

Select Board Meeting Packet

July 13, 2020

This is the Select Board preliminary preparation information packet. The content of this package is subject to change between when it is released and the start of the Select Board meeting. Such changes will not be posted to the web site before the meeting. If you see an item or items in the preliminary preparation package that are important to you, please attend the meeting in person.



Town 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*
Rebecca H. Pine, *Clerk*
John R. Giger, *Member*
John F. Reilly, *Member*

**SELECT BOARD MEETING
MONDAY, JULY 13, 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 6272 8323**

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 – Update on Country Club Pool Status – Discuss Presidential Election Polling Locations
3. Review Any New Information from the Commonwealth
4. Approve FY 2020 Line Item Transfers
5. Call for and Open the Warrant for the 2020 Fall Town Meeting
6. Start the Annual Review of the Town Manager
7. Discuss/Consider Request to Change the Name of Redskin Trail
8. Update on Select Board Schedule through Labor Day

II. 7:15 P.M. In Joint Session with the Finance Committee and Groton Dunstable Regional School Committee – Discuss CARES Act Funding and Intermunicipal Agreement for Florence Roche Debt

OTHER BUSINESS

- Consider Extending Signing Authority of Town Manager and One Member of Select Board to Sign Warrants for 30 Days

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 June 29, 2020

ADJOURNMENT

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



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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *July 13, 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 meeting in joint session with the Finance Committee and Groton Dunstable Regional School District Committee to discuss two matters. First, the School Superintendent has developed a budget (copy enclosed with this report) for the funding the School District needs to comply with State Protocols to open the schools in the Fall. While some of these costs can be covered by funding from the State for this specific purpose, it does not provide enough funding. The Town may be able to provide the District with some of the CARES Act Funding set aside for the Town of Groton. The second issue is the proposed Intermunicipal Agreement between the Town and the School District that would authorize the Town of Groton to borrow the money for the construction of a new Florence Roche Elementary School. Also enclosed with this report is a memorandum I prepared on the subject and a copy of the draft IMA for your review and consideration. We can discuss both of these issue in more detail at the meeting.
2. The following is a summary of issues and action items for the Board's review and consideration:
 - a. The opening of the Town Hall to the public has gone very well. Residents/Users of the Town Hall have complied with all protocols, including social distancing guidelines and the wearing of masks. At this time, I do not see a need to change any of the protocols with one exception. I am going to allow employees to bring in takeout food as long as they do not share the food and continue to eat at their desks.
 - b. The opening of the Groton Country Club pool under the protocols approved by the Select Board has gone off without any problem. Residents utilizing the pool have followed the protocols and there have been no reported issues. Enclosed with this report are the statistics showing the utilization. There is availability for greater usage of the pool. To that end, both Shawn Campbell and I would ask the Select Board to consider opening the pool to non-residents. Residents would still have the first opportunity to schedule a time at the pool, and then we would open it up to non-residents. I would respectfully request that the Board approve this change in pool protocols at Monday's meeting.

Continued on next page – Over >

2. Continued:

- c. With the Groton Dunstable Regional School District Committee in attendance at Monday's meeting, the Town Clerk and I would like to take this opportunity to discuss and consider a change in polling locations for the Federal Election scheduled for November 3, 2020. With the likelihood that the COVID-19 Pandemic and associated protocols (masks, social distancing, etc.) will still be in place, both Michael and I believe we need to start planning now for the election. This election will likely have over 85% of our registered voters turning out to vote. With approximately 8400 registered voters, that means almost 7300 people will vote in this election. While early and mail-in voting will be utilized, we expect about 3500-4500 people will vote in the polls that day based on past elections and what happened at the local election in June. That said, the Groton Town Hall (Precinct #3) cannot accommodate 1500 voters, while adhering to social distancing protocols. We can only have 3 booths in the first-floor meeting room to comply with those protocols. We would like to discuss the possibility/likelihood of allowing voting to take place at the Middle School. This location has the size and parking to accommodate the expected turnout. We can discuss this in more detail at Monday's meeting.
3. The one major change in State protocols since your last meeting is the issue of quarantining should you travel outside of New England, New York or New Jersey. The State issued an advisory that anyone traveling outside of these areas should quarantine for 14-days before returning to work. We have instituted this policy and directed all employees that travel outside of New England, New York and New Jersey to quarantine at home for an additional 14 days before returning to work. We are allowing the use of personal, vacation or sick time for this period. We have further directed that they are to remain home during this period as it not extra vacation. We will allow employees to work remotely during this period, if possible. For example, Highway, Police and Fire Department employees cannot work remotely and will be charged for the time off. I will provide the Board with any additional changes in State protocols at Monday's meeting.
4. Pursuant to the Municipal Modernization Act, the Select Board and Finance Committee can approve Line Item Transfers for Fiscal Year 2020. Enclosed with this report are the proposed FY 2020 Line Item Transfers to balance the budget and allow the Town Accountant to close the books. I will be asking both the Select Board and Finance Committee to approve these transfers at Monday's meeting.
5. I would respectfully request that the Board consider calling for and opening the Warrant for the 2020 Fall Town Meeting. According to our Bylaws, the default date for the Fall Town Meeting is the third Monday of October, unless the Select Board chooses another date and provides six weeks' notice of the new date. As discussed at your last meeting, and after consultation with the Town Clerk and Town Moderator, I am recommending that the Board call for the Meeting to be held on Saturday, October 3, 2020 at 10:00 a.m. The Warrant would open on July 13th and close on August 6th. Enclosed with this report is a memorandum setting the schedule for the Meeting. We can discuss this in more detail at Monday's meeting.

**Select Board
Weekly Report
July 13, 2020
page three**

6. Pursuant to Town Manager Review Policy (copy enclosed with this report), it is time for the Select Board to start the annual review of the Town Manager. According to the Policy, 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. We can discuss this in more detail at Monday's meeting.
7. A resident of Redskin Trail has notified the Town of his concern with the name of his street. He considers it racist and would like the Select Board to take action to rename the Street. For the Board's information, this issue came up several years ago when residents of the street asked for it to be renamed "Harmony Lane". The then Board of Selectmen held a public hearing and decided not to take action when several residents of the street objected to changing the name. Due to this, the resident who brought this to my attention would rather have the Board take the action. In order to do this, the Select Board would have to follow the procedure set forth in Section 258-9 of the Code of the Town of Groton. Should the Select Board decide to consider changing the name, Town Counsel has advised that the Board should follow the following process:
 1. The Select Board shall schedule a meeting to consider the name change. The Board will send a notice to "all residents and businesses located on the road" to notify them of the proposed name change and the date of the meeting. This is not a formal hearing and does not need to be advertised. It will be a regular agenda item of the Board.
 2. If the Select Board votes to change the street name, the Town Manager will notify "all affected property owners, residents and businesses . . . via letter by certified mail." Included in this notice will be copy of M.G.L., c.85, §3 to inform those affected of their appeal rights.
 3. Once the appeal process is over and no appeals are received, the Town will install new street signs. We will notify the Post Office and the police and fire chiefs will have to update their emergency response maps. All other notifications and costs will be the responsibility of the residents of the newly named street.
8. Please see the following update to the Select Board's Meeting Schedule through Labor Day:

Monday, July 13, 2020	-Already Posted
Monday, July 27, 2020	-Executive Session – Town Counsel (Meeting Starts at 6) -First Public Hearing on Developing MS4 Permit Fee -Review and Approve Proposed Annual Goals -FY 2020 Fourth Quarter Financial Review -Update on Diversity Committee, Classes and Training

Continued on next page – Over >

**Select Board
Weekly Report
July 13, 2020
page four**

8. Continued:

Wednesday July 29, 2020	-Goal Setting Workshop
Monday, August 10, 2020	-Review First Draft of Fall Town Meeting Warrant -Town Manager's Annual Performance Review -If RFP for Town Counsel – Review Proposals
Monday, August 24, 2020	-Public Hearing for Fall Town Meeting Warrant -Executive Session Minute Review
Tuesday, September 8, 2020	-To Be Determined

MWH/rjb
enclosures

ADDITIONAL COVID COSTS

Thing	Amount	Needed By	Possible Funding Source
Materials and folders/containers for each individual student (Summer and School Year). Students may not share any materials - including scissors, markers, manipulatives, glue sticks etc.	\$20,000	August	DESE per pupil funding OR Town CARES
Swivels for remote instruction. Technology that allows taping/live streaming of classroom instruction. Necessary for hybrid and in person learning due to class size restriction.	\$57,400	July	DESE per pupil funding Town CARES
Professional Development: Mandated Trainings for all staff per DESE guidance (e.g., COVID-19 focused education and training) (Summer)	\$13,000	August	DESE Per pupil OR Town CARES
Professional development for teachers to prepare them to come back to school following COVID restrictions necessary to be followed during hybrid and modified in person learning.	10 hours per teacher, 208 teacher, \$30 per hour = \$62,400	August	DESE Per pupil OR Town CARES
Instructional Space Set-Up - barriers, new setting for social distancing, moving of furniture, storage of excess furniture to allow for social distancing.	\$42,000	End of July/August	DESE per pupil OR Town CARES
Special Education Evaluations (summer and school year): Speech and Language, Occupational Therapy, Physical Therapy,	\$80,000	August - January	DESE Per pupil OR Town CARES

Psychological, Educational Evaluations due to limited services during the shut down.			
Administrative support: Special Education planning and compliance coordination due to limited service offering in the shut down.	\$3000	July and August	Town CARES
Special Education Administrator Stipends: Special Education planning and coordination due to increased need to plan for making up of services lost in the school year, planning of compensatory services in the summer and school year. Numerous personal calls to each student on an IEP.	\$17,500	July - September	Town CARES
Additional Nursing Coverage - must have full-time nurse in each building - this allows for substitute certified nursing coverage.	\$45,000	Beginning August throughout school year.	Town CARES or possibly FEMA reimburse
Furniture and Equipment for nurse offices and isolation rooms (e.g., cots and consumables) - PPE, dividers, establishment of isolation rooms in each school	\$9,000 (\$1800 x 5 schools)	August	DESE per pupil or Town CARES or possible FEMA reimburse
Tutors - ELA/Math to provide intervention for those students who are below benchmarks due to unfinished learning during shut down.	\$44,000	Beginning August through June.	Town CARES
(100) Lenovo Chromebooks. Necessary to support hybrid learning model and split classroom in person learning model.	\$19,939	August	DESE or Town CARES

Internet Access Hotspots for Students without Internet access when needed during hybrid/remote learning.	\$4000	September thru June	DESE or Town CARES
Teacher Planning for hybrid learning model, modified in person learning model, and increased rigor remote learning.	We have 208 teachers. We want to give them each 20 hours of planning time at \$30 dollars per hour for a total of \$124,800.	September	DESE (possibly) or Town CARES
PPE Supplies/Equipment including but not limited to thermometers, masks, gloves, gowns, hand sanitizer, sanitizing stations, disinfectant wipes, disinfectant fogging equipment, plexiglass/lexan panels and desk dividers	FEMA will reimburse 75%, the value of the remaining 25% is estimated at \$15,000 Note: We have currently spent/encumbered \$30,000, expect \$60,000 YTD (25% = \$15,000)	August	FEMA - 75% - Remainder 25% Town CARES
Add 4 teachers to the middle school to 6/25 class size guidance (this reinstates 3 positions that were eliminated in FY 21 budget process).	Average hiring salary (\$62,705) plus insurance (\$20,000) times 4 teachers = \$330,820	August thru June	Town CARES
Add Building Subs 4 hrs/day to cover lunches as students must take lunches in classrooms and/or additionally socially distanced and teachers must have duty free lunch as follows: Swallow = 3 Flo Ro = 5 Middle South = 2 Middle North = 2 High School = 0	Lunch service may go from 2 time offerings to 4 to spread out students. \$15/hr for 4 hours at 180 day (\$10,800) plus insurance (\$20,000) times 12 building aides = \$369,600	August thru June	Town CARES
Additional paraprofessionals for Florence Roche (7) and	\$404,800	August thru June	Town CARES

Swallow Union (4) to allow schools to reduce class size to meet COVID guidelines and create split classrooms that meet the class size guidelines.			
TOTAL		\$1.4	



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Town Manager
Mark W. Haddad

To: *Select Board
Groton Dunstable Regional School Committee
Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *Funding the Florence Roche Elementary School Construction Project*

Date: *June 23, 2020*

The purpose of this memorandum is to recommend a process to the Groton Dunstable Regional School Committee, Select Board and Finance Committee on the most efficient, economical and cost-effective manner in which to borrow the funds should the Town of Groton approve the proposed construction of a new Florence Roche Elementary School.

Currently, based on the Regional Agreement and Massachusetts General Law, Chapter 71, Section 16(d), the School District would be the entity to borrow the funds for the project. According to the Law, to incur the debt for the construction of a new Florence Roche Elementary School, the District must provide written notice of the amount of the debt and of the general purposes for which it was authorized to the Select Boards in Groton and Dunstable not later than 7 days after the date on which the debt was authorized by the district school committee. Once notice is received by the Towns, the district cannot incur the debt until the expiration of 60 days after the date on which the debt was authorized. This allows Groton and/or Dunstable to hold a Town Meeting for the purpose of approving/disapproving the amount of debt authorized by the district committee. If voters at Town Meeting reject the Debt during this period, the District cannot incur the debt. If Groton and/or Dunstable does not hold a Town Meeting within the 60-day period to approve/disapprove the project, their consent is assumed.

Groton would most certainly hold a meeting (and corresponding debt exclusion election), while Dunstable may choose not to since they will not be responsible for any of the debt service for the project. There is no assurance that Dunstable will decide not to hold a Town Meeting and may feel obligated to hold the meeting as a member of the District. Should they choose to hold a meeting and the voters reject the debt, several more steps are required to ultimately allow the project to proceed. Regardless of what Dunstable decides to do in this case, the borrowing entity for the \$80 million project would be the Groton Dunstable Regional School District. They would bond for the project and, in turn, bill the Town of Groton for the Debt Service each year.

**Select Board
GDRSD Committee
Finance Committee
June 23, 2020
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This process may not be cost effective for the taxpayers and residents of Groton. The current Bond Rating of the School District is A1, while that of the Town of Groton is AAA. We checked with our Financial Advisor and asked for data on the different interest rates seen today on bond issues with similar ratings. The difference can be staggering. The interest rate difference could be anywhere from .25 to .35 percent difference between an A1 and AAA Bond rating. On an \$80 million bond over twenty-five years, this could lead to an additional \$3.1 million in interest payments. This is certainly not in the best interest of the taxpayers.

Based on this, it would make the most financial sense if the Town of Groton bonded for the project given our strong Bond Rating. However, as stated earlier, there is no provision in the Regional Agreement to allow the Town of Groton to bond the project for the District. According to Bond Counsel, the School District can enter into an Intermunicipal Agreement with the Town of Groton to bond for the project on their behalf. I have attached a copy of the proposed Agreement to this memorandum for your review.

No action by Town Meeting is required to approve this intermunicipal agreement. Per the Intermunicipal Agreement Statute (M.G.L. c. 40, s. 4A) approval would require a vote of the Groton Select Board and the Groton Dunstable Regional School Committee.

I would like to schedule a joint meeting between the Select Board, School Committee and Finance Committee to discuss this in more detail. Please let me know what is convenient for all Boards.

MWH/rjb

cc: Patricia DuFresne – Town Accountant
Michael Hartnett – Town Treasurer/Collector
Dr. Laura Chesson – Superintendent of Schools
Sherry Kersey – Business Manager
Florence Roche School Building Committee
enclosure

TOWN OF GROTON
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT
INTERMUNICIPAL AGREEMENT

This Intermunicipal Agreement (the "Agreement") is entered into under and pursuant to Section 4A of Chapter 40 of the Massachusetts General Laws ("Section 4A"), by and between the Town of Groton, Massachusetts (the "Town"), acting by and through its duly elected Select Board, by vote of said body on _____, 2020 and the Groton-Dunstable Regional School District, (the "District"), acting by and through its Regional District School Committee (the "School Committee") by vote duly adopted on _____, 2020. In consideration of the mutual covenants and agreements set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and the District hereby agree as follows:

1. RECITALS.

- a. The Town is generally authorized by the Massachusetts General Laws to finance, acquire land for, construct, originally equip and furnish public buildings.
- b. The District was duly established pursuant to Chapter 71, Sections 16 to 16I, inclusive of the General Laws, and by an agreement between the Towns of Groton and Dunstable, Massachusetts (collectively, the "Member Towns"), (the "District Agreement") to provide **secondary** education for pupils in grades pre-kindergarten to 12 residing within the Member Towns.
- c. Pursuant to Chapter 71, Sections 16(c) and (d), of the General Laws, the District is authorized to construct, reconstruct, add to, remodel, make extraordinary repairs to, equip, organize and operate schools for the benefit of its Member Towns, and to incur indebtedness for these purposes.
- d. The District has determined that there is a need for constructing a new Florence Roche Elementary School, located at 342 Main Street in Groton, Massachusetts, to serve pupils residing in the

Town, which project would necessarily involve the payment of all costs incidental and related thereto by the Town in accordance with the District Agreement (the "Project").

e. The District Agreement provides that the incurring of indebtedness to finance public school facilities within the Member Towns shall be incurred by the District.

f. The Massachusetts School Building Authority ("MSBA") has advised that the District is the entity legally entitled to receive any school building assistance grants that may be approved on account of the Project, but that any such grants that may be approved in the future on account of the Project shall, nevertheless, be credited to the Town, as more fully provided for herein.

g. The Town has a more favorable long term credit rating than does the District, and would expect to obtain more favorable interest rates on its bonds and notes, than would the District.

2. FINANCING OF THE PROJECT. The District authorizes the Town to act on its behalf and exercise all of its legal powers and duties with respect to the financing of the Project and the authorization and issuance of bonds and notes therefor. The Town shall authorize and incur its own general obligation indebtedness in order to finance all costs of the Project, which indebtedness shall be issued at such times and in such as amounts, as shall be sufficient to meet the cash flow requirements of the Project. Proceeds of any such borrowings shall be paid to the District within __ days of the receipt thereof by the Town. Within such amounts appropriated by the Town to pay costs of the Project, the District shall obtain all necessary professional and other services necessary to carrying out the Project and shall oversee all aspects thereof. The Town shall issue its bonds or notes from time to time, in consultation with the District, so that the District can make timely payments of Project costs. The Town shall pay all costs of the Project. All amounts payable on account of principal and interest on any bonds or notes issued by the Town to finance the Project, and all other costs incidental or related thereto, shall be paid directly by the Town. The District shall not be liable for the repayment of any debt issued by the Town to finance the costs of the Project. Any and all school building assistance grants paid by the MSBA to the District on account of the Project, pursuant to Chapter 70B of the General Laws, as

amended, or pursuant to any other authority, shall be applied by the District as a credit to sums otherwise payable by the Town to the District on account of the Project, thereby reducing, by a like amount, the total borrowing authorized by the Town to pay costs of the Project.

3. RECORD KEEPING. As required by Section 4A, the Town and the District shall maintain accurate and comprehensive records of services performed, costs incurred and reimbursements and contributions received on account of the Project; shall provide for the performance of regular audits of such records; and shall provide periodic financial statements with respect to Project expenditures.

4. TERM. The term of this Agreement shall be 10 years from the date hereof, or such lesser term as shall be necessary to complete the Project, including the audit/close-out of the Project by the MSBA.

5. AMENDMENTS. Any provision of this Agreement may be amended by an amendment approved by vote, duly adopted, by the Select Board of the Town and by vote, duly adopted, by the Regional District School Committee. No modification or waiver of any provision of this Agreement shall be valid unless duly authorized as an amendment hereof and duly executed by the Town and the District.

6. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of The Commonwealth of Massachusetts.

7. COUNTERPARTS. This Agreement may be signed in any number of counterparts, all of which taken together, shall constitute one and the same instrument, and any party hereto may execute this Agreement by signing one or more counterparts.

[The balance of this page is intentionally blank.]

IN WITNESS WHEREOF, the Town by its Select Board and the District by its Regional District School Committee, each duly authorized, have executed this Agreement under their respective seals as of the ____ day of _____, 2020.

GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT

By _____

Regional District School Committee

(DISTRICT SEAL)

TOWN OF GROTON

By _____

Select Board

(TOWN SEAL)

		Patron Count			Total	% of capacity
	Senior Swim	11am-1:30pm	2pm-4:30pm	5pm-7:30pm		
6/25/2020	1	10	23	13	47	26%
6/26/2020	1	5	30	22	58	32%
6/27/2020	NA	13	8	0	21	12%
6/28/2020	NA	22	6	0	28	16%
6/29/2020	3	0	1	0	4	2%
6/30/2020	1	3	0	0	4	2%
7/1/2020	2	3	0	0	5	3%
7/2/2020	3	33	38	34	108	60%
7/3/2020	4	0	3	0	7	4%
7/4/2020	NA	5	37	2	44	24%
7/5/2020	NA	11	42	14	67	37%
7/6/2020	3	11	19	0	33	18%
7/7/2020	3	14	13	13	43	24%
7/8/2020	3	4	2	0	9	5%

		Section Count			Total	% of capacity
		11am-1:30pm	2pm-4:30pm	5pm-7:30pm		
6/25/2020		3	9	4	16	44%
6/26/2020		1	11	5	17	47%
6/27/2020		4	2	0	6	17%
6/28/2020		8	4	0	12	33%
6/29/2020		0	1	0	1	3%
6/30/2020		2	0	0	2	6%
7/1/2020		1	0	0	1	3%
7/2/2020		11	11	11	33	92%
7/3/2020		0	2	0	2	6%
7/4/2020		2	12	1	15	42%
7/5/2020		4	12	4	20	56%
7/6/2020		4	5	0	9	25%
7/7/2020		5	5	3	13	36%
7/8/2020		2	1	0	3	8%

		Financials		
	Revenues	Wages	Profit	
6/25/2020	363	437.73	-74.73	
6/26/2020	483	412.06	70.94	
6/27/2020	170	307.17	-137.17	
6/28/2020	230	298.95	-68.95	
6/29/2020	19	191.48	-172.48	
6/30/2020	33	184.54	-151.54	
7/1/2020	36	148.11	-112.11	
7/2/2020	849	411.67	437.33	
7/3/2020	42	218.47	-176.47	
7/4/2020	370	330.81	39.19	
7/5/2020	510	369.06	140.94	
7/6/2020	229	334.1	-105.1	
7/7/2020	339	376.38	-37.38	
7/8/2020	69	217.98	-148.98	
Total	3742	4238.51	-496.51	

PROPOSED LINE ITEM TRANSFERS FOR YEAR END 2020

FUNDING NEEDED

(Line Items in Deficit)

Line Item Number	Ledger Number	Account	Amount Needed	Reason
1020	5115	124 Town Manager Salaries	\$ 2,816.73	Vacation Sell Back Provision
1061	5120	141 Assessors Wages	\$ 229.20	Formula Error
1071	5120	145 Treasurer/Collector Wages	\$ 5,804.29	Health Ins Opt Out
1101	5120	154 IT Committee Wages	\$ 182.81	Formula Error
1132	5400	161 Town Clerk Expenses	\$ 883.38	General Code Update
1212	5400	175 Planning Board Expenses	\$ 2,509.11	OS bills
1220	5120	176 ZBA Wages	\$ 337.61	Longevity Paid
1300	5115	210 Police Dept. Salaries	\$ 13,750.10	Vacation Payout Retiree
1310	5115	220 Fire Department Salaries	\$ 59,835.95	New Deputy Salary (11/2019)
1240	5115	241 Building Inspector Salaries	\$ 24,615.76	Succession Planning Inspector in Training
1552	5471	420 Tipping Fees	\$ 3,000.00	Solid Waste Activity OS bills
1660	5115	610 Library Salaries	\$ 3,574.84	Retiree Vacation Pay Out
1701	5120	640 Country Club Wages	\$ 5,438.34	Lifeguards for Pool June
1702	5400	640 Country Club General Expenses	\$ 440.00	Programming for Pool/OS bills
2007	5925	752 ST Interest	\$ 12,254.47	Budgeted Interest Shortage
3011	5400	915 EE Life Insurance	\$ 228.56	Additional Enrollments
TOTAL			\$ 135,901.15	

FUNDING FROM

(Line Items with Surplus)

1301	5120	210 Police Wages	\$ 13,750.10	Reduced OT Usage
1311	5120	220 Fire Wages	\$ 59,835.95	Waged EE moved to Sal
1370	5120	235 Dispatch Wages	\$ 32,953.00	Grant support received
1661	5120	610 Library Wages	\$ 3,574.84	Personnel Turnover
	5400	914 Health Insurance Expense	\$ 25,787.26	Reduction in plan enrollment / rates
TOTAL			\$ 135,901.15	
Net Transfer			\$ -	



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John F. Reilly, *Member*

Town Manager
Mark W. Haddad

To: *All Departments, Boards, Committees and Commissions*

From: *Mark W. Haddad, Town Manager*

Subject: *Fall Town Meeting- October 3, 2020*

Date: *July 14, 2020*

Please be advised that at the regularly scheduled meeting of the Select Board held on Monday, July 13, 2020, the Board voted to open the Warrant for the 2020 Fall Town Meeting. The Warrant will close at the close of business on Thursday, August 6, 2020.

All articles should be submitted in writing to the Select Board as soon as possible to allow for as much time for legal and financial review. All articles should be submitted with a written summary. These summaries will be included in the Fall Town Meeting Warrant so they must be submitted with the proposed Article. The following is the timeline:

Monday, July 13, 2020 -	Warrant for 2020 Fall Town Meeting Opens
Thursday, August 6, 2020 -	Warrant for 2020 Fall Town Meeting Closes
Monday, August 10, 2020 -	Select Board conducts first review of Articles
Monday, August 24, 2020 -	SB - FINCOM Public Hearing on Articles
Monday, September 14, 2020 -	Select Board finalizes Warrant
Friday, September 18, 2020 -	Post Warrant
Saturday, October 3, 2020 -	2020 Fall Town Meeting

As has been the case in the past, please plan on attending any meeting of the Select Board in which they review an article you have submitted. I will provide all Departments, Boards, Committees and Commissions with a schedule once it is developed.

Thank you for your attention to this matter. Please feel free to contact me with any additional questions or concerns.

MWH/rjb

cc: Select Board
Michael Bouchard - Town Clerk
Jason Kauppi - Town Moderator
Town Counsel



SELECT BOARD POLICY

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

POLICY NAME: **TOWN MANAGER EVALUATION POLICY**

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.

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 immediately prior to completing the annual evaluation.
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.

ROLE OF THE CHAIR:

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



SELECT BOARD POLICY

2. 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.
3. 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.
4. All questions relative to the performance evaluation process should be directed to the Chair.

EVALUATION PROCEDURES:

1. 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 the Role of the Chair, above, and these procedures.
2. 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.
3. 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.
4. 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.
5. 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.



SELECT BOARD POLICY

6. 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.
7. 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.
8. 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.
9. 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.

MISCELLANEOUS

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.

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.

**SELECT BOARD MEETING MINUTES
VIRTUAL MEETING
MONDAY, JUNE 29, 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; Jonathan Greeno, Principal Assistant Assessor; Michael Hartnett, Tax Collector/Treasurer; Mike Luth, Police Chief; Bud Robertson, Finance Committee Chair; Tom Delaney, DPW Director; Takashi Tada, Land Use Director; Tom Orcutt, Water Superintendent; Fran Stanley, Housing Coordinator; Marlena Gilbert, School Committee Chair; Susan Hughes; Tony Hawgood; Nadia Madden; Cheney Harper, Sargisson Beach Committee

Ms. Manugian called the meeting to order at 7:01pm and reviewed the agenda.

ANNOUNCEMENTS

Chief Luth said that their department had investigated and taken the recent graffiti incident very seriously. He said that 5 teenagers were apprehended but that the investigation was still on-going.

Mr. Haddad read a letter into the record from the Friends of Prescott regarding their visitor's center reopening.

Ms. Manugian said that the Peter Twomey Center was open for summer camps adding that registration was now open.

OTHER BUSINESS

1. Ms. Manugian said that she and Ms. Pine had had several conversations with a few folks and were in midst of putting final details into a quorum to be held on July 20th; a moderated event for questions and answers to talk about concerns within the community and how the police department was functioning. Ms. Pine said that the intention was to share information about how the department was working now. She said that their department was not the same as a large city department adding it was a starting place for proposing changes. Mr. Reilly said he was impressed with how this was starting and thought it was a great idea to start discussions. He said it was important to hear from their department. Ms. Manugian thanked the Chief and his department for their willingness to participate. Mr. Degen said he thought it was a great idea and applauded Ms. Pine and Ms. Manugian for taking the leadership roles on this.
2. Ms. Manugian said that she had a conversation with Nadia Madden and Susan Hughes who started having discussions in January relative to SEED training. Ms. Manugian said that they had diversity problems locally that they needed to address. Ms. Hughes said the group formed in the fall of 2019 after an incident at the Middle School. She said that the schools welcomed training around diversity. She said that this had grown since the George Floyd incident. She said that a teacher at LA was a certified SEED trainer and felt like this was a great place to start in conjunction with the forum. She said that they planned to run a SEED course in July adding it was limited to 15 people within their zoom forum. She said that they wanted to start with the school administration and then open it up to other town officials. She said it was a 30-hour commitment. Ms. Madden said it would include connections with some of their diverse leaders within Groton. Ms. Manugian asked if they were looking for people to express an interest. Ms. Hughes said that she thought they could facilitate a listening session to get everyone on the same page and then orchestrate a SEED training. Ms. Gilbert said that Ms. Susan Daly expressed her concerns with Ms. Gilbert relative to sharing of stories. She said that the amount of complaints they receive at the district relative to racial issues was concerning to her personally.
3. Mr. Degen said that this had been a year to forget. He said that between COVID and the national response to it, along with racial injustice and even hate crimes locally, it was something that could not be tolerated. He said that they needed a task force to deal with the diversity issues locally. Mr. Degen reviewed the proposed charge of the Diversity Task Force. Ms. Manugian said that this was a good direction to begin and asked Ms. Gilbert for her thoughts. Ms. Gilbert said that personally she thought there was great value in collaboration to solve a huge problem but thought it

needed to be dealt with properly. She said that the district needed to be involved because of the youth adding they had a diversity club already. She said that a task force should not be developed by the Select Board but rather discussed in conjunction with the School Committee and Dunstable too. She said that their students with disabilities groups, Dunstable PD and others needed to be included also. She suggested that they start this in September allowing them time to get their staff and students back to school safely. Ms. Gilbert said that they had been fighting this battle independently and would appreciate support from the Town. Mr. Degen said that he thought they should not wait until September. Ms. Gilbert said that she understood that time was of the essence adding she was just hearing about this tonight. Ms. Pine said that it was important to not have the appearance that they were demanding participation from entities but that they wanted to work together. Ms. Pine said she was in favor of the concept. Ms. Manugian said that they should take a week or two to work with the schools and Dunstable to see what the willingness was in participating together with this and bring it back.

4. Ms. Pine said that they received a statement from the West Tisbury BOS and thought they should discuss it at their workshop on goals. Ms. Pine also touched upon the money available to them from LA on diversity programs and asked people to contact them with ideas.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that Town Hall was open to the public as of today. He said that people would have to enter through the back door, take their temperature and wear masks. He said that the Country Club pool opened last week and were trying to accommodate as many people as possible. He said that golf had taken off adding June was the biggest month since Mr. Campbell started as GM.
2. Mr. Haddad said that he had received calls about why the shed was taken down at the Country Club. He said that it was his decision to do this after the graffiti was found. He said that they did not need to shed anymore. Mr. Reilly said that it was not worth repainting adding it was not in good condition.
3. Mr. Haddad said that the Park Commission would be installing signs at their Parks within the next few days and thought it addressed any liability the Town may have relative to its reopening.
4. Mr. Haddad explained how he had reached out to Nashoba Tech who had asked for help from the Town with the 25% that FEMA was not reimbursing them. Ms. Pine asked if the District was eligible for Cares Act money. Mr. Haddad said that they weren't because they were not a town department but that they could receive help from the Town from it.
5. Mr. Haddad said that the Sargisson Beach Committee met last week and had 5 recommendations to the Select Board relative to the discussion on reopening of the beach and reviewed those. Cheney Harper of the Sargisson Beach Committee said that they were trying to address some of the access issues and were trying to open with public common sense in mind. Ms. Manugian said she thought they already decided to keep the beach closed. Ms. Harper said that the opening of the lot and the kayak racks were discussed. Ms. Manugian said she was struggling with this because of the at-risk use. Mr. Degen said he had the same concerns but that the Committee had a long meeting to discuss these concerns. Mr. Degen said that people were using Bertozzi and thought that the beach buoy's and swim markers could be put up for swim at your own risk. He said that people like to fish and thought they should be allowed to. Ms. Pine said it was a challenging situation. She said that to leave it as you swim at your own risk was in their best interest at this point. Mr. Giger said that it had always been open to swim at your own risk when lifeguards were not on duty adding it was open for many years without lifeguards. Mr. Giger said that the kayak rack was set up to accommodate for people who signed up for a spot on the rack with the Conservation Administrator. Ms. Harper said that they were requesting that the trails, kayak racks and fishing be allowed with the exception that the beach be closed. Ms. Pine said it was their decision previously to close everything except for the trails but thought they should enforce the votes taken by the Sargisson Beach Committee because it was in line with other Cons Com properties. She said she thought they should give this a try.

Ms. Pine moved to support the votes taken by the Sargisson Beach Committee at their meeting held on June 24th as printed in their report with the exception of the one typo. Mr. Reilly seconded the motion. Roll Call: Manugian-aye; Pine-aye; Degen-aye; Reilly-aye; Giger-aye

Mr. Giger asked that the press release announcing the opening of the beach not go out until the area was cleaned up. Mr. Degen said that the beach had long ago been used even without signage. Mr. Giger asked that they hear from the Sargisson Beach Committee that they were ready to go. Mr. Haddad said he would not do anything until Mr. Gualco was back from vacation. Ms. Harper said that the Committee could put out the swim buoy's and floats this week.

6. Mr. Haddad said that the State was providing funding to the district to help with masks, cleaning supplies, etc. in anticipation of schools reopening in the fall. He said that they were providing a dollar amount per student but could not be used toward salaries. He said that the Superintendent told him that day that it was going to cost them \$1.2-1.3M to make it COVID complaint. He said she thought they would get about \$500k from the State to help with these costs. Mr. Haddad said he wanted to help the district but needed to hear from the Superintendent after she talked to the State further. Ms. Manugian asked if that was an entire FY21 issue or a September/October issue. Mr. Haddad said he took it as an entire FY21 issue but would get clarification. Mr. Haddad said that the District needed their help. Mr. Giger asked that the document the Superintendent was putting together include a timeline. He said that this would help with their planning. Ms. Gilbert said that she agreed with Mr. Giger. She said that the State had set a lot of rules, given them some money and told them how they could and could not spend it.
7. Mr. Haddad said that the Planning Board met last week to discuss the Housing Production Plan. Ms. Stanley reviewed the suggested changes to the plan from the Planning Board. Ms. Stanley said that one addition was to allow for a mechanism for the Trust to apply for CPA funds to accumulate funds in an account for future affordable housing as it comes up. Ms. Manugian said it was important to call out CPC funds for housing. Mr. Giger suggested that anytime Chapter 61 land became available, the Trust should have an opportunity to make a recommendation. Mr. Degen said he agreed with part of what Mr. Giger said. He said that they had a limited window to do this adding it required a town meeting vote. Ms. Manugian said she was not sure why they were thinking about mechanisms for buying more land when they had land available to them to put affordable housing on. Mr. Degen said he thought the MRPC had done a great job on this for them. Mr. Degen said that approving a plan had been way overdue and thought the sooner they approved it and sent it to DHCD for approval the better.

Mr. Degen moved that the Select Board approve the housing production plan as amended by the Planning Board and forward it to DHCD seeking their approval. Mr. Giger seconded the motion. Roll Call: Manugian-aye; Giger-aye; Reilly-aye; Pine-aye; Degen-aye

8. Mr. Haddad said that they reviewed FY20 receipts. He said that the Country Club would have a deficit of \$160K. He said that the Light Department was hit with over \$100K in expenses due to the microburst but would not be able to make their 4th quarter reimbursement to the Town adding they owed the Town \$180K. Mr. Haddad said that they were projecting a \$350K revenue deficit going into FY21. He said that they would be returning money due to the spending freeze which would allow them to cover their expenses but would affect their free cash.

Mr. Kauppi asked the Board if the Board was going to consider an inside Fall Town Meeting adding if so, they would need multiple rooms if they needed to maintain social distancing. He said that his powers as Moderator were limited if there was not a state of emergency in place. Ms. Manugian said she would be comfortable with going as late as October 17th outdoors also. Mr. Robertson said that as soon as they had free cash certified, they should hold the Town Meeting. Mr. Haddad said that they would be ready to go with a Town Meeting on October 3rd if that was what was decided. Mr. Giger said he was concerned that the Light Department just up and said they couldn't pay the Town. Mr. Haddad said that the Light Department would have to make up that payment in FY21 assuming they had the money next FY. Ms. Manugian said that they looked forward to getting these numbers in writing. Mr. Degen said he was really bothered by the Light Department's actions. He asked when they were going to get this money exactly. Mr. Haddad said that he would need to discuss this with Mr. Kelly. Mr. Degen suggested a joint meeting with the Light Commissioners.

The Board was okay with holding the Fall Town Meeting on October 3rd.

9. Mr. Haddad asked for potential dates for a workshop on their goals. The Board would decide offline when to do this.
10. Mr. Haddad said that the Water Department had been very busy with the manganese treatment work. Mr. Orcutt said that they had also been working on the concept plan. He said that piping water down route 40 was one option adding that the Whitney well numbers was going to be a less expensive option. He said that the Board was going to be looking at what was going to work for the rate payers. He said that as they refined things adding those costs would hopefully continue to come down. He said that the pilot study had been completed and would be submitted to the state in the next week or two. He said that the concept plan might be delayed like the pilot study because state workers were still working from home. He said that they were well on their way but wasn't sure if they were going to be ready for a Fall Town Meeting.
11. Mr. Haddad asked the Board to ratify his appointments of Special Police Officers.

Mr. Degen made a motion to ratify the Special Police Officers appointments of the Town Manager. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Reilly-aye; Manugian-aye; Giger-aye

12. Mr. Haddad asked the Board to ratify his appointments of Kenneth Kromer, Carolyn Orcutt and Michele Chu lifeguards and Jake Brown as Pro Shop Staff.

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

ON-GOING ISSUES

B: Mr. Haddad said that they would have a pre-construction meeting next week and was working on finding a clerk for the Prescott Sprinkler System Project. Mr. Degen suggested that Labor Counsel be asked if the Building Inspector could be paid a stipend to be the Clerk.

G: Mr. Haddad said that the MSBA Board approved the plans for Florence Roche meaning they were now onto the design phase. Mr. Haddad said that the Town could bond the project with an intermunicipal agreement. He said that they needed to talk about the ownership also. Ms. Pine said that given the fact that the Town was going to bond the project, the Town should own the building and the land. Mr. Degen said that there was a number of reasons the Town should own the building and the land. Mr. Giger said that if they were going to look at this financially, he needed something that showed all their debt. Mr. Haddad said that school binding was exempt from hitting the debt ceiling.

MINUTES

Mr. Degen moved to accept the meeting minutes of June 8, 2020 and June 15, 2020 as presented. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Reilly-aye; Manugian-aye; Giger-aye

Ms. Manugian adjourned the meeting at 9:28pm.

Approved: _____
Rebecca H. Pine, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: