of the Select Board and M.G.L., c.111, §104 authorized the Select Board to take emergency measures to prevent the spread of infectious disease.* Mr. Haddad said that both statutes provided authority for the Select Board to require that face masks be worn while in Town buildings, particularly while the Select Board's Emergency Declaration was in effect. Mr. Haddad recommended that the Select Board vote to require face masks be worn by anyone entering any Public Building in the Town of Groton while the Emergency Declaration was in effect. Mr. Haddad said that they would also require anyone voting at the Town Election wear face masks as well.

Ms. Manugian asked why the employees wouldn't have to wear masks. Mr. Haddad said that the employee would be required to wear them when dealing with the public or in shared office. Ms. Pine said she was not interested in bringing back employees earlier and was concerned about bringing back employees even when the Governor allowed things to reopen. Ms. Pine said she was concerned about employees with childcare issues also due to schools being cancelled. Ms. Manugian asked if they could review this along with his plans to reopen things next week. Mr. Haddad said he would bring this back.

6. Mr. Haddad said that they had another meeting with their Engineer on the MVP Grant and were in the process of developing an application to the State for funding to both develop the best solution to address improving James

Brook to prevent flooding on Broad Meadow Road, along with the funding necessary to implement the solution. He said he would continue to keep the Board updated.

7. Mr. Haddad said that the AG issued guidance as it related to face masks and whether town could require them in public buildings such as grocery stores adding this fell under their jurisdiction. He said he asked the Board of Health (BOH) to take this up at their meeting next Monday. Mr. Degen asked if the BOH could meet sooner than next Monday. Mr. Haddad said he could check with them.
8. Mr. Haddad said that a review of the Board's annual goals were always a part of their third quarter review and provided an update on the Board's goals.
9. Mr. Haddad said that they were running into an issue due to the COVID-19 Pandemic that was impacting some employees across a couple of departments. He said that specifically, some employees were starting to hit their caps on vacation accruals for a couple of reasons and noted a couple of reasons why:
  - a) Both the Fire Chief and Police Chief had issued orders to limit vacation time to no more than 2 shifts at a time. This was done to make sure they had proper coverage during the Pandemic and to limit overtime.
  - b) As Town Manager, he was not inclined to take any time off during this pandemic. He said that Ms. Dunbar had been with him every step of the way and she had not taken any time off either. Mr. Haddad said that he had been maxed out on vacation accrual for the last 2 pay periods and lost 16.5 hours of accrual. He said that Ms. Dunbar had lost 7 hours.
  - c) While some department heads had requested time off (which he said he had granted to prevent burnout as even working from home makes it difficult to take time off), most, including the Fire Chief, Police Chief, Land Use Director, Town Treasurer, Town Accountant and HR Director, had not taken any time off during this time.

Mr. Haddad said that they all understood there were rules that stated if you didn't take vacation time and you reached your maximum accrual you would lose it, but thought that these were different times that they had never faced before. Mr. Haddad said that he asked the H.R. Director, Melisa Doig to examine what other Towns were doing adding they were not the only Town facing this issue. He said that a couple of Town's (Brookline and South Hadley) had responded to Ms. Doig and had instituted a practice to eliminate caps through the end of the year and allow employees to take the time as long as they get down below the cap prior the end of Fiscal Year 2021. After that time, they would lose any time over the cap. Mr. Haddad said that this seemed like a reasonable solution. He said that he would like to issue a temporary amendment to their vacation policy that would allow for this increase and asked the Board to consider it.

Ms. Pine said that it seemed like a fair thing to do. She asked if it would be retroactive. Mr. Haddad said that it would be effective today through June 30th, 2020. Ms. Pine said that she was in favor of this but wanted to make sure it was ironclad that it needed to be used before the next FY or it was lost. Mr. Haddad said that there were 12 employees that were either at max or at risk of maxing out by June 30th. Mr. Giger said it wasn't complicated adding it wasn't going to cost them a significant amount of money. He said that the services provided to them since March 13th, this was minor and would do it. Mr. Reilly agreed.

*Mr. Reilly moved to allow accrual of time from the last pay period through June 30, 2020. Ms. Manugian said that with all additional accrued time to be used by June 30, 2021. Ms. Pine seconded the motion. Roll Call: Degen-aye; Pine-aye; Manugian-aye; Giger-aye; Reilly-aye*

10. Mr. Haddad reviewed the upcoming couple of meeting schedules.

**MINUTES**

*Ms. Pine moved to approve the meeting minutes of April 21, 2020. Mr. Reilly seconded. Roll Call: Degen-aye; Pine-aye; Manugian-aye; Giger-aye; Reilly-aye*

*Ms. Manugian said she would entertain a motion to enter into Executive Session with no intent to return to Open Session at 9:16pm Pursuant to Massachusetts General Laws, 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” – Purpose – Collective Bargaining with the Town’s Seven Unions.*

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

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

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

Date Approved: