

Select Board Meeting Packet

August 31, 2020

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



Town Manager
Mark W. Haddad

TOWN OF GROTON

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

Select Board

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

SELECT BOARD MEETING MONDAY, AUGUST 31, 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: 814 6218 0564

- 6:45 P.M. Executive Session – Pursuant to M.G.L., c.30A, §21(a), Clause 7 – “To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” – Purpose – Review and Approval/Release of Executive Session Minutes
- 7:00 P.M. Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:10 P.M. Town Manager's Report
1. Select Board's Agenda Schedule
 2. Address Any Changes in Emergency Protocols – Update on Town Action
 3. Review Any New Information from the Commonwealth
 4. Consider Ratifying the Town Manager's Appointment of Ed Cataldo as Interim Building Commissioner
 5. Consider Proposal from Town Manager to Amend Groton Charter
 6. Review Solid Waste Disposal Budget – Revenues vs. Expenses
 7. Approve Proposed Meeting Schedule Through the End of the Year
- II. 7:15 P.M. Continuation of Public Hearing – Review of 2020 Fall Town Meeting Warrant – Meet with Representatives of the Affordable Housing Trust on Rental Assistance Program – Consider Taking Positions on the Various Articles
- OTHER BUSINESS
- Complete the Annual Review of the Town Manager
 - Consider Extending Signing Authority of Town Manager and One Member of Select Board to Sign Warrants for 30 Days

ON-GOING ISSUES – For Review and Informational Purposes

- A. 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: None

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 31, 2020*

1. Please note that Monday's meeting will begin at 6:45 p.m. with an Executive Session for the Board to review, approve and consider the release of Executive Session Minutes. I will be sending you, under separate cover, minutes that need to be approved, along with a list of all currently held minutes to determine if any can be released. Please also note that there will be a separate Zoom Meeting invite for the Executive Session. The regular meeting will commence at 7:00 p.m. under a separate Zoom Webinar. In addition to the Town Manager's Report and an update on the On-going issues list, there are two items scheduled on Monday's Agenda. First, the Select Board will continue the Public Hearing on the Warrant for the 2020 Fall Town Meeting. Enclosed with this report is the latest draft of the Warrant (please note I added the Red Pepper Lane Acceptance Article), along with an updated memo from me on our funding recommendations for the various articles, and information from the Affordable Housing Trust on their proposed CPA Rental Assistance Application. Second, all five members have completed their Annual Review of the Town Manager. The Select Board can now finalize the review as called for in the Town Manager Review Policy.
2. As of the writing of this report, I have no specific update on Town Action relative to the COVID-19 Pandemic. We continue to operate under the protocols approved by the Select Board and there are no issues to report.
3. As of the writing of this report, I have no specific update on State protocols. I will provide the Board with any additional changes in State protocols at Monday's meeting.
4. As discussed at last week's meeting, I have appointed Ed Cataldo as Interim Building Commissioner. I would respectfully request that the Board consider ratifying that appointment at Monday's meeting.
5. I would respectfully request the Select Board consider opening the Warrant for the 2020 Fall Town Meeting to add a Warrant Article. I apologize for the lateness of this request, but this just came up yesterday and I believe we need to amend the Groton Charter to allow the Town Manager (and one member of the Board) to approve all payroll and expense warrants. When the Charter was amended a few years ago, the Charter Committee recommended, and Town Meeting approved, the following language:

Continued on next page – Over >

5. Continued:

Section 3.2.2(v) The Select Board shall..."sign all payroll and expense warrants; provided, however, that the select board, at its sole discretion, may delegate this authority for a period of not more than 30 days to a select board member and the town manager or a select board member and the acting town manager by a vote of the board at a posted meeting." Since March, the Select Board has authorized the Town Manager, along with one member of the Board, to sign the warrants pursuant to this Section. We have needed to vote every thirty days to allow this to continue. The Select Board has still received copies of the warrants and have the ability to question any item on the warrants. The Town has operated very well having the Town Manager sign the warrants with a member of the Board for the past six months. Any concern that was raised in the past about this process has been eliminated. It's time to change the Charter to make this process permanent in my opinion.

I am bringing this forward now because of what happened this week. I failed to put the approval to have the Town Manager sign the warrants and we need to have three Select Board members come out to sign the warrant. Having to take this vote every thirty days does not make sense to me. Therefore, I would respectfully request that the Select Board open the Warrant for the Fall Town Meeting and add the following Article:

ARTICLE 23: AMEND CHARTER TO ALLOW TOWN MANAGER TO SIGN WARRANTS

To see if the Town will vote to authorize the Select Board to petition the General Court of the Commonwealth of Massachusetts for a special act amending Chapter 121 of the Acts of 2019, the Groton Charter, by deleting Section 3.2.2(v) in its entirety and adding a new Section 4.2(xvi) to read as follows:

(xvi) Warrants for the payment of the Town funds prepared by the Town Accountant in accordance with the provisions of the general laws shall be submitted to the Select Board and the Town Manager. The approval of such warrant by one Member of the Select Board and the Town Manager shall be sufficient authority to authorize payment by the Town Treasurer, but the Select Board shall approve all warrants in the event of the absence of the Town Manager or a vacancy in the Office of Town Manager.

or to take any other action relative thereto.

TOWN MANAGER

**Select Board:
Finance Committee:**

Continued on next page – Over >

Summary: Pursuant to the Town of Groton Charter, the Select Board signs all payroll and expense warrants. The current Charter allows the Select Board to delegate this authority to the Town Manager and one member of the Board for periods not to exceed thirty days. For the past six months, the Select Board has voted to authorize the Town Manager and one member of the Board to sign all payroll and expense warrants, which has worked extremely well. However, this is an arduous process and needs to be simplified. Making this permanent is in the best interest of Town operations and efficiency. The Select Board will still receive copies of all warrants and have the ability to review them and one member will still be required to sign off on the warrants.

Thank you for your consideration. I look forward to discussing this in more detail at Monday's meeting.

6. At last week's meeting, Select Board Chair Manugian asked for an accounting of revenues vs. expenses at the Transfer Station. Please see the following summary of the last three fiscal years:

| Solid Waste Income/Expense Analysis | | | | |
|--|--|-------------|-------------|-------------|
| 3-year Comparison | | | | |
| | | Fiscal Year | | |
| | | 2018 | 2019 | 2020 |
| Revenue | | | | |
| Fees Collected | | 329,282.56 | 284,535.84 | 249,979.95 |
| Expenses | | | | |
| Wages | | 123,094.80 | 129,745.51 | 134,303.30 |
| Consulting | | 5,850.00 | 5,850.00 | 5,850.00 |
| General Expense | | 52,625.16 | 49,486.00 | 38,726.14 |
| Tipping Fees | | 132,889.86 | 130,000.00 | 135,954.05 |
| Minor Capital | | 5,000.00 | 10,000.00 | 4,500.00 |
| Expense Total | | 319,459.82 | 325,081.51 | 319,333.49 |
| Net Surplus/Deficit | | 9,822.74 | (40,545.67) | (69,353.54) |
| * This analysis excludes Capital Purchases funded from Cap Stabilization | | | | |
| ** This analysis excludes DPW Director Salary Allocation | | | | |

We can discuss this in more detail at Monday's meeting.

**Select Board
Weekly Report
August 31, 2020
page four**

7. I would propose the following meeting schedule for the Board that will take you through the end of the year. Once approved, the Chair and I can meet to develop potential Agenda Items for each meeting:

| Potential Meeting Date | |
|-------------------------------------|----------------------------|
| Regularly Scheduled Meeting | Tuesday, September 8, 2020 |
| Regularly Scheduled Meeting | Monday, September 14, 2020 |
| No Meeting (Yom Kippur Holiday) | Monday, September 21, 2020 |
| Regularly Scheduled Meeting | Monday, September 28, 2020 |
| No Meeting (Columbus Holiday) | Monday, October 5, 2020 |
| Regularly Scheduled Meeting | Monday, October 12, 2020 |
| Regularly Scheduled Meeting | Monday, October 19, 2020 |
| Regularly Scheduled Meeting | Monday, October 26, 2020 |
| Regularly Scheduled Meeting | Monday, November 2, 2020 |
| Regularly Scheduled Meeting | Monday, November 9, 2020 |
| Regularly Scheduled Meeting | Monday, November 16, 2020 |
| Regularly Scheduled Meeting | Monday, November 23, 2020 |
| No Meeting (Potential Meeting Date) | Monday, November 30, 2020 |
| Regularly Scheduled Meeting | Monday, December 7, 2020 |
| Regularly Scheduled Meeting | Monday, December 14, 2020 |
| Regularly Scheduled Meeting | Monday, December 21, 2020 |
| No Meeting | Monday, December 28, 2020 |
| No Meeting | Monday, January 4, 2021 |
| Regularly Scheduled Meeting | Monday, January 11, 2021 |

MWH/rjb
enclosures



TOWN OF GROTON

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Town Manager
Mark W. Haddad

To: *Select Board
Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: ***REVISED** - Fall Town Meeting Expenditures*

Date: *August 28, 2020*

Based on the Public Hearing held on Monday, August 24, 2020, I have revised my proposal to the Select Board and Finance Committee on the various Warrant Articles requiring funding. Please note the following:

The balances have not changed in the Reserve Accounts. They remain as follows:

| | |
|-----------------------------------|-------------|
| Stabilization Fund: | \$2,054,993 |
| Capital Stabilization Fund: | \$ 554,313 |
| GDRSD Capital Stabilization Fund: | \$ 235,046 |
| Unexpended Tax Capacity: | \$ 295,647 |
| Ambulance Receipts: | \$ 60,434 |
| Estimated Free Cash: | \$1,000,000 |

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 \$4,415). 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. If this cannot be covered by CARES Act Funding, it should come from Free Cash.
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. If this cannot be covered by CARES Act Funding, it should come from Free Cash.

Continued on next page – Over >

Select Board
Finance Committee
REVISED - Fall Town Meeting Expenditures
August 28, 2020
page two

Article 2 – Continued:

4. Insurance – Due to the construction of the new Center in West Groton and the new DPW Garage, we have seen a significant increase in our property and casualty insurance premium for Fiscal Year 2021. This coupled with anticipated changes based on registering a new Police Cruiser, Fire Truck and Ambulance will cause a shortfall of \$20,000 in this line item. Since these increases will require a permanent increase in our insurance premiums, we are recommending that this appropriation come from Unexpended Tax Capacity.
5. 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. To fund these issues, we recommend that \$20,000 should come from Unexpended Tax Capacity and \$6,205 should come from Ambulance Receipts Reserved for Appropriation.
6. 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.
7. 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.

The following is a summary of funds proposed for this Article:

| | |
|--------------------------|-----------------|
| Free Cash: | \$44,415 |
| Unexpended Tax Capacity: | \$36,000 |
| Ambulance Receipts: | <u>\$ 6,205</u> |
| Total Requested: | \$86,620 |

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. That said, based on the Hearing Monday night, I have changed my recommendation and would suggest that the Select Board remove this Article from the Warrant. Depending on what happens over the next several months, if we do not need to spend Free Cash to support operating expenses (due to COVID-19), we can use Free Cash to fund the Capital Budget, if necessary.

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. We should remove this Article from the Warrant.

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. That said, for the same reasons stated under Article 7, I would remove this Article from the Warrant. Should we need the additional funding in the Spring, we can use Free Cash to fund the Capital Request of the School District.

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 | |

To fund this request, we are recommending that we use \$146,570 from Free Cash to fund the Pick-up Truck, Library Parking Lot and Police Cruiser. To fund the Police Station Siding/Roof Repairs, we contacted Bond Counsel and we can use the surplus proceeds from the Library Roof Bond to cover this expense.

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.

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 at a cost of \$20,000. We decided to take this out of the Operating Budget and fund it in a special article each fall from Free Cash. We have changed our recommendation. Since this is an annual cost, the funding should come from the Unexpended Tax Capacity and added to the Operating Budget in Fiscal Year 2022.

Should the Select Board and Finance Committee agree with these recommendations, we would use the following amounts from the various accounts, leaving the following balances:

| | | | |
|---------------------------------------|-----------|--------------------|-----------|
| Free Cash – Total Used: | \$243,985 | Remaining Balance: | \$756,015 |
| Unexpended Tax Capacity – Total Used: | \$ 56,000 | Remaining Balance: | \$239,647 |
| Ambulance Receipts – Total Used: | \$ 6,205 | Remaining Balance: | \$ 54,229 |

Please note that should the residents approve the use of Unexpended Tax Capacity at the Fall Town Meeting, the anticipated tax rate for FY 2021 will be \$17.84, an increase of \$0.03 from the anticipated Tax Rate presented to the Spring Town Meeting. The average tax bill would increase by an additional \$14, or an overall increase of \$226 over Fiscal Year 2020.

I look forward to discussing this in more detail with the Select Board and Finance Committee at Monday's Continuation of the Warrant 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: 08/28/2020

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 |
| Article 5 | Transfer within Center Sewer Enterprise Fund | 4 |
| Article 6 | Transfer within the Four Corners Sewer Enterprise Fund | 5 |
| Article 7 | Transfer Money into the Capital Stabilization Fund | 5 |
| Article 8 | Transfer Money into the Stabilization Fund | 5 |
| Article 9 | Transfer Money into the GDRSD Capital Stabilization Fund | 6 |
| Article 10 | Fiscal Year 2021 Capital Budget | 6 |
| Article 11 | Stormwater Utility Enterprise Budget | 8 |
| Article 12 | Environmental Consulting Services | 8 |
| Article 13 | Complete Streets Engineering | 9 |
| Article 14 | Assessors Cyclical Inspections | 9 |
| Article 15 | Community Preservation Funding Accounts | 10 |
| Article 16 | Community Preservation Funding Recommendations | 10 |
| Article 17 | Special Legislation – Investment of Town Trust Funds | 13 |
| Article 18 | Amend Zoning Bylaw – Zoning Cleanup and Clarifications | 13 |
| Article 19 | Amend Zoning Bylaw – Attached Accessory Apartments | 15 |
| Article 20 | Amend Zoning Bylaw – Detached Accessory Apartments | 16 |
| Article 21 | Amend Chapter 128 – Dog Bylaw | 18 |
| Article 22 | Accept Red Pepper Lane as a Town Way | 25 |
| | | |
| | Report of the Town Manager to the 2020 Fall Town Meeting | 27 |

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 |
|--------------------------------|-----------------|----------------|

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: | \$ 78,490 |
| Historic Resource Reserve: | \$ 78,490 |
| Community Housing Reserve: | \$ 78,490 |
| Unallocated Reserve: | \$544,430 |

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: Recreation Station at Cow Pond Brook

\$99,500

Summary: *The Groton Parks Commissioners approved a CPC Application for Cow Pond Brook Fields. The nature of the application is to perform a feasibility study to investigate safety improvements to the Recreation Area. This study will undertake traffic flow, parking, water and irrigation sources and an all-encompassing recreational building that will serve the needs of the user groups. The request is for \$99,500.00 with a cap of \$20,000.00 should any part of the study prove unfeasible. The amount of \$40,000 to be paid from the Open Space Reserve and the amount of \$59,500 to be paid from the Unallocated Reserve.*

CPC Proposal H: Emergency Rental Assistance

\$200,000

Summary: *The Affordable Housing Trust submitted this application for funding to establish an emergency rental assistance program for the benefit of eligible tenants residing in the Town of Groton. This program will provide as much as four months of rental assistance for tenants earning up to 80% of the area median income. Landlord participation is required and the program is expected to run until funds are expended or June 30, 2022 at the latest. The full amount to be paid from Community Housing Reserve.*

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 218-2.5, Site Plan Review, by deleting Item (b) of Paragraph C, Threshold of Review, Part (1) Minor site plan review, which reads as follows:
 - (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:

- (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 218-2.5, Site Plan Review, by deleting Items (a) and (b) of Paragraph C, Threshold of Review, Part (2) Major, which read as follows:
- (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:

- (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.
3. In Section 218-9.3 Multifamily Use, Subsections 218-9.3.A., 218-9.3.B.(1) and 218-9.3B.(2) delete the words "**Board of Appeals**" and insert the words "**Planning Board**".
4. In Section 218-9.3.A.(8) delete the reference to Section "**218-5.2**" and insert the reference to Section "**218-6.2**"

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.*

ARTICLE 22: ACCEPTANCE OF RED PEPPER LANE AS A PUBLIC WAY

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

SELECT BOARD

Select Board:

Finance Committee:

Summary: *To accept Red Pepper Lane as a Town Way.*

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

11. CPA PROJECT APPLICATION FORM

[CPC Use Only: Date Received _____ By: _____
Assigned CPC #2021- _____]

If possible, use word processor to fill out form. Please answer all questions, use "N/A" if not applicable.

1. a.) Applicant Name and Organization: Last Stanley, Fran on behalf of First _____
Organization(s) (if appropriate) Town of Groton Affordable Housing Trust

b.) Regional Project: Yes ☐? or No? ☒ If Yes, Town/Organization: _____

2. Submission Date: 8/21/20

3. Applicant Address: St. 173 Main Street
City/ State: Groton, MA ZIP: 1450

4. Ph. # 978-732-1913 Email: fstanley@townofgroton.org

5. CPA Purpose. Check all that apply:
Community Housing ☒ (Affordable Housing) ☐ Historic Preservation* ☐ Open Space ☐
Recreation ☐

* As per MA General Law Chapter 44B, proposed historic projects that are not on the structures listed on the state's registry of historic places require a determination by the Groton Historic Commission that the proposed project is of historic significance.

6. Town Committee or boards participating: Town of Groton Affordable Housing Trust

7. Project Location/Address: Various locations throughout the Town of Groton

8. Project Name: Emergency Rental Assistance

9. Additional Responsible Parties (If applicable):

| Role (specify) | Name | Address | Ph. (w) (cell) | Email |
|---------------------|--------------|----------------------|----------------|---------------------------|
| Property/Site Owner | n/a | | | |
| Project Manager | n/a | | | |
| Lead Architect | n/a | | | |
| Project Contractor | n/a | | | |
| Project Consultants | n/a | | | |
| Other: | Fran Stanley | 173 Main St., Groton | 978-394-5611 | fstanley@townofgroton.org |
| Other | | | | |

10. As appropriate, indicate if proposal requires P&S agreement ☒ Deed ☒
Option agreement ☒ Other-describe: n/a

11. a.) Assessor info. (map/ block/ lot id.(s)): n/a b.) Tax classification type: _____

12. Permits required: Zoning: n/a Historic Preservation: n/a Other: n/a

13. Historic Commission Approval signoff (when required): n/a Date: _____

14. Funding: a.) Requested from CPC: \$ \$ 200,000.00 b.) Committed from other sources: \$ \$ 0.00

c.) Annual anticipated total income: \$ \$ 0.00 d.) Annual anticipated total expense: \$ \$ 200,000.00

d.) Anticipated net income (loss): \$ \$ 0.00 e.) Estimator name/company: Fran Stanley

15. CCP Objectives - use codes from Section 5 to indicate all that apply: 5.2.1

16. Project Timelines: Proposed Start Date: 10/5/20 Projected Complete Date: 6/30/22

17. Estimated Delivery Date of Completion Report to CPC: 7/15/22

18. Project description and explanation (attach additional sheets as needed): _____

Please refer to attached sheets.

19. Feasibility: This program is feasible. Municipal rental assistance programs using CPC funding have been a common response to Covid-19 pandemic disruptions.

20. List of attachments: Guidelines/Application, Applicant Participation Agreement, Landlord Participation Agreement, Sample W-9 form

21. Additional Information: _____

22. Management Plan: Please refer to attached sheets.

23. Applicant Signature:  Date: Aug. 21, 2020

Co Applicant Signature: _____ Date: _____

Co Applicant Signature: _____ Date: _____

18. Project description and explanation

Introduction

The Groton Affordable Housing Trust wishes to sponsor an emergency rental assistance project funded with CPC community housing funds. On March 10, 2020, Governor Baker declared a state of emergency for the Commonwealth due to the outbreak of the 2019 novel coronavirus (COVID-19). Since that time, there have been financial losses across the economy that have impacted many Groton residents.

Need

In Massachusetts, the pandemic shutdowns and continuing physical distancing measures have resulted in a number of occupations that are considered high risk for layoffs and furloughs. These jobs are classified as high risk for unemployment if they are considered non-essential, cannot be done remotely and paid with hourly wages. Statistically, more Massachusetts renter households work in occupations at high risk for unemployment (See Federal Reserve Bank of Boston report titled "Impact of the COVID-19 Pandemic on New England Homeowners and Renters"). To date, there have been large scale job losses across the Commonwealth (see June 17, 2020 WBUR article titled "Mass. Unemployment Rate Rises To 17.4%, Worst in the Country"). And for Groton, its unemployment rate was at 1.7% pre-pandemic and is now at 11.7% (See Pioneer Institute's municipal unemployment tracker for July 11, 2020).

The same public health directives aimed at community mitigation of the virus have helped to limit the spread of the virus but also constrain residents' ability to replace lost income with alternative employment.

Groton renters need housing and so must pay rent. In turn, Groton landlords need the rents to be paid as those payments are necessary for them to continue to provide the rental units. Studies from the 2008 recession show that when financially strapped landlords lose rental units to foreclosure or forced sales, the rental housing that replaces those units is typically less affordable for renters.

The Affordable Housing Trust hopes that a moderate infusion of rental assistance will not only assist Groton renters but also have a stabilizing influence on Groton's rental market. Research on the lingering impacts of the 2008 recession showed that municipalities, states and countries that had less severe losses enjoyed quicker rebounds post-recession.

Description

This is a temporary emergency program that will issue grants to landlords in order to help eligible tenants pay rents on their Groton apartments during this COVID-19 pandemic.

The primary purpose of the program is to assist income eligible tenants who may be at risk of losing their housing. This program has the additional indirect benefits of assisting landlords who are providing rental housing and also stabilizing the Groton rental market.

Grants will be provided for up to four months in duration and monthly payments will be based on the number of bedrooms in the apartment.

| | | |
|---------------------|-----------------|--|
| Studio to 1 bedroom | = \$800/month | [Estimated total of \$3,200 over 4 months] |
| 2 bedroom | = \$1,000/month | [Estimated total of \$4,000 over 4 months] |
| 3 bedroom and up | = \$1,200/month | [Estimated total of \$4,800 over 4 months] |

Payments will be made directly to the landlord. Aid will be targeted to those households earning up to 80% of the area median income.

22. Management Plan

All program materials will be reviewed by Town Counsel prior to the start of the program.

Unexpended CPC funds will be held on the Affordable Housing Trust's behalf in a separate account to be managed by the Town Treasurer in accordance with municipal law.

Issuance of all CPC funding will comply with Department of Revenue's legal and regulatory oversight and in particular grant assistance will be made in compliance with the Commonwealth's Anti-Aid Amendment.

Administration

The Emergency Rental Assistance program will be administered in-house by the housing coordinator. The Affordable Housing Trust reserves the right to contract out program administration at a future time at its discretion. If contracted out, the fees are estimated to be in the 10 to 20% range and the contractor will be selected in accordance with applicable public procurement laws.

The program will keep data on each application received which will include the following information:

- Date application received,
- Date that application is determined to be complete with verified eligibility
- Date that W-9 and participation agreements are received.
- Amounts of monthly assistance disbursed and dates of same
- Total assistance disbursed for the benefit of applicant household.
- Size of rental apartments served
- Fees charged by program administrator (if contracted out)
- Marketing expenses (such as cost of one-page GELD insert advertising the program)
- Record of communications with applicants and landlords
- Applications and all supplementary material will be retained until the end of the program in order to allow for appeals and proper oversight by the Trust.
- Information required by law to allow for the issuance of grant assistance -- at minimum, the completed W-9 forms and the executed Landlord Participation Agreements -- will be retained for the duration required by the Department of Revenue.
- Any feedback offered by tenants on the program.
- Any feedback offered by landlords on the program.

Reporting

As a part of the Emergency Rental Assistance program, information will be reported to allow the public to learn more about the program. The program will report a variety of information about the program including:

1. number of inquiries received
2. number of complete applications received
3. number of eligible households with verified applications
4. number of tenant households assisted
5. apartment size for assisted rental units
6. rental assistance amounts disbursed to landlords
7. total amounts disbursed to date in the categories of rental assistance, administrative fees, and marketing
8. feedback from program participants (landlord and tenant)

Reported information will be largely non-identifying to the extent permitted by law. For example, tenant names and rental addresses will not be shared.

Town of Groton Emergency Rental Assistance Program

Guidelines and Application

Through its Affordable Housing Trust and using Community Preservation Committee funding, the Town of Groton has organized this Emergency Rental Assistance Program for eligible Groton residents. This is a temporary emergency program that issues grants to landlords in order to help eligible tenants pay rents on their Groton apartments during this COVID-19 pandemic. It is understood that negative economic impacts such as job losses, income reduction and difficulty obtaining replacement income may continue well after the public health crisis has passed.

The primary purpose of the program is to assist income eligible tenants who may be at risk of losing their housing. This program has the additional indirect benefits of assisting landlords who are providing rental housing and also stabilizing the Groton rental market.

Grants will be provided for up to four months in duration and monthly payments will be based on the number of bedrooms in the apartment. Payments will be made directly to the landlord.

All documentation needed to apply for the program may be executed electronically. Signatures delivered in an electronic format -- scanned, emailed PDF, facsimile, or similar -- shall be effective.

Grant Assistance

Grant amounts will be awarded based on the size of the rental unit but in no event will the monthly grant exceed actual rent if actual rent is lower than set grant amount:

| | | |
|---------------------|-----------------|--|
| Studio to 1 bedroom | = \$800/month | [Estimated total of \$3,200 over 4 months] |
| 2 bedroom | = \$1,000/month | [Estimated total of \$4,000 over 4 months] |
| 3 bedroom and up | = \$1,200/month | [Estimated total of \$4,800 over 4 months] |

Duration will be up to 4 months of rental assistance disbursed to landlords in monthly payments. Fewer than 4 months of aid will be expended if program end date is reached before all 4 rental grants have been made.

Eligibility

Residency. Eligible applicants will be current Groton resident households renting an apartment located in the Town of Groton. A 'household' is defined as an individual or two or more persons who will live regularly in the unit as their principal residence and who are related by blood, marriage, law, or who have otherwise evidenced a stable inter-dependent relationship.

Income Eligible. Eligible applicants will have a total annual household income of no more than 80% of the area median income as measured by the current HUD area median income data for the Lowell metropolitan area. Total income is defined as income of the applicant together with all other members of the applicant's household of at least eighteen years of age (18) adjusted for household size. An applicant's total household income cannot exceed the following limits:

| Household size | 1 person | 2 person | 3 person | 4 person | 5 person | 6 person |
|------------------|----------|----------|----------|----------|----------|----------|
| 80% Income Limit | \$54,950 | \$62,800 | \$70,650 | \$78,500 | \$84,800 | \$91,100 |

Unit Requirements. A current lease or similar documentation must be in place for the duration of the grant.

Ineligible for Rental Assistance.

Applicants households who are related by blood or marriage to the Landlord shall not be eligible.

Town of Groton Emergency Rental Assistance Program

Guidelines and Application

Applicant households who own real estate property shall not be eligible.

Applicant households who are currently receiving rental assistance from any other local, state or federal program shall not be eligible.

Application Process

Application process will verify household income, apartment location/size and monthly rent.

Applicants must submit a completed Application with sufficient documentation to determine eligibility in order to be considered for a grant (see page 3). Eligible applicants must be willing to sign an Applicant Participation Agreement with the Town of Groton (see link).

Eligible applicants must have landlord cooperation as evidenced by the landlord's willingness to:

1. accept payments from the Town of Groton,
2. sign a Landlord Participation Agreement that agrees to no rent increases or initiation of eviction proceedings during the pendency of the grant assistance (see link), and
3. provide a completed Form W-9 to the Town of Groton (see link).

Please note that applicants may also request reasonable accommodations, which may include a change to policy, procedure or practice to allow an applicant with a disability an equal opportunity to fully participate in the housing program.

The Town of Groton does not discriminate on the basis of race, color, religion, national origin, disability, sex, age, marital status, children, sexual orientation, genetic information, gender identity, ancestry or veteran/military status.

Grant Award Process

Applicants who have submitted complete applications and whose eligibility has been verified by program administrator will be notified of grant awards on a first come, first serve basis until funds are exhausted. However, should the volume of complete applications received in the first 4 weeks of the program exceed available funds, a lottery will be held to set the order of the households to be served.

Applicants will be emailed a notice of program award plus an Applicant Participation Agreement, a Landlord Participation Agreement and a sample W-9 form.

Funds will be set aside for the awarded applicant for 14 days. After 14 days, if the two participation agreements and W-9 form have not been completed and returned fully executed, then the reserved funds are released back to the program. In that event, an applicant will be able to re-apply but loses his or her place in ordered list of completed and verified applicants. The program administrator will be able to grant short extensions to the 14-day time limit.

Outreach

Program guidelines and applications will be available electronically on the Town of Groton website. Applications will be available by mail by request. Program administrator can assist with copying and/or scanning for applicants with limited computer proficiency. Emailed outreach will be made to the Groton Council on Aging, the Groton Dunstable Regional School District, the Loaves and Fishes food pantry, and the *Groton Herald*. A notice will be inserted in a future Groton Electric bill.

COMPILATION WORKBOOK

Compilation Work Sheet

excel printing pages in a footnote

If a particular Line ID is blank, put the number 1 in the Left Blank cell.

Page 1

| AM-Member #1 | | | BP-Member #2 | | | JG-Member #3 | | | JR-Member #4 | | | JD-Member #5 | | | Categories |
|--------------|--------|------------|--------------|--------|------------|--------------|--------|------------|--------------|--------|------------|--------------|--------|------------|-------------------------|
| Line ID | Rating | Left Blank | Line ID | Rating | Left Blank | Line ID | Rating | Left Blank | Line ID | Rating | Left Blank | Line ID | Rating | Left Blank | Horizontal Rating Total |
| PD1 | 4 | | PD1 | 4 | | PD1 | 4 | | PD1 | 4 | | PD1 | 4 | | 4.00 |
| PD2 | 3 | | PD2 | 3 | | PD2 | 3 | | PD2 | 3 | | PD2 | 4 | | 3.20 |
| PD3 | 2 | | PD3 | 3 | | PD3 | 1 | | PD3 | 3 | | PD3 | 3 | | 2.40 |
| PD4 | 2 | | PD4 | 4 | | PD4 | 2 | | PD4 | 4 | | PD4 | 4 | | 3.20 |
| PD5 | 2 | | PD5 | 3 | | PD5 | 3 | | PD5 | 4 | | PD5 | 3 | | 3.00 |
| PD6 | 3 | | PD6 | 4 | | PD6 | 2 | | PD6 | 4 | | PD6 | 4 | | 3.40 |
| PD7 | 2 | | PD7 | 2 | | PD7 | 1 | | PD7 | 3 | | PD7 | 3 | | 2.20 |
| 3Total | 18 | | 3Total | 23 | | 3Total | 16 | | 3Total | 25 | | 3Total | 25 | | 3.06 |
| PL1 | 2 | | PL1 | 4 | | PL1 | 3 | | PL1 | 4 | | PL1 | 4 | | 3.40 |
| PL2 | 3 | | PL2 | 4 | | PL2 | 2 | | PL2 | 4 | | PL2 | 4 | | 3.40 |
| PL3 | 2 | | PL3 | 3 | | PL3 | 1 | | PL3 | 4 | | PL3 | 4 | | 2.80 |
| PL4 | 3 | | PL4 | 4 | | PL4 | 3 | | PL4 | 4 | | PL4 | 4 | | 3.60 |
| PL5 | 2 | | PL5 | 4 | | PL5 | 3 | | PL5 | 4 | | PL5 | 4 | | 3.40 |
| PL6 | 3 | | PL6 | 4 | | PL6 | 2 | | PL6 | 4 | | PL6 | 4 | | 3.40 |
| PL7 | 4 | | PL7 | 4 | | PL7 | 4 | | PL7 | 4 | | PL7 | 4 | | 4.00 |
| 4Total | 19 | | 4Total | 27 | | 4Total | 18 | | 4Total | 28 | | 4Total | 28 | | 3.43 |
| TM1 | 2 | | TM1 | 4 | | TM1 | 2 | | TM1 | 4 | | TM1 | 4 | | 3.20 |
| TM2 | 3 | | TM2 | 4 | | TM2 | 1 | | TM2 | 4 | | TM2 | 4 | | 3.20 |
| TM3 | 3 | | TM3 | 4 | | TM3 | 3 | | TM3 | 4 | | TM3 | 4 | | 3.60 |
| TM4 | 3 | | TM4 | 4 | | TM4 | 2 | | TM4 | 4 | | TM4 | 4 | | 3.40 |
| TM5 | 2 | | TM5 | 3 | | TM5 | 1 | | TM5 | 3 | | TM5 | 3 | | 2.40 |
| TM6 | 3 | | TM6 | 4 | | TM6 | 2 | | TM6 | 4 | | TM6 | 4 | | 3.40 |
| 5Total | 16 | | 5Total | 23 | | 5Total | 11 | | 5Total | 23 | | 5Total | 23 | | 3.20 |
| CM1 | 4 | | CM1 | 4 | | CM1 | 2 | | CM1 | 4 | | CM1 | 3 | | 3.40 |
| CM2 | 3 | | CM2 | 4 | | CM2 | 3 | | CM2 | 4 | | CM2 | 4 | | 3.60 |
| CM3 | 2 | | CM3 | 4 | | CM3 | 2 | | CM3 | 4 | | CM3 | 4 | | 3.20 |
| CM4 | 3 | | CM4 | 4 | | CM4 | 2 | | CM4 | 4 | | CM4 | 4 | | 3.40 |
| CM5 | 4 | | CM5 | 4 | | CM5 | 3 | | CM5 | 4 | | CM5 | 4 | | 3.80 |

| AM-Member #1 | | | BP-Member #2 | | | JG-Member #3 | | | JR-Member #4 | | | JD-Member #5 | | | Categories |
|--------------|--------|------------|--------------|--------|------------|--------------|--------|------------|--------------|--------|------------|--------------|--------|------------|-------------------------|
| Line ID | Rating | Left Blank | Line ID | Rating | Left Blank | Line ID | Rating | Left Blank | Line ID | Rating | Left Blank | Line ID | Rating | Left Blank | Horizontal Rating Total |
| CM6 | 4 | | CM6 | 4 | | CM6 | 4 | | CM6 | 4 | | CM6 | 4 | | 4.00 |
| CM7 | 3 | | CM7 | 4 | | CM7 | 2 | | CM7 | 4 | | CM7 | 4 | | 3.40 |
| 6Total | 23 | | 6Total | 28 | | 6Total | 18 | | 6Total | 28 | | 6Total | 27 | | 3.54 |
| CO1 | 2 | | CO1 | 3 | | CO1 | 1 | | CO1 | 4 | | CO1 | 3 | | 2.60 |
| CO2 | 3 | | CO2 | 2 | | CO2 | 2 | | CO2 | 4 | | CO2 | 3 | | 2.80 |
| CO3 | 3 | | CO3 | 3 | | CO3 | 2 | | CO3 | 3 | | CO3 | 4 | | 3.00 |
| CO4 | 3 | | CO4 | 3 | | CO4 | 1 | | CO4 | 4 | | CO4 | 3 | | 2.80 |
| CO5 | 4 | | CO5 | 4 | | CO5 | 2 | | CO5 | 4 | | CO5 | 4 | | 3.60 |
| CO6 | 4 | | CO6 | 4 | | CO6 | 2 | | CO6 | 4 | | CO6 | 4 | | 3.60 |
| CO7 | 3 | | CO7 | 3 | | CO7 | 2 | | CO7 | 3 | | CO7 | 4 | | 3.00 |
| CO8 | 4 | | CO8 | 4 | | CO8 | 3 | | CO8 | 4 | | CO8 | 4 | | 3.80 |
| CO9 | 4 | | CO9 | 4 | | CO9 | 2 | | CO9 | 4 | | CO9 | 4 | | 3.60 |
| CO10 | 3 | | CO10 | 4 | | CO10 | 2 | | CO10 | 4 | | CO10 | 4 | | 3.40 |
| CO11 | 3 | | CO11 | 4 | | CO11 | 2 | | CO11 | 4 | | CO11 | 4 | | 3.40 |
| CO12 | 3 | | CO12 | 4 | | CO12 | 1 | | CO12 | 4 | | CO12 | 4 | | 3.20 |
| 7Total | 39 | | 7Total | 42 | 0 | 7Total | 22 | 0 | 7Total | 46 | 0 | 7Total | 45 | 0 | 3.23 |
| | | | | | | | | | | | | | | | Total |
| Total | 115 | 0 | Total | 143 | 0 | Total | 85 | 0 | Total | 150 | 0 | Total | 148 | 0 | 641 |

Compilation Rating Results

Page 2

| By Member | |
|-----------|---------------|
| Rating | Rating Source |
| | |
| 115 | Member #1 |
| | |
| 143 | Member #2 |
| | |
| 85 | Member #3 |
| | |
| 150 | Member #4 |
| | |
| 148 | Member #5 |
| | |
| 641 | Rating Total |

| By Member & Evaluation Category | |
|---------------------------------|---------------|
| Blanks | Rating Source |
| | |
| 0 | Member #1 |
| | |
| 0 | Member #2 |
| | |
| 0 | Member #3 |
| | |
| 0 | Member #4 |
| | |
| 0 | Member #5 |
| | |
| 0 | Blanks Total |

| By Evaluation Category | |
|------------------------|---------------|
| Rating | Rating Source |
| | |
| 3.06 | Development |
| | |
| 3.43 | Planning |
| | |
| 3.20 | Team Player |
| | |
| 3.54 | Meetings |
| | |
| 3.23 | Competencies |
| | |
| 16.46 | Grand Total |

| Composite Scale for Five (5) Evaluators | | | | | |
|--|------------------|-------|-----|--|--------|
| | | | | | Page 3 |
| | | | | | |
| Composite Evaluation | Composite Rating | | | | |
| Five (5) Members Reporting | | | | | |
| | | | | | |
| Outstanding (586 - 780) | 641 | Start | End | | |
| | | 586 | 780 | | |
| Above Expectation (391 to 585) | | 391 | 585 | | |
| Meets Expectation (195 - 390) | | 195 | 390 | | |
| Does Not Meet Expectation (1 - 194) | | 1 | 194 | | |
| Unsatisfactory (0) | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| <u>How the evaluation sections are determined.</u> | 39 | | | | |
| Maximum score per evaluator | 4 | | | | |
| Maximum possible score per evaluator | 156 | | | | |
| Number of evaluators | 5 | | | | |
| Maximum possible score for five (5) evaluators | 780 | | | | |
| Number of performance categories | 4 | | | | |
| Total points for each performance category | 195 | | | | |
| | | | | | |
| | | | | | |
| Grand Total of 5 Evaluators | 641 | | | | |

| Composite Scale for Four (4) Evaluators | | | | | |
|--|------------------|-------|-----|--|--------|
| | | | | | Page 4 |
| | | | | | |
| Composite Evaluation | Composite Rating | | | | |
| Four (4) Members Reporting | | | | | |
| | | | | | |
| Outstanding (469- 624) | | Start | End | | |
| | | 469 | 624 | | |
| Above Expectation (313 to 468) | | 313 | 468 | | |
| Meets Expectation (156- 312) | | 156 | 312 | | |
| Does Not Meet Expectation (1 - 155) | | 1 | 155 | | |
| Unsatisfactory (0) | | | | | |
| | | | | | |
| | | | | | |
| <u>How the evaluation sections are determined.</u> | | | | | |
| Individual number of rating opportunities | 39 | | | | |
| Maximum score per evaluator | 4 | | | | |
| Maximum possible score per evaluator | 156 | | | | |
| Number of evaluators | 4 | | | | |
| Maximum possible score for five (5) evaluators | 624 | | | | |
| Number of performance categories | 4 | | | | |
| Total points for each performance category | 156 | | | | |

Composite Scale for Three (3) Evaluators

Page 5

| Composiet Evaluation | Composite Rating |
|-------------------------------------|------------------|
| Three (3) Members Reporting | |
| | |
| Outstanding (352 - 486) | |
| Above Expectation (235 to 351) | |
| Meets Expectation (117-234) | |
| Does Not Meet Expectation (1 - 116) | |
| Unsatisfactory (0) | |

| Start | End |
|-------|-----|
| 352 | 468 |
| 235 | 351 |
| 117 | 234 |
| 1 | 116 |

How the evaluation sections are determined.

| | |
|---|-----|
| Individual number of rating opportunities | 39 |
| Maximum score per evaluator | 4 |
| Maximum possible score per evaluator | 156 |
| Number of evaluators | 3 |
| Maximum possible score for three (3) evaluators | 468 |
| Number of performance categories | 4 |
| Total points for each performance category | 117 |



TOWN OF GROTON

173 Main Street

Groton, Massachusetts 01450-1237

Tel: (978) 448-1111

Fax: (978) 448-1115

Select Board

Alison S. Manugian, *Chair*

Joshua A. Degen, *Vice Chair*

Rebecca H. Pine, *Clerk*

John R. Giger, *Member*

John F. Reilly, *Member*

Select Board's Performance Evaluation of the Town Manager for Fiscal Year 2020

Page 6

| By Member | |
|-----------|---------------|
| Rating | Rating Source |
| 115 | Member #1 |
| 143 | Member #2 |
| 85 | Member #3 |
| 150 | Member #4 |
| 148 | Member #5 |
| 641 | Grand Total |

| Overall Composite Rating | |
|--------------------------|---------------------------|
| | Outstanding |
| | Above Expectation |
| | Meets Expectation |
| | Does Not Meet Expectation |
| | UnSatisfactory |
| | Overall Score |

| By Evaluation Category | |
|------------------------|----------------------|
| Rating | Rating Source |
| 3.06 | Personal Development |
| 3.43 | Planning |
| 3.20 | Team Player |
| 3.54 | Conduct at Meetings |
| 3.23 | Competencies |
| 16.46 | Grand Total |

I have prepared and discussed this performance evaluation with the Town Manager.

The Town Manager's signature on this form does not necessarily indicate agreement with the evaluation given, but that the Town Manager has been given an opportunity to discuss its contents with the individual evaluators.

Select Board Chair

Date

Town Manager

Date



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Select Board Members' Summary Comments Performance Evaluation of the Town Manager for Fiscal Year 2020

Member #1 - AM

Overall this has been a strong 18 month period for Mark; performance and teamwork during COVID have been fantastic and our community has seen the benefits. Mark continues to be extremely adept at budgeting and planning. His knowledge of past actions and process options is impressive and the Board routinely relies on his knowledge for guidance with no advance warning to him. He has responded to past requests for information to be presented in writing and has incorporated that request into new projects and presentations. He is generally patient and willing to repeat explanations as the Board strives to retain new and complicated information, that is for Mark long held knowledge. The only significant concern during this past review period has been his relationship with Town Counsel. As Town Manager he needs to work professionally with consultants, and cooperatively create processes and procedures that meet the needs of the staff. I have prepared and discussed this performance evaluation with the Town Manager.

Member #2 - BP

Mark has made noticeable effort at reducing the kinds of interpersonal conflict that have marred his annual reviews in some previous years. His ability to avoid reacting angrily and defensively to criticism has improved significantly, and this has led to a much greater level of collaboration and productivity on the Select Board. Mark's recent interactions with Town Counsel indicate that there is still room for improvement in defusing and working out conflicts.

The successful completion of the DPW facility, the Library roof replacement, and the Senior Center, are a result of Mark's management skills and attention to detail. Devoting that same level of support and attention to detail to the Prescott School will be necessary to achieve the goal of developing a reliable revenue stream from programming and rentals at Prescott.

Mark has managed town business during the pandemic with extraordinary skill. Because of his leadership, Town Government has continued to provide exceptional customer service, while the town's financial well-being, and the health and well-being of our residents and employees have been preserved. Mark's ability to predict and prepare for future spending needs has been particularly noteworthy and valuable during this time.

Member #3 - JG

No Comments Submitted.

Member #4 - JR

During my term on the BOS which commenced in late May of 2019 I have found Mr. Haddad to be professional, knowledgeable and dedicated to his position as the Town Manager of Groton. In my assessment of Mr. Haddad I have given him very high rating choices in all categories. I do not assign these rating choices lightly and can only speak to my experiences with Mr. Haddad for the past 14 months. I have also gauged my assessments by citizens' opinion which I often elicit and also often receive voluntarily.

I have always found Mr. Haddad to be dependable and accessible 24/7. Mr. Haddad has a strong personality and many people may find that intimidating, I see it as a positive characteristic. In my opinion his Department Heads respect him and Mr. Haddad relies on their expertise and opinions considerably. He often refers to his team and credits them with their contributions to the daily operations of the Town and relies on them for their expertise when the unexpected arises, such as he has during the pandemic. Mr. Haddad has extensive experience in municipal government and his budgeting, planning and managerial skills are obvious to this evaluator.

Member #5 - JD

No Comments Submitted.