

Select Board Meeting Packet

August 24, 2020

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



TOWN OF GROTON

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

Select Board

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

Town Manager
Mark W. Haddad

**SELECT BOARD MEETING
MONDAY, AUGUST 24, 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: 827 9196 8201**

- 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 – Closing of Town Hall and Center on September 1st and September 2nd Due to State Primary
 3. Review Any New Information from the Commonwealth
 4. Consider Appointing Carolyn Perkins to the Affordable Housing Trust
 5. Consider Ratifying the Town Manager's Appointment of Joseph Dean as Veteran's Agent for the Town of Groton
 6. Update from DPW Director and Town Manager on Compost Bid
 7. Discussion/Determination of Date of Implementation of Single-Use Plastic Bag Ban
 8. Approve Increase in Various Building Department Fees
 9. Update from Town Manager on Building Commissioner Training Program
 10. Update on Select Board Schedule through Labor Day
- II. 7:15 P.M. In Joint Session with the Finance Committee - Public Hearing – Review of 2020 Fall Town Meeting Warrant
- OTHER BUSINESS - Consider Designating Select Board Member Degen to Mediate Issues Between Town Manager and Town Counsel
- 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 August 10, 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 24, 2020*

1. In addition to the Town Manager's Report and an update on the On-going issues list, there is one item scheduled on Monday's Agenda. The Select Board will be meeting in Joint Session with the Finance Committee to conduct the Public Hearing on the Warrant for the 2020 Fall Town Meeting. Enclosed with this report is the latest draft of the Warrant, along with a memo from me providing recommendations on the various monetary articles.
2. With regard to updates and changes in emergency protocols there is one action item for the Select Board. As you know, the State Primary is scheduled for Tuesday, September 1, 2020. The Town Hall, Center in West Groton and Country Club will be used as the polling locations for this election. As we did with the Annual Town Election in June, we will be closing these three buildings to the public, except for voters, on September 1st and totally closed on September 2nd for cleaning and disinfecting. Town employees will be working remotely on these two dates. We will post these closures on the doors to the buildings and post notices on our website, Facebook and Twitter.
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 Carolyn Perkins 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 you know, we have been searching for a permanent Veteran's Agent. Mike Detillion has been serving as our Interim Agent while we searched for a permanent one. I am pleased to report that I have appointed Joe Dean as our Veteran's Agent. Mr. Dean currently serves as the Veteran's Agent for the Town of Dunstable and has agreed to cover Groton as well. Enclosed with this report are Mr. Dean's credentials. I had the pleasure of working with Mr. Dean when I served as the Interim Town Administrator in Dunstable. I am excited to bring him on board here in Groton. I would respectfully request that the Select Board consider ratifying this appointment at Monday's meeting.

**Select Board
Weekly Report
August 24, 2020
page two**

6. As I notified you last week, we have awarded a contract to Black Earth to operate our composting program. The goal here was to better serve the public and find a better cost saving alternative to this very important service we provide to our residents. Black Earth has provided a no cost solution for managing and maintaining our compost operations, as well as, allow us to retain the fees we collect for brush when we dispose of it with no revenue loss to the Town. There will be no more tipping fees for brush grinding in the future and the DPW will have materials when needed. Black Earth will also provide a Curbside Scrap Program for residents of the Town who wish to participate. This will also allow us to see in an increase in DEP Grant Awards because of this new program. I have invited Tom Delaney to Monday's meeting to introduce this program to the Board and the public.
7. At your last meeting, Select Board Member Giger asked for an update on the status of the Single Use Plastic Bag Ban. As you know, the Governor had issued a Moratorium that allowed the use of these bags during the first part of his emergency order on the COVID-19 Pandemic. He has since lifted the Moratorium and Towns can now implement the ban. I would ask the Board to vote to institute the ban effective January 1, 2021 so that we can give our businesses enough time to plan and prepare for the ban. We can discuss at Monday's meeting.
8. As discussed at your last meeting, Bob Garside has formalized the proposed new fees for Building, Gas, Plumbing and Electrical permits. Enclosed with this report is the final schedule of fees for your approval. These new fees would go into effect on January 1, 2021. I would respectfully request that the Board vote to approve these fees at Monday's meeting.
9. As you are aware, the Select Board had approved of a plan to train Bob Garside to take over as Building Commissioner when Ed Cataldo retires on September 8, 2020. The plan was to have Ed train Bob and for Bob to pass the State Test to become a certified Building Commissioner. The training has gone very well. Bob has done a great job learning and performing the duties of Local Building Inspector. As a matter of fact, the Town has been very fortunate to have Bob on board during this pandemic. He has performed his duties extremely well and at a very high level. Ed has been impressed with the way Bob has approached and learned the job. I think the Select Board witnessed this at your last meeting when Bob came before the Board seeking increases in our fees. Bob is off to a great start. That said, while the pandemic has allowed Bob to show his abilities, it has also hampered his ability to become a certified Building Commissioner. There are three tests that Bob needs to pass to become certified. When appointed in March, Bob immediately began studying and preparing for the tests. He passed the first test easily and was preparing to take courses for the next two sections. Unfortunately, through no fault of Bob, the pandemic has put all of that on hold and classes have not been available and testing has not been scheduled. Bob will not be able to become certified by Ed's retirement date. Again, this is not Bob's fault as it is out of his (and the Town's) hands. Ed is still planning on retiring on September 8th. While Bob can perform inspections and manage the Department, the Town needs to have a Building Commissioner to issue occupancy permits, etc. I have approached Ed with the idea of paying him a monthly stipend to stay on as Building Commissioner (after he retires) to perform the work necessary to issue occupancy permits. Ed is willing to do that for the Town, for which I am very appreciative.

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**Select Board
Weekly Report
August 24, 2020
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9. Continued:

I would respectfully request your approval to pay Ed a monthly stipend of \$1,200 (\$300 a week) for four months (September through December 31st) for a total cost of \$4,800. I am hopeful that classes at the State level and testing will commence this Fall giving Bob the ability to complete his training and pass the test. Should the State not make this available allowing Bob to complete his certification by December 31st, we will have to revisit the issue. I apologize for not being able to complete the proposed transition plan as approved. I look forward to discussing this with both the Finance Committee and Select Board in more detail at Monday's meeting.

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

Monday, August 24, 2020

-Already Posted

Tuesday, September 8, 2020

-Executive Session Minute Review (originally scheduled for this week, however with my vacation I was unable to have it ready for this meeting.)

-Continue Public Hearing on Warrant for 2020 FTM

MWH/rjb
Enclosures

**LEGAL NOTICE
TOWN OF GROTON
PUBLIC HEARING**

The Select Board has scheduled a joint public hearing with the Finance Committee for Monday, August 24, 2020, at 7:15 P.M., virtually, via Zoom (link to meeting can be found on the final posted agenda located at www.grotonma.gov, at least 48 hours before the meeting). The purpose of this hearing will be to discuss the articles contained in the October 3, 2020 Fall Town Meeting Warrant.

All interested parties are encouraged to attend.

SELECT BOARD

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

Nashoba Valley Voice
August 14, 2020
August 21, 2020



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Town Manager

Mark W. Haddad

To: *Select Board
Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *Fall Town Meeting Expenditures*

Date: *August 19, 2020*

The purpose of this memorandum is to provide the Select Board and Finance Committee with information and recommendations for the various money articles contained in the 2020 Fall Town Meeting Warrant.

Please note that following balances in our various reserve accounts:

Stabilization Fund:	\$2,054,993
Capital Stabilization Fund:	\$ 554,313
GDRSD Capital Stabilization Fund:	\$ 235,046
Unexpended Tax Capacity:	\$ 295,647
Estimated Free Cash:	\$1,000,000

These balances are important as we determine how to address the various requests. Please consider the following:

Article 1: Unpaid Bills

At this time there are no unpaid bills. This article will most likely be withdrawn from consideration.

Article 2: Amend the Fiscal Year 2021 Town Operating Budget

We have been reviewing the various budgets for any potential additions/reductions. At this time, we would request the following adjustments:

1. Town Manager Salaries – Depending on the completion of the Town Manager's Annual Review, we will need to add funds to this line item (maximum amount needed is \$4415). This should come from Free Cash as it is a one-time expense.
2. Elections and Board of Registrars Expenses – Due to changes in State Law governing elections, we will need to increase the Expense Line Item by \$10,000.
3. Postage/Town Hall Expenses – Our postage budget has gone through the roof due to mail in ballots. At a minimum we will need to increase this line item by \$10,000.

Continued on next page – Over >

**Select Board
Finance Committee
Fall Town Meeting Expenditures
August 19, 2020
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Article 2 – Continued:

4. Fire Department Expenses – We have seen a major increase in repairs to our two ambulances, as well as repairs to Engine 1 which has depleted our Maintenance Line Item. We will need to add \$20,000 to this line item to get us through FY 2021. In addition, in 2015, the Groton Fire Department began to use Ambupro EMS software. This software provides state and nationally required documentation for patient care records as well as providing information necessary for billing. Over the past several years, the reliability with the billing portion of this software has been inconsistent. This inconsistency has resulted in numerous insurance providers not being billed costing the town EMS revenues. While most of these lost revenues have been recovered, the issues have not been resolved leaving the reliability in question. In May/June of 2020 after major billing issues, the Groton Fire Department began to look at new vendors to provide EMS reporting software. Following evaluation and checking of references, they arrived at ESO as its selection. This software has a better and more streamlined billing process and comes highly recommended by other agencies for its reliability. The cost of the software is \$6,205. Therefore, the total request for the Fire Department is \$26,205.
5. Solid Waste Disposal – Tipping Fees – We will need to add \$40,000 to this line item. We had a one-time cost of \$20,000 to grind down and dispose of all the debris caused by the microburst and we are anticipating a \$20,000 shortfall due to increase in the amount of trash received. We can infer that the increase is due to more people staying in their homes due to the pandemic which has increased the amount of trash generated in the various households. We would recommend that \$20,000 come from Free Cash since it's a one-time expense and the other \$20,000 come from the unexpended tax capacity.
6. Country Club Wages and Expenses – Due to not having the camp this summer, we can reduce wages by \$15,000 and expenses by \$9,000 for a total reduction of \$24,000 in the Country Club Budget.

Based on this, we need to adjust the FY 21 Operating Budget by \$66,620 (increase). \$42,205 would come from Unexpended Tax Capacity and \$24,415 from Free Cash. Should Town Meeting approve this recommendation, Unexpended Tax Capacity would be at \$250,442 .

Article 3: Amend FY 2021 Wage and Classification Schedule

While this article requests approval to provide a two (2%) percent COLA for our Call Firefighters, there is no budgetary impact as we had budgeted for this, but did not adjust the Classification Schedule.

Article 4: Transfer Within the Water Enterprise Fund

The Water Commission will be asking to transfer \$160,000 from their Surplus Account to help cover the cost of engineering for the Whitney Well Manganese Mitigation Project and Expansion.

Article 5: Transfer Within the Center Sewer Enterprise Fund

The Sewer Commission will be asking to Transfer \$50,000 from their Surplus Account to cover anticipated FY 21 Expenses.

Article 6: Transfer Within the Four Corners Sewer Enterprise Fund

The Sewer Commission will be asking to Transfer \$5,000 from their Surplus Account to cover anticipated FY 21 Expenses.

Article 7: Transfer Money into the Capital Stabilization Fund

The current balance in the Capital Stabilization Fund is \$554,313. Our Financial Policies state that this fund should have 1.5% of the Operating Budget. The anticipated FY 21 Operating Budget (after Article 2 Transfers) is \$40,630,339. The balance in this fund, therefore, should be \$609,455. I would recommend we transfer \$75,000 from Free Cash to this account, bringing the balance to \$629,313. I am making this recommendation based on the anticipated FY 22 Capital Plan.

Article 8: Transfer Money into the Stabilization Fund

The current balance in the Stabilization Fund is \$2,054,993. Our Financial Policies state that this fund should have 5% of the Operating Budget. As stated above, the anticipated FY 21 Operating Budget will be \$40,630,339. The balance in this fund, therefore, should be \$2,031,517. Based on this, unless the Select Board and Finance Committee want to increase our reserves in anticipation of next year's bond issue on Florence Roche, we do not need to add anything to the Stabilization Fund.

Article 9: Transfer Money into the GDRSD Capital Stabilization Fund

As you know, we use this fund to cover the Town of Groton's share of the School Districts Capital Budget each Spring. Currently, the balance in the Fund is \$235,046. The FY 22 Capital Budget of the District is \$789,500 with the estimated share of Groton being \$519,078. Therefore, we will need to add \$284,032 to this Fund for FY 22. I would recommend a transfer of \$300,000 from Free Cash to fund this Article.

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Finance Committee
Fall Town Meeting Expenditures
August 19, 2020
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Article 10: FY 2021 Capital Budget

As you are aware, we significantly reduced the original Capital Budget that was presented to the 2020 Spring Town Meeting. There were still several items to be considered at the Fall Town Meeting. I met with the Capital Planning Advisory Committee and we are recommending that the Fall Town Meeting consider the following items:

Pick-Up Truck	\$ 45,000	Highway
Police Station Siding/Roof Repairs	\$ 50,000	Town Facilities
Reconstruct Library Parking Lot	\$ 45,000	Library
Police Cruiser	<u>\$ 56,570</u>	Police Department
Total	\$196,570	

We are recommending that this amount comes from Free Cash as it would not make sense to transfer the funding from the Capital Stabilization Fund only to replenish it from Free Cash at the same meeting.

Article 11: Stormwater Utility Enterprise Budget

This Article requests a budget of \$220,000 as approved by the Select Board at their August 10, 2020 Meeting. The funding for this Budget will come from the stormwater fee approved by the Select Board.

Article 12: Environmental Consulting Services

From the Warrant 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.

We are recommending to transfer \$18,000 from Free Cash to fund this Article.

**Select Board
Finance Committee
Fall Town Meeting Expenditures
August 19, 2020
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Article 13: Complete Streets Engineering

From the Warrant Summary: *The Complete Streets Committee will be applying for a grant from MassDOT (this Fall) 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.*

We are recommending to transfer \$35,000 from Free Cash to fund this Article.

Article 14: Assessors Cyclical Inspections

As you will recall, the Board of Assessors need to inspect every property in Town every five years. They have decided to use an outside consultant to conduct these inspections and fund 1/5 of the Town each year. We decided to take this out of the Operating Budget and fund it in a special article each fall from Free Cash. Therefore, this Article will request \$20,000 from Free Cash to cover the FY 21 inspections.

Should the Select Board and Finance Committee agree with all the proposed Free Cash Transfers, we will need to use \$668,985, leaving an anticipated Free Cash balance of \$331,015 (depending on final Free Cash Certification). In the Spring of 2021, we will need about \$300,000 in Free Cash to cover Debt Service, OPEB Trust Fund and Department Head Performance Incentives. While this will potentially deplete our Free Cash in FY 21, we can consider delaying OPEB until the Fall of 2021.

I look forward to discussing this in more detail with the Select Board and Finance Committee at Monday's Public Hearing.

MWH/rjb

cc: Patricia DuFresne – Town Accountant
Michael Hartnett – Treasurer/Tax Collector
Jonathan Greeno – Principal Assistant Assessor
Michael Bouchard – Town Clerk
Melisa Doig – Human Resources Director
Dawn Dunbar – Executive Assistant

REVISED: 08/19/2020

Warrant, Summary, and Recommendations

TOWN OF GROTON



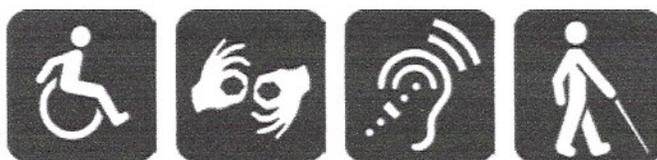
2020 FALL TOWN MEETING

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

Article 1	Prior Year Bills	3
Article 2	Amend the Fiscal Year 2021 Town Operating Budget	3
Article 3	Amend Fiscal Year 2021 Wage and Classification Schedule	4
Article 4	Transfer within Water Enterprise Fund	4
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Article 7	Transfer Money into the Capital Stabilization Fund	5
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Article 18	Amend Zoning Bylaw – Site Plan Review	13
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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 2021 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
Veteran's Agent	\$5,000 annually		

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 annual salary of the Veteran's Agent and the wages of the various Call Firefighters were not adjusted by a two (2%) percent cost of living adjustment.*

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 Commission:

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 \$554,313. 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 \$2,054,993. 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 \$235,046. 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:*

Item #1 – Pick-Up Truck	\$45,000	Highway
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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 repainting the station, 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 within the 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 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 Groton 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, 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 Fall 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.*

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.

CPC Proposal A: Lost Lake/Knops Pond Restoration \$95,000

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

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.*

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.*

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.*

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 proper 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.*

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 14th 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

Dean, Joe

Joe Dean is currently the Certified Veteran Services Officer for the Town of Dunstable and has been since his Retirement from Civil Service in 2014.

Mr. Dean is also currently the Software Subject Matter Expert for GAI. Mr. Dean has over 35 years of experience in systems operations, maintenance and technology development for Government and industry. His experience includes the entire gamut of systems environments. This goes all the way from physically maintaining the systems to designing them to developing the databases, cost estimates and budgets for their lifecycles. Mr. Dean has experience on electronics and software for everything from submarines to satellites, including command, control, communications and intelligence systems to management information and financial systems.

Mr. Dean has performed numerous software system estimates and data collections for OSD, NRO, NSA NASA, SMC and ESC. Mr. Dean was part of the team that developed ESC's Open Model to estimate the cost of MIS systems in today's environment. He also developed a specific software reuse model designed for the BSY2 Command and Control system for the Naval Undersea Weapons Command. Mr. Dean additionally developed the ESD "Quick Cost Per Line Of Code" model that was designed to be used by high level managers to get a rough idea of how much their software development efforts were going to cost. It is presently incorporated into ESC's "Kanter's Factors" handbook. He was also the chief architect for the ESC Software Database. While in the Air Force he was awarded the O'Neil Award for ESC and Officer of the Year for the Air Force in 1985.

He is a former member of the Software Engineering Institute's Software Acquisition Metrics Working Group. Joe was the SCEA National Vice President and in 2014 he was awarded the ICEAA Lifetime Achievement Award. He has been on numerous software development and maintenance data collection efforts for DoD and developed new techniques for software data collection and analysis for the Army, Air Force, NRO and other agencies including being a part of the development effort for the DoD SRDR development and implementation efforts. Among many other things Joe, is a Co-author of, Practical Software Measurement, Objective Information for Decision Makers, and many technical white papers on software on software development and maintenance data collection and analysis currently available on the PSMSC website.

Hobbies: Woodworking, Gardening, Revolutionary War Reenacting

Education: MBA, Western New England College, Springfield, Mass. (1989)
BS Math, University of Tampa, Tampa, Fla. (1979)

Employment: 2014-Present Galorath Associates, Inc.
2008-2014 Civil Service, Branch Chief, AFCAA/FMI Hanscom AFB
1989-2008 Tecolote Research, Inc., Technical Expert
1985-1989 USAF, Senior Cost Research Analyst
1983-1985 USAF, Weapon Systems Cost Analyst
1980-1983 USAF, Communication Computer Systems Analyst
1979-1980 USAF, Communications Officer Student
1978-1979 USAF, Student, University of Tampa
1971-1978 USAF, Communications Systems Technician/Supervisor
1967-1970 USMC, Combat Engineer



TOWN OF GROTON
 BUILDING DEPARTMENT
 TOWN HALL- 2ND FLOOR
 173 Main Street
 Groton, Massachusetts 01450-1237

Tel: 978-448-1109
 Fax: 978-448-1113
 e-mail:
 building@townofgroton.org

Effective 1/1/2021

BUILDING PERMIT FEE SCHEDULE

Residential:

		Min amounts
New Buildings/Additions	\$12.00 per \$1,000	\$150.00
Interior finishes	\$12.00 per \$1,000	\$80.00
Garages	\$12.00 per \$1,000	\$100.00
Sunrooms/decks/porches/ cabanas etc.	\$12.00 per \$1,000	\$100.00
Barns	\$12.00 per \$1,000	\$100.00
Renovations	\$12.00 per \$1,000	\$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	
Demo Dwelling	\$200.00	
Demo Accessory Structure	\$60.00	
Pools- above ground	\$100.00	
Pools Inground	\$200.00	
Sheds above 200 SF	\$12.00 per \$1,000	\$80.00
Chimney Roof/sheet metal/siding/windows etc.	\$12.00 per \$1,000	\$80.00

COMMERCIAL/NON PROFIT:

New Buildings/Additions	\$12.00 per \$1000	\$600.00
Occupancy permit	\$100.00	
Change of Use	\$200.00	
Demolition	\$5.00 per \$1,000	\$150.00
Renovations	\$10.00 per \$1,000	\$300.00
Roof/siding/ windows	\$12.00 per \$1000	\$150.00
Sprinklers	\$12.00 per \$1000	\$100.00
Tenant Fit ups	\$12.00 per \$1000	\$200.00
Antennae/Tower	4\$ Per FT	
Equipment Co Location	\$200.00	
Associated Ground Structure	\$12.00 per \$1,000	\$250.00
Construction Trailer	\$100.00	
Farm Labor	\$60.00	
Annual Public Safety	\$40.00	
Sheet Metal	\$12.00 per \$1,000	\$150.00
Temporary Structures (tents)	\$80.00	

PLEASE NOTE: any work started without a permit will result in a TRIPLE permit fee.

1. Fees will not be waived for any non-governmental agency.
2. Fees are non-refundable.
3. Fees are not subject to negotiation.
4. Re-Inspection fee, if/when specified by the Building Commissioner: \$50.00.
5. Code violations will require a re-inspection.
6. Any fees not specified will be determined by the Building Commissioner.
7. The permit fee will be based on the proposed valuation of work versus the ICC Building Valuation Table. amended bi- annually, whichever is greater.
 - The valuation of work shall include all material and labor (foundation work, structural and non-structural, building components, electrical, plumbing, mechanical, and interior/exterior finishes) and cost to implement (equipment overhead).
 - The Building Department reserves the right to request from the applicant a detailed substantiation of the valuation of work.

PLEASE NOTE: ALL PERMITS issued within the Land Use Departments, will be charged a 6% administrative fee.



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BUILDING DEPARTMENT
 TOWN HALL- 2ND FLOOR
 173 Main Street
 Groton, Massachusetts 01450-1237

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 e-mail:
 building@townofgroton.org

Effective 1/1/2021

Electrical Permit Fee Schedule

Residential:

Minimum Permit charge		\$80.00
Sub Panel		\$80.00
Temporary Service		\$80.00
Service Change:	100 amp	\$80.00
	200 amp and higher (each service)	\$100.00
New Single-Family Dwelling:	100 amp	\$200.00
	200 amp	\$300.00
	400 amp	\$400.00
Generator Excluded		
New 2 Family and Higher Dwelling Unit:	100-amp service	\$200/unit
	200-amp service	\$300/unit
Additions and Remodel:	1-20 Outlets, Switches, Receptacles	\$100 Based on 2 Inspections
" "	20-50 Outlets, Switches and Receptacles	\$100 Based on 2 Inspections
" "	Over 50 Outlets, Switches and Receptacles	\$100 Based on 2 Inspections
Residential Barn, Garage, Pool Cabana, Storage Building (Detached, Single Story)		\$125.00
Ejector/Septic/Sewer Pump, Generator, Hot tub/ Jacuzzi, Hot Water heater, Oil Burner, Sauna, Welding Equipment, etc..		\$80.00
BA/FA- Combo		\$100.00
Burglar Alarm		\$80.00
Cable-Data-Telephone (low Voltage)		\$80.00
Carbon Monoxide Detectors		\$80.00

Fire Alarm	\$80.00
Central Air Conditioning/Mini Split	\$80.00
Above Ground Pools (1 Inspection)	\$80.00
In-Ground Pools/Outdoor Hot Tub/Saunas (2 Inspections)	\$150.00
Additional Inspection Fee	\$60.00
Re-Inspection Fee	\$75.00
Car Chargers	\$150.00
Solar Panels/ Power Packs	
1 Inspection	\$150.00
2 or 3 inspections	
	At Inspectors Discretion
<u>Commercial:/Non-Profit</u>	
New Construction/Additions (of Electrical cost value)	1%
Minor Renovations/tenant fit-up:	
1-10 Outlets, Fixtures, Receptacles	\$75 per Inspection
11-25 Outlets, Fixtures, Receptacles	\$75 per Inspection
25-50 Outlets, Fixtures, Receptacles	\$75 per Inspection
Over 50 Outlets, Fixtures, Receptacles	\$75 per Inspection
Service:	
100 Amp	\$200.00
200 Amp	\$300.00
400 Amp	\$400.00
600 Amp +Higher	\$500.00
BA/PA Combos	\$80 Per Inspection
Burglar Alarm	\$80 Per Inspection
Cable-Data-Telephone (low-Voltage)	\$80 Per Inspection
Fire Alarm	\$80 Per Inspection
Free Standing Lighting	Minimum Fee
Security Call Box/Station	Minimum Fee
Motor/Generator/Transformer	Minimum Fee
Solar Panels	1% of Electrical Cost
Additional Inspection Fee	\$80.00
Minimum Permit Charge	\$100.00
Re-Inspection Fee	\$100.00
Yearly Maintenance Permit	\$200.00

Please note:

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 Groton Electric Light Department (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.
6. The building must be tight to the weather prior to the installation of any electric wiring.
7. The rough inspection required 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.
9. The permit fee will be based on the proposed valuation of work and shall include all material and labor
10. Fees will not be waived for any non-governmental agency.
11. Fees are non-refundable.
12. Fees are not subject to negotiation

PLEASE NOTE: ALL PERMITS issued within the Land Use Departments, will be charged a 6% administrative fee.



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Effective 1/1/2021

GAS/ PLUMBING PERMIT FEE SCHEDULE

Residential

First Fixture:	\$65.00
Add Fixtures- each	\$15.00
Dishwasher Only	\$40.00
Additional Inspection Fee:	\$50.00
 Re-inspection Fee:	 \$60.00
 *Gas Conversion" and/or *Gas/Plumbing Combination items:	
Boiler-	\$60.00
Dryer-	\$60.00
Hi-Lo Regulator-	\$60.00
Hot Water Heater-	\$60.00
Range-	\$60.00

Work performed without a permit shall be charged double

All code violations shall require a reinspection

Gas / Plumbing permits are not transferable.

Commercial/ Non-Profit

First Fixture-	\$100.00
Additional Fixtures-Each-	\$20.00
Additional Inspection Fee-	\$75.00
Re-Inspection Fee-	\$80.00

Technologies / Gray Water toilets: Board of Health approval / permit needed.

1. The permit fee will be based on the proposed valuation of work and shall include all material and labor
2. Fees will not be waived for any non-governmental agency.
3. Fees are non-refundable.
4. Fees are not subject to negotiation

ALL PERMITS issued within the LAND USE DEPARTMENTS, will be charged a 6% administrative fee.

**SELECT BOARD MEETING MINUTES
VIRTUAL MEETING
MONDAY, AUGUST 10, 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; Tom Delaney, DPW Director; Michelle Collette, Earth Removal Stormwater Inspector; Ed Perkins, Eileen McHugh, and Robert Hanninen, ERSWAC Member; Bob Garside, Building Inspector; Audra Waiters

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

ANNOUNCEMENTS

Ms. Manugian said that she and Mr. Haddad met about the Commissioners of Trust Funds with Town Counsel that morning. She said that they had all received emails regarding the fund for the Winthrop Place fire victims. She said that the Commissioners, because of the regulations they had to follow, were not the correct entity to deal with the funds in the manner in which was originally intended by the original organizer. She said that Katie Novak would be receiving back the funds and would disperse the funds to the 8 fire victims. She said that there had been a tremendous effort by the community to help support the fire victims. Ms. Manugian offered to sign the off-warrant check request tomorrow to get the money back to Ms. Novak for distribution.

Mr. Degen moved that the Board designate Ms. Manugian to sign the off-warrant check for the Trust Commissioners to issue a check should they vote to do this the next day at their posted meeting. Ms. Pine seconded the motion. Roll Call: Giger-aye; Manugian-aye; Degen-aye; Pine-aye; Reilly-aye

Sandi DeRantz, one of the Winthrop Place building fire victims, asked for 5 minutes to comment. Ms. DeRantz said she was representing all the fire victims at 373 Main Street. She said that Katie Novak had stepped up to help adding the firefighters and police had also helped tremendously. She thanked everyone for their help and donations. She said that the money from the GoFundMe account had been dispersed right away but that the money given to the Commissioners of Trust Funds was forced to go through an application process but was happy to hear that was being corrected.

Ms. Pine added that Ms. DeRantz had expressed interest in serving on the Affordable Housing Trust. She said that they were bound by law which stated that the voting members must be residents of Groton adding their meetings were open to the public and invited Ms. DeRantz to join their next open meeting. Ms. Pine said that the Commissioners of Trust Funds were a Board not a lot of people knew about. She said that charges had been made against the Trust Commissioners over the last few days that were not deserved and inaccurate. She talked about the membership and all the good they provided the community. Mr. Giger said he was concerned about one losing residency in town because of a fire. He said that until they were considered residents elsewhere that they should still be considered residents here and asked that that be looked into. Mr. Haddad said he would reach out to Town Counsel.

STORMWATER UTILITY ENTERPRISE BUDGET

Mr. Haddad read a public hearing notice into record.

Ms. Pine moved to open the public hearing. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Giger-aye; Reilly-aye

Mr. Degen moved to continue the public hearing till the conclusion of the Town Manager's Report. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Giger-aye; Reilly-aye

TOWN MANAGER'S REPORT

1. Mr. Haddad said that they were looking to appoint one member to the Diversity Task Force for the at-large member seat. Mr. Haddad introduced Audra Waiters as the at-large committee member interested. Ms. Waiters said that she was interested in serving because she had always been interested in getting involved within her community. She said that they were new to Groton, that she had grown up in a racist community in Kentucky, was married to a black man, was raising a mixed-race son and was passionate about racism. She added that she also worked for an anti-racist company. She said she was passionate about this and was excited to work on this committee if given the opportunity. Mr. Degen said he met Ms. Waiters two months ago and thought her story was compelling which made her invaluable.

Mr. Degen moved to appoint Audra Waiters to the Diversity Task Force with a term to expire June 30, 2021. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Giger-aye; Reilly-aye

Mr. Haddad asked if the Board wanted to confirm the other nominations to the Committee. Mr. Degen said that Raquel Majeski was going to be ex-officio but because she wanted to participate and vote and because Lawrence Academy was nominating her for appointment, she would fill both rolls. Ms. Pine said she was happy to see the diverse representation.

Ms. Pine moved to approve the proposed members of Diversity Task Force except the LGBTQ+ member. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Giger-aye; Reilly-aye

Ms. Pine moved to approve the nomination of Tim Manugian to serve as the representative of the LGBTQ+ community. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Manugian-abstain; Degen-aye; Giger-aye; Reilly-aye

2. Mr. Haddad asked the Board to ratify the appointment of Cynthia Lane-Hand to the Affordable Housing Trust. Ms. Pine said that she was recommended by the Committee.

Mr. Reilly made a motion to appoint Cynthia Lane-Hand to the Affordable Housing Trust with a term to expire June 30, 2022. Mr. Degen seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Giger-aye; Reilly-aye

STORMWATER UTILITY ENTERPRISE BUDGET – Cont.

Mr. Haddad asked the Board to reopen to hearing. Mr. Degen moved. Ms. Pine seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Giger-aye; Reilly-aye

Ms. McHugh called the Stormwater Committee to order at 7:30pm.

Mr. Haddad said that the Town Meeting in the Spring approved a bylaw to create a Stormwater Fund which allowed the Town to collect money relative to the requirements of the MS4 permit. Mr. Haddad said that they provided the Board with two budgets; one budget that included associated costs to hire an employee to carry out the stormwater program. Mr. Delaney said that the employee's function would be solely stormwater functions such as mapping, permits, paperwork, culvert clean out, etc. Mr. Delaney said that this was otherwise a barebones budget just to get them in compliance with the law. Mr. Delaney said that they originally were not going to bring this forward with an employee but during the process in the spring, it was mentioned by a couple of board members that they should be adding an employee to the budget. Mr. Haddad said that an enterprise utility needed to cover the costs of the employee.

Mr. Degen asked when they proposed implementing the fee. Mr. Haddad said that they had to go to the Town Meeting with this budget adding they would send out bills sometime in October should Town Meeting approve this. Mr. Haddad said that it didn't make sense financially to send out more than one bill a year because of the costs associated with preparing and mailing bills. Mr. Degen asked when they had to have this in place. Mr. Delaney said that they had been complying with this for over 10 years but that the regulations over the past 2 years had been draining and could no longer be done in the manner in which it had been done. Mr. Degen asked what the consultant would be providing for \$50K. Mr. Delaney said that they

were going to be making sure they Town was in compliance with the permit requirements. Mr. Degen said that there may be redundancy right out of the gate with that fee. Mr. Delaney said that the consultants helped with the regulatory paperwork, but that the employee would be responsible for catch basin cleaning, mapping, etc. Ms. Manugian asked if this could be done by someone in house. Mr. Delaney said that this would mean other highway related jobs would not be getting done adding they were already down one employee within the department. Ms. Pine said that in the Spring, Mr. Delaney said it could be easily done in house. She said there was a whole lot of reasons to not add another employee right now. She said that the fee increases for manganese, raising building department fees and because they were in the middle of a pandemic, were reasons they should look to keep the cost down. She said that they had not gone through a thorough enough process for hiring. Mr. Haddad said that the hiring freeze was voted because of the operating budget which did not include hiring freezes for the enterprise funds. He said that the added amount of additional paperwork was adding a level of work they had not had thus far.

Mr. Giger asked Mr. Delaney to elaborate on the capital expenditure. Mr. Delaney said that their current equipment would not allow them to clean the catch basins to be in compliance with EPA regulations and thus the need for capital expenditures.

Mr. Robertson asked what was allocated in the current budget if this didn't pass. Mr. Delaney said that it would hurt their current budget because it would have to come out of something else. He said the level to which they needed to attend to this added paperwork, mapping, etc. hadn't been done up to this point. Mr. Degen asked about the need for \$50K in capital every year. Mr. Delaney said that this would be payments on a street sweeper or a catch basin cleaner over the terms of the loans. Ms. Manugian asked if the employee could be split somehow 50/50 with the current DPW staff. Mr. Delaney said he would lose an employee ½ the time. Mr. Haddad said that they were down an employee right now but could look at splitting an employee in ½.

Ms. Collette said that the ERSWA Committee met earlier this evening and voted to support the budget with the employee. She said that the first year was going to be a learning year adding there was a lot of technical expertise that was required of the employee. She said that training was going to be required adding they had a large stormwater system in Town. Mr. Robertson said that the tax rate would mean just less free cash if the employee was not hired in the DPW. He said that he was looking at this as a one-year budget because it was a learning year. He said that they would find better ways to do things and learn as they go along. He said that for the ½ person they were talking about, they were not talking about a lot of money. Mr. Haddad reviewed the number of improved lots (lost with impervious areas) that would be subject to this fee.

Ms. Pine said that she would go along with the compromise proposal. Mr. Giger said that he believed that work of the Committee and Mr. Delaney had increased their knowledge of what needed to be done. He said that he had thought from the beginning that they needed to add a full-time position.

Mr. Degen moved to close the public hearing. Ms. Pine seconded the motion. Roll Call: Roll Call: Pine-aye; Manugian-aye; Degen-aye; Giger-aye; Reilly-aye

Mr. Giger moved to set the user fee at \$49.45 per improved lot.

Ms. Pine said that the Board had gone through a lot of deliberation in the past to hire additional personnel.

Ms. Manugian seconded the motion.

Ms. Manugian said that she considered herself familiar with MS4 through her professional work-related experiences and thought the workload was a significant increase for more rural communities. Mr. Degen said he understood where they were coming from but was hoping they could compromise with a ½ time employee.

Roll Call: Pine-nay; Degen-nay; Manugian-aye; Giger-aye; Reilly-aye. The motion carried 3-2 in favor of Mr. Giger's motion.

TOWN MANAGER'S REPORT – CONT.

3. Mr. Garside said that it had been over 5 years since building department fees had been raised adding the cost to inspect had increased during that time. Mr. Garside said that they were currently charging \$10/\$1000 cost of construction for residential building permits adding surrounding towns were charging \$12/\$1000. He said he was asking for that fee to be raised to \$12/\$1000 to cover admin and inspector costs. He said that he was also requesting minimal fee increases in some other permit areas such as plumbing, gas, electrical, etc. Mr. Garside said that the cost of the average shed permit would go up by \$40 as an example. Mr. Haddad said that if the Board was inclined, he would have these rates go into effect on January 1, 2021.

Mr. Giger said he fully supported the increases as proposed. Mr. Giger said that they had other entities like non-profits that needed to be addressed. Mr. Haddad said that they had a policy in place for fees related to non-profits. Mr. Giger suggested listing non-profits alongside commercial rates. Ms. Manugian said that some communities had seen increases in permits because folks were doing more at home projects and asked if people had been charged fees for starting work prior to obtaining a permit. Mr. Garside said that anyone that started work in advance of a permit was charged double and triple fees respectively. Mr. Degen said that fees had been waived for town departments but thought that no consolidated or waiving of fees should be permitted for non-governmental agencies. The Board agreed. Mr. Haddad said his recommendation was to approve this as presented.

The Board asked that this be brought back in two weeks in its final form for a vote.

4. Mr. Haddad said that he had no updates on town protocols and thanked everyone for complying with the use of masks and distancing at the Town Hall.
5. Mr. Haddad said that the Governor last week issued a new Executive Order dialing back some of the previous orders. He reviewed the gathering limitations and said that the Police could also now enforce these regulations.
6. Mr. Haddad said that the Board was interested in adopting a diversity statement similar to the one that West Tisbury had adopted. Mr. Reilly suggested that the words “recognizes that this moment calls on us to” from the first sentence adding one moment shouldn’t define them.

Mr. Reilly moved to accept the diversity statement as amended. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Reilly-aye; Giger-aye

7. Mr. Haddad asked the Board to ratify the appointment of Steven White to the golf shop.

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

8. Mr. Haddad said that Catalano Companies had asked for an amendment to their common victualler licenses to allow them to open at 5:00am.

Mr. Giger moved to allow Catalano Companies to modify their permits at their 3 Dunkin locations to allow them to open at 5am 7 days a week. Ms. Manugian seconded the motion.

Mr. Degen said he had an issue with the Haffner’s location adding Haffners also needed to open at 5am for this to happen. Mr. Haddad said that Dunkin’s located at Haffner’s would only be allowed to open at 5am if Haffner’s also opened at 5am.

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

9. Mr. Haddad provided the Board with their final goals along with his goals. He asked the Board to adopt the goals for both the Select Board and Town Manager as presented.

Mr. Degen moved to adopt the 5 Select Board and 3 Town Manager goals for the ensuing year. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Reilly-aye; Giger-aye

10. Mr. Haddad said that the Board asked for a working group to be developed to review the dog bylaw and reviewed the proposed makeup of this working group. He said that they would be looking to bring back any proposed changes to the Spring 2021 Town Meeting. Mr. Haddad said that the bylaw on the Fall Town Meeting warrant would bring the bylaw in compliance with the state law only.
11. Mr. Haddad said that they put together a proposed budget for Cares Act money as requested. He said that they came within \$16K of the funds allocated for the Town. He said that earlier that day he had spoken with Ms. Dunbar and because of the change in state law relative to voting, they were spending an enormous amount of money on postage for mail in ballots which he believed was all related to COVID. He asked the Select Board to consider approving the presented Cares Act budget so that when the state allowed for applications, they could submit it.

Ms. Pine moved to approve the list of COVID virus anticipated expenses as presented and discussed. Ms. Manugian seconded the motion.

Ms. Manugian asked if the list of expenses could change between now and the time they submit. Mr. Haddad said that if anything changed, he could bring back a list of changes.

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

12. Mr. Haddad said that he had provided at the last meeting the IMA between the Town and GDRSD. Mr. Haddad said that 125 Groton students were coming out of Swallow Union which opened up Swallow Union adding Swallow Union was nowhere near its capacity anyway. Mr. Haddad said that the likelihood of that happening over the next 25 years was relatively low.

Ms. Pine moved to approve the IMA as presented. Mr. Reilly seconded the motion.

Ms. Pine commended Mr. Haddad for thinking of this adding it was a huge savings for Groton.

Roll Call: Pine-aye; Degen-nay; Manugian-aye; Reilly-aye; Giger-aye. The motion carried 4-1.

13. Mr. Haddad reviewed the articles contained within the proposed Town Meeting warrant for the Fall of 2020. Mr. Haddad pointed out that he had met with the Capital Planning Advisory Committee and had reduced the list of items postponed from the Spring Town Meeting to what he was presenting that night. Mr. Manugian asked about articles 12, 13 and 14 and why they weren't on the Spring Town Meeting Warrant. Mr. Haddad provided explanations for each being on the Fall warrant.

Mr. Haddad said that all articles were submitted by a department or member body as per charter. Mr. Haddad said that before the deadline they received an email from a developer who asked that the road acceptance of Red Pepper Lane be added. He said that it had not come from a board or department. Mr. Haddad said that he had reached out to the Planning Board to hear their comments on this therefore he proceeded with adding it to the warrant and asked how the Select Board wanted to handle this. It was asked that this be held for now pending discussion and potential approval by the Planning Board.

14. Mr. Haddad reviewed the Select Board's schedule through Labor Day.

OTHER BUSINESS

Ms. Manugian said that there had been a request to extend the deadline of the Town Manager's Review for 21 days for extenuating circumstances. Mr. Giger said that the 21 days felt like a long time. Ms. Manugian said she didn't disagree but hoped it could be done sooner.

Ms. Manugian made a motion to extend the review of the Town Manager and discussion period by 21 days. Ms. Pine seconded the motion. *Roll Call: Pine-aye; Manugian-aye; Reilly-aye; Giger-aye (Mr. Degen was not present for this portion of the meeting.)*

ON-GOING ISSUES

A: Mr. Haddad said that the Prescott School Overview Committee met last week to discuss changes to the lease. He said that the Friends had asked if they could extend the lease for one additional year because of delays. Mr. Haddad said that he reached out to Town Counsel for an opinion on whether they could extend the lease or not. Mr. Haddad said that the Town Meeting vote was for 6 years did not trump the original RFP wording of 3 years. He asked the Board to authorize him to issue an RFP for a period of one year. Ms. Manugian said she had no issue with a one-year RFP.

Ms. Pine moved to authorize the Town Manager to issue a one-year RFP to continue the program they had there. Mr. Reilly seconded the motion. Roll call: Giger-nay; Reilly-aye; Manugian-aye; Pine-aye. The motion carried 3-1.

LIAISON REPORTS

Ms. Pine said that the Affordable Housing Trust had met and would be meeting again on August 26th and would be discussing moving ahead on potential development of the Surrenden Farms parcel.

MINUTES

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

Mr. Reilly moved to accept the minutes of July 29, 2020 as presented. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Giger-abstain; Reilly-aye; Manugian-aye

Ms. Manugian adjourned the meeting at 9:16pm.

Approved: _____
Rebecca H. Pine, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: