

Select Board Meeting Packet

September 21, 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, SEPTEMBER 21, 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: 863 9997 6689

- 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 Appointing John Croteau to the Capital Planning Advisory Committee
 5. Consider Appointing Peter Cunningham as the Select Board Representative to the MRPC
 6. Discuss/Consider Issuing RFP for Curbside Pick-Up
 7. Assign Select Board Members to Annual Goals
 8. Update on Select Board Schedule through End of Year
- II. 7:15 P.M. Public Hearing – Consider Laying Out Red Pepper Lane as a Public Way

OTHER BUSINESS

ON-GOING ISSUES – For Review and Informational Purposes

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

SELECT BOARD LIAISON REPORTS

- III. Minutes: Virtual Meeting of September 14, 2020

ADJOURNMENT

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



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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *September 21, 2020*

1. In addition to the Town Manager's Report and an update on the On-going issues list, there is one item scheduled on Monday's Agenda. The Select Board will be conducting a public hearing to consider laying out Red Pepper Lane as a Public Way in advance of Town Meeting, which will consider adopting it as a public way. Enclosed with this report is a copy of the plan, along with a recommendation from the Planning Board and DPW Director.
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. Enclosed with this report is a press release and DOR Response Update for administrative action taken by Governor Baker to extend tax relief to local businesses. Essentially, the Governor has deferred tax collections on meals, sales and room occupancy taxes for businesses that collect less than \$150,000 (cumulative) in those taxes for the 12-month period ending February 29, 2020. I am very concerned with this decision. While I support helping local businesses, this will impact our receipts for FY 2021. We will be evaluating the impact of this decision over the next several weeks and will update the Board as we determine how it will impact Groton in FY 2021.
4. The Capital Planning Advisory Committee is recommending that the Board appoint John Croteau to the Committee to fill the vacancy created when Steve Lane declined being reappointed in June. Enclosed with this report is an email from Mr. Croteau explaining his background. The CPAC interviewed Mr. Croteau at their meeting last week and voted unanimously to recommend his appointment. I would respectfully request that the Board consider making this appointment at Monday's meeting.
5. As you are aware, Select Board Member Degen and I have been the Town's Representatives to the MRPC. Due to our schedules, we have been unable to attend the monthly meetings. Peter Cunningham, who has been working with the MRPC on the potential environmental grant for the Squannacook Sportsman's Club, has expressed an interest in serving as our Representative. I would respectfully request that the Board consider appointing Mr. Cunningham to that position at Monday's meeting.

**Select Board
Weekly Report
September 21, 2020
page two**

6. As discussed last week, I have set aside time on the Agenda for the Board to discuss whether or not to change from the Transfer Station for Trash Collection to Curb Side Pick-Up. We are in the process of reaching to various haulers to get a ballpark cost for such a service. Please note that pursuant to M.G.L., c.30B, §1(b)(30), a contract for the collection, transportation, receipt, processing or disposal of solid waste, recyclable materials or compostable materials is exempt from Chapter 30B Procurement Requirements. I hope to have some of this information for you at Monday's meeting. In addition, we are trying to figure out how many people currently use the Transfer Station for Trash Removal. The following Chart is the number of stickers we have sold over the last three fiscal years:

2019 Sticker Type		total
Senior Stickers \$15.00		164
Full Stickers \$60.00		666
Additional Stickers \$10.00		37
2020 Sticker Type		total
Senior Stickers \$15.00		650
Full Stickers \$60.00		594
Additional Stickers \$10.00		118
2021 Sticker Type		total
Senior Stickers \$15.00		626
Full Stickers \$60.00		641
Additional Stickers \$10.00		145

I have also attached to this report the revenue/expense breakdown we provided you last week to help with this discussion. Obviously, if we go to Curb Side Pick-Up, we would need to understand the revenue loss versus the cost of disposal. There may be ways to offset expenses, even with Curb-Side Pick-up. For example, the Town of Grafton requires the use of bags for their Curb-Side Pick-up. I look forward to discussing this in more detail at Monday's meeting.

7. The Select Board needs to assign individual members to the various FY 2021 Goals. The Goals are as follows:
1. Review Existing Committees
 2. Review Trainings Offered to Employees
 3. Understand Options and Alternatives for Affordable Housing
 4. Assess Long Term Needs of Prescott School
 5. Review Town's Participation in Community Preservation Act

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

**Select Board
Weekly Report
September 21, 2020
page three**

8. Please see the update to the Select Board's Meeting Schedule through the new year:

Monday, September 21, 2020	-Already Posted
Monday, September 28, 2020	-No Meeting (Yom Kippur Holiday)
Saturday, October 3, 2020	-Fall Town Meeting (October 4 th Rain Date)
Monday, October 5, 2020	-Town Meeting Review/Follow-Up -Florence Roche Design Presentation
Monday, October 12, 2020	-No Meeting (Columbus Holiday)
Monday, October 19, 2020	-Prepare for Budget Guidance/Union Negotiation Guidance -FY 2021 First Quarter Financial Review -Update on Select Board and Town Manager Annual Goals
Monday, October 26, 2020	-Joint Session with Finance Committee – FY 2022 Budget Guidance – Union Negotiations
Monday, November 2, 2020	-Finalize Budget Guidance – Review Town Manager's Budget Instructions
Monday, November 9, 2020	-Financial Policy Review -Discuss Select Board Criteria for Appointees to CPC
Monday, November 16, 2020	-Tax Classification Hearing
Monday, November 23, 2020	-Regularly Scheduled Meeting
Monday, November 30, 2020	-No Meeting (Potential Meeting Date)
Monday, December 7, 2020	-Regularly Scheduled Meeting
Monday, December 14, 2020	-Annual Licenses
Monday, December 21, 2020	-Regularly Scheduled Meeting
Monday, December 28, 2020	-No Meeting
Monday, January 4, 2021	-No Meeting
Monday, January 11, 2021	-Presentation of Town Manager's FY 2022 Proposed Operating Budget

MWH/rjb
enclosures

**LEGAL NOTICE
TOWN OF GROTON
PUBLIC HEARING**

The Select Board has scheduled a public hearing for Monday, September 21, 2020 at 7:15 P.M., virtually, via Zoom (link to meeting can be found on the final posted agenda located at www.grotonma.gov, at least 48 hours before the meeting). The purpose of this hearing will be to discuss laying out Red Pepper Lane as a public way as contained in the October 3, 2020 Fall Town Meeting Warrant. Copies of the plans are on file in the Land Use Department at the Groton Town Hall.

All interested parties are encouraged to attend.

Public Hearing Notices may be found on the Massachusetts Newspaper Publishers Association's (MNPA) website at <http://masspublicnotices.org/>.

SELECT BOARD

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

Groton Herald
9/11/2020



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450
Tel: (978) 448-1105
Fax: (978) 448-1113
Planning@townofgroton.org

Office of the
PLANNING BOARD

MEMORANDUM

DATE: September 17, 2020

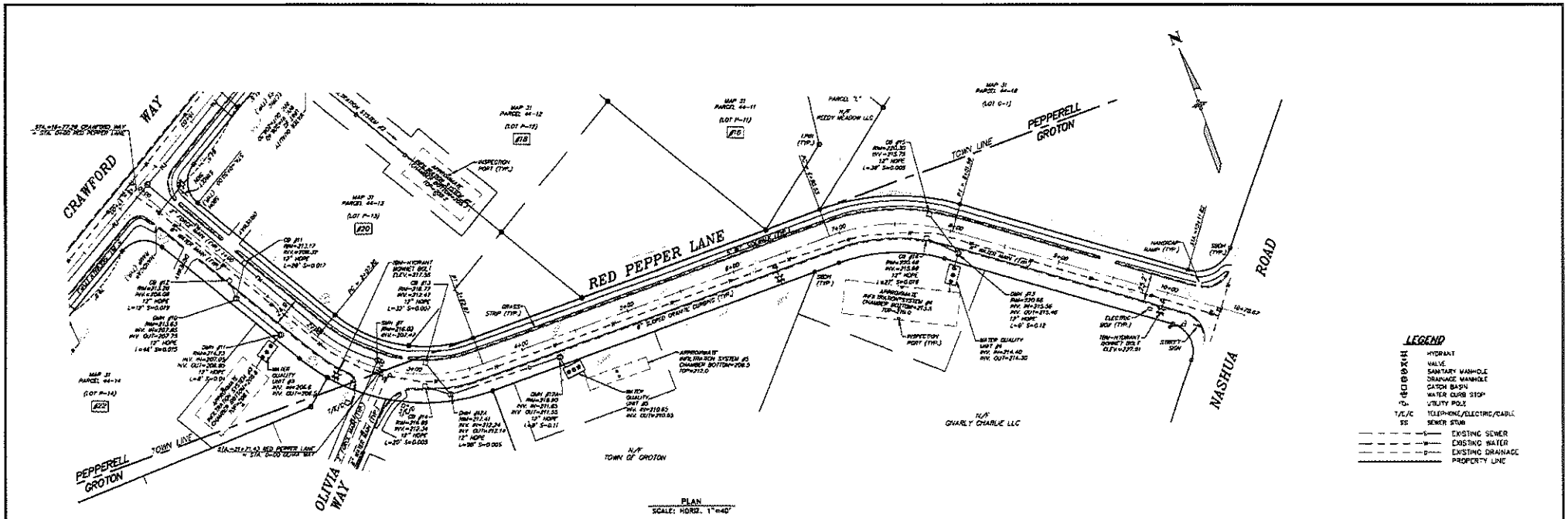
TO: Select Board; Mark Haddad, Town Manager

FROM: Takashi Tada, Land Use Director/Town Planner
Tom Delaney, DPW/Highway Director

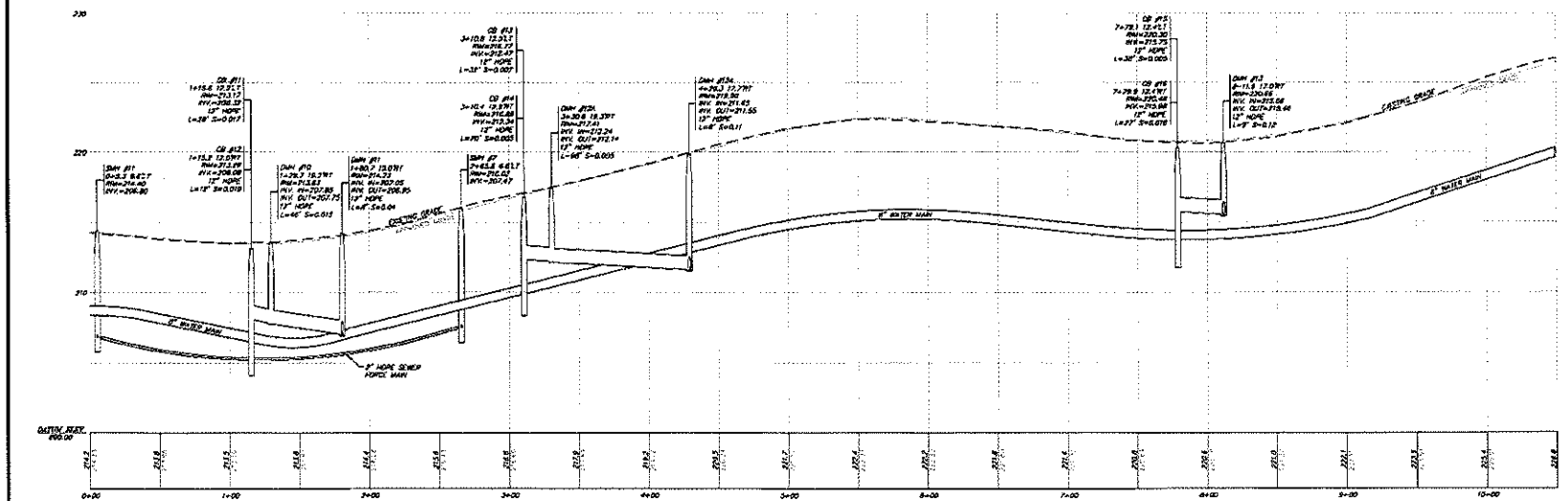
RE: Red Pepper Lane (Reedy Meadow Estates Subdivision)

The Planning Board has determined that the construction of the roadway and installation of municipal services have been fully and satisfactorily completed by the applicant in accordance with "Chapter 381 – Subdivision Rules and Regulations" of the Code of the Town of Groton. The Planning Board's engineer and the DPW/Highway Director have inspected the present condition of Red Pepper Lane and have provided their concurrence that the road is ready for acceptance by the Town.

cc: Reedy Meadow LLC



- LEGEND**
- HYDRANT
 - WAVE
 - SANITARY MANHOLE
 - DRAINAGE MANHOLE
 - CATCH BASIN
 - WATER CURB STOP
 - UTILITY POLE
 - TELEPHONE/ELECTRIC/CABLE
 - SEWER STUM
 - EXISTING SEWER
 - EXISTING WATER
 - EXISTING DRAINAGE
 - PROPERTY LINE



- NOTES:**
1. TOPOGRAPHY AND STRUCTURE LOCATION SHOWN HEREON IS THE RESULT OF ON THE GROUND SURVEY BY THIS OFFICE.
 2. UNDERGROUND UTILITIES ARE REPRODUCED FROM CONTRACTOR RECORDS AND HAVE NOT BEEN LOCATED BY THIS OFFICE.
 3. BENCHMARK=HYDRANT BONNET BOLTS NAVD83 DATUM (SEE PLAN)



I HEREBY CERTIFY THAT THE VISIBLE UTILITIES SHOWN ARE AS ACTUALLY LOCATED IN THE FIELD AND HAVE NOT BEEN SHOWN AS A REPRODUCTION OF CONTRACTOR RECORDS.

8-28-20
LAND ENGINEERING & ENVIRONMENTAL SERVICES, INC.


RED PEPPER LANE IN GROTON & PEPPERELL, MASSACHUSETTS	
REEDY MEADOW ESTATES AS-BUILT PLAN	
SCALE: AS NOTED	DATE: JANUARY 30, 2020
JOB # 27503	REV. AUGUST 28, 2020
PREPARED FOR REEDY MEADOW, LLC TYNGSBORO, MASSACHUSETTS	
PREPARED BY Land Engineering & Environmental Services, Inc. 130 Woburn Road, Tyngsboro, Massachusetts 01879 Telephone (978) 549-4542	

8/28/20	PLAN VIEW LABELS	MSD
DATE	PROFILE, UTILITIES & APPROVED C.	BY
	REVISION	

EMERGENCY ALERTS

Coronavirus Update


Stay informed about COVID-19: Latest on cases, guidance, regulations *Sep. 17th, 2020, 9:00 am*

[Read more](#) 

Travel Order: Requirements for individuals entering Massachusetts *Aug. 1st, 2020, 12:00 am*

[Read more](#) 

Reopening Massachusetts: Learn more about the phased approach *Aug. 7th, 2020, 12:00 pm*

[Read more](#) 

HIDE ALERTS



Mass.gov

PRESS RELEASE

Massachusetts Announces Extension of Administrative Tax Relief for Local Businesses

FOR IMMEDIATE RELEASE:

9/15/2020

Office of Governor Charlie Baker and Lt. Governor Karyn Polito

Governor's Press Office

Executive Office for Administration and Finance

MEDIA CONTACT

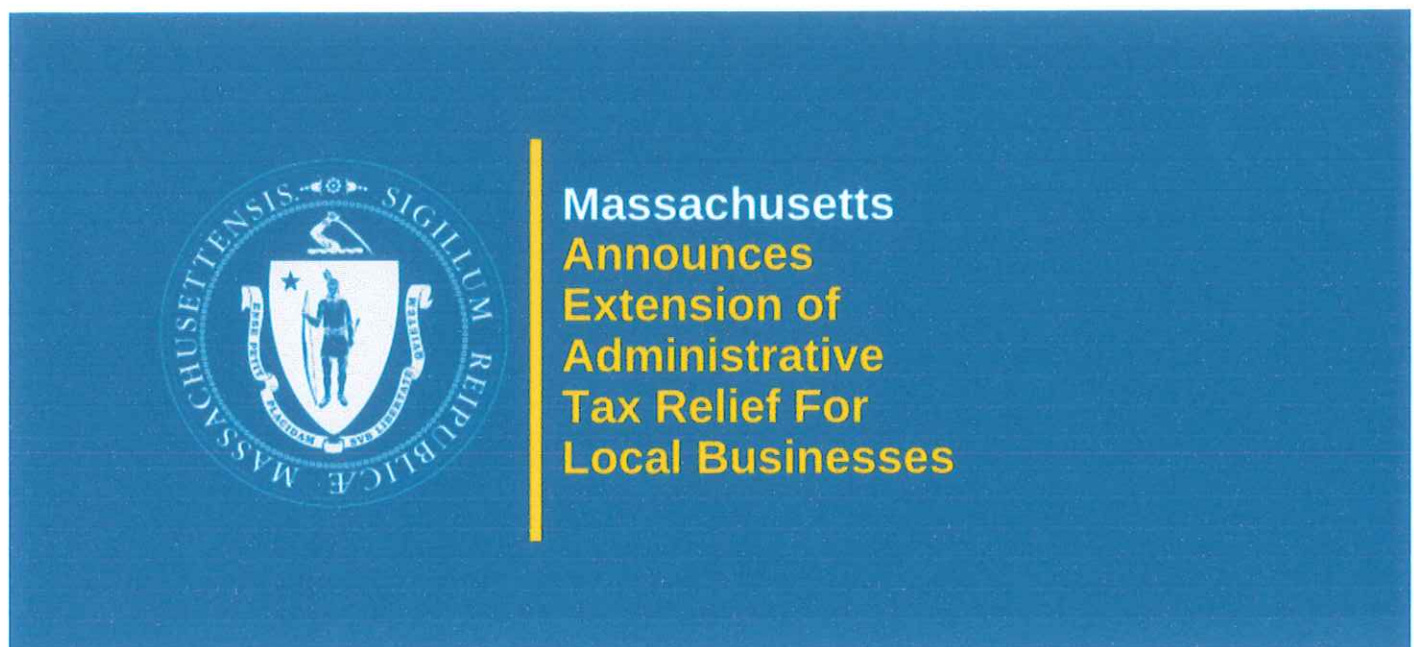
Sarah Finlaw, Press Secretary, Governor's Office

Phone

(617) 725-4025 (tel:6177254025)

Online

gov.press@state.ma.us (mailto:gov.press@state.ma.us)



BOSTON — Governor Charlie Baker, Lt. Governor Karyn Polito, Senate President Karen Spilka and House Speaker Robert DeLeo today announced an extension of administrative tax relief measures for local businesses that have been impacted by the ongoing COVID-19 outbreak, especially in the restaurant and hospitality sectors.

This includes the extension of the deferral of regular sales tax, meals tax, and room occupancy taxes for small businesses due from March 2020 through April 2021, so that they will instead be due in May 2021. Businesses that collected less than \$150,000 in regular sales plus meals taxes in the twelve month period ending February 29, 2020 will

be eligible for relief for sales and meals taxes, and businesses that collected less than \$150,000 in room occupancy taxes in the twelve month period ending February 29, 2020 will be eligible for relief with respect to room occupancy taxes. For these small businesses, no penalties or interest will accrue during this extension period.

“Our Administration is committed to supporting local businesses and Main Street economies recovering from the impact of COVID-19, and we’re glad to work with our legislative colleagues on this additional measure to provide administrative tax relief,” **said Governor Charlie Baker**. “Extending the tax relief measures we put into place earlier this year will help support companies across Massachusetts including small businesses in the restaurant and hospitality industries.”

“Providing this tax relief is an important step to support local businesses throughout Massachusetts and we are glad to work with our legislative colleagues on this important issue,” **said Lt. Governor Karyn Polito**. “This extension allows certain local companies to defer remitting regular sales tax, meals tax, and room occupancy taxes, an important tax relief measure for businesses that have been affected by the COVID-19 pandemic.”

For businesses with meals tax and room occupancy tax obligations that do not otherwise qualify for this relief, late-file and late-pay penalties will be waived during this period.

“The Senate is committed to further assisting our restaurant and hospitality industries hit hard by COVID-19,” **said Senate President Karen E. Spilka**. “As we continue to safely reopen and recover, we will work with our partners in the Administration and the House to mitigate the economic distress felt by local businesses brought on by the unprecedented public health crisis.”

“As the COVID-19 outbreak continues to affect our economy, the House is proud of its ongoing efforts to reinforce restaurants, such as its passage of a restaurant recovery package thanks to the work of Chair Michlewitz and the membership,” **said House Speaker Robert A. DeLeo**. “We support the deferral of tax collections as it will provide a clear business pathway, especially to our restaurant and hospitality industries.”

The Department of Revenue will issue emergency regulations and a Technical Information Release to implement these administrative relief measures.

Paid Family and Medical Leave and Withholding Tax deadlines

Deadlines for submitting returns and payments for Paid Family and Medical Leave and Withholding Tax are unchanged. All original schedule dates apply.

Notarization for DOR forms

Pursuant to "An Act Providing for Virtual Notarization to Address Challenges Related to COVID-19," Chapter 71 of the Acts of 2020, enacted April 23, 2020, a notary public may perform an acknowledgement, affirmation or other notarial act using electronic video conferencing in real time subject to certain conditions. This new procedure may be used to fulfill the notarization requirement on all DOR forms that require a notarial act. In light of this new legislation, DOR's prior notice suspending the notarization requirement for the 2020 Form TSA and 2020 Form BCTSA, is no longer applicable.

Please see the next section below for further information on extensions.

Additional filing and payment deadline extensions for certain taxpayers

Deadline for Filing Returns and Making Payments Further Extended from June 20th to September 20, 2020 for Certain Vendors Collecting Room Occupancy Excise and Sales and Use Taxes

The Department previously extended the deadline to June 20, 2020 for returns and payments for certain sales and use (including meals) tax and room occupancy vendors for periods beginning February 1, 2020 through April 30, 2020. That deadline is now being further extended to September 20, 2020. The extension will now apply to returns and payments for periods beginning February 1, 2020 through July 31, 2020.

Meals, Sales and Use Tax Return Filing and Payment Deadline Extended

As with the prior extension, the extension for sales and use tax returns and payments applies to vendors with cumulative liability for sales and use tax (including local option) under \$150,000 in the 12-month period ending February 29, 2020. The extension applies to sales, use and meals taxes collected by eligible vendors in the period beginning February 1, 2020 through July 31, 2020.

Penalty Waiver for Other Meals Tax Vendors

For vendors with cumulative liability for meals taxes of \$150,000 or more during the 12-month period ending February 29, 2020, penalties will be waived for late filing and late payment with respect to February through July 2020 returns. Interest will continue to accrue.

Room Occupancy Excise Return Filing and Payment Deadline Extended for Operators

As with the prior extension, the extension for room occupancy returns and payments applies to operators with cumulative liability for room occupancy excise under \$150,000 for the 12-month period ending February 29, 2020. The extension applies to room occupancy excise (including local option) collected by operators in the period beginning February 1, 2020 through July 31, 2020. The extension does not apply to intermediaries. Intermediaries must continue to file returns and make payments as required each month.

Penalty Waiver for Other Room Occupancy Vendors

For operators with cumulative liability for room occupancy excise of \$150,000 or more during the 12-month period ending February 29, 2020, and all intermediaries, penalties will be waived for late filing and late payment for February through July 2020 returns. Interest will continue to accrue.

Tax or debt resolutions

DOR is providing relief on a number of compliance actions to ease the burden on people facing tax issues. Additionally, we are assisting taxpayers by not cancelling payment agreements for missing payments. We continue to accept Hardship applications.

Mark Haddad

From: John Croteau <john@stoneyard.com>
Sent: Monday, August 31, 2020 4:22 PM
To: Mark Haddad
Subject: Capital Planning Position

Mark,

I spoke with Josh about the open position on the Capital Planning Committee for Groton.

I have been a business owner for 30+ years, as well as developing real estate in Groton and some of the surrounding communities.

I also served on the Pepperell Finance Committee for many years and was the Chairman of the Committee for more than 6 years.

I can further discuss my qualifications and how I can have a positive impact on the Capital Planning Committee.

Thank you,

--

John Croteau

johncroteau88@gmail.com

978-265-5852

Solid Waste Income/Expense Analysis 3-year Comparison

	Fiscal Year		
	2018	2019	2020
Revenue			
Trash Bag Sales	63,437.10	75,334.71	61,478.53
Sticker Sales	60,761.08	46,534.20	54,514.07
Brush Recycled	2,450.00	2,807.91	2,297.99
Metal Recycled/Scrap	25,985.83	39,205.64	31,032.55
Construction Debris	40,003.26	43,728.17	33,360.54
Tires/Furniture/Paper/Other	87,051.29	55,035.21	25,611.27
Waste Zero	49,594.00	21,890.00	41,685.00
Fees Collected QB/SQ/MIP	329,282.56	284,535.84	249,979.95
Fees Collected (MIP)	329,282.56	284,535.84	249,979.95
variance =	0.00	0.00	0.00
Expenses			
Wages	123,094.80	129,745.51	134,303.30
Salary Allocation			
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

**SELECT BOARD MEETING MINUTES
VIRTUAL MEETING
MONDAY, SEPTEMBER 14, 2020
UN-APPROVED**

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

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

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

ANNOUNCEMENTS

Mr. Haddad announced small business grants available through the MRPC through the end of the month.

Ms. Pine read a letter she received from neighbors of hers, the Woods, thanking the Town for opening the Groton Country Club Pool this summer.

Ms. Manugian said that because of the additional COVID testing that Lawrence Academy and Groton School would be doing for its students, Groton would see an increase in the number of testing on the state reports.

TOWN MANAGER'S REPORT

1. Mr. Haddad said he had no updates relative to COVID at the state and local level.
2. Mr. Haddad said that at the request of the Trails Committee, he was nominating Derek Cianci for appointment to the Trails Committee and respectfully requested that the Select Board ratify the appointment through June 30, 2021.

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

3. Mr. Haddad said that due to the designated meeting night of the Diversity Task Force, Barbara Rich could not serve as a member of the Committee and had resigned. Mr. Haddad said that he was recommending that the Select Board appoint Michelle Collette to the Task Force to represent the Council on Aging. He said that Ms. Collette had expressed interest to serve on the Committee but after the original deadline.

Ms. Pine made a motion to appoint Michelle Collette to the Diversity Task Force as representative to the senior population and Senior Center. Mr. Degen seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Giger-aye; Reilly-aye

4. Mr. Haddad said that the Board asked for a further breakdown of the revenues received at the Transfer Station. He said that revenue was broken down by categories such as the sale of bags, stickers, construction debris, etc. He said that there were no salary expenses listed adding that Mr. Delaney did not allocate his time there per say adding he had great staff that worked at the Transfer Station.

Mr. Giger asked for an explanation on fees collected adding the amounts were the same. Ms. Dufresne said that they were pulling in revenue from a lot of different places and explained what those fees collected meant. Ms. Pine asked why sticker sales went down in FY19. Mr. Delaney said he was not sure why adding there was no rhyme or reason. He said that other fees collected that same fiscal year also dropped but came back up again in FY20. Ms. Pine asked about sticker fees.

5. Mr. Haddad said that the Board requested that he reach out to the Library Trustees and request that they consider delaying the capital request to pave the parking lot until next Spring. He said that the Trustees had agreed to this delay and he had removed the request from the Capital Budget Article to be considered at the Fall Town Meeting.

6. Mr. Haddad said that the Capital Planning Advisory Committee met earlier and had a lot to do going into next fiscal year. He said that they also interviewed an applicant to fill a vacancy who he would be bringing this forward next week.
7. Mr. Haddad said that the warrant was in good shape going into the Fall Town Meeting. Mr. Haddad reviewed the warrant.

Mr. Haddad asked the Select Board to consider supporting article 2. The Board unanimously supported paying two prior year bills as explained.

Mr. Degen said he was changing his position on Article 5 to support the article along with article 7.

Mr. Degen explained an email he sent the Town Manager earlier that day relative to the MS4 permit budget. He said that with a vote of 3-2 in favor they voted to approve the addition of a fulltime position whose responsibilities would be dedicated to the stormwater permit requirements. He provided an alternative proposal which would be a part time position shared with the DPW (20 hours on stormwater duties and 20 hours on DPW duties) through June 30, 2021. He said he would also propose that they hire an additional DPW worker at 18 hours. He urged the Board to consider this adding he was not going to change his position on this. Mr. Robertson said that the Finance Committee voted to support this as is. He said that they should fund it fully to be successful. He said that if all 40 hours were not needed once they dove into this, then those other hours could be shifted to DPW duties. Mr. Giger said that he could support what Mr. Degen proposed from a personnel standpoint but did not think the numbers were plopped into this as had been stated by Mr. Degen. He said that the Earth Removal Stormwater Advisory Committee spent a tremendous amount of time on this and recommended the budget as was approved by the Select Board with a 3-2 vote. Mr. Giger said that they could fund it as was presented and slowly fill that position to full-time as they go. Mr. Delaney said that if they started to half fill this, they would run into problems. He said he was always willing to do more with less but that could not be the case this time. He said that he didn't have the extra help right now within his department to assist with this. Mr. Delaney said that if they were going to see a reduction once they got into this, it would be with the consultants. Mr. Delaney said that the savings to go to a 1/2-time employee would be only \$15/year per improved property. Ms. Pine said she was in favor of Mr. Degen's proposal and thought in this climate that a lot of people had lost their jobs and were suffering. She said that they owed it to the residents to be as rigorous as they could with taxpayer funds. Ms. Pine said she wasn't sure why Mr. Delaney wouldn't like this plan adding it gave him the help he needed within the DPW and filling his vacancy. Mr. Delaney said that they had been down one person since this time last year adding they were scrambling to get things done as it was. Ms. Manugian said that because she was an engineer by trade, she knew how large of an undertaking adding that just because they didn't understand the need, didn't mean the need wasn't there. She said it wasn't fair to the employees that they be expected to continue to do more and more with less. She said she could not support this mismatch approach. Mr. Degen said that they had trouble finding new hires and thought this proposal set him free. He said it was giving Mr. Delaney a fulltime employee who would go to a fulltime MS4 employee in 8 months. Ms. Manugian asked why a part-time position would be appealing. Mr. Degen said that because of the likelihood of COVID, it might be more appetizing. Mr. Robertson said that they should hire the right person now for 40 hours. Mr. Reilly asked if he saw this person going back and forth between positions. Mr. Delaney said that he didn't see it happening that much adding that the requirements of the program were demanding and were already behind on these mandates. Ms. Pine said that the high rate of unemployment would lead to multiple candidates. Ms. Pine said it was more realistic to ease in than to cut back.

Mr. Haddad said that if the Board didn't wish to change their positions, the article would stand. Mr. Reilly, Mr. Giger and Ms. Manugian were not in favor of changing their positions. Mr. Degen and Ms. Pine could not support this article.

Mr. Haddad said that the CPC had reversed their position on the Recreation facility feasibility study proposed at Cow Pond adding this would be removed from the warrant.

Mr. Degen changed his position on Article 22 to in favor.

Mr. Haddad asked the Select Board to issue the warrant and vote to accept it as presented.

Mr. Degen moved to accept the warrant as presented and send it to the printer for distribution. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Giger-aye; Reilly-aye

8. Mr. Haddad reviewed the Select Board schedule through the end of the year.

OTHER BUSINESS

Mr. Haddad reviewed 2 deeds for the Board to discuss and approve. He said that one deed was for a nine-lot subdivision off Townsend Road and land that was being gifted to the Town and the other was the easement for Olivia Way. Ms. Pine commented on these restrictions and how they were restricted as such that affordable housing couldn't be placed there.

Ms. Manugian asked for a motion to approve the quitclaim deed for Reedy Meadow. Ms. Pine made the motion. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Giger-aye; Reilly-aye

Ms. Manugian asked for a motion to approve the deed conveying the roughly 25 acres more or less to the Conservation Commission. Ms. Pine made the motion. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Giger-aye; Reilly-aye

ON-GOING ISSUES

A: Mr. Haddad said that the water line cut in on Main Street would be done weather permitting, next Tuesday-Thursday, September 22-24th from 9am-4pm relative to the sprinkler system project at Prescott School. He said that this was going to cause traffic to back up on Main Street. He asked people to be patient with the work being done and to avoid traveling down Main Street if at all possible. Ms. Manugian asked Mr. Haddad to inform the schools about this because of issues it could cause with bussing kids to and from school.

G: Mr. Haddad said that the Highway Garage project was just about finished adding the final paving was the only thing left to do. He said that the final accounting should be done within the next couple of months.

LIAISON REPORTS

Ms. Pine said that the non-profit council was meeting on Friday morning at 9am via Zoom.

MINUTES

Mr. Degen made a motion to approve the meeting minutes of August 24, 2020 and August 31, 2020. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Giger-aye; Reilly-aye

Ms. Manugian adjourned the meeting at 8:16pm.

Approved: _____
Rebecca H. Pine, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: