

Select Board Meeting Packet

October 26, 2020

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



TOWN OF GROTON

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

Select Board

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

Town Manager
Mark W. Haddad

**SELECT BOARD MEETING
MONDAY, OCTOBER 26, 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: 868 0135 9444**

6:00 P.M. Executive Session – Pursuant to M.G.L., c. 30A, §21(a), Clause 3 – “To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.” – PURPOSE – Collective Bargaining Preparation

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 Proposed Revisions to the Diversity Task Force Charge
5. Consider Approving Revised Language in Bill to Add Additional Liquor Licenses in the Town of Groton
6. Update on Select Board Schedule through End of Year

II. 7:15 P.M. In Joint Session with the Finance Committee – Develop FY 2022 Budget Guidance for the Town Manager

OTHER BUSINESS

- Discuss Vacancy on Prescott Oversight Working Group

ON-GOING ISSUES – For Review and Informational Purposes

- A. Prescott School Sprinkler System Project
- B. Water Department – Manganese Issue – PFAS 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 October 19, 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: *October 26, 2020*

1. Please note that similar to last week, the Board will be holding an Executive Session at 6:00 p.m. prior to the start of your regularly scheduled meeting. The purpose of the Executive Session will be to meet in Joint Session with the Finance Committee to discuss preparations for the upcoming Collective Bargaining with our various unions. The regular meeting will commence at 7:00 p.m. In addition to the Town Manager's Report and an update on the On-going issues list, there is one item scheduled on the Agenda. The Board will be meeting in Joint Session with the Finance Committee to develop the Fiscal Year 2022 Budget Guidance for the Town Manager. To help the Board and the Finance Committee with this discussion, I am providing you with the same information I gave you last week:
 - A. We estimate approximately \$229,000 in unexpended tax capacity.
 - B. We are reducing anticipated State Aid in FY 2022 by \$50,000.
 - C. We are estimating approximately \$15 million in New Growth.
 - D. We are increasing Estimated Receipts by approximately \$280,000.
 - E. We have been told that there will be a 14.41% increase in our Pension budget, or a \$285,000 increase.
 - F. We are estimating a 10% increase in Health Insurance Costs.
 - G. We are anticipating 8 additional students at Nashoba Tech next year and are estimating an increase in that Assessment of \$140,000.
 - H. With regard to Groton Dunstable Regional School District, we have increased the starting Operating Assessment by \$680,000 to make up for the reduction in FY 21 due to the use of School District E&D to offset the FY 2021 Operating Assessment. We then increased this new base number by 4% to account for a modest increase in FY 2022. In addition, based on a conversation with School Superintendent Laura Chesson, I have added an additional \$300,000 to that estimate in the event that we are still dealing with COVID-19 related remote learning next year.
 - I. We have level funded Municipal Expenses and level funded wages across the Board.

Taking all of this into consideration, we are estimating a \$1.2 million deficit in FY 2022.

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 was the case last week, we are continually monitoring the Department of Public Health Weekly Reports. Enclosed with this report is the latest report from the DPH. Groton remains a "green" community, however, we are trending lower over the last two weeks. I will continue to monitor these reports and provide the Board with an update at next week's meeting. As I stated last week, we will use this information to determine if any changes in protocols are necessary. We can discuss this in more detail at Monday's meeting.
4. The Diversity Task Force has been reviewing the Charge of the Committee over their last several meetings. Based on their work flow and direction, they are proposed to amend the Charge as follows:

DTF Committee Charge: Study the causes of systemic racism and stereotypes attached to, but not limited to, the following identifiers: age, ability, gender, socioeconomic status, race, religion, ethnicity, sexual orientation, and culture. ~~race, religion, ethnicity, sexual orientation and culture.~~ The committee will meet with local and state stakeholder groups to identify areas that need to be evaluated to determine if they are still appropriate in today's culture. The committee will provide observations and give recommendations to the Select Board. ~~The committee will~~ and suggest ideas to help to educate the citizens of Groton and make it a more welcoming community.

Term: The DTF will meet weekly for a six-month term beginning in August 2020 and continue through the end of January 2021. An interim report along with an Executive Summary will be delivered no later than February 15, 2021 to both the Select Board and the GDRSD. Should the Select Board choose to continue the committee they may do so via voice vote.

Committee Membership (11):

- 1 Member of the community with a disability
- 1 member Groton Select Board
- 1 Member GDRSC
- 1 Member of Groton Interfaith Council
- 1 Member of the Racial Justice Community Group/Better Groton
- 1 Groton Council on Aging member
- 1 Community Member at Large
- 1 Member Groton School
- 1 Member Lawrence Academy
- 1 Senior Member from Town Hall/Library
- 1 Member of the LGBTQ+ community

I would respectfully request that the Board consider adopting this amended Charge at Monday's meeting.

5. At the 2019 Spring Town Meeting, I presented an Article to the Town Meeting requesting to increase the number of liquor licenses available in the Town of Groton. The specific article was as follows:

ARTICLE 22: *Petition the General Court for Additional Liquor Licenses*

To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation increasing the number of liquor licenses available in the Town of Groton as follows:

Three (3) additional licenses for the sale of on premises all alcoholic beverages
Two (2) additional licenses for the sale of off premises all alcoholic beverages

And to authorize the General Court to make clerical and editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court, and the Select Board shall be authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or to take any other action relative thereto.

TOWN MANAGER

Select Board: *Recommended Unanimously*
Finance Committee: *No Position*

Summary: *This article will request that the General Court increase the number of liquor licenses allowed under State Law in the Town of Groton. The Select Board's office has received several inquiries for additional licenses and the purpose of this article is to petition the Legislature for this increase in an effort to create more business opportunities in the Town of Groton.*

When the bill went to the Legislature, they asked why we needed the licenses. I told them that we were trying to expand businesses in West Groton (Clover Farms Store) and Four Corners (Shaw's Plaza). They wanted specific areas or they wouldn't consider the request. Based on this, the only way they would approve the bill was to clearly identify where the licenses would be located. Attached is the final bill that is under consideration by the Legislature. Since the home rule petition is restrictive, and that the Joint Committee on Consumer Protection and Professional Licensure made a number of substantive changes to the text of the bill, the Select Board will need to vote to approve the changes. Specifically, the committee will need a letter from the Town Clerk stating that the Select Board voted to approve the changes contained in H4809 "An Act authorizing the town of Groton to grant additional alcoholic beverages licenses". I would respectfully request that the Board vote to approve the new language in the Bill. We can discuss this in more detail at Monday's meeting.

**Select Board
Weekly Report
October 26, 2019
page four**

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

Monday, October 26, 2020	-Already Posted
Monday, November 2, 2020	-Finalize Budget Guidance – Review Town Manager's Budget Instructions -Approve Beer and Wine License Requests -Update from Water Commission on Manganese Plant
Monday, November 9, 2020	-Financial Policy Review -Discuss Select Board Criteria for Appointees to CPC
Monday, November 16, 2020	-Tax Classification Hearing -Forum with Affordable Housing Trust
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

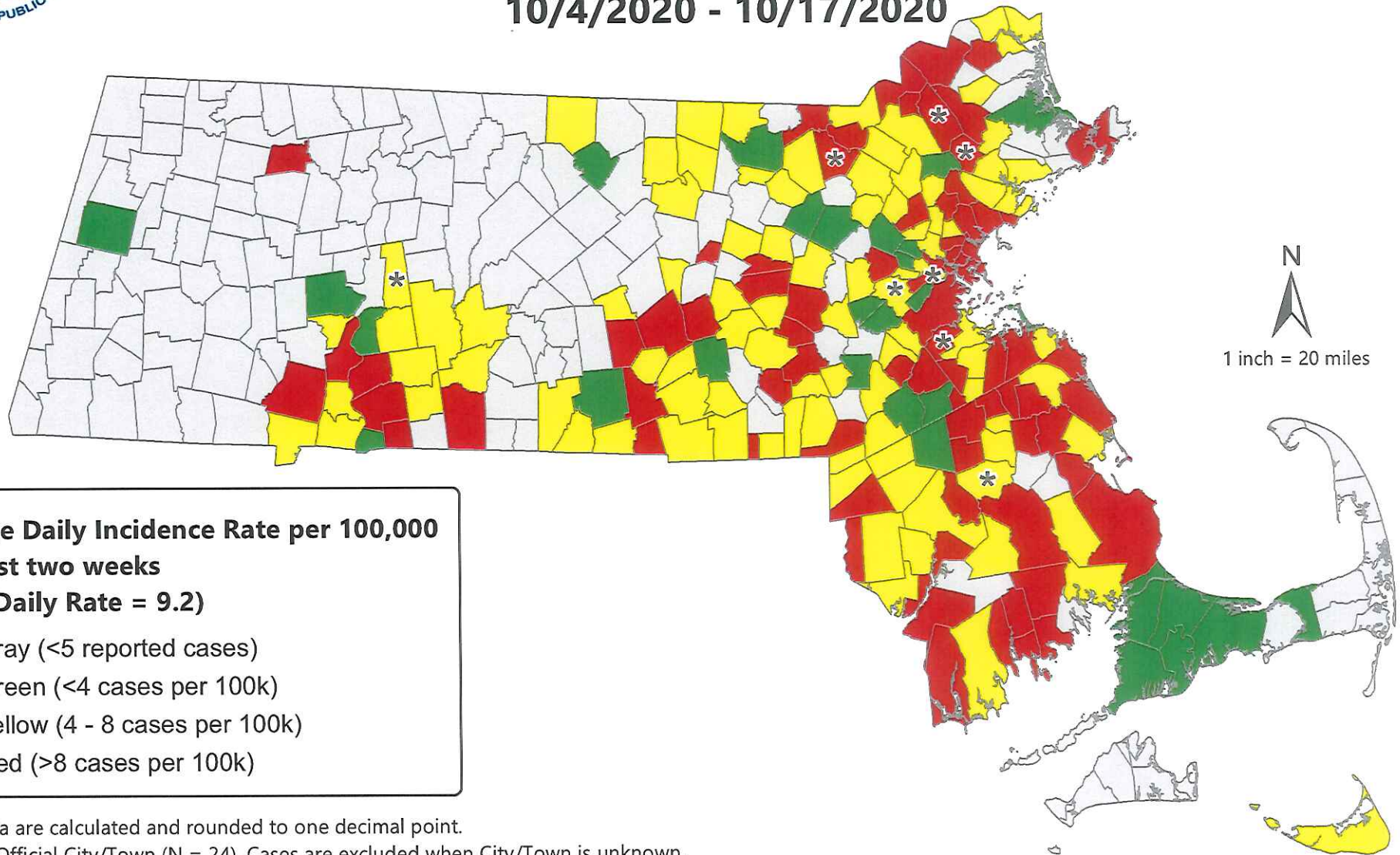
MWH/rjb
enclosures



Massachusetts Department of Public Health COVID-19 Dashboard - Thursday, October 22, 2020

Average Daily Incidence Rate* (per 100,000, PCR only) for COVID-19 in MA by City/Town Over Last Two Weeks

10/4/2020 - 10/17/2020



**Average Daily Incidence Rate per 100,000
over last two weeks
(State Daily Rate = 9.2)**

- Gray (<5 reported cases)
- Green (<4 cases per 100k)
- Yellow (4 - 8 cases per 100k)
- Red (>8 cases per 100k)

*These data are calculated and rounded to one decimal point.
Unknown Official City/Town (N = 24). Cases are excluded when City/Town is unknown.

Municipalities marked with an asterisk (*) have either a long term care facility, institution of higher education and or correction facility with 1) more than 10 confirmed cases in the last 14 days and 2) these cases make up more than 30% of the total cases for that municipality in the last 14 days.

* Data as of 21OCT2020
and are subject to change.

Bureau of Infectious Disease and Laboratory Sciences



Count and Rate of Confirmed COVID-19 Cases and Tests Performed in MA by City/Town, January 1, 2020 – October 21, 2020

City/Town	Total Case Count	Case Count (Last 14 Days)	Average Daily Incidence Rate per 100,000 (Last 14 days) ¹	Relative Change in Case Counts ²	Total Tests	Total Tests (Last 14 days)	Total Positive Tests (Last 14 days)	Percent Positivity (Last 14 days)	Change in Percent Positivity ³
Georgetown	89	9	7.2	Higher	4051	641	10	1.56%	Higher
Gill	<5	0	0	No Change	1619	177	0	0%	No Change
Gloucester	382	77	19.2	Higher	13163	2953	84	2.84%	Higher
Goshen	5	0	0	No Change	257	37	0	0%	No Change
Gosnold	5	0	0	No Change	110	0	0	0%	No Change
Grafton	134	11	3.9	Higher	10655	1754	11	0.63%	Higher
Granby	54	5	5.8	Higher	3343	548	6	1.09%	Higher
Granville	13	0	0	Lower	669	98	1	1.02%	Lower
Great Barrington	84	0	0	Lower	8405	1133	0	0%	No Change
Greenfield	234	<5	1.2	Higher	10621	1582	3	0.19%	No Change
Groton	59	5	3.1	Lower	7470	1215	5	0.41%	Lower
Groveland	56	<5	3.1	Lower	3193	540	5	0.93%	Lower
Hadley	53	<5	2.5	Higher	7455	1349	2	0.15%	No Change
Halifax	76	<5	2.8	No Change	3260	465	4	0.86%	Higher
Hamilton	49	0	0	No Change	3486	470	0	0%	No Change

Data are current as of 8 am on 10/21/2020; For populations <50,000, <5 cases are reported as such or suppressed for confidentiality purposes. ¹ Gray:<5 reported cases in the last 14 days; Green: Average daily case rate over the last 14 days: <4 cases per 100,000 population; Yellow: Average daily case rate over the last 14 days: 4-8 cases per 100,000 population; Red: Average daily case rate over the last 14 days: >8 cases per 100,000 population. ²Number of new cases occurring over the current two-week period (10/4/2020 – 10/17/2020) compared to the previous two-week period (9/27/2020 – 10/10/2020). Higher=number of new cases in the current two-week period higher than the number of new cases during the last two-week period. Lower=number of new cases in the current two-week period lower than number of new cases during the last two-week period. No change=number of new cases in current two-week period is equal to the number of new cases during the last two-week period. ³Change in percent positivity compared to the previous week's (10/14/2020) report. No Change= <0.10% difference in the percent positivity. Municipalities marked with an asterisk (*) have either a long-term care facility, institution of higher education and or correction facility with 1) more than 10 confirmed cases in the last 14 days and 2) these cases make up more than 30% of the total cases for that municipality in the last 14 days. DPH calculates rates per 100,000 population using denominators estimated by the University of Massachusetts Donahue Institute using a modified Hamilton-Perry model (Strate S, et al. Small Area Population Estimates for 2011 through 2020, report, Oct 2016.) Please note: Data for these tables are based on information available in the DPH surveillance database at a single point in time. Case counts for specific cities and towns change throughout the day as data cleaning occurs (removal of duplicate reports within the system) and new demographic information (assigning cases to their city or town of residence) is obtained.

HOUSE No. 4809

The Commonwealth of Massachusetts

HOUSE OF REPRESENTATIVES, June 25, 2020.

The committee on Consumer Protection and Professional Licensure to whom was referred the petition (accompanied by bill, House, No. 4197) of Sheila C. Harrington (by vote of the town) that the town of Groton be authorized to grant two additional licenses for the sale of all alcoholic beverages not to be drunk on the premises and three additional licenses for the sale of all alcoholic beverages to be drunk on the premises in said town, reports recommending that the accompanying bill (House, No. 4809) ought to pass [Local Approval Received].

For the committee,

TACKEY CHAN.

HOUSE No. 4809

The Commonwealth of Massachusetts

In the One Hundred and Ninety-First General Court
(2019-2020)

An Act authorizing the town of Groton to grant additional alcoholic beverages licenses.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the
2 licensing authority of the town of Groton may grant 2 additional licenses for the sale of all
3 alcoholic beverages not to be drunk on the premises under section 15 of said chapter 138 to
4 establishments located within the following two development zones, as those areas are defined
5 by the town's zoning map, existing as of October, 2015, upon approval of and under conditions
6 set by the licensing authority of the town of Groton. A license granted under this act shall be
7 clearly marked on its face "West Groton Village," or "Four Corners," and shall be subject to all
8 of said chapter 138 except said section 17.

9 (b) The licensing authority shall restrict the 2 licenses authorized in this act to the two
10 zoned areas defined as follows:

11 (1) 1 license shall be issued to establishments located within the Route 225 Corridor, to
12 comprise the area to include parcels along Route 225 and Townsend Road, as those areas are
13 designated as West Groton Village on the map; provided, however, that for the purposes of this

paragraph, map shall mean the parcel specific corridor areas designated as West Groton Village, dated October, 2015, a copy of which is on file in the office of the Groton town clerk;

(2) 1 license shall be issued to establishments located within Four Corners, to comprise the area to include parcels along Route 225 and Route 119, as those areas are designated as Four Corners on the map; provided, however, that for the purposes of this paragraph, map shall mean the parcel specific corridor areas designated as Four Corners, dated October, 2015, a copy of which is on file in the office of the Groton town clerk.

(c) The licensing authority shall not approve the transfer of a license granted under this act to a location outside of the initial zoned areas as defined in paragraph (1) or (2) of subsection (b), but it may grant a license to a new applicant within the initial zoned areas as defined in said paragraph (1) or (2) of subsection (b) if the applicant files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

(d) If a licensee terminates or fails to renew a license granted under this act or any such license granted under this act is cancelled, revoked or no longer in use, the license shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority and the licensing authority may then grant the license to a new applicant under the same conditions as specified in this act.

(e) All licenses granted under this act shall be issued within 3 years after the effective date of this act; provided, however, that a license originally granted within that time period maybe granted to a new applicant under subsections (c) or (d) thereafter.

SECTION 2. This act shall take effect upon its passage.

**SELECT BOARD MEETING MINUTES
VIRTUAL MEETING
MONDAY, OCTOBER 19, 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; Michael Hartnett, Tax Collector/Treasurer; Michael Chiasson, IT Director; Bud Robertson; Art Prest

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

ANNOUNCEMENTS

Mr. Chiasson, the Town's IT Director, said that on October 29th, emails for Groton employees would be switching to grotonma.gov from townofgroton.org. He said that a press release would be going out and notification would be placed on the website.

Mr. Haddad said that the Suffrage Walk and Talk weekend would take place on November 7th and November 8th.

Ms. Pine thanked Mr. Bouchard for the very informative presentation he gave on Zoom about voting. She said that early voting had begun and that ballots had been mailed out to all those that had requested one.

Ms. Pine said that the Affordable Housing Trust had a vacancy and wanted to put the word out about that. She thanked Stuart Schulman for all his time on the Committee as a founding member.

Mr. Degen referenced the Lowell Sun's editorial about Town Meeting's vote on the sundown town article. He said that this article wasn't done to make white people happy but done instead to make the playing ground level no matter what the color of your skin was. He said he was very upset with the editors for interjecting politics into their editorial.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that they had received several emails from residents relative to Halloween and trick or treating. He said he was still comfortable with the Board's decision to prohibit trick or treating but didn't know if the Board wanted to discuss this. Ms. Pine said that their vote concerned public trick or treating with no controls however she didn't think their vote precluded a private organization from setting up a different way to celebrate the holiday with the parents being responsible for safely doing so. Ms. Manugian said that they were standing firm that trick or treating was cancelled.
2. Mr. Haddad said that Groton had continued to climb with the number of positive COVID tests adding that any change was significant. Mr. Haddad said he wouldn't be surprised if they climbed to yellow over the next week and urged people to continue being vigilant.
3. Mr. Haddad said that they opened the response to the RFP for the Lease of the Prescott School. He said that they received one proposal from the Friends of Prescott. Mr. Haddad said that he worked with Josh Degen and Bud Robertson to review the proposal adding that the Friends proposal met all the requirements of the RFP and would call it an advantageous proposal that could be accepted by the Select Board if they so choose. Mr. Haddad said that he, Mr. Robertson and Mr. Degen met with the Friends of Prescott to negotiate a new lease based on their proposal. He said that he was recommending that the Board take the following action:
 - A. Vote to Accept the Proposal from the Friends of Prescott to Lease the Prescott School for an additional three (3) years commencing on September 1, 2021.

- B. Vote to amend the current lease (through August 31, 2021) to allow the Friends to occupy the second floor once the Sprinkler System was installed and approved and the Fire Chief and Building Commissioner sign off on its use. All other Terms would remain in full force and effect.
- C. Vote to enter into a new three (3) year lease with the Friends of Prescott, effective September 1, 2021 through August 31, 2024 with the following new Terms:
 - Three (3) year lease with the potential to renew the lease (under the same or renegotiated terms) for an additional three (3) year period.
 - Friends of Prescott would be responsible for landscaping and snow removal.
 - Rent would be \$20,000 per year, plus 5% of the gross annual revenue of the tenant (less donations).
 - All other Terms would remain in full force and effect.

Mr. Robertson said that the important thing to the Town was that the Town would not be subsidizing operating expenses with this new lease.

Mr. Giger said that he looked at this in 2 parts; amend the current lease to allow for use of the second floor and then discuss a new 3 years lease. He said that there were things to talk about in years 4, 5, and 6 (a new lease). He said there was no reason to ram through three more years this quickly. Mr. Giger said that more people needed to be involved in what they wanted to see happen with that building for the next 3 years. Mr. Prest said that this needed to go before the Finance Committee adding this was the first time he had heard about it. Mr. Robertson said that a sub committee had been set up to review the last lease and this one. He said that bringing everyone into a lease negotiation would mean that nothing would get decided. Ms. Manugian said that the process Mr. Robertson laid out was the correct process. Mr. Giger said he wasn't aware that the committee selected to oversee the lease was the same group to negotiate future lease(s). Mr. Degen said that the sub committee had been meeting with the Friends quarterly. He said that per a voice vote, the Select Board voted to issue an RFP. Ms. Manugian said that this project had long been two-fold. She said she was concerned, adding one of the Board's goals was to look at the future of Prescott School. She said that to issue a new three-year lease was something she could not support at this point.

Mr. Reilly said he too looked at this in 2 ways; long term viability of the building and a lease. He said he supported use of the second floor but was concerned about tax dollars being spent on the building. He said that the lease wasn't appealing to him. Mr. Degen said that there were people that wanted to see the use of the building succeed. Mr. Robertson said that no one would rent the building knowing the Friends didn't have a long-term lease. He said that he didn't consider a three year lease a long-term lease. He said that after the next 3-year lease, they should look at and decide what the long-term plan for the building was. Ms. Manugian said she was hesitant with no long-term goal in place. Mr. Robertson said that there was a real goal out there this time.

Mr. Giger said that the Town didn't vote to turn this building into a community center. Mr. Giger said that if the Friends wanted to perpetuate longevity, they should develop a trust fund to operate and maintain that building. He said he saw this falling on the back of the taxpayers. Ms. Pine agreed that the vote wasn't to turn this building into a community center adding Mr. Giger was right about that. Ms. Pine said that they were following a plan that a committee spent time to develop which the Select Board voted to accept. Ms. Pine said that the Friends had been able to somewhat continue through COVID and make a small profit, albeit, much smaller than what they planned. Ms. Pine said that they should vote in favor of what the oversight committee had recommended and saw no reason to question this RFP. Ms. Manugian said that if the building didn't need renovations, they wouldn't be having this discussion adding they had a multi-million-dollar problem facing them.

Mary Jennings said that the Board voted to issue an RFP and that the Friends responded to an RFP in good faith. She said that years 4, 5 and 6 was necessary for year three of their current contract to be successful. She said that this was needed for future and current tenants. Ms. Jennings said that the Friends saw themselves as subsidizing the Town with all the renovations, etc. they have done and took exception to the comment that the Town was subsidizing the Friends. She said that there was nothing in the RFP about looming renovations. She said that the restriping of the

parking lot was done for mutual benefit adding that the Friends would be plowing the parking lot reminding the Board that it was a town parking lot. She said that they responded in good faith and wanted a vote from the Board.

Mr. Degen moved that they open the current lease to allow for the use of the second floor. Ms. Pine seconded. Roll Call: Pine-aye; Degen-aye; Reilly-aye; Manugian-aye; Giger-aye

Ms. Manugian asked when they needed to decide upon the new three-year lease. Mr. Haddad said that they would have 30 days from when proposals were due which was September 30. Mr. Degen said that the need for brick and mortar office space was changing due to COVID adding that if they wanted to give the Friends a chance, they should approve a new three-year lease.

Mr. Degen moved to award the RFP to the Friends of Prescott and to enter into a lease consistent with what had been presented to them for a term of three years. Ms. Pine seconded the motion.

Ms. Manugian said that she would not support this adding a one-year lease was the right move right now. Ms. Pine said that it put them in a bad position to issue an RFP and not vote in favor of it. Ms. Pine said that this could be a revenue generator for the Town. She said that the Prescott Oversight Committee had done projections and shown that this could be a revenue maker for the Town.

Mr. Degen withdrew his motion.

He said that if this failed tonight, he was concerned about legal issues. Mr. Degen tendered his seat on the Committee and asked Mr. Reilly to step in and renegotiate the lease. Mr. Reilly said that his assigned goal was the long-term plans for the building adding no one wanted to see an empty building. He said he would take Mr. Degen's place on the Committee if he had to but thought Mr. Degen had been doing a good job. He said that the Friends had also done a great job. Mr. Giger pointed out that he was supportive of a new three-year lease but did not support the current proposed leasing document the way it was.

Mr. Haddad said he didn't think they would come back with anything more than what they presented the Board with adding the Friends had opened their books completely. He said he understood the frustration adding that Mr. Robertson and Mr. Degen pushed hard on the rent plus gross revenue terms within the proposed lease. Ms. Pine said that right now the building did not need substantial renovation but would need to be looked at in the future. Mr. Giger said that line stripping had a cost. Mr. Haddad said it would be no more than \$5k and would be included in the current lease. Ms. Manugian said she agreed that not all the information was out there. Mr. Robertson suggested that Mr. Giger go through the proposed lease, ask questions and discuss it over the next 4 days. Mr. Giger said he wanted the Board to look at the document, ask questions and approve or reject it. He said he didn't want to be bullied and backed into a corner. Mr. Degen said that they shared everything with the Board adding he thought Mr. Haddad was being picked on for using the word profit and not revenue. Mr. Giger said he was not going to put up with this adding he would vote no on this tonight if they called for a vote further adding he didn't have any more energy to put into this.

Mr. Degen moved to award the RFP for a three-year lease to the Friends of Prescott based on what was brought forward that evening. Ms. Pine seconded the motion.

Ms. Manugian moved to reduce the term to one year. There was no second.

Ms. Pine said that there had been a lot of emotion expressed. She said she wasn't sure what Ms. Manugian didn't understand about what was presented. Ms. Manugian said that in going through their goal for Prescott they decided on a different route adding this would lock them in for 3 years. Mr. Reilly said he had enough information to make a decision that night.

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

Mr. Degen left the meeting around 8:25pm.

4. Mr. Haddad said that their first quarter was far better than they anticipated adding they met their first quarter projections. He said that payment of motor vehicle excise taxes were delayed until June 30th by the State and adopted by the Board adding those taxes were recoded after July 1. He said that Lawrence Academy gave the Town their PILOT payment after July 1 which affected their free cash last year but helped them this year. He said that the golf course had exceeded their expectations even only opening this season for golf. He added that GELD didn't pay their intergovernmental payment until after July 1 which would also help them this year. He thanked the tax payers for continuing to pay their taxes even during COVID understanding that this could have been a financial issue for some. Mr. Haddad said that they were also well on their way on meeting their meals tax estimates as long as they didn't have another shut down.
5. Mr. Haddad said that they would be meeting in joint session next Monday with the Finance Committee for the purpose of developing FY 2022 Budget Guidance for the Town Manager. He said that Fiscal Year 2022 looked to be a very difficult budget year. He said he had begun working with the Finance Team to develop projections and had taken into consideration the following (from the Town Manager's Report):

- A. *We estimate approximately \$229,000 in unexpended tax capacity.*
- B. *We are reducing anticipated State Aid in FY 2022 by \$50,000.*
- C. *We are estimating approximately \$15 million in New Growth.*
- D. *We are increasing Estimated Receipts by approximately \$280,000.*
- E. *We have been told that there will be a 14.41% increase in our Pension budget, or a \$285,000 increase.*
- F. *We are estimating a 10% increase in Health Insurance Costs.*
- G. *We are anticipating 8 additional students at Nashoba Tech next year and are estimating an increase in that Assessment of \$140,000.*
- H. *With regard to Groton Dunstable Regional School District, we have increased the starting Operating Assessment by \$680,000 to make up for the reduction in FY 21 due to the use of School District E&D to offset the Operating Assessment. We then increased this new base number by 4% to account for a modest increase in FY 2022. In addition, based on a conversation with School Superintendent Laura Chesson, I have added an additional \$300,000 to that estimate in the event that we are still dealing with COVID-19 related remote learning next year.*
- I. *We have level funded Municipal Expenses and level funded wages across the Board.*

Mr. Haddad said that taking all of this into consideration, they were estimating a \$1.2 million deficit in FY 2022.

Ms. Pine asked how the Florence Roche Building would affect this. Mr. Haddad said that it would not adding it would be a debt exclusion and no have impact until after construction was completed.

Mr. Degen returned to the meeting around 8:35pm.

6. Mr. Haddad reviewed the Select Board's goals and updates to them.
7. Mr. Haddad reviewed the Board's schedule for the next few weeks.

ON-GOING ISSUES

3. Mr. Haddad said that MS4 stormwater bills would be going out on Wednesday.

Mr. Degen said he would be asking to meet with the Board shortly to provide an update on mediation with Town Counsel.

MINUTES

Mr. Degen made a motion to approve the meeting minutes of October 3, 2020 and October 5, 2020. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Giger-aye; Reilly-aye

Ms. Manugian adjourned the meeting at 8:44pm.

Approved: _____
Rebecca H. Pine, Clerk

respectfully *submitted*:
Dawn Dunbar, Executive Assistant

Date Approved: