



## 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, NOVEMBER 2, 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: 885 8221 6320**

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 Town Manager's Appointment of Robert Garside as Building Commissioner
5. Consider Ratifying Town Manager's Appointment of John Greenhalgh as Animal Control Officer
6. Consider Approving Town Manager's Nomination and Appointing Lisa Ireland to the Trails Committee
7. Finalize Fiscal Year 2022 Budget Guidance
8. Update on Select Board Schedule through End of Year

**II. 7:15 P.M. In Joint Session with the Board of Health – Consider Appointing Michelle Collette to Fill Vacancy on Board of Health Until Next Spring's Election**

**III. 7:20 P.M. In Joint Session with Board of Library Trustees – Consider Appointing Kate Bettencourt to Fill Vacancy on Board of Library Trustees Until the Next Spring's Election**

**IV. 7:30 P.M. Public Hearing – Consider Issuance of New Wine and Malt Off Premise Liquor License for Groton Express, LLC, 6 Boston Road, Groton, MA – Kamleshkumar M. Patel Manager and Approve Fuel Storage Permit for Groton Express, LLC, 6 Boston Road**

**V. 7:45 P.M. Board of Water Commissioners – Update on Manganese Treatment Plant**

**OTHER BUSINESS – Consider Extending Signing Authority of Warrants of the Town Manager and One Select Board Member for 30 Days**

**ON-GOING ISSUES – For Review and Informational Purposes**

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

**SELECT BOARD LIAISON REPORTS**

**VI. Minutes: Virtual Meeting of October 26, 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:** *November 2, 2020*

1. Monday is a very busy meeting. Scheduled on Monday's Agenda are several items. First, the Select Board will be meeting in joint session with the Board of Health to consider appointing Michelle Collette to the Board of Health to fill a vacancy on the Board until the next election. The Board of Health is recommending she be appointed. This will be a joint decision by the Select Board and Board of Health. Second, the Select Board will be meeting in joint session with the Board of Library Trustees to consider appointing Kate Bettencourt to the Board of Trustees to fill a vacancy on the Library Trustees until the next election. As was the case with the Board of Health vacancy, this will be a joint decision by the Select Board and Board of Library Trustees. Third, the Select Board will be conducting a Public Hearing to consider issuing a Wine and Malt Off Premise Liquor License for Groton Express, LLC at 6 Boston Road. In addition, the Board will need to approve a Fuel Storage Permit as well. Finally, the Board of Water Commissioners will be in to update the Board on the status of the Manganese Treatment Plan. Tom Orcutt will present the update to the Board.
2. As of the writing of this report, I have no specific update on Town Action relative to the COVID-19 Pandemic. We continue to operate under the protocols approved by the Select Board and there are no issues to report.
3. Enclosed with this report is the latest report from the DPH. Groton has moved to a "yellow" community. There have been seven (7) reported cases in the last two weeks. This is a troubling trend as the communities surrounding Groton (with the exception of Dunstable and Ayer) are either yellow or red. I will be meeting with the Fire Chief to discuss changes, if any, we may need to make to our protocols. I will update the Board at Monday's meeting.
4. Now that Bob Garside has successfully passed the various tests to become a Certified Building Commissioner, it is time to complete the Building Commissioner Transition Plan. Please consider this as notification of my appointment of Bob Garside as Building Commissioner for the Town of Groton. Pursuant to the Groton Charter, I would respectfully request that the Select Board consider ratifying this appointment at Monday's meeting.
5. As you are aware, after many years of dedicated service to the Town of Groton, George Moore has decided to retire. George has been an outstanding Animal Control Officer for the Town and I wish him the best in his retirement. To fill the vacancy, I have appointed John Greenhalgh as Animal Control Officer. John has been our back up ACO for many years and currently serves as the Animal Control Officer for the Town of Dunstable. I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.

**Select Board  
Weekly Report  
November 2, 2020  
page two**

6. The Trails Committee has requested that I nominate for appointment Lisa Irelan to the Committee. Please consider this as my official nomination of this appointment. I would respectfully request that the Board accept this nomination and appoint her to the Trails Committee, with a term to expire on June 30, 2021.
7. Based on last week's Guidance Meeting, I have drafted my Budget Preparation Instructions that will be handed out to the Department Heads on Tuesday, November 3<sup>rd</sup>. I have attached a copy of these instructions to this Report for your review. Please let me know if there are any changes necessary. We can discuss this in more detail at Monday's meeting.

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

Monday, November 2, 2020	-Already Posted
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

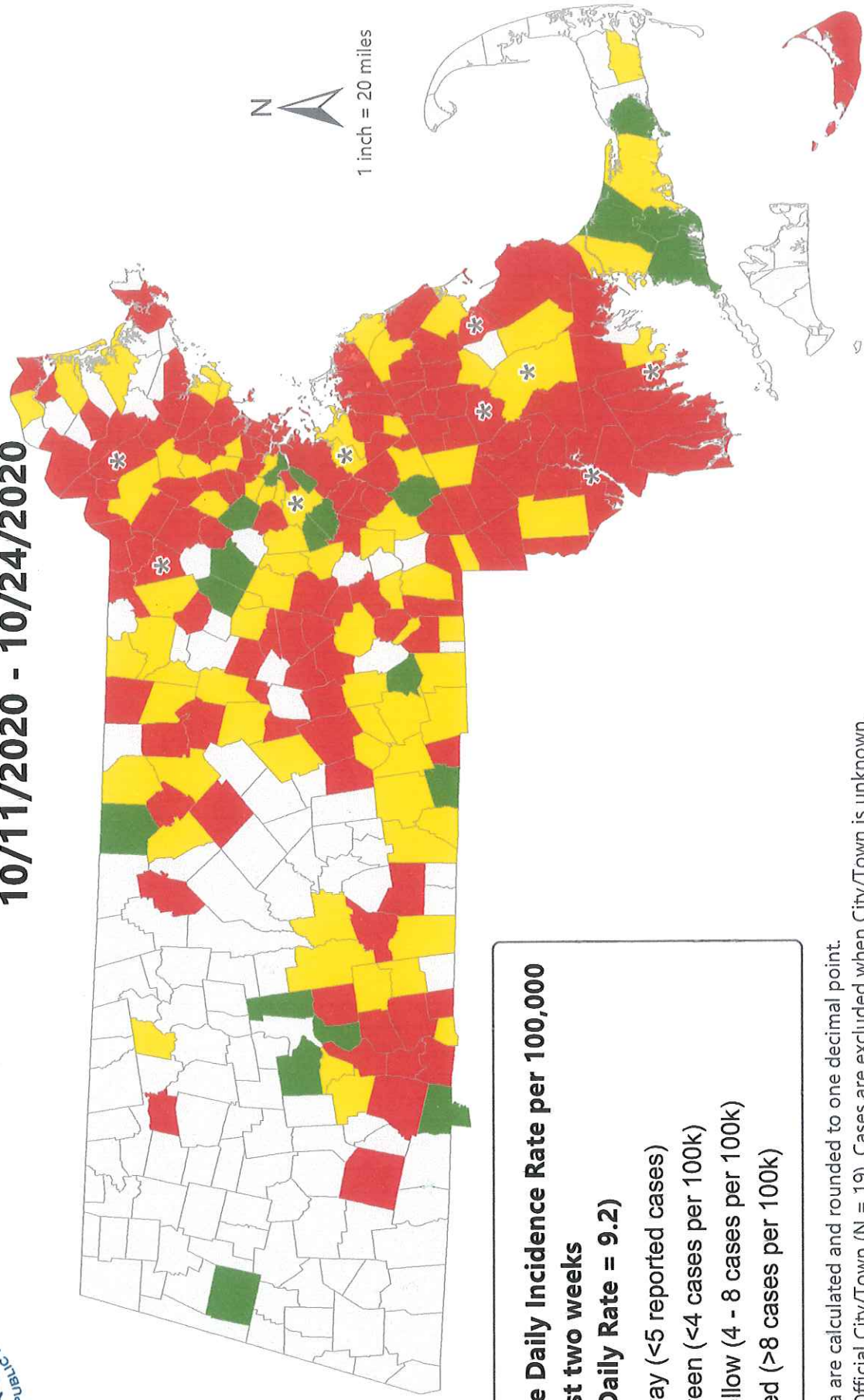


**Massachusetts Department of Public Health COVID-19 Dashboard - Thursday, October 29, 2020**

**Average Daily Incidence Rate\* (per 100,000, PCR only) for COVID-19**

**in MA by City/Town Over Last Two Weeks**

**10/11/2020 - 10/24/2020**



**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 = 19). 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 28OCT2020 and are subject to change.

Bureau of Infectious Disease and Laboratory Sciences





# Massachusetts Department of Public Health COVID-19 Dashboard – Thursday, October 29, 2020

## Count and Rate of Confirmed COVID-19 Cases and Tests Performed in MA by City/Town, January 1, 2020 – October 28, 2020

City/Town	Total Case Count	Case Count (Last 14 Days)	Average Daily Incidence Rate per 100,000 (Last 14 days) <sup>1</sup>	Relative Change in Case Counts <sup>2</sup>	Total Tests	Total Tests (Last 14 days)	Total Positive Tests (Last 14 days)	Percent Positivity (Last 14 days)	Change in Percent Positivity <sup>3</sup>
Georgetown	97	11	8.8	Higher	4435	669	12	1.79%	Higher
Gill	<5	0	0	No Change	1756	162	0	0%	No Change
Gloucester	404	76	19.0	Lower	15307	4218	110	2.61%	Lower
Goshen	5	0	0	No Change	274	37	0	0%	No Change
Gosnold	5	0	0	No Change	110	0	0	0%	No Change
Grafton	142	15	5.4	Higher	11787	1803	17	0.94%	Higher
Granby	62	11	12.8	Higher	3660	597	15	2.51%	Higher
Granville	15	<5	9.2	Higher	715	98	2	2.04%	Higher
Great Barrington	85	<5	1.1	Higher	9024	1111	1	0.09%	No Change
Greenfield	243	11	4.5	Higher	11514	1635	11	0.67%	Higher
Groton	64	7	4.3	Higher	8179	1276	7	0.55%	No Change
Groveland	57	<5	3.1	No Change	3460	496	5	1.01%	No Change
Hadley	53	<5	2.5	No Change	8211	1325	2	0.15%	No Change
Halifax	82	8	7.5	Higher	3512	453	10	2.21%	Higher
Hamilton	53	<5	1.9	Higher	3771	468	2	0.43%	Higher

Data are current as of 8 am on 10/28/2020; For populations <50,000, <5 cases are reported as such or suppressed for confidentiality purposes. <sup>1</sup> 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. <sup>2</sup>Number of new cases occurring over 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 in the current 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. <sup>3</sup>Change in percent positivity compared to the previous week's (10/22/2020) 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.



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**Town Manager**  
Mark W. Haddad

**To:** *All Departments, Boards, Committees and Commissions*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Fiscal Year 2022 Budget Preparation*

**Date:** *November 3, 2020*

The Fiscal Year 2022 Budget Process for the Town of Groton will be similar to the last five fiscal years. The Select Board and Finance Committee, pursuant to the Town of Groton Charter, have continued their practice of providing specific budget instructions. That said, the Charter also requires the Town Manager to prepare and present the proposed budget to the Finance Committee and Select Board by December 31, 2020. Specific budget goals and instructions will be stated later in this memorandum.

We will continue to make the budget process as seamless as possible. The Finance Team and I will continue to work very closely with all departments, boards, committees and commissions as we develop the budget. We will continue to utilize the simplified forms we created twelve years ago. All Department Budgets have been recreated in an Excel Document. Each individual department document contains two, and in some instances three spreadsheets. The first spreadsheet is the overall departmental budget that contains the following information:

1. FY 2018 Expended
2. FY 2019 Expended
3. FY 2020 Expended
4. FY 2021 Appropriated
5. FY 2022 Department Request
6. FY 2022 Town Manager Budget

The first four columns are already populated. The FY 2022 Department Request Column is tied to the second spreadsheet entitled "Expenses". Each Department will need to complete the second spreadsheet with their actual budget request. Any information added to the second spreadsheet will automatically populate the FY 2022 Department Request Column on the first spreadsheet.

***All Departments, Boards, Committees and Commissions  
FY 2022 Budget Preparation  
November 3, 2020  
page two***

For those Departments that have Salary and Wage Line Items, the third spreadsheet (entitled "Payroll") will be the same as previous years. Please note that all Unions are in negotiations with the Town. Any settlement effecting pay will be adjusted upon ratification of the individual collective bargaining agreement. For now, I would ask that each Department review and confirm the information contained in this spreadsheet for accuracy with regard to current rate of pay. Under this format, all budgets can be submitted to the Town Manager electronically.

As stated earlier, the Select Board and Finance Committee have provided guidance to the Town Manager prior to Budget preparation. The Charter requires the Town Manager to comply with the guidance when developing the proposed Budget. Specifically, they have set the following guidance for the development of the Fiscal Year 2022 Proposed Operating Budget:

- A. The Town Manager shall prepare a balanced budget for Fiscal Year 2022 with no proposed Override of Proposition 2½.
- B. There shall be no increase in the Municipal Budget for Fiscal Year 2022. It shall be level funded at the Fiscal Year 2021 level of \$15,175,486 without In-Levy Debt Service and \$15,521,525 including In-Levy Debt Service.
- C. The Town Manager shall work with representatives of the Groton Dunstable Regional School District and Nashoba Valley Technical School District to balance the budget.
- D. There shall be no new benefited positions proposed in the Fiscal Year 2022 Budget as the hiring freeze shall remain in effect.
- E. Depending on how the budget is balanced, the Select Board and Finance Committee have acknowledged that Free Cash may have to be used to maintain services.

I will work with the Finance Team and Department Heads (along with the Groton Dunstable Regional School District) to bring the budget within the anticipated Fiscal Year 2022 Levy Limit. That said, please adhere to the following specific guidelines:

- 1. In preparing your FY 2022 department budget, I would ask you develop a budget that takes into consideration no spending increases, all with a goal to maintain services.
- 2. I would ask for back up documentation and justification of all expense line item requests. A summary of your expense requests will allow me to better understand your department operations and needs and make better budget decisions. Please prioritize all expense line items and indicate the impact on the Town if not funded.

**All Departments, Boards, Committees and Commissions**  
**FY 2022 Budget Preparation**  
**November 3, 2020**  
**page three**

3. **Relative to Salary and Wage line items, as stated above, please confirm the salaries and hours of your department employees. I would further request that you work with the Human Resources Director to determine if any longevity payments are owed to any of your employees in FY 2022.**
4. Continuing with the new Budget Section introduced last year, please provide a narrative and budget estimate for any new initiative anticipated in the next five (5) fiscal years over \$50,000 annually, or over \$100,000 in any three-year period. If you do not anticipate any new initiative, please state that in your budget memo.
5. We will continue with the process of funding minor capital items in the Operating Budget. Any capital item under \$35,000 should be included in your FY 2022 Budget Request with the required documentation and justification. With regard to Capital Requests over \$35,000, we will be updating the five-year Capital Plan. I will be providing you with instructions and forms under separate cover.

With regard to the schedule, I would respectfully request that all Departments, Boards, Committees and Commissions comply with the following schedule:

November 3, 2020 -	Budget Guidelines Released to Departments.
November 20, 2020-	Budgets Due in the Office of the Town Manager.
November 30, 2020 - December 2, 2020	Meetings with Town Manager to Review Budgets.
December 31, 2020 -	FY 2022 Town of Groton Proposed Operating Budget Delivered to Select Board and Finance Committee.

Thank you for your attention and cooperation. Please feel free to contact me with any questions or concerns with regard to this matter. I look forward to working with all of you as we develop the Town of Groton FY 2022 Operating Budget.

MWH/rjb

cc: Select Board  
Finance Committee



Michelle Collette  
43 Windmill Hill Road  
Groton, MA 01450  
978-448-6606 (home)  
978-732-4695 (mobile)  
[Mcollette43@gmail.com](mailto:Mcollette43@gmail.com)

September 28, 2020

Select Board  
Board of Health  
Town Hall  
173 Main Street  
Groton, MA 01450

Re: Board of Health Vacancy

Dear Members of the Boards:

I submitted a Committee Interest form on line regarding my interest in filling the vacancy on the Board of Health resulting from the resignation of Dr. Susan Horowitz. Dr. Horowitz served as a member of the Board of Health from 2000 to 2020. We are grateful for her years of service and professional expertise.

My involvement in Town government began when I was appointed to the Conservation Commission in 1979. I served as a member of the Commission from 1979 to 1988. As you know, I worked for the Planning Board from 1983 to my retirement in 2016. I served as Town Planner/Land Use Director from 2008-2016. Since my retirement, I have continued to serve as Earth Removal Stormwater Inspector and ADA Coordinator.

The Board of Health plays a critical role in protecting public health, especially during the on-going pandemic. The Select Board and Board of Health have done an impeccable job managing the crisis in Groton while continuing to provide Town services while following all public health protocols. I understand that coordination with the Commonwealth of Massachusetts, the Massachusetts Department of Public Health and the Nashoba Associated Boards of Health is essential in this effort.

Locally, the responsibilities of the Board of Health include environmental protection such as well and sewage disposal system regulations, hazardous materials, wood waste and solid waste disposal. The Board of Health must work closely with other Town Departments in all these areas. I believe my knowledge of how Town government operates will be valuable.

Thank you for your consideration.

Respectfully submitted,



Michelle Collette

## Dawn Dunbar

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**From:** Town of Groton <mchiasson@townofgroton.org>  
**Sent:** Monday, September 28, 2020 6:15 AM  
**To:** Select Board  
**Subject:** New Committee Interest Form Entry

### **Name**

Michelle Collette

### **Phone Number**

978-448-6606

### **Email**

[mcollette43@gmail.com](mailto:mcollette43@gmail.com)

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

Board of Health

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

I am very interested in filling the vacancy on the Board of Health resulting from the resignation from Dr. Susan Horowitz. I have been involved a variety of volunteer roles in the Town of Groton since 1979, when I was appointed to the Conservation Commission. As you know, was a full-time Town employee in the Planning Department from 1983 to my retirement in 2016. I served as Town Planner/Use Director from 2008-2016. The Board of Health is critical in Town government, especially in the public health challenges we are

facing at the present time. I believe my knowledge and experience in how government functions is an asset.

Sent from my iPad

## Mark Haddad

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**From:** mark gerath <mark.gerath@gmail.com>  
**Sent:** Wednesday, October 28, 2020 7:13 AM  
**To:** Select Board; Vanessa Abraham; Kristen von Campe  
**Subject:** GPL Trustee Candidate for the Consideration at the 11/2/20 Meeting  
**Attachments:** GPL letter.pdf

To the Select Board of Groton:

On October 14th, the GPL Trustees met in an open meeting to interview Kate Bettencourt to fill a vacancy in our membership. Following the interview, the GPL Trustees voted unanimously to recommend Ms. Bettencourt to fill the position. On November 2nd, the GPL Trustees will join the Select Board in a joint public meeting (using the Select Board's Zoom meeting) to vote on Ms. Bettencourt's potential appointment. For your review, attached is her letter of application. We believe that Ms. Bettencourt will contribute greatly to the GPL and to the Trustees. She understands that the position will be on the Spring 2021 ballot and that, if she wishes to continue as a Trustee, she will have to stand for election for the remaining two years of the three year term.

Thank you for your attention to this matter and let me know if you have any questions.

Sincerely,

--

Mark Gerath  
Secretary  
Groton Public Library  
978.337.5935



Kate Bettencourt  
8 Autumn Leaf Drive  
Groton, MA  
617-529-7935  
Kathryn.bettencourt@gmail.com

9/22/2020

Board of Trustees of the Groton Public Library  
99 Main Street  
Groton, MA 01450

Dear Board of Trustees of the Groton Public Library:

I would like to be considered for the open position on the GPL Board of Trustees. As a patron of the library for the last 10 years, my family and I have greatly benefited from the services our library has offered. I have two young children who enjoy the programming and content of the children's section and I read as much as I can from the adult floors. We have benefited immensely from the GPL Endowment programming and have been grateful for the extra work that has allowed for services to continue during this pandemic. In my work as a psychologist, I am always trying to find people resources that are free, easily accessible, and motivating; libraries are a perfect fit for this endeavor. Thus, I feel strongly that I would like to be a part of this library's continued success and be part of the board.

Sincerely,

A handwritten signature in black ink, appearing to read "Kate Bettencourt", with a stylized, flowing script.

Kate Bettencourt



**Town Manager**  
Mark W. Haddad

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John F. Reilly, *Member*

October 21, 2020

### LEGAL NOTICE TOWN OF GROTON PUBLIC HEARING

The Groton Select Board will hold a public hearing on Monday, November 2, 2020 at 7:30 P.M. virtually, via Zoom (link to meeting can be found on the final posted agenda located at [www.grotonma.gov](http://www.grotonma.gov), at least 48 hours before the meeting), to discuss and consider a new wine and malt off premise liquor license application submitted by Groton Express, LLC, with Kamleshkumar M. Patel named as Manager, for the premise located at 6 Boston Road, Groton, MA.

All interested parties are encouraged to attend.

#### SELECT BOARD

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

cc: Assessor's List of all abutters within a 500 Foot Radius



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*

☐ For Reconsideration

**LICENSING AUTHORITY CERTIFICATION**

Groton

City/Town

ABCC License Number

**TRANSACTION TYPE (Please check all relevant transactions):**

The license applicant petitions the Licensing Authorities to approve the following transactions:

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License                        | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other  |   | <input type="checkbox"/> Change of DBA                                |

**APPLICANT INFORMATION**

Name of Licensee	Groton Express, LLC	DBA	
Street Address	6 Boston Road, Groton, MA		Zip Code 01450
Manager	Kamleshkumar M. Patel		Granted under Special Legislation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type (i.e. restaurant, package store)	Class (Annual or Seasonal)	Category (i.e. Wines and Malts / All Alcohol)	If Yes, Chapter of the Acts of (year)
\$15 Convenience Store	Annual	Wines and Malt Beverages	

**DESCRIPTION OF PREMISES**

Complete description of the licensed premises

1 Story, Ground Floor with 1200 sqft, consisting on one room

**LOCAL LICENSING AUTHORITY INFORMATION**

Application filed with the LLA:	Date	10/13/2020	Time	2:40pm	
Advertised	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date Published	10/23 & 10/30/2020	Publication	Groton Herald
Abutters Notified:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date of Notice	10/21/2020		
Date APPROVED by LLA	11/2/2020	Decision of the LLA			
Additional remarks or conditions (E.g. Days and hours)					
For Transfers ONLY:					
Seller License Number:		Seller Name:			

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission  
Ralph Sacramone  
Executive Director

Page 3 of 7

set forth herein. However, Respondent agrees not to contest such facts and allegations for purposes of the issuance or enforcement of this Consent Order.

7. MassDEP's authority to issue this Consent Order is conferred by the statutes and regulations cited in Part II of this Consent Order.

8. Respondent shall perform the following actions:

- A. On or before March 31, 2020, submit to MassDEP a BRP WS21 Approval to Conduct Pilot Study permit application to evaluate treatment for manganese at Well-03G and Well-04G ("the Whitney Wells").
- B. On or before December 31, 2020, submit to MassDEP a BRP WS22 Approval of Pilot Study permit application with conceptual design for a water treatment plant or plant improvements to address the elevated levels of manganese at the Whitney Wells.
- C. On or before September 30, 2021, submit to MassDEP a BRP WS25 Modification of Treatment Facility permit application to make modifications to the Baddacook Water Treatment Plant ("WTP") or a BRP W23C Approval to Construct a Water Treatment Facility application to address the elevated levels of manganese at the Whitney Wells.
- D. On or before March 31, 2023, submit confirmation to MassDEP that construction of the MassDEP approved water treatment plant or plant improvements at the has commenced.
- E. On or before December 31, 2024, submit confirmation to MassDEP that the modified Baddacook WTP or new treatment plant to address elevated levels of for manganese at the Whitney Wells is complete and in operation.
- F. Until manganese levels are below the ORSG at all entry points to the distribution system, Respondent shall continue to provide public notice in accordance with 310 CMR 22.16 and 22.16A, about the elevated levels of manganese consumers and new billing units.

9. Unless submitted via eDEP or except as otherwise provided herein, all notices, submittals and other communications required by this Consent Order shall be directed to:

Robert Bostwick, Drinking Water Section Chief  
MassDEP  
8 New Bond Street  
Worcester, MA 01606





**TOWN OF GROTON**  
**Water Department**  
173 Main Street. Town Hall  
Groton, Massachusetts 01450

Office: 978-448-1122  
Fax: 978-448-1123

Superintendent:  
Thomas D. Orcutt

Business Manager:  
Lauren E. Crory

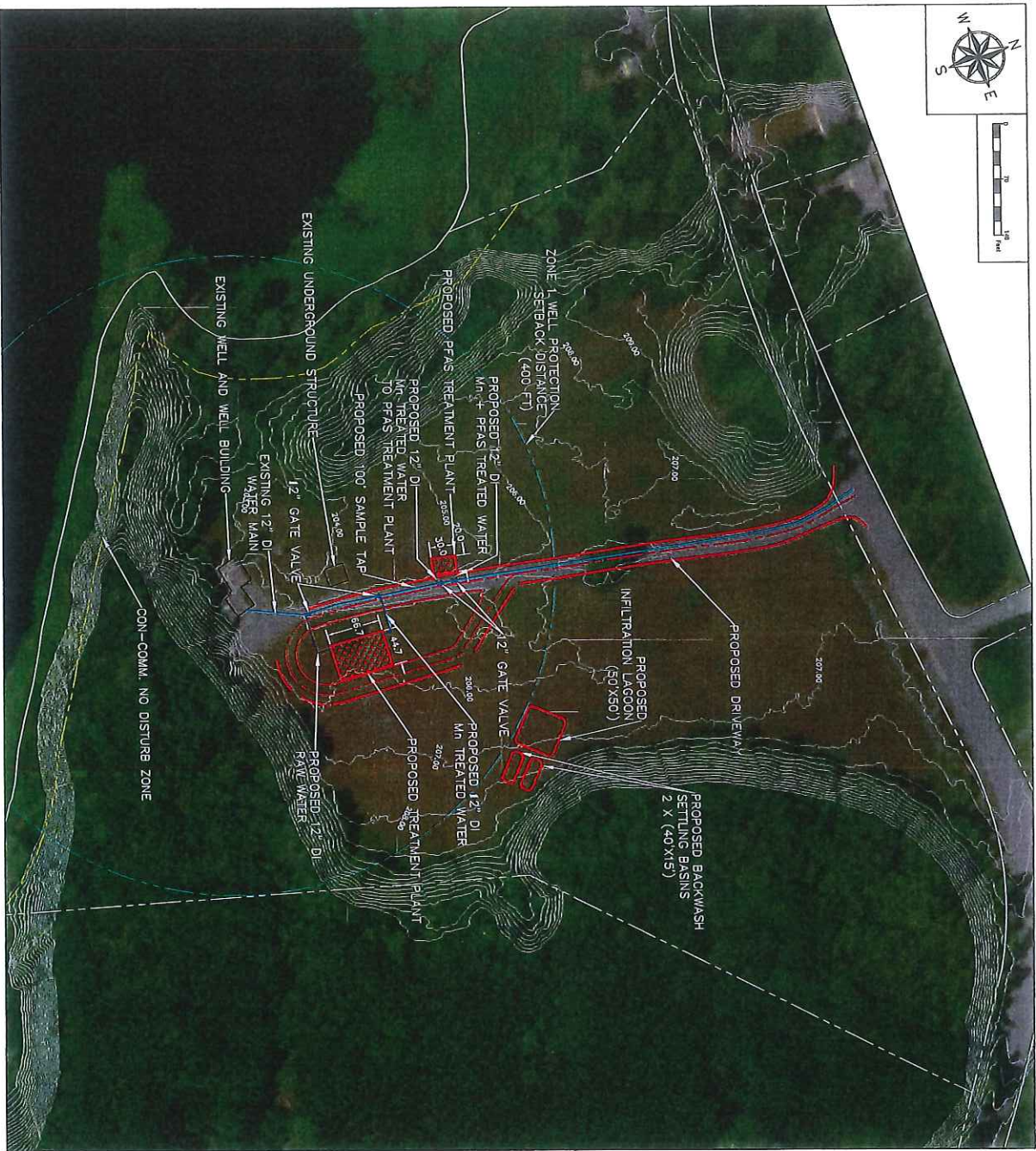
Commissioners:  
John J. McCaffrey  
Greg R. Fishbone  
James L. Gmeiner

## **Manganese Treatment Plant Milestones: Fall 2020 / Spring 2021**

- Pilot Study/Concept Plan to DEP-CERO – September 30, 2020
- Owners Project Manager out for Advertisement – October 6, 2020
- Presentation to the Select Board – October 19, 2020
- Manganese Round Table Discussion: Around Town October 29, 2020
- Pilot Study Concept Plan to DEP-CERO – December 31, 2020
- Select Owners Project Manager (OPM) – January 2021
- Select Design Firm and Confirm Fee Schedule – February 11, 2021
- Prepare Town Meeting Article(s) for borrowing – February 21, 2021
- Commence Design of Manganese Water Treatment Facility – May 1, 2021
- Final Decision on S.R.F. Funding Application – June 30, 2021
- 60% Design Review Submission to DEP-CERO – July 1, 2021
- Final Design Plans to BOWC – August 24, 2021
- Final Design Plans submitted to DEP-CERO – September 30, 2021







General Notes

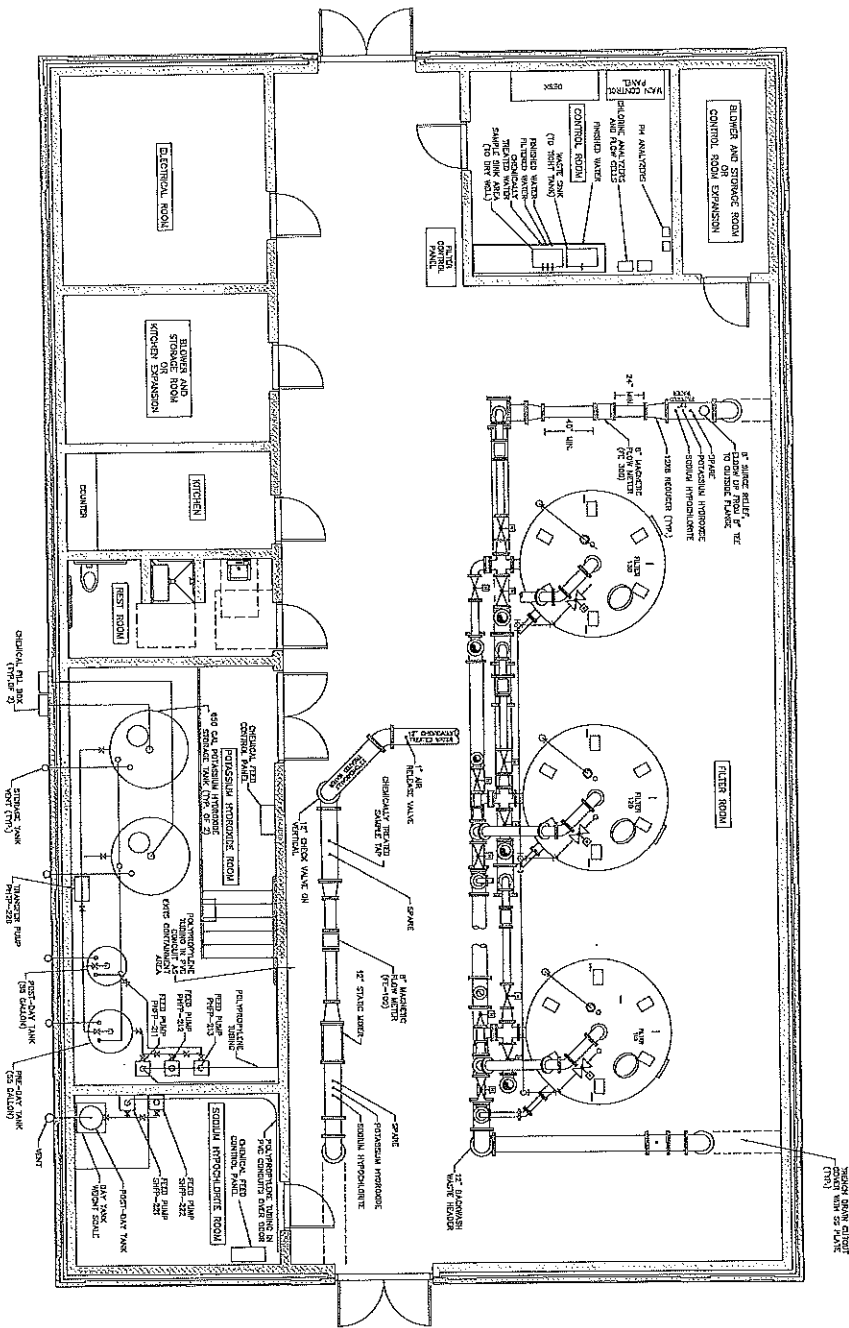
No.	Revision/Issue	Date



**CONCEPTUAL  
SITE PLAN**  
TOWN OF GROTON  
WATER DEPARTMENT

Project No. 2024-13  
Date: 07/2024  
Drawn By: [blank]  
Checked By: [blank]  
Scale: AS SHOWN

**C-1**



**FLOOR PLAN**  
NOT TO SCALE

General Notes

No.	Revisions/Notes	Date

CONFIDENTIAL ENVIRONMENTAL  
 RECORDS  
 41 LAM, STREET  
 BOSTON, MA 02110

CONCEPTUAL  
 FLOOR PLAN  
 TOWN OF GASTON  
 WATER DEPARTMENT

Date: 10-13-11  
 Drawn By: [Signature]  
 Checked By: [Signature]  
 Scale: AS SHOWN  
**C-2**



**SELECT BOARD MEETING MINUTES  
VIRTUAL MEETING  
MONDAY, OCTOBER 26, 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; Jonathan Greeno, Principal Assessor; Finance Committee Members - Bud Robertson; Art Prest; Colby Doody; Scott Whitefield; Mary Linskey; David Manugian; Gary Green; Library Trustees - Kristin von Campe; Nancy Wilder; Mark Gerath

Ms. Manugian called the meeting to order at 7:00pm and reviewed the agenda. She said that the Select Board and Finance Committee had just concluded an Executive Session a few minutes prior.

**ANNOUNCEMENTS**

Ms. Pine said that the Affordable Housing Trust was working hard on exploring the possibility of building affordable housing at the base of Surrenden Farm. She invited the Board and members of the public to attend a site walk on Saturday morning at 10am. She also asked people to watch their last Trust meeting for more information on housing.

Ms. Pine said that there had been a lot of questions and confusion on the stormwater bills that went out last week. She said that this unfunded mandate had fallen on them locally. She said that the state was requiring that they sweep streets and clean catch basins more often and gather more data than in the past having to do with pollution in the ground. She said that this totaled about \$200k per year for their Town. She said that they had been having these discussions for over a year and had been brought to town meetings for votes. She said that this was a once a year fee and every parcel in town with pavement or building was paying this fee including non-profits, schools, the Town, residential, and commercial spaces. She said that every town in the Commonwealth would be having to find ways to fund this.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that last December, because of financial issues at the time, he removed from his recommended budget the \$8K line item for the Interface Mental Health Referral Service. He said that GSRSD and Dunstable also participated in this. Mr. Haddad said that he wasn't sure why this had just come up now. Mr. Haddad said that a resident, Beverly Harris sent Ms. Pine an email to which Ms. Pine responded with her opinion, that he inadvertently forwarded to the entire Board thus violating the Open Meeting Law. Mr. Haddad read the email into the record and said he had already filed a disclosure with the Town Clerk and would notify the Attorney General.

Mr. Haddad said he had several conversations with members of the Board today individually. He said that Dunstable had their \$2K share in the budget still and were willing to pay for the service this year. Mr. Haddad said that they had the option to utilize a reserve fund transfer for their portion. Mr. Haddad said that Mr. Giger asked if they could use Cares Act funding for this. Ms. Dufresne said that the Department of Finance at the State level was reluctant to comment on whether Cares Act funding could be used.

Mr. Robertson said he thought this was required in today's environment. Mr. Reilly asked if it would cost the Town \$12K if Dunstable and GDRSD didn't want to utilize the service any longer. He said he thought it was a worthwhile program. Ms. Pine said that they should have it, especially this year. Mr. Manugian asked if this needed to be procured. Mr. Haddad said it was under the threshold for obtaining 3 quotes. Mr. Prest said that given the crazy world, he thought they needed to support this.

Mr. Haddad asked for a motion that if the Department of Mental Health allowed for Cares Act spending on this, or if not, he would like to go to the FC for a reserve fund transfer.

Mr. Giger said that they should get the okay from the Finance Committee first for a reserve fund transfer and then look for guidance from the state on whether Cares Act funding could be used but thought that this should be funded.

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

Mr. Haddad asked the Finance Committee to approve a reserve fund transfer for \$8K.

*Mr. Prest made the motion. Mr. Manugian seconded the motion. Roll Call: Manugian-aye; Pres-aye; Doody-aye; Robertson-aye; Green-aye; Whitefield-aye; Linskey-aye*

## **BUDGET GUIDANCE**

Mr. Haddad said that he had given the Board and Finance Committee some information relative to projected finances. Mr. Haddad reviewed the following from his 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 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.*

Mr. Haddad said that taking all of this into consideration, they were estimating a \$1.2 million deficit in FY 2022. Mr. Haddad said that because of the uncertainties he was recommending that the guidance be to level fund the municipal budget. He said that would mean he would have to come up with money to cover health insurance and pension costs. He said that this would be a reduction in the municipal budget. He said that he would like to add working with the School Committee, Superintendent and Nashoba Tech to work on assessments as discussed above. Mr. Robertson said that the Finance Committee agreed adding that the budget had to be balanced. Mr. Robertson said that the use of free cash could be considered for onetime costs. Mr. Manugian said he would like to add for discussion that the level funded budget prioritize what extra money in the fall might be spent on at this time too.

Mr. Haddad said that the districts projection called for a \$1.3M increase or 5.8%. Mr. Haddad said that he was carrying a 4% increase which meant with this projection, they were now looking at a \$1.6M deficit. Ms. Pine asked how they were going to solve this. Mr. Haddad said that as a start they would have to level fund the municipal budget and the school district would have to come in with less than \$1.6M increase. Ms. Pine asked about an override. Mr. Haddad said that this would not be the time ask for an override. Ms. Pine asked if they would then have to cut people. Mr. Haddad said that they would have to look at reducing services.

Ms. Manugian said she was hearing no override, no increase in municipal budget, acknowledgement that some free cash be used for one-time expenses, that the Town Manager work with the schools and that all capital items be accounted for as early as possible.

Mr. Giger said he would like to ask for a detailed record of what they would be pulling out of the proposed budget and made available to them so they don't forget taking things out. Mr. Degen said he wanted to maintain the hiring freeze adding there would be a position within the Police Department and Highway Department they should not fill but save the money to turn it over to the general fund and cut them next year. Mr. Haddad said he would want to talk to the department heads first adding there were also frozen positions in the Library he would like them to consider not filling too. Ms. Gilbert said that they had

some flexibility with what they anticipated their E&D to come in at in January, that the use of free cash could be used for COVID expenses. Mr. Haddad said that they were on the same page on the municipal side as it related to COVID also.

*Ms. Pine made a motion that the budget guidance to the Town Manager include no override, no increase in the municipal budget, acknowledgement that some free cash be used for one-time expenses, and that the Town Manager work with the schools on their assessments. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Giger-aye*

*Mr. Manugian moved they provide the guidance as approved by the Select Board. Ms. Linskey seconded the motion. Roll Call: Manugian-aye; Pres-aye; Doody-aye; Robertson-aye; Green-aye; Whitefield-aye; Linskey-aye*

Mr. Robertson adjourned the Finance Committee at 7:54pm.

### **TOWN MANAGER'S REPORT – CONT.**

2. Mr. Haddad said he didn't have specific updates but with early voting ending on Friday, he would have a cleaning company come in on Saturday to clean the Town Hall.
3. Mr. Haddad said that they were continually monitoring the Department of Public Health Weekly Reports. He said that Groton remained a "green" community, however, they were trending lower over the last two weeks. He said he would continue to monitor these reports and provide the Board with an update at next week's meeting. He said that he would use the information to determine if any recommended changes in protocols were necessary. Ms. Gilbert said that they had a total of 5 cases so far within the schools. She said that protocols in place had been working well adding that no close contacts had tested positive. She said they needed everyone to understand how important it was to stay vigilant and follow the protocols.
4. Mr. Haddad said that the Diversity Task Force was recommending a slight change to their charge. Mr. Haddad reviewed the change as presented in his Town Manager's Report.

*Ms. Pine made a motion to accept the changes as presented. Mr. Degen seconded the motion. Roll Call: Pine-aye; Degen-aye; Giger-aye; Manugian-aye; Reilly-aye*

5. Mr. Haddad said that at the 2019 Spring Town Meeting, he 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.*

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Mr. Haddad said that when the bill went to the Legislature, they asked why the Town needed the licenses. He said that he told them that the Town was trying to expand businesses in West Groton (Clover Farms Store) and Four Corners (Shaw's Plaza) adding they couldn't consider the request without specific areas specified. He said that based on this, the only way the Legislature would approve the bill was to clearly identify where the licenses would be located. Mr. Haddad said that the home rule petition was restrictive, and that the Joint Committee on Consumer Protection and Professional Licensure made a number of substantive changes to the text of the bill adding that the Select Board would need to vote to approve the changes. He said that the Committee would 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". Mr. Haddad respectfully requested that the Board vote to approve the new language in the Bill.

Ms. Manugian said that this was a significant change but guessed it was better than nothing. Mr. Giger said he could not support additional package stores in the Four Corners area. Mr. Haddad said he didn't think the Legislature would care if they didn't ask for any in the Four Corners area. Mr. Degen said he was a believer in free enterprise and didn't want to restrict anyone from obtaining another license in Four Corners. Ms. Pine said she thought they should approve it as is and see if they could requesting moving one of those to the center of Town after it was approved.

*Ms. Pine moved that they approve rewording of H4809 "An Act authorizing the town of Groton to grant additional alcoholic beverages licenses". Mr. Degen seconded the motion.*

He asked if they could expand this to include 2 more for the center of Town. Mr. Haddad said it had taken a year and a half to get this far and didn't want to add further delays.

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

## **OTHER BUSINESS**

Mr. Degen said that he had a conversation with Mr. Haddad after he abruptly resigned from the Prescott Oversight Committee at their last meeting. He said he would be willing to continue to serve adding he had familiarity with this. There was no objection to Mr. Degen continuing to serve.

Ms. Pine said that she had received letters about the right to protest. She said that she wanted to state her confidence in the Groton Police Department in their handling of peaceful protests in the past and in the future. She read a statement into the record.

## **ON-GOING ISSUES**

A: Mr. Haddad said that they were at the punch list stage right now and would hope to have the sprinkler system project finalized in the next week or so.

D: Mr. Haddad said that he would try to get an update from the Board of Health on polystyrene containers.

E: Mr. Haddad thanked Quintin Shea and Takashi Tada for their work on the Green Communities application implementation work. He said that they would be ready to apply for the next grant round next March.

F: Mr. Degen asked if the vote could be delayed on the Florence Roche project without losing MSBA funding. Ms. Manugian said that the OPM had asked if COVID related discussions had been had within the MSBA and the answer had been no. Ms. Gilbert said that the MSBA had budgeted for this project and regardless for the economic constraints there were others in line for money. She said that they needed to keep the long-term goal in mind adding requesting a delay would jeopardize the funding. Mr. Degen said that the success of the project was hinged on taxpayers looking at their own financial impacts. Ms. Gilbert said that they might not be considered for another project if they do not move forward at this time.



G: Mr. Haddad said that he would have a final accounting report for the DPW project at their November 9<sup>th</sup> meeting.

**MINUTES**

*Ms. Pine made a motion to approve the meeting minutes of October 19, 2020. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Giger-aye; Reilly-aye*

Ms. Manugian adjourned the meeting at 8:24pm.

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

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

Date Approved: