



# 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*

**Town Manager**  
Mark W. Haddad

**SELECT BOARD MEETING**  
**MONDAY, AUGUST 10, 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: 870 8618 3859**

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. Consider Appointment of Cynthia Lane-Hand to the Affordable Housing Trust
5. Consider Appointments to the Diversity Task Force
6. Consider Adopting a Diversity Statement
7. Consider Ratifying the Town Manager's Appointment of Steven White to the Golf Staff of the Groton Country Club
8. Consider Approving a Request from Catalano Companies to Change the Opening Hours of Dunkin' Located at 133 Main Street, 318 Main Street and 788 Boston Road from 6:00 a.m. to 5:00 a.m.
9. Review and Consider Proposal to Increase Various Building Department Fees
10. Review and Approve Proposed Annual Goals of the Select Board and Town Manager
11. Update from Town Manager on Working Group to Review Dog Bylaw
12. Review and Approve Proposed FY 21 CARES Act Funding Request
13. Approve Intermunicipal Agreement with the Groton Dunstable Regional School District
14. Review First Draft of the 2020 Fall Town Meeting Warrant
15. Update on Select Board Schedule through Labor Day

II. 7:15 P.M. Public Hearing – Review Proposed Stormwater Utility Enterprise Budget and Determine Appropriate Stormwater Fee Sufficient to Meet the Budget

OTHER BUSINESS – Consider Extending Time Period for Board Members to Complete Town Manager's Annual Review for 21 Additional Days

ON-GOING ISSUES – For Review and Informational Purposes

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

SELECT BOARD LIAISON REPORTS

III. Minutes: Virtual Meeting of July 27, 2020  
Virtual Goal Setting Workshop of July 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:** *August 10, 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. We have scheduled a public hearing for the Board to determine an appropriate Stormwater Utility Fee sufficient to meet the costs proposed in the Stormwater Facilities Utility Enterprise Budget. Enclosed with this report is a memorandum from me and the DPW Director providing the Board with two proposals for consideration. Members of the Stormwater Committee will be present to discuss this with the Board.
2. As of the writing of this report, I have no specific update on Town Action relative to the COVID-19 Pandemic. We continue to operate under the protocols approved by the Select Board and there are no issues to report.
3. As of the writing of this report, I have no specific update on State protocols. I will provide the Board with any additional changes in State protocols at Monday's meeting.
4. The Affordable Housing Trust is recommending that the Select Board appoint Cynthia Lane-Hand to the Trust to fill a vacancy. This term would expire on June 30, 2022. I would respectfully request that the Board consider making this appointment at Monday's meeting.
5. As voted by the Board at your last meeting, we have received the following interest/nominations for the Diversity Task Force:

One Member of the Community with a Disability:  
One Member of the Select Board:  
One Member of the GDRSC Committee:  
One Member of the Groton Interfaith Council  
One Member of Racial Justice/Better Groton  
One Member of the Senior Community  
One Member from Groton School  
One Member from Lawrence Academy  
One Member from Town Hall/Library  
One Member from LGBTQ+ Community

Paul Shay  
Joshua Degen  
Rafael Glod  
Nadia Madden  
James Moore  
Barbara Rich  
Nii-Ama Akuete  
Raquel Majeski  
Deb Dowson  
Tim Manugian

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5. **Continued:**

In addition to the above listed make-up of the Committee, there is also a "Citizen-at-large" position on the Committee. We advertised this vacancy and received interest from one resident. Audra Waiters has expressed an interest (see attached Commimtte Interest From). We have invited Ms. Waiters to Monday's meeting to be interviewed by the Board and considered for appointment. We can discuss this in more detail at Monday's meeting.

6. As discussed by the Select Board at your Goals Workshop, I have taken the Diversity Statement adopted by the West Tisbury Board of Selectmen and edited it for consideration and adoption by the Groton Select Board. I would propose the following Diversity Statement be adopted by the Board:

*The Select Board of the Town of Groton recognizes that this moment calls on us to state unequivocally that we stand in solidarity with Black, Brown, Indigenous, and all People of Color against racial injustice and for racial equity.*

*The Select Board celebrates the diversity of the community it serves and the individuals it employs, embracing the differences in race, color, religious creed, national origin, ancestry, gender, age, economic status, disability, gender identity and sexual orientation. The Select Board believes it has a responsibility to capitalize on the strength emanating from these differences and has a duty to ensure its employees, citizens, business associates and the members of the general public are treated with dignity and respect in all of their duties and dealings with the Town of Groton.*

*The Select Board believes a workplace that attracts and retains diverse personnel will allow it to serve its citizenry more creatively, strategically, and productively. A successful inclusion and diversity program will ensure these objectives, goals, and priorities are maintained. We take our commitment to inclusivity seriously by committing to Equal Opportunity Employment. Still, we can do more. We can be better. There can be no complacency. No "good enough." To that end, we pledge:*

- To listen carefully and engage in conversations about race and white privilege by acknowledging the systematic racism in our culture.*
- To create a Diversity Task Force, who can offer recommendations and programs to respond to issues and concerns from the community.*
- To increase our broader understanding by providing various anti-racism and anti-bias training for all staff members.*
- To further develop and promote equitable hiring policies and leadership cultivation at all levels of our organization.*
- This is our commitment and our pledge. To listen, to engage and to be mindful in creating and maintaining a level of service that respects every person.*

**Select Board  
Weekly Report  
August 10, 2020  
page three**

7. I have appointed Steven White to the Golf Staff of the Groton Country Club. I would respectfully request that the Select Board consider ratifying this appointment at Monday's meeting.
8. As you may or may not be aware, in 2017, Town Meeting amended Chapter 175 of the Town Bylaws to allow retail establishments to open at 5:00 a.m. Pursuant to that Chapter, Catalano Companies is requesting that the Select Board amend the Common Victualer's License for their three Dunkin Franchises (133 Main Street, 318 Main Street and 788 Boston Road) to open at 5:00 a.m. I would respectfully request that the Select Board vote to approve this change at Monday's meeting.
9. Building Inspector Bob Garside has been reviewing the various fees charged for Building, Gas, Plumbing and Electrical Permits. He has conducted a study of what surrounding towns currently charge. Enclosed with this report is a recommendation and request from Bob to the Select Board to raise some of our current fees. The information contains a summary of surrounding Town fees, along with our current fees and his recommendation for new fees. He will be in attendance at Monday's meeting to discuss this further with the Board.
10. As discussed at your Goals Workshop on July 29<sup>th</sup>, enclosed with this report is the final draft of Goals for the Select Board and Town Manager. I would ask the Board to consider adopting these goals for Fiscal Year 2021 at Monday's meeting.
11. At your last meeting, the Board requested that I form a working group to review the Dog Bylaw, specifically as it relates to leashes. To that end, I have asked Peter Cunningham, John Reilly, Tom Delaney, George Moore and Mike Bouchard to assist me in this review. It is my intention to bring any recommended changes to the Board for consideration at the 2021 Spring Town Meeting.
12. Enclosed with this report is the proposed FY 2021 CARES Act Budget Request for the Board's approval. As voted by the Board, we have set aside \$675,000 for the two Regional School Districts (\$650k for GDRSD and \$25k for Nashoba Tech). We are requesting access to the remaining \$839,930 set aside for the Town of Groton. For the Board's information, the DOR has yet to set a schedule for applying and it is our understanding that they will be sending out guidance for Regional School Districts' access to these funds in the near future. That said, I would respectfully request that the Board approve this proposed budget so that we are ready to apply once they begin accepting applications.
13. At our last meeting, I had presented the final draft Intermunicipal Agreement (IMA) to allow the Town of Groton to bond the funds on behalf of the School District to construct a new Florence Roche Elementary School. The Board had some issues with the proposed IMA and asked me to provide some additional information. Specifically, some members of the Board were concerned that there is no provision in the proposed IMA to address what would happen in the event that Dunstable Students attend the Florence Roche Elementary School during the life of the Bond. As requested by the Board, I reached out to the Town of Dunstable and given their meeting schedule and vacation schedules, we will not be able to meet with them until the end of August.

**Continued on next page – Over >**

13. **Continued:**

That said, at that meeting, I stated that my understanding of the Regional Agreement was that the annual bond payment determination was based on the five-year rolling average at the time the expense was incurred. The relevant section of the Regional Agreement reads as follows:

*"D. Apportionment of Capital Costs*

*Each town may cover capital costs to the buildings and grounds that it leases to the district. [Refer to individual lease agreements.] For any capital costs not covered by an individual town, each town's share will be calculated on the basis of the Foundation Enrollment of each town as defined by MGL Ch70, Sec 2, as amended, based on a five-year rolling average of the building's student population. Apportionment of District-wide capital costs shall be determined by computing the ratio of each town's pupil enrollment to the total pupil enrollment in all grades from Pre-K through 12 of pupils residing in both member towns and receiving education at the region's expense."*

I discussed with GDRSD Committee Chair Marlena Gilbert, and she believes my interpretation is wrong and that the debt service is determined annually based on the five-year rolling average. I went back and looked at our Debt Service Budget from the School District over the last five years and it appears I was wrong in my interpretation and that the Debt Service is in fact set every year as described by Marlena. The proposed IMA cannot address or solve this problem. As you know, the reason I proposed the IMA was to save Groton Taxpayers over \$3 million in interest payments over 25 years by having the Town of Groton bond the project instead of the School District. The only way the debt service can be altered and shared by Dunstable in the event the District sends students from Dunstable to Florence Roche is to have the School District bond the project and bill the Town of Groton. That would defeat the purpose of the IMA. Taking this into consideration, I would offer the following. First, when the construction of the new Florence Roche Elementary School is completed, 125 Groton students now attending Swallow Union will be returned to Florence Roche. Swallow Union will then be significantly and substantially under capacity and can handle a major increase in students at the Elementary level from Dunstable. In addition, before changing school make-up, the School Committee and/or Superintendent of Schools would most likely hold a hearing on redistribution and get public input before making that change. Finally, Marlena and School Superintendent Dr. Laura Chesson suggested entering into a Memorandum of Understanding (MOU) between the Town and the School District, that in the event the School District needs to change the make-up of Florence Roche by bringing Dunstable Students to the school, they will agree to amend the District Agreement to address any impact on debt service. While I do not believe an MOU is necessary, if it provides comfort, we can ask Town Counsel to draft something. Bottom line, I believe the savings in interest to the taxpayers of Groton far outweighs the remote likelihood of Dunstable students attending Florence Roche in the next 25 years with the debt service received from Dunstable exceeding \$3 million. I would respectfully request that the Board consider approving the IMA at Monday's meeting.

**Select Board  
Weekly Report  
August 10, 2020  
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14. Enclosed with this report is the first draft of the 2020 Fall Town Meeting Warrant. The Warrant closed on August 6<sup>th</sup>. I would like to take a few minutes at Monday's meeting reviewing the Warrant with the Board. In addition to this review, there is an issue that the Board needs to decide. It has been our practice to include any Article submitted by a Department Head, Board, Committee or Citizens' Petition (10 Registered Voter Signatures) to the Warrant. Prior to the closing of the Warrant, I received the following Article from a developer:

ARTICLE : To see if the Town will vote to accept Red Pepper Lane as a public way, as recommended by the Planning Board and laid out by the Select Board and as shown on a plan entitled "Red Pepper Lane Street Acceptance Plan in Groton, Massachusetts," prepared by Land Engineering and Environmental Services, Inc., Tyngsboro, MA for Reedy Meadow, LLC, Tyngsboro, Massachusetts, dated \_\_\_\_\_, and on file with the Town Clerk; to authorize the Select Board to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of a public way, including but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way, or to take any other action relative thereto.

I did not receive ten signatures of registered voters or a request from the Planning Board to include this Article on the Warrant. I have reached out to the Planning Board for their position on this Article, but if they don't support it, I need direction from the Board on whether or not to include it on the Warrant. If we include the Article, we would need to hold a Public Hearing at least seven days prior to Town Meeting to accept the layout at which time we would need a positive recommendation from the Planning Board. We can discuss this in more detail at Monday's meeting.

15. Please see the following update to the Select Board's Meeting Schedule through Labor Day:

Monday, August 10, 2020	-Already posted
Monday, August 24, 2020	-Public Hearing for Fall Town Meeting Warrant -Executive Session Minute Review
Tuesday, September 8, 2020	-Follow-Up on MS4 Permit Fee -Continue Public Hearing on Warrant for 2020 FTM

MWH/rjb  
Enclosures



**Town Manager**  
Mark W. Haddad

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### **PUBLIC HEARING NOTICE**

Pursuant to Section 154-5 of the Bylaws of the Town of Groton (Stormwater Utility), the Groton Select Board will hold a public hearing on Zoom (ID# 870 8618 3859) pursuant to the Governor's Executive Order Concerning the Open Meeting Law on Monday, August 10, 2020 at 7:15 P.M. The purpose of the Hearing will be to receive input so that the Select Board can set the Stormwater Utility User Fee sufficient to meet the costs incurred by the Stormwater Facilities Utility. All interest parties are invited to attend.

Mark W. Haddad  
Town Manager



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

**From:** *Mark W. Haddad – Town Manager*  
*R. Thomas Delaney – Director of Public Works*

**Subject:** *Proposals for the Stormwater Utility Enterprise Budget*

**Date:** *August 6, 2020*

The purpose of this memorandum is to provide the Board with two proposals relative to the Stormwater Utility Enterprise Budget. As you are aware, pursuant to Section 154-5 of the Town Bylaws, the Select Board needs to set and approve a User Fee to fund the proposed Stormwater Utility Budget. Please note that this fee will be charged to all improved lots in Town. There are 4,467 lots in Town that are considered improved. Vacant and open space properties are not subject to this fee.

The Stormwater Committee, in consultation with our Director of Public Works and Engineering Consultant (Environmental Partners), developed two budgets (attached to this Memo) for the Board's consideration. One Budget totals \$220,000 and the other totals \$150,000. The difference between the two budgets (\$70,000) is that one contains a new employee (salary and benefits) dedicated to Stormwater Management, while the second budget assumes current employees within the DPW will perform the work. We considered the new employee based on feedback received from members of the Select Board and the public when we held public hearings last February on this subject.

To help the Board make a decision as to whether or not to add a new employee, the annual fee needed to fund either budget would be as follows:

Budget #1:	$\$220,000/4467 = \$49.25$ per improved lot
Budget #2	$\$150,000/4467 = \$33.58$ per improved lot

In addition to deciding on the budget, the Board needs to determine how often to bill the property owners for the fee over the course of the year. It will cost us approximately \$1,100 each time we send out a bill. We had originally anticipated sending out a bill twice a year. Based on the cost of billing, we have changed our recommendation and would suggest to the Board that we send out one bill for the full amount in September each year.

We look forward to discussing this in more detail with the Board at Monday's Public Hearing.

MWH/rjb

cc: Finance Committee  
Stormwater Committee  
Robert Rafferty – Environmental Partners

enclosures



## PLANNED EXPENSES - With Employee

[illegible]

## PLANNED EXPENSES - Without Employee

[illegible]

## Dawn Dunbar

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**From:** Town of Groton <mchiasson@townofgroton.org>  
**Sent:** Monday, July 27, 2020 8:17 PM  
**To:** Select Board  
**Subject:** New Committee Interest Form Entry

**Name**

Audra Waiters

**Phone Number**

7372123132

**Email**

[audralwaiters@gmail.com](mailto:audralwaiters@gmail.com)

**What Committee Are You Interested In Joining?**

Diversity Task Force - Member at Large

**Please give us a brief explanation of why you are interested**

I would be very interested at being the Member at Large for the new Diversity Task Force. I recently moved to town and can offer a perspective of someone married to a black man, raising a mixed raced child, and having lived in other areas of the country with many experiences. I grew up in a small, racist town in Kentucky and managed to educate myself out of the bigoted hole I grew up in. Additionally, I teach anti-racist behavior to the group I manage at my company. I would love the opportunity to get involved with my new community. Especially in a way I'm so passionate about.

## Proposed Increase of Fees for Plumbing, Electrical and Building

Submitted August 5,2020

Based on my review of current fee structure for permits (last updated 2015), it is my opinion that the current fees being charged by the Town are not in line with current costs and inflation and should be updated as follows:

### BUILDING

The Towns current costs for a single inspection is approx. \$60.00 based on the below breakdown. Please note that 90% of the permits fall into a minimal 3 inspections

#### Cost of 3 inspection permit

Inspector	3	\$30	\$90.00	½ hour per
Admin	.5	\$36	\$18.00	½ hour to review, comment, approve, calculate And schedule 3 inspections with Clients
Review Process	.5	\$60	\$30.00	Review time for up to 13 Departments for permit
Assessor Inspection	1	\$30	\$30.00	Assessor Inspection required
Mileage	30	\$.575	\$17.27	

TOTAL \$185.25 3 Inspections

**\$ 61.75 PER INSPECTION**

The attached Building Fee schedule reflects raising the minimum fees on different inspections to better cover the PER INSPECTION cost as well as raising the cost per thousand to \$12/1000 from the current \$10/1000. The Building Dept will continue to "have some PER Permit revenue losses ", but I feel the above charges will minimize the current losses on permit fees .

As you can see by the attached Comparison spreadsheet of Building Fee Comparisons, these new rates are not out of line with neighboring Towns and Cities current rates.

### Electrical and Plumbing

The Towns current costs for a single inspection is approx. \$42.00 based on the below breakdown. Please note that 98% of the permits fall into a minimal 2 inspections

Cost of 2 inspection permit (typical)

Inspector	2	\$30	\$60	Rough and Final Typical
Admin	0.33	\$36	\$12	Approx. 20 min to review, comment, approve, calculate fee, schedule 2 inspections with client and inspector
Mileage	20	0.575	\$12	Average
TOTAL			\$83	
			\$41.69 PER	
			INSPECTION	

Please note that the \$30 per Inspection if a Total Rate charged by Part Time Inspectors

The attached Revised Electrical and Plumbing Fee schedules reflect raising the minimum fees to \$75 from \$60 on Electrical and raising Plumbing fixtures to more align with the cost of the PER inspection cost as noted above

In addition to the above we are proposing changing the structure of the Electrical Permit for Commercial from \$1/\$1000 of the TOTAL project cost to 1% of the electrical portion costs. This will not result in reduced revenues. Typically Electrical permit costs should be based on electrical work and not the total costs of construction. The electrical contractor would not know the overall costs of construction at time of bidding which leaves them in a disadvantage when bidding and including permit fees.

As you can see by the attached comparison spreadsheets of Electrical and Plumbing Comparisons, these new rates are not out of line with neighboring Towns and Cities.

I respectfully submit the above and attached documents to the Town of Groton Select Board for their review and consideration

Robert Garside

Building Official- Town of Groton

### New Proposed Building Fees

<u>Building Fees</u>		<u>Current Fee</u>		<u>New proposed 2020 Fee</u>	
		per \$1000	Min amounts	per \$1000	
<u>Residential</u>					
New Buildings/Additions		\$10.00	\$100.00	\$12.00	\$150.00
Interior finishes		\$10.00	\$60.00	\$12.00	\$80.00
Garages		\$10.00	\$80.00	\$12.00	\$100.00
Sunrooms/decks/porches/cabanas etc		\$10.00	\$80.00	\$12.00	\$100.00
Barns		\$10.00	\$80.00	\$12.00	\$100.00
Renovations		\$10.00	\$80.00	\$12.00	\$100.00
Handicap Ramp		\$30.00		\$30.00	
Mobile Home- temp use		\$150.00		\$150.00	
Permit Card		\$30.00		\$30.00	
Pellet and wood stoves		\$50.00		\$60.00	
Temp structures		\$60.00		\$80.00	
Seasonal Conversion					
Demo Dwelling		\$150.00		\$200.00	
Demo Accessory Structure		\$60.00		\$60.00	
Pools- above ground		\$80.00		\$100.00	
Pools Inground		\$150.00		\$200.00	
Sheds above 200 SF		\$10.00	\$60.00	\$12.00	\$ 80.00
Chimney Roof/sheetmetal/siding/windows etc		\$10.00	\$60.00	\$12.00	\$ 80.00
COMMERCIAL					
New Buildings/Additions		\$ 12.00	\$ 600.00	\$ 12.00	\$ 600.00
Occupancy permit		\$ 100.00		\$ 100.00	
Change of Use		\$ 200.00		\$ 200.00	
Demolition		\$ 5.00	\$ 150.00	\$ 5.00	\$ 150.00
Renovations		\$ 10.00	\$ 300.00	\$ 10.00	\$ 300.00
Roof/siding/ windows		\$ 10.00	\$ 150.00	\$ 12.00	\$ 150.00



### New Proposed Building Fees

Sprinklers		\$ 10.00	\$ 100.00	\$ 12.00	\$ 100.00
Tenant Fit ups		\$ 10.00	\$ 200.00	\$ 12.00	\$ 200.00
Antennae/Tower		4\$ Per FT		4\$ Per FT	
Equipment Co Location		\$ 200.00		\$ 200.00	
Associated Ground Structure		\$ 10.00	\$ 250.00	\$ 12.00	\$ 250.00
Construction Trailer		\$ 100.00		\$ 100.00	
Farm Labor		\$ 60.00		\$ 60.00	
Annual Public Safety		\$ 40.00		\$ 40.00	
Sheet Metal		\$ 12.00	\$ 150.00	\$ 12.00	\$ 150.00
Temporary Structures (tents)					
1000 SF or less		\$ 40.00		\$ 60.00	
1000 SF or more		\$ 65.00		\$ 80.00	

## New Proposed Electrical Fees

Electrical Fee Schedule		Current Fee	New Proposed 2020 Fee	
<b>Residential</b>				
Minimum Permit charge		\$60.00	\$80	
Sub Panel		\$60.00	\$80.00	
Temporary Service		\$65.00	\$80.00	
Service Change:	100 amp	\$60.00	\$80.00	
	200 amp and higher (each service)	\$80.00	\$100.00	
New Single-Family Dwelling:	100 amp	\$150.00	\$200.00	4X
	200 amp	\$200.00	\$300.00	
	400 amp	\$225.00	\$400.00	
*Generator Excluded*				
Electric Heat for New Single-Family Dwelling		add \$50.00	*Delete*	Not Used
New 2 Family and Higher Dwelling Unit:	100 amp service	\$150.00 /unit	\$200/unit	
	200 amp service	\$200/unit	\$300/unit	
Modular Home:	100 amp service	\$125	*Delete*	Falls under Single Family
	200 amp service	\$150	*Delete*	Falls under Single Family
Additions and Remodel:	20 Outlets, Switches, Recepticals	\$70.00	\$100 Based on 2 Inspections	2X
" "	20-50 Outlets, Switches and Recepticals	\$75.00	\$100 Based on 2 Inspections	
" "	Over 50 Outlets, Switches and Recepticals	\$75 plus \$1.50 per O/S/R	\$100 Based on 2 Inspections	
Residential Barn, Garage, Pool Cabana, Storage Building (Detached, Single Story)		\$125.00	\$125.00	
Ejector/Septic/Sewer Pump, Generator, Hot tub/ Jacuzzi, Hot Water heater, Oil Burner, Sauna, Welding Equipment, etc..		\$60.00	\$80.00	
BA/FA- Combo		\$80.00	\$100.00	
Burglar Alarm		\$65.00	\$80.00	
Cable-Data-Telephone (low Voltage)		\$65.00	\$80.00	
Carbon Monoxide Detectors		\$65.00	\$80.00	
Fire Alarm		\$65.00	\$80.00	
Central Air Conditioning/Mini Split		\$65.00	\$80.00	
Above Ground Pools (1 Inspection)		\$60.00	\$80.00	
In-Ground Pools/Outdoor HotTub/Saunas (2 Inspections)		\$100.00	\$150.00	



## New Proposed Electrical Fees

<b>In-Ground Pools with Jacuzzi (3 Inspections)</b>		<b>\$150</b>	<b>*Delete*</b>	Same as IN Ground
<b>Additional Inspection Fee</b>		\$45.00	\$60.00	
<b>Re-Inspection Fee</b>		\$50.00	\$75.00	
<b>Car Chargers</b>		\$0.00	\$150.00	
<b>Solar Panels/ Power Packs</b>				*( Added to Fee Schedule)
1 Inspection	0		\$150	
2 or 3 inspections	0		At Inspectors Discretion	
<b>Commercial</b>				
<b>New Construction/Additions</b>				
(of building construction cost value)		\$1 per \$1,000	1%	CHANGE to 1% of ELECTRICAL COST
<b>Minor Renovations/tenant fit-up:</b>				
1-10 Outlets, Fixtures, Recepticals		\$85	\$75 per Inspection	
11-25 Outlets, Fixtures, Recepticals		\$100	\$75 per Inspection	
25-50 Outlets, Fixtures, Recepticals		\$150	\$75 per Inspection	
Over 50 Outlets, Fixtures, Recepticals		\$150 plus \$2.00 per OFR	\$75 per Inspection	
<b>Service:</b>				
100 Amp		\$120.00	\$200	
200 Amp		\$160.00	\$300.00	
400 Amp		\$200.00	\$400.00	
600 Amp ( with new fee, it will read 600 Amp and higher)		\$240	\$500.00	
<b>800 Amp</b>		<b>\$400.00</b>	<b>Delete</b>	See 600 AMP
<b>1000 Amp</b>		<b>\$800.00</b>	<b>Delete</b>	See 600 AMP
<b>BA/PA Combos</b>		\$150.00	\$80 Per Inspection	
<b>Burglar Alarm</b>		\$100.00	\$80 Per Inspection	
<b>Cable-Data-Telephone (low-Voltage)</b>		\$80.00	\$80 Per Inspection	
<b>Fire Alarm</b>		\$100.00	\$80 Per Inspection	
<b>Free Standing Lighting</b>		"At Inspector Discretion"	Minimum Fee	
<b>Security Call Box/Station</b>		"At Inspector Discretion"	Minimum Fee	
<b>Motor/Generator/Transformer</b>		"At Inspector Discretion"	Minimum Fee	
<b>Solar Panels</b>				*(Added to Fee Schedule)

## New Proposed Electrical Fees

<b>Additional Inspection Fee</b>		\$60.00	\$80.00	
<b>Minimum Permit Charge</b>		\$80.00	\$100.00	
<b>Re-Inspection Fee</b>		\$80.00	\$100.00	
<b>Yearly Maintenance Permit</b>		\$150.00	\$200.00	

### Examples of Notes:

1. A separate permit must be filed for each dwelling unit or tenant space. In the case of a condominium development or multi-family dwelling, each unit shall be considered a dwelling unit.
2. Individuals that perform electrical work in the Commonwealth of Massachusetts must be licensed. The permit application must be completed by the electrician or a representative of the company.
3. New services, changes to existing service equipment . Car chargers, powerpacks and solar systems require a Utility Authorization Number issued by the GELD (978-448-1150) prior to application of this permit.
4. Any work performed more than 5 days prior to the application of the permit will result in a double permit fee.
5. All underground work must be inspected prior to back-fill or they will not be approved.
6. The building must be tight to the weather prior to the installation of any electrical wiring.
7. The rough inspection requires all wires to be run, all device boxes and lighting outlets (except old work) to be installed and all grounds and splices to be made-up prior to concealment by insulation, wallboard, sheathing, etc.
8. Electrical permits are NOT transferable.

INSPECTION COST IS \$42.00

## Proposed Gas/Plumbing Fees

<u>Gas/ Plumbing Fee Schedule</u>		<u>Current Fee</u>	<u>New proposed 2020 Fee</u>
<b><u>Residential</u></b>			
First Fixture:		\$60.00	\$65.00
Add Fixtures- each		\$10.00	\$15.00
Dishwasher Only		\$35.00	\$40.00
Additional Inspection Fee:		\$45.00	\$50.00
Re-inspection Fee:		\$50.00	\$60.00
*Gas Conversion" and/or *Gas/Plumbing Combination items:			
Boiler-		\$50.00	\$60.00
Dryer-		\$45.00	\$60.00
Hi-Lo Regulator-		\$45.00	\$60.00
Hot Water Heater-		\$50.00	\$60.00
Range-		\$45.00	\$60.00
<b><u>Commercial</u></b>			
First Fixture-		\$85.00	\$100.00
Additional Fixtures-Each-		\$15.00	\$20.00
Additional Inspection Fee-		\$60.00	\$75.00
Re-Inspection Fee-		\$80.00	\$80.00

## Comparison of Building Fees

Building Fees		New proposed 2020 Fee	MIN FEE
		per \$1000	
Residential			
New Buildings/Additions		\$12.00	\$150.00
Interior finishes		\$12.00	\$80.00
Garages		\$12.00	\$100.00
Sunrooms/decks/porches/cabanas etc		\$12.00	\$100.00
Barns		\$12.00	\$100.00
Renovations		\$12.00	\$100.00
Handicap Ramp		\$30.00	
Mobile Home- temp use		\$150.00	
Permit Card		\$30.00	
Pellet and wood stoves		\$60.00	
Temp structures		\$80.00	
Seasonal Conversion			
Demo Dwelling		\$200.00	
Demo Accessory Structure		\$60.00	
Pools- above ground		\$100.00	
Pools Inground		\$200.00	
Sheds above 200 SF		\$12.00	\$ 80.00
Chimney Roof/sheetmetal/siding/windows etc		\$12.00	\$ 80.00
COMMERCIAL			
New Buildings/Additions		\$ 12.00	\$ 600.00
Occupancy permit		\$ 100.00	
Change of Use		\$ 200.00	
Demolition		\$ 5.00	\$ 150.00
Renovations		\$ 10.00	\$ 300.00
Roof/siding/ windows		\$ 12.00	\$ 150.00
Sprinklers		\$ 12.00	\$ 100.00
Tenant Fit ups		\$ 12.00	\$ 200.00
Antennae/Tower		4\$ Per FT	
Equipment Co Location		\$ 200.00	
Associated Ground Structure		\$ 12.00	\$ 250.00
Construction Trailer		\$ 100.00	
Farm Labor		\$ 60.00	
Annual Public Safety		\$ 40.00	
Sheet Metal		\$ 12.00	\$ 150.00
Temporary Structures (tents)			
1000 SF or less		\$ 60.00	
1000 SF or more		\$ 80.00	

\$12 Residential  
\$12 Commercial

Littleton	min fee
Per \$1000	
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
\$ 30.00	
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
\$ 100.00	
\$ 100.00	
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
\$ 7.00	\$ 50.00
10	50
10	50
10	50
10	50
10	50
10	50
10	50

**\$7 Residential**  
**\$10 Commercial**

chelmsford	Min fee
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 75.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 250.00
\$ 15.00	\$ 250.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 150.00
\$ 15.00	\$ 350.00
\$ 150.00	
\$ 15.00	\$ 350.00
\$ 15.00	\$ 350.00
\$ 15.00	\$ 350.00
\$ 15.00	\$ 350.00
\$ 15.00	\$ 350.00
\$ 15.00	\$ 350.00
\$ 15.00	\$ 350.00
\$ 15.00	\$ 350.00
\$ 15.00	\$ 350.00
\$ 15.00	\$ 350.00
\$ 15.00	\$ 350.00
\$ 150.00	

\$15 Residential  
\$15 Commercial

Pepperell	MIN FEE
Per \$1000	
\$ 10.00	\$1,000.00
\$ 10.00	\$200.00
\$ 10.00	\$100.00
\$ 10.00	\$200.00
\$ 10.00	\$100.00
\$ 10.00	\$200.00
\$ 50.00	
\$ 75.00	
\$ 10.00	100
\$ 10.00	100
\$ 10.00	100
\$ 10.00	120
\$ 10.00	\$ 100.00
12	\$ 500.00
12	\$ 200.00
12	\$ 200.00
12	\$ 200.00
12	\$ 200.00
12	\$ 200.00
12	\$ 200.00
100	

**\$10 Residential**  
**\$12 Commercial**

Westford	
\$	12.00
\$	12.00
\$	12.00
\$	12.00
\$	12.00
\$	55.00
\$	55.00
\$	55.00
\$	100.00
\$	100.00
\$	12.00
\$	12.00
\$	12.00
\$	100.00
\$	15.00
\$	15.00
\$	15.00
\$	15.00
\$	15.00
\$	15.00
\$	15.00
\$	15.00
\$	15.00
\$	15.00
\$	15.00
\$	15.00
\$	15.00

\$12 Residential  
\$15 Commercial



### Comparison of Electrical Fees

Inspection Type	Groton	Ashburnham	Ayer	Berlin	Boxborough	Carlisle	Dracut	Harvard	Pepperell	Sterling	Townsend	Tyngsboro	Westford	Comments
Permit System	Viewpoint	Paper	Paper	Viewpoint	Paper	Online or Paper	Viewpoint	Viewpoint	Paper	PermitLink	Paper	Viewpoint	Online	
Electrical License Required To Pull Permit?	NO	YES	?	YES	YES	YES/NO	?	?	?	YES	YES	YES	?	Carlisle requires a letter from insurance company
Reinspection Fee	\$50.00	\$75.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$45.00	\$50.00	\$60.00	\$40.00	\$25.00	\$80.00	
Work done without a permit	2-X fee	2-X fee	3-X fee	2-X fee	2-X fee			2-X fee				2-X fee	3-X fee	
Minimum permit fee	\$60.00	\$50.00			\$50.00	\$75.00			\$80.00	\$60.00				
Homeowner Permit Fee						\$300 + Letter								
Fee for not closing out a permit						\$50.00								
Additional Inspection Fee	\$45.00													
New House - 1 Family - 100 Amp	\$150.00	\$250 up to 2,000 sq ft \$300 2,001 - 4,000 sq ft \$400 over 4,000 sq ft	\$125.00	\$125.00	\$200.00	Calculated by square foot	\$200.00	\$110.00	\$150 OH / \$160 UG	\$300.00	\$110 OH / \$120 UG	\$120.00	\$180.00	Typically 4 inspections if an underground service
New House - 1 Family - 200 Amp	\$200.00		\$175.00	\$250.00	\$200.00		\$300.00	\$150.00	\$190 OH / \$200 UG	\$300.00	\$150 OH / \$160 UG	\$150.00	\$180.00	Typically 4 inspections if an underground service
New House - 1 Family - 400 Amp	\$225.00		\$225.00	\$375.00	\$200.00		\$400.00	\$200.00	\$210 OH / \$220 UG	\$300.00	\$270 OH / \$280 UG		\$180.00	Typically 4 inspections if an underground service
New House - 1 Family - 600 Amp			\$225.00	\$750.00	\$200.00					\$300.00			\$180.00	Typically 4 inspections if an underground service
New House - 2 Family - 100 Amp	\$150 / unit		\$150 / side	\$250.00	\$400.00		\$150 / side		\$130 / side	\$360.00		\$120.00	\$360.00	
New House - 2 Family - 200 Amp	\$200 / unit		\$200 / side	\$500.00	\$400.00				\$170 / side	\$360.00		\$150.00	\$360.00	
New House - 2 Family - 400 Amp			\$225 / side	\$1,000.00	\$400.00					\$360.00			\$360.00	
Modular Home - 100 Amp	\$125.00								\$130.00					
Modular Home - 200 Amp	\$150.00								\$170.00					
Residential Remodeling 1-10 outlets	\$70.00	\$50/500 sq ft	\$80.00	\$50/Insp.		\$75.00	\$100 Flat Fee	\$45.00	\$90.00	\$120.00	\$50.00		\$60/inspect	Numbers of devices varies from town to town
Residential Remodeling 11 & over outlets	\$75.00		\$100.00	\$50/Insp.		\$150.00		\$55.00	\$100.00	\$120.00	\$75.00		\$60/inspect	Numbers of devices varies from town to town
Temporary Service	\$65.00	\$50.00		\$50/Insp.	\$50.00	\$75.00	\$100.00	\$55.00	\$70.00	\$60.00	\$50.00	\$50.00	\$60/inspect	
Residential Service Change 100 Amp	\$60.00	\$50.00	\$50.00		\$50.00	\$75 OH / \$125 UG	\$100.00	\$55.00		\$60.00	\$50.00	\$60.00	\$60/inspect	
Residential Service Change 200 Amp	\$80.00	\$50.00	\$75.00		\$50.00	\$125 OH / \$200 UG	\$150.00	\$55.00		\$60.00	\$60.00	\$80.00	\$60/inspect	
Sub-Panel	\$60.00			\$125/100 Amps		\$75.00			\$75.00		\$50.00			
Detached Residential Outbuilding	\$125.00													
Water Heater, Oil or Gas Burners	\$60.00	\$50.00		\$50/Insp.	\$50.00	\$75.00			\$75.00	\$60.00	\$40.00		\$60/inspect	

### Comparison of Electrical Fees

Central Air System	\$65.00		\$60.00			\$100.00			\$75.00		\$50.00		\$60/inspect	
Central Air System 35,000 BTU and larger			\$80.00										\$60/inspect	
Mini-Split System					\$100.00	\$75.00							\$60/inspect	
Appliances			\$50.00	\$50/Insp.		\$75.00		\$45.00		\$60.00	\$40.00		\$60/inspect	
Hot Tub, Jacuzzi	\$60.00	\$50.00	\$60.00	\$50/Insp.	\$150.00	\$75.00			\$75.00		\$50.00		\$60/inspect	
Swimming Pool - In Ground	\$100.00	\$100.00	\$60.00	\$50/Insp.	\$150.00	\$200.00		\$55.00	\$100.00	\$120.00	\$75.00	\$50.00	\$60/inspect	
Gunite Swimming Pool (3 inspections)										\$180.00			\$60/inspect	
Swimming Pool - Above Ground	\$60.00	\$50.00		\$50/Insp.		\$100.00			\$80.00		\$50.00			
Trailer			\$60.00										\$60/inspect	
Generator - Permanent	\$60.00		\$75.00	\$50/Insp.	\$100.00	\$125.00					\$50.00		\$60/inspect	
Generator - Portable					\$50.00	\$75.00							\$60/inspect	
Alarms or low voltage wiring	\$65.00	\$50.00	\$75.00	\$50/Insp.	\$100.00	\$75.00		\$45.00	\$85.00	\$60.00	\$50.00	\$50.00	\$60/inspect	
Solar		\$100.00	\$200.00	\$250.00	\$100.00	\$100.00			\$150.00		\$100.00		\$60/inspect	
Septic Pump Systems	\$60.00	\$50.00			\$100.00	\$75.00					\$50.00		\$60/inspect	

#### Examples of Notes:

1. A separate permit must be filed for each dwelling unit or tenant space. In the case of a condominium development or multi-family dwelling, each unit shall be considered a dwelling unit.
2. Individuals that perform electrical work in the Commonwealth of Massachusetts must be licensed. The permit application must be completed by the electrician or a representative of the company.
3. There will be a charge of **\$TBD** for each additional inspection or re-inspection required due to code violations, incomplete work or if the inspector is unable to access the premises at the time of the inspection.
4. New services or changes to existing service equipment require a Utility Authorization Number issued by the Groton Electric Light Department (978-448-1150) prior to application of this permit.
5. Any work performed more than 5 days prior to the application of the permit will result in a double permit fee.
6. All underground work must be inspected prior to back-fill or they will not be approved.
7. The building must be tight to the weather prior to the installation of any electrical wiring.
8. The rough inspection requires all wires to be run, all device boxes and lighting outlets (except old work) to be installed and all grounds and splices to be made-up prior to concealment by insulation, wallboard, sheathing, etc.
9. Electrical permits are NOT transferable.

### Gas/Plumbing Fee Comparison

<u>Gas/ Plumbing Fee Schedule</u>		<u>New proposed 2020 Fee</u>	<u>Littleton</u>	<u>chelmsford</u>	<u>Ayer</u>	<u>Pepperell</u>	<u>Westford</u>
<u>Residential</u>							
First Fixture:		\$65.00	\$ 81.00	\$ 75.00	\$ 100.00	\$ 60.00	\$70 per inspection
Add Fixtures- each		\$15.00	\$ 5.00	\$ 6.00	\$ 15.00	\$ 7.00	
Dishwasher Only		\$40.00	\$ 81.00	\$ 75.00	\$ 60.00	\$ 50.00	\$ 70.00
Additional Inspection Fee:		\$50.00	\$ 25.00	\$ 75.00	\$ 100.00	\$ 40.00	\$ 70.00
Re-inspection Fee:		\$60.00	\$ 25.00	\$ 75.00	\$ 100.00	\$ 40.00	\$ 70.00
*Gas Conversion" and/or *Gas/Plumbing Combination items:							
Boiler-		\$60.00	\$ 81.00	\$ 75.00	\$ 100.00	\$ 60.00	\$ 70.00
Dryer-		\$60.00	\$ 81.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ 45.00
Hi-Lo Regulator-		\$60.00	\$ 81.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ 70.00
Hot Water Heater-		\$60.00	\$ 81.00	\$ 50.00	\$ 60.00	\$ 60.00	\$ 70.00
Range-		\$60.00	\$ 81.00	\$ 75.00	\$ 60.00	\$ 60.00	\$ 45.00
<u>Commercial</u>							
First Fixture-		\$100.00	\$ 289.00	\$ 100.00	\$ 100.00	\$ 60.00	\$250 up to 10 fixtures
Additional Fixtures-Each-		\$20.00	\$ 22.00	\$ 8.00	\$ 17.50	\$ 12.00	\$ 45.00
Additional Inspection Fee-		\$75.00	\$ 25.00	\$ 100.00	\$ 100.00	\$ 40.00	\$ 55.00
Re-Inspection Fee-		\$80.00	\$ 25.00	\$ 100.00	\$ 100.00	\$ 40.00	\$ 70.00



# FISCAL YEAR 2021

## GOALS OF THE GROTON SELECT BOARD

*While the Select Board has set several goals for this year, a majority of their time and effort (as well as the Town Manager's) will be focused in FY 2021 on managing through the Pandemic/State of Emergency and Union Contract Negotiations.*

### 1. Review Existing Committees Select Board Member Assigned –

Goal: Conduct a review of and make adjustments to all existing committees under SB purview. Review based on membership count & meeting frequency. Review charge and 'output' relating thereto & make adjustments as needed & combining committees where/if this makes sense. Review overall committee structures and efficacy

Measurable Benchmark: A sub-committee is formed made up of members of the Board, the Town Manager and the Executive Assistant by October 1, 2020. A thorough review and recommendation on what Committees are to continue and what are to be disbanded is made by February 1, 2021.

### 2. Review Trainings Offered to Employees Select Board Member Assigned –

Goal: Conduct a review of trainings offered to employees upon hire and on an ongoing basis. Determine which trainings are mandatory and determine if the process of finding programs is management driven. Determine if trainings are related to specific topics of concern to management and the community.

Measurable Benchmark: A sub-committee is formed made up of members of the Board, the Personnel Board, the Town Manager and the Human Resources Director to review all trainings offered by October 1, 2020. A listing of trainings is created and approved by the Select Board by March 1, 2021. The trainings are to be reviewed annually by the Town Manager and Human Resources Director.



**3. Understand Options and Alternatives for Affordable Housing  
Select Board Member Assigned –**

Goal: Use the information in the Housing Production Plan regarding available town-owned land, and work collaboratively with the Affordable Housing Trust to take steps toward increasing the number of Affordable Housing Units in Groton.

Measurable Benchmark: A workshop between the Select Board and Affordable Housing Trust is scheduled by January 1, 2021 to review the issue in more detail, with the expectation that a formal plan is adopted by both Boards by the 2021 Spring Town Meeting, with the ultimate goal of creating new affordable housing units within three years.

**4. Assess Long Term Needs of Prescott School  
Select Board Member Assigned –**

Goal: Assess Prescott long term needs and identify options to move forward. Develop renovation cost & construction duration. Develop Funding Sources.

Measurable Benchmark: Prior to going out to bid for a new long-term lease of the Prescott School, the Select Board, in conjunction with the Prescott Oversight Committee, determines what, if any, changes need to be made to the RFP.

**5. Review Town's Participation in Community Preservation Act  
Select Board Member Assigned –**

Goal: Continue Review with the Community Preservation Committee to determine if Town will continue to participate in the Community Preservation Act.

Measurable Benchmark: Schedule a second workshop with the Community Preservation Committee by December 31, 2020 to follow-up on workshop held in the Spring of 2020. Decide if an Article will be placed on the 2021 Spring Town Meeting Warrant and Election to end the Town's participation in the CPA, or change the percentage is warranted.

# **FISCAL YEAR 2021 GOALS OF THE TOWN MANAGER**

## **1. Union Contract Negotiations**

Goal: Determine guidance for Town Manager on upcoming negotiations, including whether or not to have a member of the School Committee participate in advisory discussions with Town Manager.

Measurable Benchmark: Schedule guidance meeting with Town Manager by October 1, 2020. Develop strategy for the upcoming negotiations prior to Town Manager starting negotiations with all seven unions.

## **2. Review and Update Traffic Rules and Regulations**

Goal: Review and update Chapter 266, Traffic Rules and Regulations, of the Code of Groton since the last update was in 2009. Update and confirm all new streets, as well as their speed and traffic control signage. Ensure traffic signage on the ground matches the traffic signage called for in Chapter 266. Review all speed regulations and bring them up to date, as well as parking violations and fines.

Measurable Benchmark: Establish a sub-committee made up of a member of the Select Board, Town Manager, Town Clerk, Executive Assistant and Police Chief by September 1, 2020. A thorough review and update of the existing Rules and Regulations is presented to the Select Board for a public hearing by March 1, 2021. The revised rules and regulations are adopted by the Select Board by June 1, 2021.

## **3. Develop Strategy to Address Long Term Disability**

Goal: Explore ways to prepare for, and cover the costs of, long-term employee absences, via insurance, or other methods of setting funds aside to pay for these costs.

Measurable Benchmark: Town Manager and Human Resources Director develop a plan/strategy for ways to pay for long-term absences and present it to the Select Board for adoption by December 31, 2020.

## Corona Virus Relief Fund - Budget to State for Funding Fiscal Year 2021

<u>Department</u>	<u>Item</u>	<u>Amount</u>	<u>Category</u>
Country Club	Staff for Disinfection Golf and Camp (next spring)	\$ 16,200.00	Disinfection
Country Club	Cleaning Supplies	\$ 3,000.00	Disinfection
DPW	New Touchless Hand Sanitizers - Town Hall	\$ 400.00	Disinfection
DPW	New Touchless Hand Sanitizers - Library	\$ 400.00	Disinfection
DPW	Touchless Hand Sanitizers	\$ 1,500.00	Disinfection
Fire Department	CE Solutions - Infection Control Supplies	\$ 399.00	Disinfection
GELD	Additional Cleaning	\$ 5,850.00	Disinfection
Library	Disinfecting - Hand Sanitizer, Wipes, etc.	\$ 5,000.00	Disinfection
	<b>Subtotal</b>	<b>\$ 32,749.00</b>	
Council on Aging	Portable Projector for Outdoor Movies	\$ 240.00	Other
Council on Aging	Outdoor Movie Screen	\$ 800.00	Other
DPW	Clean Duct Work and Install New Filters at Town Hall	\$ 10,000.00	Other
DPW	Touchless Water Faucets in All Bathrooms - Town Hall	\$ 1,000.00	Other
DPW	Electric Hand Dryers in all Bathrooms - Town Hall	\$ 1,500.00	Other
DPW	Clean Duct Work and Install New Filters at Library	\$ 10,000.00	Other
DPW	Touchless Water Faucets in All Bathrooms - Library	\$ 1,000.00	Other
DPW	Electric Hand Dryers in all Bathrooms - Library	\$ 1,500.00	Other
DPW	Senior Center Filters for Building Air System	\$ 1,000.00	Other
DPW	Touchless Water Faucets at Senior Center	\$ 1,000.00	Other
DPW	Center Fire Station Lobby and Bathroom Improvements	\$ 4,000.00	Other
DPW	Legion Hall Bathroom Touchless Faucets, etc.	\$ 3,000.00	Other
DPW	Lost Lake Fire Station Touchless Faucets, etc.	\$ 3,000.00	Other
DPW	Police Station Lobby Bathroom Touchless Faucets, etc.	\$ 4,000.00	Other
Fire Department	Betterway Supply - Oxygen	\$ 233.95	Other
Fire Department	Alliance - Fuel for Ambulance	\$ 3,935.00	Other
GELD	Plexi-Glass for Front Desk	\$ 34.00	Other
Information Technology	Fire Box Relay for External Door at PD	\$ 1,500.00	Other
Information Technology	Camera for External Door at Police Station	\$ 1,500.00	Other
Information Technology	Intercom Button and Labor for Door at Police	\$ 1,500.00	Other
Personnel	Additional Unemployment Claims	\$ 5,000.00	Other
Regional School	Set Aside for Groton Dunstable Regional Schools	\$ 650,000.00	Other
Regional School	Set Aside for Nashoba Technical School	\$ 25,000.00	Other
Town Clerk	Pens for Elections	\$ 350.00	Other
Town Manager	Chair Rental for Fall Town Meeting	\$ 800.00	Other
Town Manager	Sound System for Fall Town Meeting	\$ 390.00	Other
Unclassified	Costs to Fully Spend Allocation	\$ 16,347.00	Other
	<b>Subtotal</b>	<b>\$ 748,629.95</b>	

<u>Department</u>	<u>Item</u>	<u>Amount</u>	<u>Category</u>
Council on Aging	Face Shields	\$ 157.00	PPE
DPW	Various PPE Restocking	\$ 5,000.00	PPE
Fire	Various PPE	\$ 3,750.00	PPE
Fire Department	Henry Schein - Various PPE	\$ 519.93	PPE
Fire Department	Trans Medical - Various PPE	\$ 623.71	PPE
Fire Department	McKesson - Various PPE	\$ 2,158.78	PPE
GELD	Face Masks	\$ 50.00	PPE
GELD	Varios PPE and Cleaning Equipment	\$ 870.00	PPE
Library	PPE for Staff	\$ 5,000.00	PPE
Police Department	Coveralls	\$ 200.00	PPE
Police Department	Shoe Covers	\$ 71.00	PPE
Police Department	Hybrid PPE Kit	\$ 830.00	PPE
Police Department	Various PPE	\$ 400.00	PPE
Town Clerk	Desk Shields for Elections	\$ 855.00	PPE
Town Clerk	Face Shields	\$ 150.00	PPE
	<b>Subtotal</b>	<b>\$ 20,635.42</b>	
Library	Staff Training	\$ 5,000.00	Signs/Educ
Police Department	Signs for Various Locations	\$ 250.00	Signs/Educ
	<b>Subtotal</b>	<b>\$ 5,250.00</b>	
BOH	Public Health Staffing	\$ 4,000.00	Staffing
Fire	Wages (100% Reimbursement)	\$ 80,000.00	Staffing
Fire Department	Wages - Overtime Coverage (100% Town Share)	\$ 59,534.00	Staffing
Police Department	Wages - Overtime Coverage (100% Town Share)	\$ 83,668.00	Staffing
	<b>Subtotal</b>	<b>\$ 227,202.00</b>	
Council on Aging	HD Web Cam	\$ 119.00	Telework
Council on Aging	Chromebooks for Zoom Programming	\$ 600.00	Telework
GELD	Office Supply for Remote work	\$ 2,566.00	Telework
GELD	Laptops	\$ 1,057.00	Telework
Information Technology	5 Laptops with Office	\$ 6,000.00	Telework
Information Technology	3 Ipad Pros	\$ 3,000.00	Telework
Information Technology	e-signature licensing for ADOBE Sign	\$ 600.00	Telework
Information Technology	Zoom Licenses	\$ 900.00	Telework
Library	Various equipment for remote work	\$ 5,000.00	Telework
	<b>Subtotal</b>	<b>\$ 19,842.00</b>	
	<b>TOTAL - REQUESTED</b>	<b>\$ 1,054,308.37</b>	
	<b>Less Anticipated FEMA Reimbursement</b>	<b>\$ 214,378.00</b>	
	<b>FINAL TOTAL REQUESTED</b>	<b>\$ 839,930.37</b>	
		<b>\$ 1,039,466.37</b>	

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 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 ~~remodeling~~ designing and ~~making extraordinary repairs to the~~ 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, ~~that~~ 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 capital 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)

Document comparison by Workshare Compare on Tuesday, July 21, 2020  
9:50:50 AM

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Document 1 ID	interwovenSite://USDMS/America/83073343/1
Description	#83073343v1<America> - Intermunicipal Agreement with Groton-Dunstable Regional School District
Document 2 ID	interwovenSite://USDMS/America/83073343/2
Description	#83073343v2<America> - Intermunicipal Agreement with Groton-Dunstable Regional School District
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Legend:	
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Padding cell	

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Insertions	8
Deletions	13
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	21

**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 education for pupils in grades 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 designing and constructing a new Florence Roche Elementary School, located at 342 Main Street in Groton, Massachusetts, to serve pupils residing in the Town (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 capital costs of the Project, which indebtedness shall be issued at such times and in such 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. All amounts payable on account of principal and interest on any bonds or notes issued

by the Town to finance the Project, 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)

REVISED: 08/06/2020

## **Warrant, Summary, and Recommendations**

# **TOWN OF GROTON**



## **2020 FALL TOWN MEETING**

**Middle School Track Behind Florence Roche Elementary School  
342 Main Street, Groton, Massachusetts 01450**

**Beginning Saturday, October 3, 2020 @ 10:00 AM**

---

Attention – Voters and Taxpayers

**Please bring this Report to Town Meeting**





## **Town Meeting Access for Voters with Disabilities**

**Parking** – Universally accessible parking spaces are available in the parking lot in front of the Groton Dunstable Middle School South.

**Sign Language** – A Sign Language Interpreter will be provided for the hearing impaired, upon request, at least one week prior to the meeting.

**Speaking at Town Meeting** – There will be volunteers available to bring hand-held microphones to voters who have mobility issues or cannot stand in line and wait at the microphones.

**Transportation to Town Meeting** - The Council on Aging van will be available to Groton residents attending Town Meetings at no charge. All riders will be at the meeting prior to the start. The van is wheelchair accessible. Your reservation can be made by calling the Senior Center at 978-448-1170. Seats will be filled on a first come, first serve basis.

**Questions or concerns** - If you or a member of your household has questions or would like to request a sign language interpreter, please contact ADA Coordinator Michelle Collette at Town Hall at 978 448-1105 at least one week before the Town Meeting.

**FALL TOWN MEETING WARRANT  
OCTOBER 3, 2020**

Middlesex, ss.  
Commonwealth of Massachusetts  
To any Constable in the Town of Groton

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble at the Middle School Track behind the Florence Roche Elementary School, 342 Main Street, Groton, Massachusetts in said Town on Saturday, the third day of October, 2020 at Ten O'clock in the morning, to consider the following:

**ARTICLE LISTINGS**

<b>Article 1</b>	Prior Year Bills	3
<b>Article 2</b>	Amend the Fiscal Year 2021 Town Operating Budget	3
<b>Article 3</b>	Amend Fiscal Year 2021 Wage and Classification Schedule	4
<b>Article 4</b>	Transfer within Water Enterprise Fund	4
<b>Article 5</b>	Transfer within Center Sewer Enterprise Fund	4
<b>Article 6</b>	Transfer within the Four Corners Sewer Enterprise Fund	5
<b>Article 7</b>	Transfer Money into the Capital Stabilization Fund	5
<b>Article 8</b>	Transfer Money into the Stabilization Fund	5
<b>Article 9</b>	Transfer Money into the GDRSD Capital Stabilization Fund	6
<b>Article 10</b>	Fiscal Year 2021 Capital Budget	6
<b>Article 11</b>	Stormwater Utility Enterprise Budget	8
<b>Article 12</b>	Environmental Consulting Services	8
<b>Article 13</b>	Complete Streets Engineering	9
<b>Article 14</b>	Assessors Cyclical Inspections	9
<b>Article 15</b>	Community Preservation Funding Accounts	10
<b>Article 16</b>	Community Preservation Funding Recommendations	10
<b>Article 17</b>	Special Legislation – Investment of Town Trust Funds	13
<b>Article 18</b>	Amend Zoning Bylaw – Site Plan Review	13
<b>Article 19</b>	Amend Zoning Bylaw – Attached Accessory Apartments	15
<b>Article 20</b>	Amend Zoning Bylaw – Detached Accessory Apartments	16
<b>Article 21</b>	Amend Chapter 128 – Dog Bylaw	18
	Report of the Town Manager to the 2020 Fall Town Meeting	26

**ARTICLE 1: PRIOR YEAR BILLS**

To see if the Town will vote to transfer from available funds a sum or sums of money for the payment of unpaid bills from prior fiscal years, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:** *Town Meeting approval is required to pay bills from a prior fiscal year. A list of unpaid bills will be provided at Town Meeting.*

---

**ARTICLE 2: AMEND THE FISCAL YEAR 2021 TOWN OPERATING BUDGET**

To see if the Town will vote to amend the Fiscal Year 2021 Operating Budget as adopted under Article 4 of the 2020 Spring Town Meeting and vote to raise and appropriate and/or transfer from available funds a sum or sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2021, or to take any other action relative thereto.

**FINANCE COMMITTEE**  
**SELECT BOARD**  
**TOWN MANAGER**

**Select Board:**  
**Finance Committee:**

**Summary:** *The Fiscal Year 2021 Town Operating Budget was approved at the 2020 Spring Town Meeting in June, 2020. Any changes to this Budget would have to be made prior to setting the tax rate. The purpose of this article is to make any necessary changes to balance the FY 2020 Operating Budget. Please see the Town Manager's Report contained in the back of this Warrant for an explanation outlining the proposed changes.*

---

**ARTICLE 3: AMEND WAGE AND CLASSIFICATION SCHEDULE**

To see if the Town will vote to amend the Wage and Classification Schedule as adopted under Article 3 of the 2020 Spring Town Meeting as follows:

Call Captain	\$25.00 per hour	Call Lieutenant	\$24.50 per hour
Call Firefighter	\$21.43 per hour	Call EMT	\$21.43 per hour
Probationary Firefighter:	\$17.85 per hour	Probationary EMT	\$17.85 per hour

or to take any other action relative thereto.

**TOWN MANAGER**

**Select Board:**

**Finance Committee:**

**Summary:** *When the Town proposed the Wage and Classification Schedule at the Spring Town Meeting for Fiscal Year 2021, the wages of the various Call Firefighters were not adjusted by a two (2%) percent cost of living adjustment proposed for all other non-union and stipend positions. This Article corrects that oversight.*

---

**ARTICLE 4: TRANSFER WITHIN WATER ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Water Enterprise Fund Surplus to the Fiscal Year 2021 Water Department Operating Budget for Engineering Services, or to take any other action relative thereto.

**BOARD OF WATER COMMISSIONERS**

**Select Board:**

**Finance Committee:**

**Water Commissioners:**

**Summary:** *This article will request a transfer of funds from Water Surplus to help fund the Fiscal Year 2021 Water Department's Operational Expenses related to Engineering Services for the Whitney Well Manganese Mitigation Project and expansion.*

---

**ARTICLE 5: TRANSFER WITHIN CENTER SEWER ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Center Sewer Enterprise Fund Surplus to the Fiscal Year 2021 Center Sewer Enterprise Department Budget for general expenses, or to take any other action relative thereto.

**BOARD OF SEWER COMMISSIONERS**

**Select Board:**

**Finance Committee:**

**Sewer Commission:**

**Summary:** *This article will request a transfer of funds from Sewer Surplus to help fund the Fiscal Year 2021 Center Sewer Department's Operational Expenses.*

---

**ARTICLE 6:           TRANSFER WITHIN FOUR CORNERS SEWER ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Four Corners Sewer Enterprise Fund Surplus to the Fiscal Year 2021 Four Corners Sewer Enterprise Department Budget for general expenses, or to take any other action relative thereto.

**BOARD OF SEWER COMMISSIONERS**

**Select Board:**  
**Finance Committee:**  
**Sewer Commission:**

**Summary:** *This article will request a transfer of funds from Sewer Surplus to help fund the Fiscal Year 2021 Four Corners Sewer Department's Operational Expenses.*

---

**ARTICLE 7:           TRANSFER MONEY INTO THE CAPITAL STABILIZATION FUND**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Capital Stabilization Fund, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:** *As of the Printing of this Warrant, the Fund has a balance of \$\_\_\_\_\_. The financial management goal is to achieve and maintain a balance in the Capital Stabilization Fund equal to 1.5% of the total annual budget. The target amount for the Capital Stabilization Fund will be provided at Town Meeting.*

---

**ARTICLE 8:           TRANSFER MONEY INTO THE STABILIZATION FUND**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Stabilization Fund, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:** *As of the printing of this Warrant, the balance in this fund is \$\_\_\_\_\_. The financial management goal is to achieve and maintain a balance in the Fund equal to 5% of the total annual budget. The target amount for the Fund will be provided at Town Meeting.*

---

**ARTICLE 9: TRANSFER MONEY INTO THE GDRSD CAPITAL STABILIZATION FUND**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Town of Groton Capital Stabilization Fund for the Groton Dunstable Regional School District, or to take any other action relative thereto.

**TOWN MANAGER**

**Select Board:**  
**Finance Committee:**

**Summary:** *As of the printing of the Warrant, the balance in this fund is \$\_\_\_\_\_. This fund covers the Town of Groton's share of the Groton Dunstable Regional School District Committee's long-range Capital Plan to address its capital needs. The target amount will be provided at Town Meeting.*

---

**ARTICLE 10: FISCAL YEAR 2021 CAPITAL BUDGET**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, for the purpose of funding the Fiscal Year 2021 Capital Budget, or to take another other action relative thereto.

**TOWN MANAGER**

**Summary:** *The following is a listing of the remaining items in the proposed Town Manager's Capital Budget for Fiscal Year 2021 that was delayed at the 2020 Spring Town Meeting:*

<b>Item #1 – Pick-Up Truck</b>	<b>\$45,000</b>	<b>Highway</b>
--------------------------------	-----------------	----------------

**Summary:** *This is a scheduled replacement. The average life of a pick-up truck is approximately 7 years. Replacing one vehicle every couple of years will allow the fleet to stay in good shape. This is a front line pick-ups used for day to day operations as well as snow plowing.*

**Select Board:**  
**Finance Committee:**



**Item #2 – Police Station Siding/Roof Repairs      \$50,000      Town Facilities**

**Summary:**    *The Police Station was painted seven years ago. Instead of painting, it is being resided with materials that do not need to be painted in the future. This will help maintain the building and add to its longevity. In addition, the roof of the building will need to be replaced as it is coming up on 25 years since it was first constructed.*

**Select Board:**  
**Finance Committee:**

**Item #3 – Reconstruct Library Parking Lot      \$45,000      Library**

**Summary:**    *The parking lot behind the library has been patched and repaired, but in FY 2021 it will be 22 years old. It is worn, tired, cracking, not draining water properly, and becoming uneven in spots. It will need a full and complete reconstruction.*

**Select Board:**  
**Finance Committee:**

**Item #4 – Police Cruiser      \$56,570      Police Department**

**Summary:**    *Ordinarily, we purchase two police cruisers each year to maintain our fleet. In July, 2019, one of our older cruisers was totaled in an accident and replaced. This will allow us to purchase one cruiser this year to stay with the program.*

**Select Board:**  
**Finance Committee:**

**TOWN MANAGER**

---

**ARTICLE 11:           STORM WATER UTILITY ENTERPRISE BUDGET**

To see if the Town will vote to raise and appropriate pursuant to M.G.L. c.83, §16 and/or transfer from Stormwater Facilities User Fees, a sum or sums of money, to be expended by the Town Manager, to operate the Fiscal Year 2021 Stormwater Facilities Utility Enterprise as follows:

Salaries/Benefits	\$ 75,000
Equipment	\$ 30,000
Capital Outlay	\$ 25,000
Compliance Costs	\$ 80,000
Disposal/Expenses	<u>\$ 10,000</u>
Total:	\$220,000

or take any other action relative thereto.

**TOWN MANAGER  
DPW DIRECTOR**

**Select Board:  
Finance Committee:**

**Summary:** *The Spring Town Meeting created the Stormwater Enterprise Fund to provide the Town with a funding source to comply with the requirements of the NPDES MS4 stormwater permit program operated by US Environmental Protection Agency. The permit program requires the Town to proactively manage its storm drainage system and ensure the protection of its waterways from stormwater pollution. Compliance with the requirements of this program is mandatory. The Select Board has established a Stormwater User fee to be paid by all properties with impervious surfaces Town to cover this expense. The purpose of this Article is to appropriate the necessary funding from the Stormwater Enterprise Utility Fee to cover the Fiscal Year 2021 Expenses.*

---

**ARTICLE 12:           ENVIRONMENTAL CONSULTING SERVICES**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager in Fiscal Year 2020 and thereafter, for the purpose of retaining environmental consulting services in support of the demolition of the former Squannacook Sportsmen's Club in West Groton, and all costs associated and related thereto, or to take any other action relative thereto.

**TOWN MANAGER**

**Select Board:  
Finance Committee:**

**Summary:** *The purpose of this Article is to provide funding for environmental consulting services in support of the demolition of the former Squannacook Sportsmen's Club located at 159 West Main Street. Town Meeting had previously authorized the Town to obtain this*

*property to provide additional parking and land for activities for the new Center in West Groton. Prior to taking this property, the Town needs to understand the environmental impact of demolishing the former Sportsmen's Club. This Article will provide the necessary funding to inspect the building and surrounding area and develop a report and recommendations for the building's disposal. Depending on the outcome of the report, the Town will return to a future Town Meeting for the necessary funding to demolish the building and take the property. The cost of these services is anticipated to be \$18,000.*

---

### **ARTICLE 13: COMPLETE STREETS ENGINEERING**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager in Fiscal Year 2020 and thereafter, for the purpose of hiring an engineer for the design of traffic safety and pedestrian improvements funded by the Commonwealth of Massachusetts "Complete Streets" program, or take any action relative thereto.

#### **COMPLETE STREETS COMMITTEE**

**Select Board:**  
**Finance Committee:**

**Summary:** *The Complete Streets Committee will be applying for a grant from MassDOT to improve pedestrian safety and accessibility improvements in Town. This article will provide funding for the required engineering design of the projects. Projects under consideration at this time include installing a sidewalk from West Groton Center to the new Groton Center on West Main Street and installing a sidewalk on Route 40 from the Groton Inn to the Gibbet Hill Grill. The Town must provide the engineering to design and solicit bids in order to obtain the construction funding. It is anticipated that the cost of this engineering will not exceed \$35,000.*

---

### **ARTICLE 14: ASSESSORS CYCLICAL INSPECTIONS**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money, to be expended by the Town Manager, for the purpose of starting the cyclical inspection process of inspecting every property in town within the Department of Revenue's five year period guidelines, said inspections to commence in the Spring of 2020 and to continue every year thereafter, or to take any other action relative thereto.

#### **BOARD OF ASSESSORS**

**Select Board: Recommended Unanimously**  
**Finance Committee: Recommended Unanimously**

**Summary:** *The Assessors' Office is required to perform inspections of every property in Town to comply with Massachusetts Department of Revenue Guidelines. Cyclical inspections are required to be performed on a yearly basis to cover the entire Town in a five (5) year span.*

---

**ARTICLE 15: COMMUNITY PRESERVATION FUNDING ACCOUNTS**

To see if the Town will vote to make the following appropriations from the Community Preservation Fund: Allocation of Community Preservation Funds to the following sub accounts:

CPC Operating Expenses:	\$ 5,000
Open Space Reserve:	\$ 73,800
Historic Resource Reserve:	\$ 73,800
Community Housing Reserve:	\$ 73,800
Unallocated Reserve:	\$511,600

or to take any other action relative thereto.

**COMMUNITY PRESERVATION COMMITTEE**

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**Summary:** *This is an accounting procedure that is necessary to ensure the Community Preservation Committee will have access to the funds raised during Fiscal Year 2021. Except for the CPC Operating Expenses, none of these funds will be spent without additional approval at Town Meeting.*

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**ARTICLE 16: COMMUNITY PRESERVATION FUNDING RECOMMENDATIONS**

To see if the Town will vote to adopt and approve the recommendations of the Community Preservation Committee for Fiscal Year 2021, and vote to implement such recommendations by appropriating a sum or sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, and by authorizing the Select Board, with the approval of the Community Preservation Committee, to acquire, by purchase, gift or eminent domain, such real property interests in the name of the Town, or enforceable by the Town, including real property interests in the form of permanent affordable housing restrictions and historical preservation restrictions that will meet the requirements of Chapter 184 of the General Laws, as may be necessary or proper to carry out the foregoing, or to take any other action relative thereto.

<b>CPC Proposal A:</b>	<b>Lost Lake/Knops Pond Restoration</b>	<b>\$95,000</b>
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**Summary:** *The Great Ponds Advisory Committee and the Groton Lakes Association have submitted an application for CPA funds to restore Knops Pond/Lost Lake as the non-native weed Fanwort has reached a tipping point that requires treatment before infestation reduces the surface water quality and substantially reduces the recreational potential of Groton's largest water resource. The full amount to be paid from the Unallocated Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**CPC Proposal B: Conservation Fund**

**\$221,000**

**Summary:** *The Conservation Commission is requesting \$221,000 in CPA funds to be added to the Town's Conservation Fund to help preserve open space, protect water resources and wildlife habitat, and preserve land for agricultural, recreational, and forestry activities. The Conservation Fund allows the Town to move quickly in the event a priority parcel becomes available. The Commission's goal is to maintain an amount between \$750,000 and \$1,000,000 in the Conservation Fund. As of February 18, 2020, the Conservation Fund balance is \$101,232. The amount of \$2,000 to be paid from the Open Space Reserve and the amount of \$219,000 to be paid from the Unallocated Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**CPC Proposal C: Portrait Restoration**

**\$11,400**

**Summary:** *The Groton History Center is requesting \$11,400 to restore framed portraits of individuals who lived in Groton in the late 1700s and early 1800s. They would like to provide their visitors with access to these interesting individuals and their back story to enrich their knowledge of Groton's history. All three portraits were painted by distinguished portrait painters of their time: A. L. Powers and Lyman Emerson Cole, both of whom have portraits hanging in museums. The full amount to be paid from the Historic Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**CPC Proposal D: Library Pocket Doors**

**\$10,500**

**Summary:** *The Library has a set of solid oak pocket doors in the historic 1893 building that cannot be used because the hanging and sliding hardware is broken. The Board of Library Trustees is requesting \$10,500 to replace the hardware and restore this beautiful feature to functional use. The full amount to be paid from the Historic Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**CPC Proposal E: Hazel Grove**

**\$9,242**

**Summary:** *The Hazel Grove Agricultural Association has submitted this application for funding to make capital improvements on the viewing tower and storage shed. This funding will allow them to update the viewing tower with new siding, roof, shutters, locking door, flooring and a ladder for second floor access. This building is used as a safety viewing platform, shelter and storage. The storage shed will be updated with a new roof, electrical service and two new windows. The full amount to be paid from the Open Space Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**CPC Proposal F: WWI Cannon Restoration**

**\$15,000**

**Summary:** *The Celebrations and Commemorations Committee submitted this application to complete the process of restoring the "Cannon de 75 mle 1897", a gift to the Town of Groton from the U.S. Army in 1919 at the dedication of the Lawrence W. Gay Post 55. The Cannon has resided at Legion Common for the last 100 years in honor of Lawrence W. Gay who was killed in action just days prior to the signing of the Armistice ending hostilities of World War I. In recent years the cannon has suffered from the effects of weather, fallen into disrepair and become a safety issue. The Town's portion of the project includes sandblasting, repainting and replacement of the oak spoked wheels. The full amount to be paid from the Historic Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**CPC Proposal G: Sports Facility Feasibility Study**

**\$**

**Summary:** (Placeholder)

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**CPC Proposal H: Rental Assistant Fund**

**\$**

**Summary:** (Placeholder)

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**COMMUNITY PRESERVATION COMMITTEE**

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**ARTICLE 17: SPECIAL LEGISLATION – INVESTMENT OF TOWN’S TRUST FUNDS**

To see if the Town will petition the Senate and House of Representatives of the Commonwealth of Massachusetts to enact special legislation authorizing the Treasurer of the Town of Groton to invest the Town’s Trust Funds, notwithstanding section 54 of chapter 44 of the General Laws or any other general or specific law to the contrary with the Massachusetts Prudent Investor Act, codified in Chapter 203C of the General Laws as follows:

**AN ACT AUTHORIZING CERTAIN INVESTMENTS BY THE TREASURER OF THE TOWN OF GROTON.**

**Section 1.** Notwithstanding any general or special law to the contrary, the treasurer of the town of Groton may invest any trust funds of the town in the custody of the treasurer in accordance with sections 3, 4, 5, 8 and 9 of chapter 203C of the General Laws and in accordance with the town of Groton cash and investment policy. The policy may be amended by the select board of the town of Groton from time to time.

**Section 2.** Section 54 of chapter 44 of the General Laws shall not apply to the town of Groton.

**Section 3.** This act shall take effect upon its passage.

or to take any other action relative thereto.

**COMMISSIONERS OF TRUST FUNDS**

**Select Board:**

**Finance Committee:**

**Commissioners of Trust Funds: *Recommended Unanimously***

**Summary:** *MGL Ch. 44, s.54 pertains to the Investment of Trust Funds. All trust funds shall fall under the control of the Treasurer. This article will allow the Treasurer to invest the Town’s Trust Funds with more flexibility than previously allowed, while still conforming to Massachusetts General Law. This flexibility will be limited to provisions contained in the Investment Policy of the Town. The standard of care to be used by the Treasurer shall be the ‘Prudent Person’ standard set forth in MGL Ch. 203C and shall be applied in the context of managing an overall portfolio.*

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**ARTICLE 18: AMEND ZONING BYLAW – SITE PLAN REVIEW**

To see if the Town will vote to amend the Code of the Town of Groton, Chapter 218 Zoning as follows:

1. In Section 218-25, Site Plan Review, by deleting Item (b) of Paragraph C, Threshold of Review, Part (1) Minor site plan review, which reads as follows:

(1) Minor.

- (b) Construction of an addition or any other alteration of up to 1,000 square feet gross floor area to an existing commercial, office, industrial, or institutional use, or structure for such use.

And by inserting in its place the following:

(1) Minor.

- (b) Construction of a new building, an addition, change of use, or any other alteration of up to 1,000 square feet gross floor area to an existing commercial, office, industrial, or institutional use, or structure for such use.

2. In Section 218-25, Site Plan Review, by deleting Items (a) and (b) of Paragraph C, Threshold of Review, Part (2) Major site plan review, which read as follows:

(2) Major.

- (a) Construction, enlargement or alteration of a parking area resulting in six or more new parking spaces.
- (b) Construction of a new building or an addition or any other alteration that exceeds 1,000 square feet of aggregate gross floor area which includes all floors of all buildings on the premises, to an existing commercial, office, industrial, or institutional use or structure.

And by inserting in their place the following:

(3) Major

- (a) Construction, enlargement, or change of use resulting in the construction or alteration of a parking area resulting in six or more new parking spaces.
- (b) Construction of a new building or an addition, a change in use, or any other alteration that exceeds 1,000 square feet of aggregate gross floor area which includes all floors of all buildings on the premises, to an existing commercial, office, industrial, or institutional use or structure.

or to take any other action relative thereto.

## ***PLANNING BOARD***

**Select Board:**

**Finance Committee:**

**Summary:** *The purpose of this article is to clarify that the provisions of Site Plan Review apply to a change of use.*

**ARTICLE 19:           AMEND ZONING BYLAW – ATTACHED ACCESSORY APARTMENT**

To see if the Town will vote to amend the Zoning Bylaw by deleting Section 218-9.4 in its entirety and replacing it with the following:

**1)       218-9.4           Attached Accessory Apartment**

**218-9.4.1       Purpose**

- a.       To provide homeowners of a single-family dwelling larger than required for present needs with a means of sharing space and the burdens of home ownership, companionship, security, and services, thereby enabling them to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave.
- b.       Develop housing units in single family neighborhoods that are appropriate for households at a variety of stages in their life cycle.
- c.       Provide small additional housing units for rent without substantially altering the appearance of the Town
- d.       Provide housing units for persons with disabilities.
- e.       Protect stability, property values, and the residential character of a neighborhood

**218-9.4.2       Attached Accessory Apartment**

Use of an accessory apartment, an independent dwelling unit not to exceed eight hundred (800) square feet contained within a single-family house. The unit shall have a separate entrance, a kitchen/living room, a bathroom and a maximum of two bedrooms. Either unit shall be occupied by the owner. The gross floor area shall include the interior finished habitable area to be used exclusively for the accessory apartment.

One Accessory apartment shall be allowed by right in the RA and RB Districts providing the following criteria are met:

- a.       The accessory apartment shall conform to the provisions of Title V of the State Sanitary Code, 310 CMR 15.00, and applicable regulations of the Groton Board of Health.
- b.       Approval from the Fire Department.
- c.       Building, plumbing, electrical and any other required permits are obtained.
- d.       The accessory apartment is contained within a single-family dwelling. Attached accessory apartments shall not be permitted on lots that contain two or more dwellings.
- e.       All staircases required to access an accessory apartment must not change the general appearance of a single-family house.
- f.       Space may be provided by either raising the roof, or extending the dwelling, but only in accordance with current height and setback requirements.

- g. To maintain the single-family character of the neighborhood, the entrance to the accessory apartment should be on the side or rear, if possible, but may be through the front door, if there is a vestibule.
- h. The owner of the property must occupy one of the two units as a permanent residence.
- i. Accessory Apartments are not permitted on lots which have two or more dwellings.
- j. Accessory apartments shall be occupied by no more than 2 permanent residents.
- k. Sufficient and appropriate area for at least one additional parking space shall be provided by the owner to serve the accessory apartment. Said parking space shall be constructed of materials consistent with the existing driveway and, to prevent on-street parking, and shall have vehicular access to the driveway,
- l. The footprint of the structure in which the accessory apartment is to be located shall not be increased by more than 800 square feet and shall retain the appearance of a single-family structure. Any such increase in the footprint shall not exacerbate an existing nonconformity nor create a new nonconformity,
- m. The provisions of MGL C. 40A, § 3 shall apply to any accessory apartments intended for occupancy by a person with a disability relative to access ramps used solely for the purpose of facilitation ingress and egress to person with physical limitations as defined in MGL C 22, § 13A."

or take any action relative thereto

## **PLANNING BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:** *The purpose of this zoning amendment is to allow attached apartments by right as an accessory use in a single-family house. Under the current zoning bylaw, attached accessory apartments require a special permit issued by the Zoning Board of Appeals. While this proposed amendment changes and reorganizes the language in the current bylaw, the only substantive change is to delete the special permit requirement.*

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## **ARTICLE 20:           AMEND ZONING BYLAW – DETACHED ACCESSORY APARTMENT**

To see if the Town will vote to amend the Zoning By-Law of the Town of Groton by adding the following Section

### **218-9.4.3       Detached Accessory Apartment**

The Planning Board acting as the Special Permit Granting Authority may issue a Special Permit authorizing the installation and use of a detached-accessory apartment in a detached structure on a lot containing a single-family dwelling provided the following conditions are met:

- A. Conditions a–c, e, h, and j-m of Section 218-9.4.2 are met
- B. A plot plan of the existing dwelling unit and proposed accessory apartment shall be submitted to the Special Permit Granting Authority, showing the location of the building on the lot, the proposed accessory apartment, location of any septic system and required parking
- C. The detached accessory apartment shall be a complete, separate housekeeping unit containing a kitchen/living room, a bathroom and a maximum of two bedrooms. Detached accessory apartments shall not be permitted on lots that contain two or more dwellings.
- D. Off-street parking spaces shall meet the requirements of Section 218- 8.1 of these bylaws.
- E. Any new construction shall be in accordance with current height and setback requirements for the district in which it is located.
- F. No special permit shall be granted without a condition that the accessory apartment shall conform to the provisions of Title V of the State Sanitary Code, 310 CMR 15.00, and applicable regulations of the Groton Board of Health.
- G. Any property that has been granted a Special Permit for a detached accessory apartment shall not be further divided unless all zoning requirements can be met for the district in which it is located.
- H. Prior to approval of a Special Permit for a detached accessory apartment the Board shall make the following findings:
  - 1. The detached accessory apartment will not impair the integrity or character of the neighborhood in which it is located.
  - 2. The detached accessory apartment will provide housing opportunities in conformance with the purpose of this Section.

or take any action relative thereto

### ***PLANNING BOARD***

**Board of Selectmen:**  
**Finance Committee:**

**Summary:** *The purpose of this zoning amendment is to allow detached apartments by special permit of the Planning Board as an accessory use to a single-family house. Detached accessory apartments are not allowed under the current zoning bylaw.*

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**ARTICLE 21:           AMEND CHAPTER 128 - DOGS**

To see if Town will vote to amend the Code of the Town of Groton by deleting Chapter 128, "Dogs" in its entirety and replacing it with a new Chapter 128, "Dogs", to read as follows:

**§ 128-1 Definitions**

As used in this chapter, the following terms shall have the meanings indicated:

**Abandon**

A dog is considered abandoned within the meaning of this chapter when it has been left alone or unattended by the owner for any period greater than 24 hours without the owner providing for its needs.

**Animal Control Officer**

An appointed officer authorized to enforce M.G.L. c. 140, sections 136A to 174F, inclusive.

**Attack**

Aggressive physical contact initiated by an animal.

**At Large**

Off the premises of the owner and not under the physical control of the owner or keeper.

**Complainant**

Any person, including the Animal Control Officer, who makes a complaint regarding an animal committing a violation under this chapter. In the case where the complaint is from other than the Animal Control Officer, it shall be in writing, using the Groton Dog Incident Complaint Form.

**Complaint**

A formal written report of a dog incident using the Groton Dog Incident Complaint Form.

**Dangerous Dog**

A dog that either: (i) without justification, attacks a person or domestic animal causing physical injury or death; or (ii) behaves in a manner that a reasonable person would believe poses an unjustified imminent threat of physical injury or death to a person or to a domestic or owned animal. No dog shall be deemed to be a dangerous dog if any of the circumstances provided in M.G.L. c. 140, § 157(a) apply.

**Domestic Animal**

An animal designated as domestic by regulations promulgated by the department of fish and game.

**Euthanize**

Take the life of an animal by the administration of barbiturates in a manner deemed acceptable by the American Veterinary Medical Association Guidelines on Euthanasia.



**Hearing Authority**

The Town Manager or the chief of police, or the person charged with the responsibility of handling dog complaints.

**Keeper**

A person, business, corporation, entity or society, other than the owner, having possession of a dog.

**Nuisance Dog**

A dog that: (i) by excessive barking or other disturbance, is a source of annoyance to a sick person residing in the vicinity; or (ii) by excessive barking, causing damage or other interference, a reasonable person would find such behavior disruptive to one's quiet and peaceful enjoyment; or (iii) has threatened or attacked livestock, a domestic animal or a person, but such threat or attack was not a grossly disproportionate reaction under all the circumstances.

**Owner**

Any person, group of persons or corporation owning, keeping or harboring a dog or dogs. The owner is responsible for a dog's actions at all times.

**License**

A valid and current municipal dog license and dog license tag.

**Physical Control**

Control of a dog with a restraint.

**Public Disturbance**

Any dog shall be deemed a public disturbance when such dog is engaged or has engaged in any combination of one or more of the following activities. Each instance of a public disturbance is considered to be a violation. Each day of a violation is determined to be a separate violation.

- A. Destroying, disturbing or otherwise molesting the property, including refuse, of another while outside the property of its owner, whether under such owner's physical control or not.
- B. Being upon any public park, playground schoolyard, beach or in any place to which the public has a right of access while not under the physical control of its owner or keeper. The determination of physical control shall be that of the Animal Control Officer.
- C. Being a dog, which is permitted to run unrestrained at large. The running of hunting dogs, certified service dogs and search and rescue dogs shall not constitute a public disturbance hereunder. The exercising of other dogs which are under the physical control of their owner or keeper shall not constitute a public disturbance hereunder, providing permission of the landowner has been obtained.
- D. Being upon any public way or in any place to which the public has a right of access, chasing motor vehicles, bicycles or pedestrians.
- E. Being an unspayed female or unneutered male at large.
- F. Being over the age of six months and not wearing a suitable collar and current municipal dog license tag issued for it and while not on the property of the owner.
- G. Being a dog which has been abandoned.

- H. Being a dog which deposits solid waste not removed, or not properly disposed of, by the dog's owner or agent upon any public park, playground, schoolyard, beach, public or private way sidewalk, in any place to which the public has a right of access or any property other than that of its owner.

### **Restraint**

The control of a dog by physical means, such as a leash, fence or other means of physically confining or restraining a dog.

### **Restraint Order**

Order to confine or restrain a dog with conditions determined by the Animal Control Officer.

### **§ 128-2 Public Disturbances Prohibited**

No owner of any dog shall, while such dog is within the confines of the Town of Groton, allow such dog to be a public disturbance as defined above.

### **§ 128-3 Enforcement**

Nothing contained in this bylaw shall prevent the Select Board from passing any orders authorized by law at such times as the Board shall deem it necessary to safeguard the public.

### **Public Disturbances**

- A. In all cases it shall be the duty of the duly appointed Animal Control Officer to investigate any violation under §128-2 of this chapter either witnessed by a police officer or the Animal Control Officer or reported in a written and sworn complaint. The Animal Control Officer shall provide the dog owner and the complainant with a written copy of the complaint and investigation report not more than seven days after the conclusion of the investigation, but in any event, not more than 30 days after receiving the complaint.
- B. If, after the Animal Control Officer's investigation of an alleged violation under § 128-2 of this chapter, such officer has reason to believe that the described violation did in fact occur as set forth in said written complaint or as witnessed by him/her or a police officer, it shall be the Animal Control Officer's duty to issue the owner, in writing, the appropriate order and/or to impose the appropriate fine designed to prevent a recurrence or continuation of such violation. The period of time during which the order shall be in effect shall be on the order. If the complainant and the owner involved agree with the order so issued, then the matter respecting that particular violation under this chapter shall be considered resolved. If the parties are not in agreement, then recourse can be had to the remedies of each under provisions of law.
- C. In all cases it shall be the duty of the Animal Control Officer, if, in his/her opinion, appropriate action is necessary to prevent further or continued violations of § 128-2 of this chapter pending a complete investigation, to take the following action:
  - (1) Notify the owner, if known and available, of the alleged violation, and issue a preliminary order, in writing, requiring the owner to take appropriate action, pending a complete investigation.
  - (2) If the owner is not known or, if known, is not immediately available:
    - (a) Take the dog into custody in the most humane manner possible.
    - (b) Confine the dog in a suitable facility.

- (c) Use every means available to identify and contact the owner.
  - (d) Take such further action as is allowed by law.
- D. It shall be the responsibility of the owner of any dog impounded under the provisions of Subsection C(2)(b) to reclaim such dog subject to the following criteria: The owner shall pay the Animal Control Officer such sum as is established by the Select Board by regulation for taking the dog into custody and a further sum for room and board as determined by regulations promulgated by the Select Board.
  - (1) The owner of the dog shall also be responsible for costs incurred by the Town or Animal Control Officer for reasonable and customary care of the dog while in the custody of the Animal Control Officer.
  - (2) The owner shall have in his possession a license and related tag for the dog, both of which shall have been issued with respect to the dog. The license tag shall be attached to the dog by a suitable collar before the dog is released from the custody of the Animal Control Officer.
- E. Disposition of dogs - If an unclaimed dog has been in the custody of the Animal Control Officer for more than seven days, the Animal Control Officer may euthanize the dog in accordance with applicable provisions of Massachusetts law. The owner shall be responsible for any costs incurred in the keeping and disposition of the dog.

#### **Nuisance or Dangerous Dog Complaints**

- A. Any person may file a written complaint with the Select Board and Town Manager, or their designee that a dog kept in the Town is a nuisance or a dangerous dog. All such complaints must be signed and include an address and contact information for the complainant.
- B. Hearing Authority. The Town Manager is designated by the Select Board as the "Hearing Authority" to oversee the process of responding to all nuisance or Dangerous Dog Complaints. The Town Manager may further designate another Town Employee as the Hearing Authority when necessary.
- C. Disposition. The Hearing Authority shall investigate or cause to be investigated the complaint, including an examination under oath of the complaint at a hearing. Based on credible evidence and testimony presented at the hearing, the Hearing Authority shall take the following action:
  - (1) **Nuisance Dog.** If the dog is complained of as a nuisance dog, the Hearing Authority shall either (a) deem the dog a nuisance dog; or (b) dismiss the complaint.
  - (2) **Dangerous Dog.** If the dog is complained of as a dangerous dog, the Hearing Authority shall either (a) deem the dog as a dangerous dog; (b) deem the dog a nuisance dog; or (c) dismiss the complaint.
- D. Report to Town Clerk. The Hearing Authority shall notify the Town Clerk of any complaints filed and shall report any finding that a dog is a nuisance dog or a dangerous dog to the Town Clerk.

E. Order valid throughout the Commonwealth. Unless later overturned on appeal, any order of the Hearing Authority shall be valid throughout the Commonwealth of Massachusetts.

F. Remedies.

1. Nuisance dog. If the Hearing Authority has deemed the dog a nuisance dog, it may order the owner or keeper of the dog to take remedial action to ameliorate the cause of the nuisance behavior.
2. Dangerous dog. If the Hearing Authority has deemed the dog a dangerous dog, it may order one or more of the following remedies:
  - (a) that the dog be humanely restrained, but no order shall require the dog to be chained or tethered to an inanimate object such as a tree, post or building;
  - (b) that the dog be confined to the premises of the owner or keeper, meaning securely confined indoors or confined outdoors in a securely enclosed pen or dog run area that has a secure roof, has either a floor secured to all sides or is embedded into the ground for at least two feet, and provides the dog with property shelter from the elements.
  - (c) when removed from the premises of the owner or keeper, the dog be securely and humanely muzzled and restrained with a tethering device with a maximum length of three feet and a minimum tensile strength of three hundred pounds;
  - (d) that the owner or keeper provide (i) proof of insurance of at least \$100,000 insuring the owner or keeper against any claim, loss, damage, or injury to persons, domestic animals, or property resulting from the intentional or unintentional acts of the dog; or (ii) proof that reasonable efforts were made to obtain such insurance;
  - (e) that the owner or keeper provide the Town Clerk, the Animal Control Officer, or other entity as directed with identifying information for the dog including but not limited to photographs, videos, veterinary records, tattooing, microchip implantations or a combination of these;
  - (f) that the dog be altered so as not to be reproductively intact, unless the owner or keeper provides evidence of a veterinary opinion that the dog is medically unfit for such alteration; or
  - (g) that the dog be humanely euthanized.

G. Restrictions following dangerousness finding:

1. No dog that has been deemed dangerous shall be ordered removed from the Town.
2. Issuance of temporary restraint orders. The Animal Control Officer may issue a temporary restraint order to the owner or keeper of any dog that is alleged to be a nuisance dog or a dangerous dog and is awaiting a decision under § 133-8. A temporary restraint order shall be in force for no more than 30 days unless the Animal Control Officer renews it in writing for subsequent thirty-day period. The Animal Control Officer may rescind or stop renewing the order when, in the Animal Control Officer's judgment, restraint is no longer required. The Animal

Control Officer's order shall expire upon receipt of a decision from the Hearing Authority on the nuisance dog or dangerous dog hearing.

#### H. Appeals

The Hearing Authority's initial decision shall become effective upon filing said decision with the Town Clerk. The owner or keeper of a dog may appeal the initial decision of the Hearing Authority to the Select Board within ten (10) days of the decision being filed with the Town Clerk. The Select Board shall review the decision in open session and determine whether or not to modify or uphold the decision. The Select Board may conduct a further hearing or accept additional evidence as the Board deems appropriate. An owner or keeper may further appeal the Select Board's final action to the district court pursuant to M.G.L. c. 140 § 157.

#### **§ 128-4 License required, penalty**

- A. Pursuant to Chapter 140, § 173, of the Massachusetts General Laws, any person who fails to register, number, describe and license his or her dog annually by January 1 in the Town of Groton, Middlesex County, and pay the fees and charges under rules and regulations pursuant to Chapter 140, § 139 will be required to pay to the Town of Groton a penalty after the last day of February annually, in accordance with a Fee/Fine Schedule established by the Select Board. By virtue of the Town's acceptance of the applicable provision of Section 139 of Chapter 140 of the General Laws, no fee shall be charged for a license for a dog owned by a person aged 70 years or over, unless the dog is identified as a dangerous dog.
- B. Failure to comply with this section shall constitute a violation of § 128-2 and may subject the owner of any unlicensed dog to financial penalties as are allowed by this chapter or as provided for in regulations promulgated by the Select Board.
- C. All monies received by the Town Clerk's office for the issuance of dog licenses or other fees, fines, charges, and penalties under § 147 of Chapter 140 of the Massachusetts General Laws and this chapter shall be paid into the treasury of the Town.

#### **§ 128-5 Violations and penalties.**

- A. Except as otherwise provided by existing statute or in this chapter, any person who violates this chapter shall be subject to the payment of a penalty in the amount of \$50 for each violation and for each day of violation, to be recovered for the use of the Town.
- B. The owner of any dog which is in violation of § 128-2 may be subject to this penalty whether such dog is in the custody of the Animal Control Officer or not. As an alternative to criminal prosecution, the Animal Control Officer and Town Police Officers, as enforcing persons under this chapter, may enforce this chapter and orders issued hereunder pursuant to the noncriminal disposition statute, M.G.L. C. 40, § 21D and the Town Code, Chapter 1, Article I, § 1-4B(2). When so enforced, the fines shall be as follows:

1. Penalties for public nuisance violations
  - a. First violation \$50
  - b. Second violation \$75
  - c. Third and subsequent violations \$100
  
2. Fees for dogs in the custody of the Animal Control Officer
  - a. Fee for dog pick up \$25
  - b. First calendar day board \$25
  - c. Second and subsequent calendar day board \$40
  
3. Annual dog licensing fee (between January 1 and February 28)
  - a. Neutered or spayed dogs \$10
  - b. Unaltered dogs \$15
  - c. Kennel license:
    - i. Up to 4 dogs \$40
    - ii. 5 to 9 dogs \$70
    - iii. 10 or more dogs \$100
  
4. Dangerous dog license \$300

or to take any other action relative thereto.

**SELECT BOARD  
TOWN MANAGER**

**Select Board:  
Finance Committee:**

**Summary:** *The purpose of this Article is to bring the Town's Dog Bylaw into compliance with State Law. It was determined that certain sections of the current Bylaw, including the remedies related to a finding that a dog is dangerous, are not in compliance with State Law. In addition, it also adds a new finding for a nuisance dog.*

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Hereof fail not and make return of your doings to the Town Clerk on or before time of said meeting.

Given under our hands this 14<sup>th</sup> Day of September in the year of our Lord Two Thousand Twenty.

Alison S. Manugian

Alison S. Manugian, Chair

Joshua A. Degen

Joshua A. Degen, Vice Chair

Rebecca H. Pine

Rebecca H. Pine, Clerk

John R. Giger

John R. Giger, Member

John F. Reilly

John R. Reilly, Member

OFFICERS RETURN  
Groton, Middlesex

Pursuant to the within Warrant, I have this day notified the Inhabitants to assemble at the time, place, and for the purpose mentioned as within directed. Personally posted by Constable.

\_\_\_\_\_  
Constable

\_\_\_\_\_  
Date Duly Posted

**REPORT OF THE TOWN MANAGER  
TO THE 2020 FALL TOWN MEETING**

Respectfully submitted,

*Mark W. Haddad*

Mark W. Haddad  
Town Manager

**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, JULY 27, 2020  
UN-APPROVED**

**SB Members Virtually Present:** Alison S. Manugian, Chair; Joshua A. Degen, Vice Chair; Rebecca H. Pine, Clerk; John R. Giger, Member; John F. Reilly, Member

**Also Virtually Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Melisa Doig, HR Director; Patricia Dufresne, Town Accountant; Jonathan Greeno, Principal Assistant Assessor; Michael Hartnett, Tax Collector/Treasurer; Michael Bouchard, Town Clerk; Bud Robertson; Steve Munroe; Tom Delaney, DPW Director; Vanessa Abraham, Library Director;

Ms. Manugian called the meeting to order at 7:50pm and reviewed the agenda.

**OTHER BUSINESS**

Mr. Degen said that in the wake of hate crime with racist graffiti a few weeks ago and other racist issues in the Country, he felt that it was in the best interest of the Town to understand diversity. He said that he had refined the first draft charge he had brought forward to the Board a few weeks ago and wanted to present the Board that night with a revised draft charge for a Diversity Task Force. He reviewed the changes he made, as well as the membership of the committee to include an ex-officio diversity trainer. Ms. Pine asked if he had someone lined up to be the ex-officio trainer. Mr. Degen said that the trainer was the Dean of Diversity at Lawrence Academy. Ms. Pine said that an 11-person committee was large but having a diversity trainer would make it manageable. Ms. Manugian said she didn't think the committee needed to come up with methods and suggested striking that word and also thought a member of the LGBTQ+ community should be included. Ms. Manugian suggested combing the library members and town hall member to add the LGBTQ+ community member. Mr. Degen said that there were methods to identify diversity. Ms. Pine agreed that they should remove method to make it less confusing. Ms. Manugian asked for some clarification on some of the groups being represented and how they designate a representative. Mr. Giger suggested that members be proposed by the groups and not designated.

*Ms. Pine moved that they approve the charge for the Diversity Task Force as amended in tonight's discussion. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Degen-aye; Giger-aye; Reilly-aye; Manugian-aye*

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that Steve Munroe was on the agenda and present. He said that they advertised for a Truck Driver/Laborer and that he had the pleasure to meet Mr. Munroe last week whose enthusiasm to be on the department was off the charts. He asked the Board to ratify his appointment.

*Mr. Giger moved that they ratify the appointment the appointment of Steve Munroe as a Highway employee. Mr. Reilly seconded the motion.*

Mr. Reilly asked where Mr. Munroe came from. Mr. Munroe said that he had run his own business for over 15 years and because of COVID can no longer continue that.

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

Mr. Haddad said that Mr. Munroe would be starting on Monday, August 3<sup>rd</sup>.

2. Mr. Haddad said that there were 2 vacancies on the Personnel Board. He said that Leonard Adjetej expressed interest and was asking that he be appointed to the Board with a term to expire June 30, 2023. Mr. Robertson said that the role of the Personnel Board had changed some adding that Mr. Adjetej would be helpful with his overall business knowledge.

*Ms. Pine made a motion to appoint Leonard Adjetej to the Personnel Board with a term to expire June 30, 2023. Mr. Degen seconded the motion. Roll Call: Pine-aye; Degen-aye; Reilly-aye; Manugian-aye; Giger-aye*

3. Mr. Haddad said that he did not have any updates relative to COVID. He said that they continue to work under the current protocols with nothing new to report. Ms. Pine asked if all Committees were still meeting on Zoom. Mr. Haddad said that they would adding he would not be bringing back a recommendation to change that for the foreseeable future.

Mr. Degen said that people needed to wear a mask when going into a store, etc. adding some were not in compliance. Mr. Haddad said he understood the concerns and would reach out to the Board of Health.

4. Mr. Haddad said that the Governor made a ruling last week about traveling to Massachusetts if you weren't from the New England States, New York and New Jersey. Mr. Haddad said that the Governor mentioned today a recent uptick in COVID adding they might be looking to go back into Phase 2 in the near future. Ms. Pine said she would be interested to hear from Lawrence Academy and Groton School about whether they were bringing their students back. Ms. Manugian said that students had the option at Groton School to stay remote or come back under strict protocols. She said that meals were regimented, class sizes were already small and easy to distance desks, etc.
5. Mr. Haddad said that he had received a request from the Library Board of Trustees to hire back some staff. He said that now that the Library was open and servicing the public, he said that their current staff was getting burnt out and needed some additional help. Mr. Haddad said he thought it was time to allow them to fill a couple of the positions. Mr. Haddad said that the positions would be the shelvers, adult program coordinator, part time circulation library assistant.

*Ms. Pine moved to lift the hiring freeze for the positions as requested by the Library Director specifically the Adult Program Coordinator & Circulation Library Assistant (22 hours/week), the Part time Circulation Library Assistant (10 hours per week), the Part time Children's Library Assistant (10 hours/week) and shelvers. Ms. Manugian seconded the motion.*

Mr. Giger said that they should not lift the hiring freeze but instead make an exception.

*Ms. Pine said that they could make an exception to the hiring freeze to fill the requested positions and amended her motion as such. Ms. Manugian seconded the amendment. Roll Call: Giger-aye; Reilly-aye; Pine-aye; Manugian-aye (Degen not present for the vote).*

6. Mr. Haddad reviewed the 4<sup>th</sup> quarter revenue. He said that he had told the Board that their free cash was going to be about \$750K. He said that revenues had come in a bit higher than they thought, that department turnback was higher because of the spending freeze and because of that he was happy to announce that free cash was being estimated around \$1M. Mr. Robertson said that the spending freeze allowed them to save \$400K more than their normal spending and was glad they did so when they did. Mr. Haddad said that they were continuing the freeze to some extent and hoped to continue that.
7. Mr. Haddad said that they placed an article on the 2020 Spring Town Meeting Warrant to update the dog bylaw to bring it in compliance with State Law. Mr. Haddad said that they withdrew the article with the intent to bring it back to the Fall Town Meeting due to COVID. He said that the Board during the emergency declaration, instituted a temporary leash law on public property. He said that while some would argue they have a leash law; they had a control bylaw. He asked if the Board wanted to clean up the definitions at the Fall Town Meeting to remove any ambiguity. He suggested that they update the definition of restraint to include controlling a dog by fence or chain or leash not to exceed seven feet in length that is of suitable test for the size of a dog that is being restrained.

Mr. Degen said that to bring forward a leash law now was not the right time and thought they needed a study committee. He said he was not ready to go to a permanent leash law. Mr. Giger said he was not in support of a permanent leash law. He said that this was a right to farm community and had an unusual chain of events due to the pandemic. Mr. Delaney said that most of the problems they saw with dog bites were before COVID and not since

they instituted a temporary leash law. Mr. Delaney said that state properties had instituted leash laws and thought they should consider adopting the same rules to make things consistent. Ms. Pine said that it didn't surprise her that the number of bites were down since instituting a temporary leash law. She said she would like to see them be proactive in putting together a study committee adding it might be necessary to put in a permanent leash law.

Mr. Haddad said that they would leave the bylaw as written adding he would like to bring a recommendation to the Board for their next meeting of a working group. Ms. Manugian said she absolutely supported a leash law adding a number of well-intentioned dog owners was problematic. Mr. Reilly agreed also with a leash law. He said that people needed to be safe on public property from their dogs and owners.

8. Mr. Haddad said that Town Counsel had reviewed the IMA to which Mr. Haddad provided the Board with a copy of the latest draft of the IMA. Mr. Haddad asked the Board to approve the IMA as presented that evening. Ms. Pine asked a clarifying question on reimbursement of MSBA funds.

*Ms. Pine moved to approve the IMA as presented. Ms. Manugian seconded the motion.*

Mr. Degen asked if this needed to be done that night. He said that he had been thinking that day on whether they should open the regional agreement and thought that not including Dunstable was problematic. Ms. Manugian said that she wasn't sure they wanted to open that can of worms. Mr. Giger said that if they had until the spring, that they should give a change to the regional agreement a shot. He said that if it was one item, they had a chance to get it done. Ms. Manugian said that there was no way to open it and only address one thing. She said that any agreed upon changes had to go to the Department of Education and was no small undertaking. Mr. Haddad said that the way the Regional Agreement read right now, the School Committee could bind the project and bill the Town of Groton. Dunstable would have no role in paying that debt. He said that the only thing the IMA did was save the Town \$3M in interest payments because of the better bond rating. Mr. Giger said that this discussion was part of the IMA and saw no reason to rush into this that night. Mr. Degen said he wasn't questioning the savings but wanted to use this as leverage should 10 years from now Dunstable need to send their students to Groton adding they should then pay some of that debt. Mr. Haddad said that there was no appetite from the School Committee nor Dunstable to open up the Regional Agreement. He said that should student ratio's change, the Agreement would need to be opened at that point.

Ms. Manugian asked that Ms. Pine withdraw her motion so they could continue their conversation at their next meeting. Mr. Reilly said he thought they should take a vote on the motion. Mr. Haddad said that the School District would have to bond the project if Dunstable's population were to shift even 10 years from now adding they would not save the \$3M in interest due to the different bond rating.

9. Mr. Haddad reviewed the Board's schedule through September 8<sup>th</sup>. Mr. Giger asked that they receive each other's proposed goals. Ms. Pine agreed that she would like to see the same.

### **ON-GOING ISSUES**

E: Ms. Pine asked for an update on Green Communities. Mr. Haddad said that they were currently working on their approved list of projects. Mr. Haddad said that they had not received any dates from the State on when the next round was opening.

### **ANNOUNCEMENTS**

Mr. Reilly said that former Police Chief Jay Rider passed away adding his wake was that night and would be remised if he didn't make that announcement.

Ms. Pine said that the Police Forum was held last week and invited people to view it on the Groton Channel. She said that it went very well and thanked the Police Department for taking part.

**MINUTES**

*Ms. Pine moved to accept the minutes of July 13, 2020 as presented. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Giger-aye; Reilly-aye; Degen-aye; Manugian-aye*

Ms. Manugian adjourned the meeting at 9:36pm.

Approved: \_\_\_\_\_  
Rebecca H. Pine, Clerk

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

Date Approved:

**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
GOAL-SETTING WORKSHOP  
WED, JULY 29, 2020**

**SB Members Virtually Present:** Alison Manugian, Chair; Joshua Degen, Vice chair (joined meeting at 7:19 pm), Becky Pine, Clerk, John Reilly, Member

**SB Members Absent** John Giger, Member

**Also Virtually Present** Mark Haddad, Town Manager

Ms. Manugian called the meeting to order at 7:00pm. She reminded Clerk Becky Pine that she would need to take the minutes, as Executive Assistant, Dawn Dunbar was not present.

The Board reviewed all of the proposed goals that had been submitted by all five members, and organized for presentation by Town Manager, Mark Haddad (see below).

The Board agreed to accept Proposed Goal #1, Review Existing Committees.

The Board agreed to accept Proposed Goal #2, Review Trainings Offered to Employees. The Board suggested that input from the Personnel Board, along with the Human Resources Director and Town Manager should be sought on this matter, and that the list of trainings should be approved annually by the Select Board.

The Board agreed to accept Proposed Goal #3 regarding Affordable Housing, with some wording revisions to be determined at the Aug. 10, 2020 meeting.

The Board agreed to assign Proposed Goal #4 Union Contract Negotiations, to the Town Manager. As usual, the Board will meet to discuss and give guidance to the Town Manager about all

potential contract changes prior to the start of negotiations. A GDRSD Committee member may be invited to participate in that meeting.

The Board agreed to accept Proposed Goal #5 – Long-term Needs of Prescott School, with some wording revisions to be determined at the Aug. 10, 2020 meeting.

The Board agreed to assign Proposed Goal #6- Review Traffic Rules and Regulations, to the Town Manager who will work with the Police Chief on this.

The Board agreed to assign Proposed Goal #7- Re-initiate Emergency Management Agency, to Emergency Management Director, Fire Chief Steele McCurdy.

The Board discussed the suggestions in Proposed Goal #8 – Select Board Operation, but agreed not to put any of these into the form of a Goal. Sticking to the order of items as presented in the agenda is always a goal but often impossible to achieve, for legitimate reasons. The Board is already involved in discussions about Town Counsel, and cannot predict the end result at this time. Policies regarding employees' private social media posts would probably violate the First Amendment. Town Website issues can be handled as they arise, with consultation with the Town Manager and IT Director. Managing through the Pandemic will continue to be a given in all of the Board's work this year.

Regarding Proposed Goal #9, Diversity Statement, The Board agreed to have the Town Manager present a statement based on the West Tisbury Selectmen's Diversity Statement for approval at the Aug 10, 2020 meeting.

The Board agreed to assign Proposed Goal #10 – Strategy to Address Long-Term Disability, to the Town Manager.



The Board agreed that Proposed Goal #11, Green Communities, does not need to become a Goal. The Green Communities Working Group will prepare an application for the next round of funding, and Green Communities will stay on the list of ongoing issues at every meeting.

The Board discussed Proposed Goal #12 – PILOTs from Non-Profits, and decided against setting this as a goal, due to the financial challenges that all non-profits are facing, as a result of the pandemic.

The Board discussed Proposed Goals #13 and #14, Supporting Local Businesses and Revenue Generation, and decided there were limited steps they could take in this area. So while they endorsed the idea of supporting local businesses, encouraging new business development, and seeking grant funding whenever possible, they did not create a specific goal on this topic.

In summary, the Board accepted Proposed Goals #1, #2, #3, and #5, with potential wording revisions to be determined at the Aug 10, 2020 meeting. The Board also agreed to consider adopting a Diversity Statement at the Aug. 10, 2020 meeting (Proposed Goal #9). The Town Manager took responsibility for Proposed Goals #4, #6, and #10. The Fire Chief was assigned Goal #7. Proposed Goals #8, #11, #12, #13, and #14 were not accepted.

The Board also agreed to carry over the unfinished Goal from last year considering Groton's level of participation in the Community Preservation Act.

The Board agreed to put a statement at the beginning of their list of accepted goals, acknowledging that much of their time and focus during FY21 would be devoted to Managing through the Pandemic/State of Emergency, and Union Contract Negotiations.

The meeting was adjourned at 8:00pm.

Respectfully submitted,  
Becky Pine, Clerk

## **CALENDAR YEAR 2020 GOALS OF THE GROTON SELECT BOARD**

### **1. Review Existing Committees Select Board Member Assigned –**

*Goal:* Conduct a review of and make adjustments to all existing committees under SB purview. Review based on membership count & meeting frequency. Review charge and 'output' relating thereto & make adjustments as needed & combining committees where/if this makes sense. Review overall committee structures and efficacy

*Measurable Benchmark:* A sub-committee is formed made up of members of the Board, the Town Manager and the Executive Assistant by October 1, 2020. A thorough review and recommendation on what Committees are to continue and what are to be disbanded is made by February 1, 2021.

### **2. Review Trainings Offered to Employees Select Board Member Assigned –**

*Goal:* Conduct a review of trainings offered to employees upon hire and on an ongoing basis. Determine which trainings are mandatory and determine if the process of finding programs is management driven. Determine if trainings are related to specific topics of concern to management and the community.

*Measurable Benchmark:* A sub-committee is formed made up of members of the Board, the Town Manager and the Human Resources Director to review all trainings offered by October 1, 2020. A listing of trainings is created and approved by the Select Board by March 1, 2021. The trainings are to be reviewed annually by the Town Manager and Human Resources Director.

**3. Understand Options and Alternatives for Affordable Housing  
Select Board Member Assigned –**

Goal: Determine what town owned parcels are available and what is their viability. What parcels in town are restricted (Town has first refusal rights) and what is their viability. What/who are the demands for such housing and what characteristics are preferred.

Measurable Benchmark: The Select Board designates two members of the Board to meet with the Affordable Housing Trust to begin this review by October 1, 2020. A workshop between the Select Board and Affordable Housing Trust is scheduled by January 1, 2021 to review the issue in more detail, with the expectation that a formal plan is adopted by both Boards by the 2021 Spring Town Meeting, with the ultimate goal of having open and ready for occupancy at least four new affordable housing units.

**4. Union Contract Negotiations  
Select Board Member Assigned –**

Goal: Determine guidance for Town Manager on upcoming negotiations, including whether or not to have a member of the School Committee participate in advisory discussions with Town Manager.

Measurable Benchmark: Schedule guidance meeting with Town Manager by October 1, 2020. Develop strategy for the upcoming negotiations prior to Town Manager starting negotiations with all seven unions.

**5. Assess Long Term Needs of Prescott School  
Select Board Member Assigned –**

Goal: Assess Prescott long term needs and identify options to move forward. Develop renovation cost & construction duration. Develop Funding Sources.

Measurable Benchmark: Prior to going out to bid for a new long term lease of the Prescott School (scheduled for January, 2021), the Select Board, in conjunction with the Prescott Oversight Committee, determines what, if any, changes need to be made to the RFP, including a sale component and long term capital plan.

**6. Review and Update Traffic Rules and Regulations  
Select Board Member Assigned –**

Goal: Review and update Chapter 266, Traffic Rules and Regulations, of the Code of Groton since the last update was in 2009. Update and confirm all new streets, as well as their speed and traffic control signage. Ensure traffic signage on the ground matches the traffic signage called for in Chapter 266. Review all speed regulations and bring them up to date, as well as parking violations and fines.

Measurable Benchmark: Establish a sub-committee made up of a member of the Select Board, Town Manager, Town Clerk, Executive Assistant and Police Chief by September 1, 2020. A thorough review and update of the existing Rules and Regulations is presented to the Select Board for a public hearing by March 1, 2021. The revised rules and regulations are adopted by the Select Board by June 1, 2021.

**7. Re-Initiate Emergency Management Agency  
Select Board Member Assigned –**

Goal: Re-initiate the Emergency Management group and emergency planning activities since this function has not seen much attention from the Town in quite a few years.

Measurable Benchmark: The Fire Chief, as Emergency Management Director, in conjunction with a member of the Board, the Town Manager and Police Chief presents an updated emergency plan by March 1, 2021.

**8. Select Board Operation  
Select Board Member Assigned –**

Goal: In the service of greater transparency and respect for attendees, create meeting agendas in such a way that we can stick to the advertised order of items as publicized. Decide who should be Town Counsel and create processes and communication to ensure a successful partnership with Town Counsel and to keep

the Board informed about developing issues. Explore creating a policy to set standards for employees' Social Media posts and other off-hours behaviors. Review and make improvements as necessary to the Town Website to make it easier to find contact information for Town Hall staff and for individual committee members. Continue to manage the Town's fiscal well-being through the Pandemic and beyond. Continue to prioritize public health and safety while managing the Town through the Pandemic.

Measurable Benchmark: All issues outlined above are addressed over the course of Fiscal Year 2021 in a comprehensive manner.

**9. Diversity Statement  
Select Board Member Assigned –**

Goal: Create a statement on diversity, with a commitment to specific actions. Support efforts in the community to address unconscious bias and improve our ability to live up to our "All Are Welcome" markers.

Measurable Benchmark: Diversity Statement is adopted by October 31, 2020.

**10. Develop Strategy to Address Long Term Disability  
Select Board Member Assigned –**

Goal: Explore ways to prepare for, and cover the costs of, long-term employee absences, via insurance, or other methods of setting funds aside to pay for these costs.

Measurable Benchmark: Town Manager and Human Resources Director develop a plan/strategy for ways to pay for long-term absences and present it to the Select Board for adoption by December 31, 2020.

**11. Green Communities  
Select Board Member Assigned –**

Goal: Prepare and submit an application for Round Two of Green Communities Funding

Measurable Benchmark: Working Group formed last year to prepare initial application, develops and presents to Select Board for approval this year's Green Communities Application by deadline (not announced at this time).

**12. PILOT from Non-Profits  
Select Board Member Assigned –**

Goal: Achieve an annual PILOT payment from Indian Hill Music Center. Work with our nonprofits to increase PILOT payments.

Measurable Benchmark: Designate two members of the Select Board and Town Manager to work with Indian Hill Music Center to explore the likelihood of a PILOT by June 30, 2021. Schedule workshop with current non-profits that provide a payment to the Town to explore increasing their PILOTs by March 1, 2021.

**13. Support Local Based Businesses  
Select Board Member Assigned –**

Goal: Support and promote Groton homeowners to support local Groton based businesses.

Measurable Benchmark: Working with the Planning Board and the Groton Business Association, develop a marketing strategy to promote local businesses by June 30, 2021.

**14. Revenue Generation  
Select Board Member Assigned –**

Goal: Encourage and develop new sources of revenue. With predicted revenue shortfalls due to the negative impact of Covid-19, the Select Board and Town Manager should look toward the long-term financial stability of the Town and aggressively seek and recruit avenues that will draw new businesses and provide additional revenue. This should also include exploring and examining potential Grants. Grant funding should be increased, including exploring opportunities not previously explored. Department Heads or designees unfamiliar with grant should receive training.

Measurable Benchmark: This is an on-going goal that should not have an end date. Quarterly updates should be provided to the Select Board and Finance Committee.