

Select Board Meeting Packet

May 11, 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 Manager
Mark W. Haddad

TOWN OF GROTON

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

Select Board

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

SELECT BOARD MEETING

MONDAY, MAY 11, 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: 828-3546-6996

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 – Consider Approving Summer Labor for the DPW
3. Review Any New Information from the Commonwealth
4. Review and Approve the Final Drafts of the Meetings on Holiday Policy and the Town Manager Review Policy
5. Review and Approve Town Manager's Proposed Protocols for Re-Opening Town Buildings and Farmers Market
6. Update from Town Manager on Housing Production Plan
7. Update on Select Board Schedule through the 2020 Spring Town Meeting
8. 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 May 4, 2020

III. Executive Session: Pursuant to Massachusetts General Laws, c.30A, §21(a), Clause 7 – “To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.” - Purpose – Review, Approval and Potential Release of Executive Session Minutes.

ADJOURNMENT

Votes may be taken at any time during the meeting. The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the topics that will be discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.



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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *May 11, 2020*

1. In addition to the Town Manager's Report and an update on the On-going issues list, there is one item scheduled on Monday's Agenda. The Select Board will be entering Executive Session at the conclusion of the Regular Meeting (not to return to open session) to review, approve and consider the release of various Executive Session Minutes.
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 on Monday including meeting with the Board of Health on masks, extending the emergency essential activity order and Town Election related matters.
 - b. I issued my weekly update on the Groton Channel.
 - c. The Moderator has made the official determination to postpone Town Meeting until Saturday, June 13, 2020 at 10:00 a.m. He has changed the location of the Town Meeting to the track and field behind the Florence Roche Elementary School located at 342 Main Street. Enclosed with this report is the Official Declaration issued by the Moderator on May 7, 2020. I have issued a press release notifying the residents of this change. To facilitate the outdoor Town Meeting, we have ordered 200 chairs and a sound system. In addition, Section 4(d) of Chapter 53 of the Acts of 2020 requires that within 10 days after the initial declaration of recess and continuance of a town meeting pursuant to this section, a local public safety or public health official designated by the Select Board shall submit a report to the Attorney General providing the justification for the declaration. I would recommend that the Select Board designate our Police Chief as the reporting officer. I will assist the Chief in making this report. We can discuss this in more detail at Monday's meeting.
 - d. We are continuing to work on an MVP Grant from the State to alleviate flooding on Broadmeadow Road. I am working with our DPW Director, Land Use Director, Planning Board, Conservation Administrator and our Engineers from Weston and Sampson on submitting a Grant application by June 11th. I will keep the Board apprised of our progress.

Continued on next page – Over >

2. Continued:

- e. As discussed at last week's meeting, I reached out to the Park Commission about their plans on sports programs, parks and playgrounds. At their meeting of May 5th, they voted to keep everything closed until May 19th when they will meet and revisit the issue. The Park Commission has reached out to the Board of Health for guidance. I have asked our Police Chief, Fire Chief and DPW Director to join me at that meeting to discuss the issue in more detail. My recommendation to the Park Commission is that they keep everything either closed or canceled for this summer as we do not have the resources necessary to assure safe and sanitized facilities. We can discuss this in more detail at Monday's meeting.
 - f. As you know, we are down two full-time employees within our Department of Public Works. Every year, we hire Robert Hall (a retired DPW employee) on a part-time basis for the summer to assist in cutting the various parks and fields in town. I would like to be able to bring Mr. Hall back for 16 hours a week effective immediately. The DPW really needs the additional manpower to maintain those fields. I would respectfully request permission from the Board to rehire Mr. Hall.
 - g. I have asked Fire Chief McCurdy and Police Chief Luth to attend Monday's meeting to discuss the possibility of performing COVID-19 IgG serology testing which shows past exposure and potential immunity to the disease. As you know, the State currently provides symptomatic testing to first responders who may have the active virus. As part of our return to work protocols, it may make sense to conduct the serology test. It can give us an idea of how wide spread this disease may be among our employees. It will help with planning. Quest Diagnostics will perform these tests for us. I would like to test all full-time and permanent part-time employees. The estimated cost is about \$4,000 (it could be less once total participation of all members of the Minuteman Nashoba Health Group decide if they also want the testing). We can discuss this in more detail at Monday's meeting.
3. The Governor has allowed Golf Courses to re-open subject to various protocols and requirements. To that end, I have authorized the opening of the Groton Country Club effective on Friday, May 8, 2020 in compliance with the order. I would ask the Board to ratify my decision to re-open the Golf Course. Please see Item #5 in this report for the Protocols instituted for the reopening of the Golf Operation at the Groton Country Club.
4. Enclosed with this report for your review and approval are the Meetings on Holiday Policy and Town Manager Review Policy. With regard to the Meetings on Holiday Policy, I developed this list with the assistance of the Groton Interfaith Council and input from several Board members. I would ask the Board to consider approving both of these policies at Monday's meeting. Once approved, all policies will have now been reviewed, updated and approved.
5. Also enclosed with this report are the final drafts of the protocols for the re-opening of Town Hall, the Center in West Groton and the Groton Country Club for your review and approval. I have also enclosed the final draft of the protocols for the Farmers Market. The Library Trustees are meeting on Tuesday evening to approve their protocols. Enclosed are the draft protocols that will be reviewed by the Trustees. I would respectfully request that the Board approve these proposed protocols at Monday's meeting.

**Select board
Weekly Report
May 11, 2020
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6. I have reached out to Karen Chapman from the MRPC to determine the status of the Housing Production Plan. After much delay caused by the COVID-19 Pandemic and Green Communities Application tasks, she has returned back to working on the Housing Production Plan. She is planning on having the final draft to us by the end of the month. She apologizes that this has ended up dragging out this long.
7. Please see the following update to the Select Board's Meeting Schedule through the 2020 Spring Town Meeting:

Monday, May 11, 2020 -	Already Posted
Monday, May 18, 2020 -	Consider Lifting the Essential Services Emergency Order
Monday, May 25, 2020 -	No Meeting – Memorial Day Holiday
Monday, June 1, 2020 -	Annual Appointments of the Town Manager
Monday, June 8, 2020 -	Annual Appointments of the Select Board Review First Draft of Housing Production Plan Last Minute Town Meeting Review Review MVP Grant Application
Saturday, June 13, 2020 -	2020 Spring Town Meeting (Subject to Change)
Monday, June 15, 2020 -	Annual Reorganization of the Select Board Town Meeting Follow-Up
8. 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. As discussed at last week's meeting, I reached out to the School District to determine their plans concerning their Operating Budget should the Town Meeting not be held on prior to June 30th. According to Business Manager Sherry Kersey, Regional Districts also have the ability to operate under a 1/12th budget. DESE and the Department of Revenue have held a few zoom meetings specifically addressing this issue. Basically, the state is expecting/planning that every regional district will request a 1/12th budget. They have requested that the District send in their request letter by June 1, 2020. She is planning on doing this so that the District would have the authorization ready in the event Town Meetings don't happen in time.

MWH/rjb
enclosures



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1111
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Town Moderator
Jason Kauppi

Declaration of Recess and Continuance of the 2020 Groton Spring Town Meeting

The 2020 Annual Spring Town Meeting, originally scheduled for May 18, 2020, has been recessed and continued to:

New date: Saturday, June 13, 2020

New time: 10 a.m.

New location: The track and field behind the Florence Roche Elementary School, 342 Main Street.

In the event of inclement weather, the moderator may either further postpone or if advisable under public health guidelines in effect at the time, hold the meeting in the adjacent Middle School performing arts center, cafeteria and gymnasium to enable social distancing protocols.

Declared: Thursday, May 7, 2020, by Groton Town Moderator Jason Kauppi, as authorized under M.G.L. Chapter 39, section 10A, as amended by Ch. 53 of the Acts of 2020.

Reason for the Postponement:

The Groton town moderator has determined that a public health emergency may prevent voters from attending Town Meeting on May 18th as printed in the duly posted warrant. In making this declaration, the moderator notes:

- On March 10, 2020, Governor Charles D. Baker declared a state of emergency in the Commonwealth of Massachusetts due to the outbreak of the 2019 novel Coronavirus.
- On March 23, 2020, the Governor ordered a ban on meetings of more than 10 individuals in confined indoor and outdoor spaces. Section 4(a) of that order provides an exception for a "municipal legislative body," i.e. a town meeting. However, the exception does not diminish the health risk to voters in attending an indoor meeting on May 18th.
- On April 28, 2020, the Governor extended until May 18th his previous March 23rd order, which included the stay-at-home advisory.

- At separate meetings with the moderator on the evening of May 4, 2020, all members of the Board of Health and the Select Board individually expressed a recommendation to recess and continue Town Meeting.
- In May 5, 2020, telephone conversations with the moderator, the Groton Fire Chief and the Groton Police Chief individually expressed a recommendation to recess and continue Town Meeting.
- An outdoor venue for the continued session of Town Meeting was viewed as a preferable alternative to an indoor venue by public health and safety officials because it provides fresh air and better adherence to social distancing protocols.

Further Postponement Possible:

The moderator intends to again consult with the required town officials prior to the June 13th Town Meeting date to determine whether the public health emergency continues to prevent voters from attending Town Meeting. If so determined, the moderator could issue a second declaration of recess and continuance.

Public Notice:

Voters are asked to continue to monitor www.grotonma.gov, local news sources or public postings for the latest information regarding the scheduling of Town Meeting. During this difficult time, the Town of Groton has taken extraordinary steps to protect public health and maintain government services.

The scheduling and postponing of Town Meeting have been necessitated by the requirements of state law and town bylaw. As the process to schedule Town Meeting unfolds, the patience and understanding of voters is greatly appreciated.

This Declaration of Recess and Continuance shall be:

- Filed with the Town Clerk.
- Posted in the same locations where the Town Meeting Warrant was posted: the front doors of Town Hall and at the Police Department.
- Posted on the town's website.
- Distributed to news media.



Jason Kauppi
Moderator
Town of Groton

May 7, 2020



SELECT BOARD POLICY

Policy Category:	Board
Policy Number:	BOA – 2019 - 11
Latest Revision Date:	May 11, 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. The following is a list of holidays to which this policy applies (subject to annual review and additions by the Select Board:

Chinese New Year	Day of Afafat
New Year's Day	Martin Luther King, Jr. Day
President's Day	Maha Shivaratri
Holi	Sri Ramanavami
Patriots Day	Good Friday
Passover	Easter
First Night of Ramadan	Memorial Day
Fourth of July	Guru Poornima
Krishna Janmasthan	Labor Day
Rosh Hashanah	Yom Kippur
Columbus Day	Vijaya Dashami Day
Veteran's Day	Kwanzaa
Diwali	Mawlid al-Nabi
Thanksgiving	First Night of Hanukkah
Christmas Day	Orthodox Easter

C. All boards, committees, commissions are strongly encouraged to recognize and adopt this practice.



SELECT BOARD POLICY

Policy Category:	Board
Policy Number:	BOA – 2020 – 16
Latest Revision Date:	March 9, 2020 May 11, 2020

NEW POLICY NAME: TOWN MANAGER REVIEW POLICY

POLICY NAME: TOWN MANAGER EVALUATION POLICY

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

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

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

ADDED EVALUATOR ELIGIBILITY:

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



SELECT BOARD POLICY

ROLE OF THE CHAIR:

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

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

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

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

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

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

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

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



SELECT BOARD POLICY

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

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

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

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

EVALUATION PROCEDURES:

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

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

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

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



SELECT BOARD POLICY

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

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

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

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

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

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

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



SELECT BOARD POLICY

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

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

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

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

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

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

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



SELECT BOARD POLICY

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

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

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

NEW DOCUMENT RETENTION:

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

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

NEW AMENDMENTS:

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

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. Please note that these Protocols are subject to change by the Town Manager or Select Board when circumstances warrant such a change:

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 one (1) month 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. Please Appendix A of the specific Protocols of the Center in West Groton.
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. All meals shall be eaten at employee desks. Only one (1) employee at a time will allowed in the Town Hall Kitchen located on the first floor of Town Hall.
- 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

Issued this _____ day of _____, 2020.

By:

Mark W. Haddad
Town Manager

APPENDIX A

PROTOCOLS FOR THE OPENING OF THE CENTER IN WEST GROTON

The Groton Center will follow all directives of the Town Manager and Select Board which supersede anything in this Appendix.

The Council on Aging adds the following provisions for The Groton Center:

Anticipated opening Monday, July 6 subject to change.

Masks and a no touch thermometer will be available at the reception desks. We request all participants to take their temperature and wear a mask.

Anyone entering the building must have an appointment or be registered for a program. Staff will confirm all registrations and appointments through email. Without the confirmation, access to the building will be denied. Exceptions will be given to those who do not use email.

There will be no "drop in" activity.

There will be no more than 25 people *in the building* at one time, excluding staff.

Staff will document wiping of public surfaces including; chairs, tables, doors and bathroom stall doors every ½ hour.

Appointments to use the fitness center will be mandatory and scheduled every 45 minutes. The user will have 30 minutes in the room and must comply with sanitation process by wiping all equipment used. Only 2 users in the room at once and they cannot be on adjoining equipment.

When the Town Manager and Select Board permit, the classroom maximums with proper social distancing are as follows:

Community Room: 20 for a movie and 24 for a lecture

Classroom (divider always open): 12

Exercise Room: 8 for a meeting, not enough space for exercising at a social distance. Exercise classes will be held in the community room.

Fitness Center: 2

Lobby: Sitting Nooks 2, Café Tables 4

Only staff will be permitted in the reception area. Meetings between the public and staff will be held in the exercise space by appointment with social distancing protocols in place.

There will not be any meals offered in the building until further notice.

With the fluidity of this situation, class/program specific details will be added prior to opening. We are considering the following:

Outdoor concerts with seating in one's car or limited space on the vans.

Curbside pick-up for meals.

PROTOCOLS FOR THE OPENING AND OPERATION OF THE GROTON COUNTRY CLUB

Please note that these Protocols are being established in the event we can safely open all operations at the Groton Country Club. Given the situation, we may only be able to open Golf, but not pool or camps. In any event, these Protocols are being established in the event the Club, or any aspect of the Club, can be opened. In addition, please note that these Protocols are subject to change by the Town Manager or Select Board when circumstances warrant such a change.

Golf Operation

- Security personnel can be delineated by each club (ex. a pro and the head starter) and will be present to enforce social distancing. There can be no other employees working at the recreational component of the golf operation.
- All staff must wear face coverings while on the property.
- Club facilities including but not limited to the club house, pro shop, restaurant, bag room and locker room must remain closed.
- No caddies allowed.
- No golf carts allowed.
- Push carts may be used. Players must either carry their own bag or use a push cart.
- All golfers must maintain proper social distancing of at least 6 feet at all times.
- Groups of players are restricted to no more than 4 players at one time.
- Maintenance personnel are permitted to work on the golf course.
- Tee Time Policy must be 15 minutes between groups.
- Golfers must stay in their car until 15 minutes before their tee time and must return to their car immediately following play.
- Online and remote payment options must be utilized.
- All golfers must use their own golf clubs. Sharing golf clubs or rental golf clubs is not allowed.
- Flag sticks must remain in the hole. Hole liners must be raised so picking a ball out of the hole doesn't occur.
- Bunker rakes must be removed, and ball washers must be removed or covered.
- Practice putting green, driving range, and chipping areas must be closed.
- Facilities must have readily accessible hand sanitizer.

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

General Guidance: It is the intent of these protocols to address the concerns of the COVID-19 global pandemic while enabling the Groton Farmers Market the opportunity to open during the 2020 Market Season. These protocols require market managers, vendors, and customers to take protective public health measures as well as address the need for changing the culture of the market. To this point, it is strongly encouraged that only one person per household shop at the market. Customers should expect to enter the market and leave as soon as their purchasing is completed. Parents/guardians of young children are discouraged from bringing them to the market. No gatherings such as, but not limited to, viewing live music will be allowed. These guidelines coupled with the safety protocols listed below aim to provide an opportunity for the buying and selling of local goods while minimizing the chance for exposure to the coronavirus.

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. 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.

- b. At least one portable toilet, which shall contain hand sanitizer and be cleaned at least daily, shall be provided. Sanitation will be conducted with personnel, equipment, and material approved for COVID-19 sanitization.
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 during the 2020 Market Season.
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.

LIBRARY ADDENDUM TO TOWN RE-OPENING PROTOCOLS
May 8, 2020 DRAFT

Groton Public Library Staff are Town Employees and as such will adhere to the Town's Re-Opening Protocols as provided by the Town Manager and Select Board (except for #2 about one-on-one public meetings prior to opening as being specific to Town Hall.)

The Library Trustees Add the Following Provisions for the Groton Public Library:

1. Anticipated opening for the public to enter the building: Tuesday, July 7, 2020
(subject to change) and with the following in place:

- a. Masks and a no-touch thermometer will be available at both entrances. We will request all who enter have their temperature taken and to wear a mask.
- b. Anyone entering the building must have an appointment. Staff will confirm all appointments through email. Exceptions will be granted to those who do not have internet access or email.
- c. The first area open to the public will be the Top Floor, with spatially separate computers, public equipment (scanner/fax, copier), seating, and work areas.
- d. Library stacks will be closed to the public. Staff will retrieve all items for patrons.
- e. Meeting and Study Rooms will be closed for operational use, repurposed as spatially distant staff working areas; quarantining and sorting of materials, mail, and delivery; and for cloth furniture storage.

2. Children's Walk-Up Thru-Window Service starts Tuesday, June 16, 2020
(subject to change)

Children's Services will be provided through GPL To Go and Thru-Window-Only, with the Children's Room remaining closed through the summer because:

- a. Young children cannot be expected to adhere to spatial distancing protocols.
- b. GPL is fortunate that the Children's Room is located on the ground floor with windows that open to a walkway.
- c. Minimum staffing levels and the hiring freeze have disproportionately hit the Children's Department, which is understaffed by 1.5 FTEs.

3. Service Hours Changes Coming Early-to-Mid June for the Summer (subject to change)

- a. GPL To Go Curbside Pick-Up & Local Delivery has been fully operational since April 7, with service hours of 10-2 every day, Sunday to Saturday. But

with all staff returning to working in the building in alignment with the Town's schedule, we will move toward closer-to-normal service hours and staffing schedules with something like Tuesday to Friday 10-6 and Saturday 10-5.

- b. Once GPL re-opens to the public, we might close midday for 1-2 hours to allow for cleaning of all public areas, staff lunch breaks, and/or to provide a safe transition time for a full staffing change (if appropriate).
- c. GPL will not return to full hours until minimum staffing levels and the hiring freeze are removed, as Reference and Circulation are understaffed by 1 FTE.

4. Maximum Allowed Spacing During Initial Opening to Public:

a. Top Floor: 10 People or 20 Family

- i. Top Floor Computer Areas: 4 people or 8 family
 - ii. Top Floor Scanner/Fax or Copier: 1 person or 2 family
 - iii. Top Floor Carrels: 2 people
 - iv. Top Floor Reference Tables: 2 people or 4 family
 - v. Top Floor Window Seating Area: 2 people or 4 family
- b. There will be no more than **20 people** *in the building* at one time, excluding staff.
 - c. After a person has vacated an area or station, staff will wipe it down. Things that are harder to clean (e.g. keyboards) will be covered with a thin plastic film that is discarded and replaced after each user.
 - d. The public will be restricted to the 2 bathrooms on the top floor. All other bathrooms will be for library staff use only.
 - e. The public coffee station will be removed. No food will not be allowed.
 - f. All public and shared areas will be cleaned thoroughly at least once a day.
 - g. The rear/parking lot entrance will be the primary access point to enter the building, but a wireless doorbell will be installed at the Main St. entrance for people who prefer to use the front door.

5. Programs Continue Online-Only Through the Summer. Summer Reading Programs will run June 15 to August 31 for kids, teens, and adults. These will be done online and/or on paper.

Final Notes:

The Groton Public Library is in a much better position than nearly every other public library in the state because we never ceased the following services:

1. Providing Live Patron Service via phone and email 7 days a week
2. Having Essential Staff in the Building
3. Offering a Full Schedule of Library Programs (online)
4. Accepting Returns

GPL added many new services that began the first week staff were working from home (March 23):

1. Vastly expanded social media sites, activities, news, promotion, and engagement.
2. Online Reading Programs for both kids and teens (QUARAN-TEENS!) – never before offered in the spring.

On Tuesday, April 7, GPL To Go Curbside Pick-Up & Local Delivery launched officially. Groton one of only three known public libraries (Woburn, Shutesbury) in the state providing this service during the state of emergency.

Additionally, staff is even launching an all-new GPL Magic Academy Reading Challenge for kids, teens and families starting Monday, May 11, to fill the weeks until Summer Reading begins.

The GPL Team is exceedingly grateful that the Town Manager, Select Board, and Library Trustees trusted us and gave us the freedom to innovate and experiment with providing as much safe service as possible to Groton during this state of emergency.

GPL is now in the enviable position of being far ahead of nearly every other town public library in the Commonwealth with regard to re-opening. You made that possible.

Thank you!

**SELECT BOARD MEETING MINUTES
VIRTUAL MEETING
MONDAY, MAY 4, 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; Bud Robertson, Finance Committee Chair; Nik Gualco, Conservation Administrator

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

TOWN MANAGER'S REPORT

1. Mr. Haddad reviewed a summary of what had transpired as of last week with regard to Town Hall activity. He said that the following was completed:
 - a. Issued a press release on Tuesday updating the Public on action taken by the Select Board last Monday including postponement of the Memorial Day Parade, changed election hours and instituted a temporary leash law.
 - b. Issued his weekly update on the Groton Channel.
 - c. Attended the Florence Roche Building Committee Meeting (by Zoom) last Tuesday evening. The Committee finalized the Preferred Schematic Report (PSR) for submission to the MSBA on May 5th. He said that the submission of the PSR was the next important step for the project. He said that the Building Committee voted unanimously to recommend the construction of a new Florence Roche Elementary School on the site of the current Middle School Track. He said that the size of the building was approximately 110,000 square feet and the estimated cost was approximately \$80 million. He said that the next step in the process was for the Town to meet with the MSBA on June 3, 2020. Mr. Haddad said that from there, the Project would be presented to the MSBA Board of Directors for approval on June 24th. Mr. Haddad said that once the project was approved by the Board of Directors, they would move into schematic design.

Mr. Haddad said that who was going to bond this project needed to be discussed, should the project be approved by the MSBA and Town Meeting. He said that according to Bond Counsel, the Town of Groton could not bond this project because of language contained in the regional agreement. He said that the project would have to be bonded by the District, which would require a vote of approval by both Town Meetings in Groton and Dunstable. Mr. Haddad said that they would need to amend the regional agreement in order for an individual Town to bond the project. Mr. Haddad said that he would like to see Groton bond the project and have the regional agreement amended as such. Ms. Manugian asked if the Town of Groton bonded the project, who would own the building. Mr. Haddad said that the Town would not have to maintain ownership adding they could turn it over to the District even before the bond was paid off. He said that he was concerned more about the interest and the bond rating and why he was recommending that the Town of Groton bond the project. Ms. Pine said that if they took over the bonding of the building and owned the land if it would be cleaner for the Town to own the building. Ms. Manugian said she didn't see any benefit to the Town to own the land and the building. Mr. Haddad said there was no benefit adding there would be a lease in name only. He said that the district covered everything having to do with the building and the land. Mr. Degen said that the district should own the building and the land.

Mr. Degen asked if the debt would be level over the life of the bond. Mr. Hartnett said that that was the preferred option. Ms. Pine said that the more she was hearing, the more she thought they should own the building. Mr. Degen said they could negotiate a right of first refusal with the district. Mr. Hartnett said that they should also check in with their auditors to discuss having \$80M in debt with no asset to show for it on their books to see if that would be an issue.

- d. Mr. Haddad said that they finalized the Warrant for Town Meeting and sent it to the printer. He said that residents should have received the Warrant in the mail over the weekend. He said that the Constable posted the Warrant last Thursday at the Town Hall on the front door and at the Police Station.

Mr. Haddad said that due to the fact that Town Meeting would most likely not be held on May 18th, he invited Town Moderator, Jason Kauppi to the meeting to discuss alternatives. Mr. Kauppi said that after consulting with the Select Board and Board of Health, the Moderator could use his emergency authority under state law to change the date and location of the meeting. Mr. Degen said that he was not comfortable going into a building, even if everyone wore masks. He said that he had suggested holding Town Meeting outdoors and thought they should proceed that way. Mr. Kauppi said that the Moderator could postpone for up to 30 days and up till 30 days after the State of Emergency was lifted. Ms. Pine asked about field use for youth sports and their ability to not be able to use a field. Mr. Haddad said that he would have to check with the Park Commission and sports organizations. Mr. Robertson asked about the use of presentations. Mr. Haddad said that he and Ms. Dunbar had discussed this and figured they would keep everything to a paper handout. Mr. Reilly said that he was okay with holding it outside but that he was concerned about weather and asked how quickly they could change the date, etc. Ms. Manugian asked if the Town Meeting had to be continued to a time certain. Mr. Kauppi said that it did. Ms. Pine said that her preference was to find a way to meet before June 30th to avoid having to vote a 1/12th budget. Mr. Kauppi said that he was more concerned about making sure they could meet safely even if that meant they had to wait until after July 1. Ms. Manugian said that she was also concerned about having to approve a 1/12th budget adding it was not as easy as it seemed. Mr. Haddad said the municipal budget would not necessarily be a 1/12th budget adding they had more obligations in July than in August and September as an example. Mr. Haddad said that the Director of Accounts at the DOR would have to approve a 1/12th budget after approval by the Select Board before they could move forward with it. Mr. Haddad said he was more comfortable after a meeting he had today with his Finance Team to hold off if they needed to adding the health and safety of the public was more important.

Mr. Degen said that in the event they were not able to work out indoor or outdoor options, he said that they were going to be planning for the Fall Town Meeting pretty quickly after that and suggested the option of holding both Town Meetings at the same time in September and work off 1/12th budgets. Mr. Haddad said that there was no provision in the Charter to not hold a Spring Town Meeting adding that the possible date in September could only happen if it was no more than 30 days after the State of Emergency was lifted. Ms. Pine asked about waiting on some of the articles and the urgency of them such as the Housing Coordinator, the Sprinkler System, and MS4 permit enterprise fund as examples. Mr. Haddad said that the Housing Coordinator funding would have to be something that they look into because it was salary related but added that everything else could and would have to wait.

Mr. Haddad said that regardless of what date Town Meeting occurred on, the election had to take place on June 9th. He said that this was different than what he had told the Board last week after receiving clarification on the Governor's Order. Mr. Haddad said that they were really pushing the absentee ballot process. Mr. Bouchard said that the word was getting out and seemed to be working.

2. Mr. Haddad asked the Select Board to extend their local stay at home order through May 18th in line with the Governor's Order.

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

3. Mr. Haddad asked the Board to approve the proposed Memorial Park and Common Policy as presented.

Mr. Degen moved to approve Memorial Park and Common Policy subject to ratification by the Park Commission. Mr. Reilly seconded the motion. Ms. Manugian said she would support this but didn't love where automatic naming rights were given. Roll Call: Pine-aye; Degen-aye; Giger-aye; Reilly-aye; Manugian-aye

4. Mr. Haddad said that they weren't able to come up with a list of all religious holidays and asked the Board to consider adopting the policy without the addition of a list.

Ms. Pine moved to adopt the Meetings on Holidays Policy. Ms. Manugian seconded the motion. Mr. Giger said they hadn't defined the holidays. Ms. Manugian said that the Interfaith Council had not been able to provide them with a list. Mr. Giger said that they should continue to define them rather than not include anything at all. Mr. Haddad said that he and Ms. Dunbar would work on a list and bring it back to a future meeting.

5. Mr. Haddad said that the Chair had contacted Labor Counsel about the Town Manager Review Policy. He said it appeared that any of the 3 options the Board adopted relative to the policy would be appropriate. Ms. Manugian said that there were 3 options that were available to them.
 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.

Ms. Pine moved that they approve option 3 as part of the Town Manager Review Process. Mr. Degen seconded the motion. Roll Call: Pine-aye; Degen-aye; Reilly-nay; Manugian-aye; Giger-nay

Mr. Haddad asked Ms. Manugian to send him the final wording so that he would provide the final policy to the Board.

6. Mr. Haddad said that Select Board Member Pine was proposing an additional policy for Board consideration that would provide for a "Mid-Year Check-In" between the Select Board and Town Manager. Ms. Manugian said that her feeling was that things that were added to the agenda when brought to their attention and wasn't sure they needed a specific time to discuss things and didn't think they needed this. Ms. Pine said that under the OML things were more difficult for them and thought they needed a time to touch base in between the annual review. Ms. Pine said she didn't see them wanting to invoke the opt-out provision but thought a check in was important. Mr. Degen said that it should not be in a public session but in a workshop setting. He said with public input, it could get out of hand. Mr. Giger said that he was where Mr. Degen was adding he was startled to hear Ms. Pine's comments about having it in an open session. Mr. Reilly said that he was against the public having the ability to comment. He said that he couldn't think of a situation where they would need to discuss this within the public parameter.

Mr. Haddad said that the performance issue was part of the annual review which would be completed sometime in September. He said that he met with a few of them weekly and talked with many of them multiple times a week. He said that this policy came across as though they had issues and needed to schedule a time to discuss the Town Manager. He said he didn't understand why they needed another scheduled check-in and was a little offended by the policy adding it was always assumed there was a problem. He said that this policy came at it like there were problems. He said he felt like problems were being looked for that didn't exist. Ms. Pine said that she had poor wording in her first draft and didn't think there were problems adding this was about them managing their employee as a Board because they couldn't talk about it together. She said it was good for the Board, the public and the Town Manager to have a check-in. Mr. Degen said he had heard from 3 of them that they were not in favor of this and suggested that they move on.

7. Mr. Haddad said that he had drafted Protocols for the reopening of Town Hall to employees and the public once the Governor and Select Board lifted the shelter-in-place, non-essential business orders. He said that these protocols were drafted in conjunction with their local Health Agent and Fire Chief. He said that they had been reviewed and commented on by all Town Hall employees and Department Heads. Mr. Haddad said he believed they were comprehensive and would allow for a safe return to work for their employees and opening of their municipal buildings to the public. Mr. Haddad said that the Country Club General Manager had also drafted protocols for the opening of the Country Club and the Conservation Administrator had drafted protocols for the opening of the Farmers Market in conjunction with the Williams Barn Committee Chair.

Mr. Haddad reviewed the attached draft protocols.

Mr. Haddad said that protocol would also limit public meetings to zoom for 3 months after the order had been lifted. Ms. Manugian asked if there should be something included that they had the right to make changes as they came up with the State or local government. Mr. Haddad said they could add wording. Mr. Giger said that there would be some fine tuning as they work through re-opening. Ms. Pine said the amount of work put into this was impressive adding there were a lot of requirements to clean things and asked whose job it would be. Mr. Haddad said that the custodial staff would be in charge of that adding they would have to figure some of it out as they get back in. Mr. Haddad said that the restrooms were the most concerning and had to work out those details. Mr. Degen suggested language for sanitization in the break room. Mr. Haddad said he wanted to add language about eating at your desk and had not done that. Mr. Giger suggested adding language that the lunch room be limited to one person at a time.

Mr. Haddad said that the protocols for the Farmers Market was the next one he wanted to discuss. He said that Mr. Gualco had done a great job putting this together. Mr. Gualco said that the protocols had synthesized down the MDAR's guidance. Mr. Degen said that Leo Wyatt, Chair of the Williams Barn Committee reached out to him adding he wanted to see the Market continue. He said that handling of produce needed to be avoided. He said that music should be suspended and spelled out within the protocol. He said that the cleaning of the porta toilet needed to be looked at and addressed. Mr. Gualco asked if it was possible to limit use of a porta toilet to just the vendors. Mr. Haddad said he didn't think there was no requirement that they had one but would double check with the Board of Health. Ms. Manugian asked what the enforcement would look like and if someone didn't abide by the rules. Mr. Gualco said that enforcement was something he and Mr. Wyatt talked about adding they were willing to step up as needed. Mr. Gualco said that he liked the idea of not allowing someone back for the rest of the season adding it showed the severity of this. Ms. Pine asked about vendors that were not supplying critical supplies and not allowing kids to accompany parents. Mr. Gualco said that they had the idea of asking the Fire Chief to set an occupancy number which would help with crowds. Mr. Gualco said that the Committee had obtained a handwashing station. He said that he thought the Board should allow for an opportunity for this to continue this year adding the participation by vendors was going to be lessened anyway. Mr. Giger suggested limiting the hours if they were not going to have a porta toilet available.

Mr. Haddad said that the final protocols were for the Country Club. He said that the golf was the easiest service to re-open. Ms. Manugian suggested adding wording that they were optimistic but were unsure of whether they were opening the camps at all. Mr. Robertson suggested language about masks if they were going to require them.

Mr. Haddad said that he would bring back all the protocols back next week for possible adoption.

Mr. Degen asked about the Transfer Station, Senior Center and Library. Mr. Haddad said that the Senior Center would follow the Town Hall protocols with some additional recommendations. He said that he was not in charge of the Library but that he had been working on their re-opening protocol with the Director. Mr. Haddad said that he was not planning on changing the Transfer Station protocols that were already in place. Mr. Giger asked for a unified protocol for the Town fields also. Ms. Manugian said she hoped the Library Trustees would follow suit with the Town's policies.

8. Mr. Haddad said it provided the Board with the article assignments.
9. Mr. Haddad reviewed the Board's upcoming agendas.

OTHER BUSINESS

Mr. Haddad said that the Board of Health agreed with the Select Board on changing the date and location of Town Meeting, solidified the Governor's Order of masks being worn and asked the Police Department to enforce the wearing of masks, gently. He said that Mr. Grossman said they were seeing a down turn in the number of cases adding it was more important to adhere to guidelines.

Mr. Haddad asked the Board to consider extending the signing of warrants through June 11th.

Ms. Manugian moved to authorize the Town Manager and Mr. Giger to review and authorize the warrants on their behalf through June 11th. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Giger-aye; Reilly-aye; Manugian-aye

MINUTES

Ms. Pine moved to approve the minutes of April 27, 2020 as presented. Mr. Degen seconded the motion. Roll Call: Pine-aye; Degen-aye; Giger-aye; Reilly-aye; Manugian-aye

Ms. Manugian asked for a motion to enter into ES at 9:07pm 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.

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

Approved: _____

John Reilly, Clerk

respectfully submitted:

Dawn Dunbar, Executive Assistant

Date Approved: