

Select Board Meeting Packet

May 18, 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 18, 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: 853-8251-0159

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
3. Review Any New Information from the Commonwealth
4. Review and Approve Meetings on Holiday Policy
5. Update from the Town Manager on the Housing Production Plan
6. Update on Select Board Schedule through the 2020 Spring Town Meeting
7. Consider Issuing an RFP or Other Procurement for Town Counsel Services
8. FY 2021 Budget Update

II. 7:30 P.M. Review and Approve the Protocols for the Farmers Market

OTHER BUSINESS

- Discuss Possibility of a Special Town Meeting on June 13, 2020 for an Out of Cycle CPA Application for Rental Assistance

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

III. Minutes: Virtual Meeting of May 11, 2020

ADJOURNMENT

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



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

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *May 18, 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. I have invited Leo Wyatt of the Williams Barn Committee and Conservation Administrator Nik Gualco to Monday's meeting to discuss the proposed Protocols for the potential opening Farmers Market. Enclosed with this report is the latest draft of the Protocols.
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 the adoption of the Protocols for the eventual opening of the Town Hall, Center in West Groton and the Groton Country Club. These Protocols have been posted on the Town's Website.
 - b. I issued my weekly update on the Groton Channel.
 - c. On Thursday, I met with the Moderator, the Town Clerk, the Chair of the Finance Committee and Dawn Dunbar to discuss the budget motions for the 2020 Spring Town Meeting. It has been suggested that we may want to consider changing the way the budget is presented. Instead of presenting 13 motions for individual votes, it may be more efficient if we present the budget as one motion (similar to the consent agenda). If anyone wants to hold a particular line item or department budget, they will be able to hold that section and after voting everything else, the Town Meeting can return to debate the held over line item/budget. Doing it this way would eliminate the need for a presentation on the budget (from both the Finance Committee and School Committee). The Finance Committee would prepare a handout on the budget and include it in the Town Meeting packet given to every voter prior to the meeting. We could also post it on the website prior to the meeting. The School Committee could do the same thing with their budget. I have invited the Moderator, Town Clerk and Chair of the Finance Committee to Monday's meeting to discuss this in more detail with the Board. Ultimately, the decision on doing this is up to the Finance Committee since it is their motions on the budget that gets presented to Town Meeting.

Continued on next page – Over >

2. **Continued:**

- d. Josh Degen, Bud Robertson and I held a meeting with the Friends of Prescott to review their financials and operations. I am pleased to report that the Friends are on track to make their budget in year two of the lease and may even make a slight profit. We reviewed their projections for year three of the lease (September 1, 2020 through August 31, 2021) and if Town Meeting approves the sprinkler system, they have a good possibility of making the budget in year three as well. That said, the Board will need to amend the current lease with the Friends to allow them to use the second floor of the building should Town Meeting approve the funding for the installation of the sprinkler system. Currently, the lease only authorizes them to use the basement and first floor. We can discuss this further at Monday's meeting.
3. The Governor is slated to release his four (4) part plan on re-opening the State on Monday, May 18th. I will provide the Board with an update at Monday's meeting.
4. Enclosed with this report is the revised Meeting on Holidays Policy as redrafted by Chair Manugian. I would ask the Board to consider approving this policy at Monday's meeting.
5. At last week's meeting, I told the Board that the Housing Production Plan expires on June 30, 2020. I want to apologize to the Board as I was wrong with the expiration date. The Policy actually expired on June 30, 2019. The following is an update from our Housing Coordinator on the implications of not having an approved Housing Production Plan. We can discuss this further at the meeting.

"Groton's approved Housing Production Plan expired on June 29, 2019. There is no process for gaining an extension. The Commonwealth's general policy is to promote 40B projects so an extension of an HPP is not seen as a desirable outcome. Instead, Groton is preparing a new Housing Production Plan to be submitted for approval by the Department of Housing and Community Development (DHCD). Our new plan will have a five-year term. Groton is 'open' to a comprehensive permit project since we have not reached the target of ten percent affordable housing units and we are not in a safe harbor. The state 40B law allows municipalities who are making decent progress in producing new affordable units to gain a temporary right to refuse to consider a 40B application. For Groton, that would mean producing at least twenty new affordable housing units within a year and then DHCD could grant Groton safe harbor for a period of time. Since Groton has not been producing twenty or more new affordable units a year, we have not qualified for safe harbor. This means that even with an approved Housing Production Plan, Groton will still be 'open' to the first comprehensive permit project. With Groton's more modest rate of production, having an approved Housing Production Plan can help Groton to rebuff the following comprehensive permit project (if it is unwanted). But again, the ability to gain a safe harbor from 40Bs does depend on there being affordable housing production of sufficient numbers to trigger the statutory protection. Groton has not received a new comprehensive permit application. Even though Groton lacks a current Housing Production Plan, there is nothing that an HPP could do to avoid the first proposed project. Montachusett Regional Planning Commission is working on Groton's new plan. There is every reason to believe that Groton can still get a new HPP submitted and approved before there are any proposed 40B projects that a safe harbor would allow the Town to repel."

6. Please see the following update to the Select Board's Meeting Schedule through the end of the Fiscal Year:
- | | |
|---------------------------|---|
| Monday, May 18, 2020 - | Already Posted |
| 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 |
| Monday, June 22, 2020 - | Establish and approve Select Board Summer Schedule
Approve Housing Production Plan for submission to DHCD |
| Monday, June 29, 2020 - | Review proposed FY 2020 Line Item Transfers |
7. Last summer, the Select Board had voted to issue an RFP for Town Counsel services on November 1, 2019. At that time, I requested that the Board hold off on issuing that RFP for several months and reconsider the issue this Spring. I am now requesting that the Board either issue an RFP, or allow me to reach out to several firms to determine their interest in representing the Town of Groton. Please note that M.G.L. c.30B, §1(b)(15) specifically exempts lawyers from the procurement process. The last two times we have issued RFPs for Town Counsel, we have received proposals from the same firms. The first time we stayed with KP Law and the second time we kept KP Law as Labor Counsel and appointed Brooks DeRensis as General Town Counsel. I do not think issuing another RFP will provide the Board with any additional firms to consider. That said, I am not comfortable nor happy with the services we are receiving from Brooks DeRensis and am recommending we change Town Counsel in FY 2021. We can discuss the recruitment of Town Counsel in more detail at Monday's meeting.
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. Our Town Accountant has updated our FY 2020 revenues to reflect April income. I have attached the spread sheet to this report for your review. We are now projecting a \$233,500 deficit in Estimated Receipts for FY 2020. Based on this, I have rethought my position on paying off the Snow and Ice Deficit in FY 20. I would like to change my recommendation and instead of paying it off this year, I would recommend we raise it on the FY 2021 Recap Sheet. Since we are now projecting a deficit, I want to be able to turn back as much in unexpended appropriations as possible to offset the revenue deficit and preserve Free Cash. We can discuss this and other issues in more detail at Monday's meeting.

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 (a.k.a., volunteers of the Williams Barn Committee), vendors, and customers to take protective public health measures as well as address the need for changing the culture of the market. 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 (for everyone):

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, market managers, and customers shall wear face masks.
7. When at the market, practice good hygiene by properly washing your hands and sanitizing as necessary.
8. Social Distancing:
 - a) A "No Congregation" policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.
 - b) The gathering of market goers for social purposes is temporarily banned.

Guidelines for customers

1. Customers shall practice social distancing as described above.
2. It is strongly encouraged that only one person per household shop at the market.
3. Customers should expect to exit the market and leave as soon as their purchasing is completed.
4. Parents/guardians of young children are discouraged from bringing them to the market.
5. No gatherings such as, but not limited to, viewing live music will be allowed.
6. Customers are prohibited from using reusable bags.
7. Customers are expected to follow the 'General Best Practices' listed above.

Guidelines for market managers (a.k.a., Williams Barn Committee volunteers)

1. Market Managers shall practice social distancing as described above.
2. Market managers should maintain adequate space between vendors to assist in patron flow and reduce crowding at vendor stations.
3. Market managers should limit the number of customers who can enter the market space at one time based on established occupancy rate, which shall be set by the Fire Chief.
4. 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 provided to vendors and customers.
 - 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 equipment and material approved for COVID-19 sanitization.

5. Market managers must utilize disposable gloves at all times during market operations.
6. Market managers must keep vendors and customers updated on market information and safety protocol.
7. As necessary, the market managers (a.k.a., the Williams Barn Committee) will enforce these protocols. If additional enforcement is required, Market managers shall contact the Groton Police Department. 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.
8. 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 managers 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.
9. Market managers are expected to follow the 'General Best Practices' listed above.

Guidelines for vendors:

1. Vendors shall practice social distancing as described above.
2. The offering/distribution of product samples is temporarily prohibited.
3. Vendors shall minimize the handling of produce and products by both staff and customers including disallowing the touching of produce at vendor tables and sales points.
4. 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.
5. 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.
6. Vendors must utilize disposable gloves at all times during market operations.
7. 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.
8. 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.
9. Vendors are expected to follow the 'General Best Practices' listed above



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):

New Year's Day
President's Day
Memorial Day
Labor Day
Veterans' Day
Christmas Day

Martin Luther King Day
Patriot's Day
Independence Day
Columbus Day
Thanksgiving Day

C. If a meeting is posted and a religious holiday precludes attendance by an individual or group, the Town Manager? Town Clerk? Chair? Shall be contacted and the agenda item(s) of interest shall be delayed or continued to the next meeting.

Town of Groton
General Fund 2 Yr Comparative Statement of Revenues

	Revenue	Revenue thru April	Variance	YTD	Final FY19	Revenue thru April	Variance to FY19 Budget @ 4/30/19	4th Qtr % of Budget @ 4/30/19	Variance thru April FY20 to FY19	Comparative % of Budget 4/30/2019 vs 4/30/2020	Revenue thru May Actual FY19	Revenue thru June Actual
	Budget FY20	Actual FY20	to FY20 Budget	% of Budget	Budget	Actual FY19	@ 4/30/19	@ 4/30/19	FY20 to FY19	4/30/2020	Actual FY19	Actual
Revenue												
State Aid (Lottery/Exempts/Van)	971,581	910,381	(61,200)	93.70%	909,717	816,673	(93,044)	89.77%	93,708	104.38%	889,064	901,811
Motor Vehicle/Boat Excise	1,577,642	1,530,749	(46,893)	97.03%	1,549,739	1,590,392	40,653	102.62%	(59,643)	94.55%	1,726,850	1,793,261
Local Option Meals Tax	150,000	161,421	11,421	107.61%	120,000	128,189	8,189	106.82%	33,232	100.74%	128,189	168,570
Local Option Room Occupancy Tax	50,000	42,020	(7,980)	84.04%					42,020			
Penalties and Interest on Taxes	90,000	65,196	(24,804)	72.44%	90,000	77,334	(12,666)	85.93%	(12,138)	84.30%	90,859	109,578
Payments in Lieu of Taxes	260,000	175,119	(84,881)	67.35%	260,000	153,000	(107,000)	58.85%	22,119	114.44%	217,581	281,907
Other Charges for Service (Dunst)	82,000	15,800	(66,200)	19.27%	67,000	2,445	(64,555)	3.65%	13,355	527.95%	68,815	68,815
Country Club Revenue	493,838	232,418	(261,420)	47.06%	509,502	345,752	(163,750)	67.86%	(113,334)	69.35%	450,924	552,570
Fees (incl Van vouchers)	289,737	291,098	1,361	100.47%	301,338	310,627	9,289	103.08%	(19,529)	97.47%	358,193	392,157
Rentals (Cell Towers)	49,000	38,354	(10,646)	78.27%	51,012	36,233	(14,779)	71.03%	2,121	110.19%	45,740	52,766
Library Fines	12,000	7,401	(4,599)	61.68%	12,000	9,013	(2,987)	75.11%	(1,612)	82.12%	9,488	10,395
Other Departmental Revenue	700,000	511,434	(188,566)	73.06%	680,000	517,332	(162,668)	76.08%	(5,898)	96.03%	517,332	684,031
Licenses and Permits	300,000	400,421	100,421	133.47%	306,000	351,398	45,398	114.84%	49,023	116.22%	392,533	413,343
Fines and Forfeits	25,000	17,394	(7,606)	69.58%	25,000	12,608	(12,392)	50.43%	4,786	137.97%	14,838	17,688
Investment Income	40,000	42,660	2,660	106.65%	20,000	48,421	28,421	242.11%	(5,761)	44.05%	57,357	94,991
Misc Non-recurring (State Aid)	0	0	0		0	2,722	2,722	#DIV/0!	(2,722)		2,722	59,241
Misc (Bond Prem Amort & Other)	1,263	8,702	7,439	688.99%	1,650	17,556	15,906	1064.00%	(8,854)	64.75%	17,556	28,705
Enterprise Allocation for Indirects	236,288	158,624	(77,664)	67.13%	237,633	173,841	(63,792)	73.16%	(15,217)	91.76%	173,841	227,899
Real Estate and Personal Prop	33,723,200	31,186,163	(2,537,037)	92.48%	32,348,930	29,910,831	(2,438,099)	92.46%	1,275,332	100.02%	31,848,234	32,053,738
Total Revenue	39,051,549	35,795,355	(3,256,194)	91.66%	37,489,521	34,504,367	(2,985,154)	92.04%	1,290,988	99.59%	37,010,116	37,911,466

Revenue Shortage Projections:	
Local Option Room Occupancy Tax	(7,980)
Penalties and Interest on Taxes	(24,804)
Country Club Revenue	(161,420)
Library Fines	(4,599)
Other Departmental Revenue	(27,000)
Fines and Forfeits	(7,606)
Total Revenue Shortfall Anticipated	(233,409)

**SELECT BOARD MEETING MINUTES
VIRTUAL MEETING
MONDAY, MAY 11, 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; Steele McCurdy, Fire Chief; Mike Luth, Police Chief; Nik Gualco, Conservation Administrator; Bud Robertson, Finance Committee Chair

Mr. Degen called the meeting to order at 7:00pm and reviewed. Ms. Manugian was not present for the start of the meeting due to connectivity issues.

TOWN MANAGER'S REPORT

1. Mr. Haddad reviewed some of the work that the office had completed last week. Among that, he said that they issued 3 press releases; one on the election encouraging people to vote by absentee ballot, one on action taken by the Board of Health and Select Board, and one on the change in the date and location of Town Meeting.
2. Mr. Haddad said that relative to Town Meeting, *Section 4(d) of Chapter 53 of the Acts of 2020 required 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.* Mr. Haddad recommended that the Select Board designate their Police Chief as the reporting officer. Mr. Haddad asked the Board to vote to ask the Police Chief to send a letter to the AG's office notifying them of the change in Town Meeting date and location.

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

3. Mr. Haddad said that they were continuing to work on an MVP Grant from the State to alleviate flooding on Broadmeadow Road. He said that he had been working with their DPW Director, Land Use Director, Planning Board, Conservation Administrator and their Engineers from Weston and Sampson on submitting a Grant application by June 11th. He said he would keep the Board apprised of their progress.
4. Mr. Haddad said that he had reached out to the Park Commission about their plans for sports programs, parks and playgrounds. He said that the Park Commission at their meeting of May 5th, voted to keep everything closed until May 19th when they will meet and revisit the issue. He said that the Park Commission had reached out to the Board of Health for guidance. Mr. Haddad said that he asked their Police Chief, Fire Chief and DPW Director to join him at that meeting to discuss the issue in more detail. He said his recommendation to the Park Commission was that they keep everything either closed or canceled for this summer as they did not have the resources necessary to assure safe and sanitized facilities. Mr. Haddad asked the Board if there were any issues with this course of action. Ms. Pine said that she wanted to make sure people were aware they were going to use a field for Town Meeting. Mr. Giger said that they should word this to say that any exceptions to the use of fields should come from the Select Board.

Ms. Manugian joined the meeting at 7:10pm and assumed as Chair.

5. Mr. Haddad said that chairs and a sound system were secured for Town Meeting and thought they should be in pretty good shape.
6. Mr. Haddad said that they were down 2 employees within the DPW. He said that they had brought in Robert Hall as a summer worker in years past. Mr. Haddad said that they would like to bring him back this summer adding they were falling behind on things like mowing. He said that there was a hiring freeze but asked for permission to bring

Mr. Hall back at 16 hours per week. Ms. Manugian asked if that was a reduction from past years. Mr. Haddad said that it was adding he typically worked 40 hours a week during the summer. Ms. Pine asked if there was an end date on this. Mr. Haddad said it was through October 1st.

Mr. Degen moved that they authorize the Town Manager to lift the hiring freeze to hire one DPW employee not to exceed 16 hours per week until October 1. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Giger-aye; Reilly-aye

7. Mr. Haddad said that he had 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 would show past exposure and potential immunity to the disease. He said that the State currently provided symptomatic testing to first responders who may have the active virus but that as part of their return to work protocols, he thought it made sense to conduct the serology test. He said that it could provide them with an idea of how wide spread this disease may be among their employees and help with planning. He said that Quest Diagnostics would perform these tests for the Town adding he would like to be able to test all full-time and permanent part-time employees. Mr. Haddad said that the estimated cost was about \$4,000 (it could be less once total participation of all members of the Minuteman Nashoba Health Group decided if they also want the testing). He said it was something he would like to be able to do. Mr. Haddad said that the town of Brookline was already doing this as an example.

Chief McCurdy said he was fully in agreement that this was worthwhile for the Town. He said that it would give them a good idea of how many of their employees have had COVID and have the antibodies to it. He said that with antibodies, people would be more resistant to it should they get it again. Chief Luth said he would echo what the Fire Chief. Ms. Manugian asked about PPE and assumed the results would not be used to make personnel decisions on PPE and asked how long the results would be valid for. Chief McCurdy said that they were in a good place as far as PPE went adding he would not make personnel decisions for PPE based on that. Chief McCurdy said that the first test was a good baseline but another test or two down the road would be worth doing. Ms. Pine said she had concerns about this based on what she had been hearing on the news. She said that some tests were not proven to be reliable and was concerned about the lack of clear understanding of what it meant to have antibodies. She said it might be premature to do this now. Mr. Degen asked if it would be mandatory testing for all employees. Mr. Haddad said it would not be mandatory but if an employee did agree to do it, the Town would ask that the results be shared with HR. Mr. Degen asked if this was just for Town employees or all boards and committees. Mr. Haddad said it would just be town employees. Mr. Giger said that if this was something they wanted to do and have a meaningful benchmark, they needed to stick with it. He asked if they could inquire which test would be the most reliable right now. He said he too thought it was early to do this. Mr. Giger said that the tests he was aware of were giving them a snapchat in the moment and could not tell them when it began. Mr. Reilly said that free testing was offered for first responders and wished that something was done for this type of thing. He said he was in favor in the testing in general but wanted to make sure they used the best test.

Chief McCurdy said that the serology test was looking for the development of antibodies a couple of weeks after someone may have been sick even with no symptoms. He said that the accuracy of it was very high. Ms. Manugian said that she conceptually was in favor of getting a baseline. She asked what the thoughts were on doing it now or a couple of weeks from now. Mr. Haddad said he was okay waiting a few weeks and see if more information became available. Chief McCurdy said he saw an advantage to waiting a few weeks adding the cost may be reduced but that the information was invaluable to them now where they were still dealing with cases in Groton. He said that something had gone through his department in February with the same symptoms and would be helpful to have this information sooner rather than later. Mr. Degen said that he was very interested in this and agreed with the Chief's concerns. He said he thought the public safety departments should be tested right away and the other town employees done in a second wave. Mr. Giger said that he was in agreement with Mr. Degen and didn't think they should get in the way of the Chief's having their staff tested now. Ms. Pine said she still had concerns that this test wasn't going to provide them immunity information that they were looking for. Ms. Manugian asked for a motion to authorize the Chief's to have the decision-making power of when to test their staff.

Mr. Degen moved that they authorize the Town Manager through the HR Director to schedule antibody testing through Quest for testing of fire, police and dispatch with a second wave to include all town employees. Ms. Manugian seconded the motion.

Ms. Pine reiterated her statement of finding out what this testing was going to provide them. Mr. Giger said he was fine leaving that decision up to the Chiefs adding they were involved in this every day. Mr. Degen asked if this violated any collective bargaining agreement. Mr. Haddad said that it did not.

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

8. Mr. Haddad said that \$1,700 worth of memberships had been sold this past weekend at the Country Club and \$854 in greens fees. He said that a new order was issued that day by the Governor that allowed persons with disabilities to use golf carts.

Mr. Degen moved to ratify the Town Manager's decision under the guidance of the Governor's Office to open golf course operations. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Reilly-aye; Giger-aye

9. Mr. Haddad said that the Governor provided a 4-phase approach earlier that day to reopen the state that appeared to be in line with what he was looking to do. He said that they had an employee at town hall who might be infected adding he had closed down town hall until Thursday at the earliest and were having a company come in the following day to do a deep clean of the building. Ms. Manugian asked for an estimate once he received it for the cost of the deep clean. Mr. Reilly asked if this was going to be done prior to reopening the building also. Mr. Haddad said he had not planned on it adding his custodial staff had done a great job cleaning thus far.
10. Mr. Haddad provided a list of holidays that they board might want to consider adding to their Meetings on Holiday Policy. Ms. Pine said she was not in favor of the proposed list of holidays adding some had never heard of some of them and because she was afraid, they were boxing themselves in. Ms. Manugian said that there was no perfect solution but needed some sort of a list. Mr. Degen said that the proposed list was a big list. Ms. Manugian said she was happy to do a little more leg work on this to define the holidays. Mr. Giger said that one could Google the holidays for their definition if they weren't sure what it was. Mr. Robertson asked where they stood with state and federal holidays. Mr. Haddad said that there were 11 state and federal holidays. Mr. Robertson asked how they went from 11 to 30 holidays and asked why they wanted to jump away from the standard holidays. Ms. Manugian said that most of the list only included Christian holidays and no other religions like Jewish, Islamic and Hindu holidays. Ms. Pine said she didn't think that they needed to include those that were on Sundays. Ms. Manugian said she could do more legwork and bring it back.

Ms. Manugian suggested language be added to the Town Manager Review Policy that stated *"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 IMMEDIATELY prior to completing the annual evaluation."*

Mr. Degen moved that they adopt the Town Manager's Review Policy with the 120-day addition as explained by the Chair. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Giger-aye; Degen-aye; Reilly-aye

11. Mr. Haddad said he had provided the Board with the final drafts of the protocols for the re-opening of Town Hall, the Center in West Groton and the Groton Country Club for the Board's review and hopeful approval. He said that he had also enclosed the final draft of the protocols for the Farmers Market adding that the Library Trustees were meeting on Tuesday evening to approve their protocols.

Mr. Degen moved to approve the reopening protocols for the Town Hall, Center and Country Club as drafted by the Town Manager. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Giger-aye; Degen-aye; Reilly-aye

12. Mr. Haddad said that they had made some changes to the Farmers Market protocol as discussed by the Select Board. Ms. Pine said that it wasn't clear to her if the customers were supposed to wear masks and asked if they should include language to that effect. Mr. Gualco said that it was a health requirement to have one available. Mr. Gualco said that they were going to have a non-traditional farmers' market this year adding it would only be for essential supplies such as food. There was a discussion about whether to allow people into the building. Ms. Manugian said she was struggling with this adding she enjoyed the farmers market. She said that just the cleaning of the porta toilet was an issue for her. Mr. Gualco said that there was a core group of 10-18 vendors of whom a small portion of them would still like to participate. Mr. Giger asked who the market organizers were and thought they should be defined. Mr. Degen said that the toilet should be used by the vendors only and locked by the organizers. Mr. Degen said that he loved the Barn but thought the Barn should be left for use by the organizers only. Mr. Degen suggested inviting Mr. Wyatt, Chair of the Williams Barn Committee, into the meeting next week to discuss this. Mr. Giger suggested limiting the hours. Mr. Gualco said that the hours would be limited to 3-7pm.

Ms. Manugian left at 8:18pm and rejoined at 8:20pm.

13. Mr. Haddad said that he reached out the Karen Chapman on the Housing Production Plan and would have it to the Board by early June. Mr. Degen said that they had a deadline in which they needed to have a plan. Ms. Manugian asked if they could look into the ability to extend their current plan for a few months if need be. Mr. Haddad said he would look into that.
14. Mr. Haddad reviewed the upcoming agenda schedule.
15. Mr. Haddad said he was asked to discuss with the schools the possibility of a 1/12th budget adding the district was ready for it. Ms. Gilbert said that they met with Dunstable adding there was little chance of them having a budget before the start of the FY adding Dunstable were looking toward a 1/12th budget. She said that they explained to Dunstable that most of their spending started in August and moving forward. She said that even though the District was using \$800K of E&D, Dunstable still had a \$160K issue. She said that they explained to Dunstable that they would not be cutting staff or resources especially having to get the students back to adequate learning levels in the fall due to remote learning. Ms. Gilbert said that their assessment may decrease even further because the district was able to prepay some special education costs 3 months in advance which would help Dunstable.

ON-GOING ISSUES

Mr. Haddad said that the piloting trailer had been mobilized at Baddacook last week and would keep the Board updated.

MINUTES

Ms. Pine moved to approve the meeting minutes of May 4, 2020 as presented. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Giger-aye; Reilly-aye; Degen-aye

Ms. Manugian said she would entertain a motion to enter in Executive Session at 8:40pm 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. Mr. Degen made the motion. Ms. Pine seconded the motion. Roll Call: Roll Call: Manugian-aye; Giger-aye; Reilly-aye; Pine-aye; Degen-aye

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: