

Select Board Meeting Packet

November 9, 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, NOVEMBER 9, 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: 897 1009 5165**

- 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 Proposal from Town Manager to Re-Organize the Office of the Treasurer-Tax Collector
 5. Pursuant to Section II of the Agreement Between Michael Luth and the Town of Groton, Vote on Intention to Renew the Agreement.
 6. Pursuant to Section I of the Agreement Between Mark Haddad and the Town of Groton, Determine Whether or not to Opt out of the Contract
 7. Update on Select Board Schedule through End of Year
- II. 7:15 P.M. Continuation of 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
- OTHER BUSINESS** - Discussion - Select Board Criteria for Appointees to Community Preservation Committee
- 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

- III. Minutes: Virtual Meeting of November 2, 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 9, 2020*

1. In addition to the Town Manager's Report and a review of the On-going Issues List, there is one item scheduled on Monday's Agenda, along with an item under "Other Business". The Select Board will be continuing the public hearing on the request for a Wine and Malt Off Premise Liquor License for Groton Express, LLC located at 6 Boston Road. As we discussed last week, I have provided the Board with a proposed draft decision for your review and consideration. It is enclosed with this report. In addition, under other business, there is an item for discussion on Select Board criteria for Appointees to the Community Preservation Committee. Select Board Member Degen requested that this be placed on the Agenda. As you are aware, the Select Board has two appointees on the Committee. Given the financial impact on the Town's budget that some of the CPA approved projects have, including long term maintenance and operations, he would like to have the Board consider having one member of the Select Board and one member of either the Finance Committee or Capital Planning Advisory Committee as your appointees. You can discuss this in more detail at Monday's meeting.
2. Concerning the COVID-19 Pandemic, as discussed at last week's meeting, I have changed the protocol at Town Hall to return to closing the building to the public, except by appointment. This went into effect on November 5th. I will update the Board on any related issues at Monday's meeting.
3. There was a delay in issuing the weekly report from the Department of Public Health on the latest COVID-19 cases. It is usually posted on Thursday afternoons, however, this week there is a delay until Friday. I will send the report under separate cover and discuss it with the Board at Monday's meeting.
4. As mentioned at last week's meeting, I am proposing to re-organize the Treasurer-Tax Collector's Office. Enclosed with this report is my specific proposal. I look forward to discussing it in more detail with the Board at Monday's meeting.

**Select Board
Weekly Report
November 9, 2020
page two**

5. Section II(B) of the Agreement between Police Chief Michael Luth and the Town reads as follows: *"The Select Board shall vote on or before January 1, 2021 at a Regular Meeting whether or not it intends to renew this Agreement for an additional term and shall give the Employee written notice of its decision on or before February 1, 2021. If such notice is not given, the Agreement shall be automatically renewed for a one-year period."* I would respectfully request that the Board make a determination on this issue at Monday's meeting. Respectfully, I would recommend that the Board vote to notify Chief Luth of its intent to renew the Agreement for an additional term.
6. Section I of the Agreement between the Town Manager and Town reads as follows: *"The Select Board or the Town Manager may opt of years two and three of the contract. The party opting out of the contract must notify the other party in writing of their intention to opt out by December 31, 2019 (opt out after the first year) or December 31, 2020 (opt out after the second year)."* Given the amount of work I am about to undertake on FY 22 Budget Development and Union Negotiations, along with all the other job related pressures on me right now, I would respectfully request that the Board make a decision now so that I can plan accordingly.
7. Please see the update to the Select Board's Meeting Schedule through the new year:

Monday, November 9, 2020	-Already Posted
Monday, November 16, 2020	-Tax Classification Hearing -Forum with Affordable Housing Trust
Monday, November 23, 2020	-Financial Policy Review -Discussion with Police Chief on Staffing
Monday, November 30, 2020	-No Meeting (Potential Meeting Date)
Monday, December 7, 2020	-Update on Fiscal Year 2022 Budget Development
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



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Town Manager
Mark W. Haddad

GROTON SELECT BOARD

Case #2020-1

Submission Date: 10-13-2020

Subject: Application for a Wine and Malt Off Premise Liquor License

Applicant: Groton Express, LLC, 6 Boston Road, Groton, MA 01450
Kamleshkumar M. Patel, Manager

Reference Documents: Application from Groton Express Dated 10-13-20
Traffic Study of Boston Road/Old Ayer Road Dated 8-12-2016
Opinion of Appropriateness of License from Building Inspector
Letter from Elizabeth and Edward Strachan
Letter from Halsey and Julie Pratt
ZBA Decision on Property from 2013 (Including Hearing Minutes)
Memorandum from Police Chief on Appropriateness of License

The Groton Select Board held a public hearing on Monday, November 2, 2020 at 7:30 P.M. virtually on Zoom in accordance with the Governor's Order suspending certain requirements of the Open Meeting Law due to the COVID-19 Pandemic, to consider the application of Groton Express, LLC, 6 Boston Road, Groton, MA for a Wine and Malt Off Premise Liquor License.

The Town Manager read the public hearing notice and the Public Hearing was opened by a unanimous vote of the Select Board. There were 9 abutters present. The Hearing was continued to November 9, 2020 at which time the 2016 Traffic Study on Boston Road/Old Ayer Road was provided to the Board, along with a memorandum from the Police Chief on the appropriateness of a Wine and Malt License at this location.

Kamleshkumar M. Patel was present representing the applicant.

Representations of the Applicant

The applicant is in the process of purchasing the business at 6 Boston Road. It is currently a gas station and convenience store that has been in existence in one form or another since the mid-1900's. It was most recently renovated in 2013 by Special Permit approval of the Groton Zoning Board of Appeals. In order to make the business profitable and increase business, they are seeking a Wine and Malt License. They currently operate 4 other similar establishments and have the expertise and experience to make this a success. They are looking at ways to increase parking on the site as it is a small site with limited parking.

Findings of the Board

1. The site of the proposed license located at 6 Boston Road lacks sufficient parking to accommodate any additional service offerings. The applicant specifically mentioned during the public hearing that the purpose of the license was to increase business at 6 Boston Road. To increase parking would require impacting the wetlands surrounding the site. Any changes or increase in parking would need to be approved by both the Planning Board and the Conservation Commission and is considered unlikely to be approved.
2. A traffic study conducted last year for a new proposed business located on Old Ayer Road stated that "from a site access perspective, the most critical intersection of concern is Boston Road (Route 119/225) at Old Ayer Road. With or without the MCIH [Music Center at Indian Hill] mitigation measures are warranted at this intersection." This intersection is where Groton Express LLC is located.
3. In addition, the Traffic Study states that "to mitigate MCIH contributions to traffic volumes, police control at Old Ayer Road with Main Street/Boston Road intersections may be necessary before or after occasional and rare Large and Festival events only". The Town does not have the necessary staff within the Police Department to manage the increased traffic that would occur at this intersection if the proposed license is approved.
4. The Police Chief provided a recommendation that stated that he is "concerned with the added traffic flow and lack of parking may create a hazardous traffic situation."
5. Abutters raised the following concerns:
 - a. "We don't think there is sufficient parking to accommodate additional retail traffic. The paved area at the site is quite limited and is largely taken up by the ins and outs from the gas pumps. There often are one or two cars waiting for others to complete their fill-up and this makes the parking lot even tighter. Also, the town has just put a new sidewalk in to encourage foot traffic. This sidewalk could easily become utilized for "quick" visits with cars parking parallel to the street creating an unsafe situation for passing cars and passing pedestrians. We also don't understand what will happen in the winter time – with snow plowing and snow piles, getting in and out of the station is already tight during the winter months."
 - b. "There are already three purveyors of alcohol along Rt 119 with the Boston Road Market, Craven's, and the Groton Market. This seems to us to sufficiently address the needs of residents."
 - c. "The property was zoned Residential/Agricultural in 1963 and has been operating as a non-conforming use since then. The only legal business use of this site is the use that existed in 1963 when it was a gas and automotive service station with a small office that sold car related items such as oil and wiper fluid among with additional small items such as chewing gum and cigarettes."

- d. "We strongly believe the Select Board should deny the request for this substantial change of use should you proceed with the hearing. This location is at an extremely busy and complex intersection that will in the near future be made more complex and busier when the new Indian Hill Music Center is up and running. Adding a wine and beer store will cause many more cars to enter and exit the site every day making it more congested and dangerous. In addition, we believe such a store at the gateway to the Town of Groton and near a school (Lawrence Academy) would be detrimental to the Town and to the property values and the ambience of our residential neighborhood.

Decision of the Board

Based on the above findings, and the issues raised during the public hearing, including traffic issues, lack of parking, the fact that the property is a non-conforming use in an isolated location in the midst of a residential neighborhood, and the opposition of the abutters (no member of the public spoke in favor), the Groton Select Board moved to deny the application of Groton Express, LLC for a Wine and Malt Off Premise License at 6 Boston Road, Groton, MA

Those present and voting to deny the issuance of the License were:

Alison S. Manugian, *Chair*

Joshua A. Degen, *Vice Chair*

Rebecca H. Pine, *Clerk*

John R. Giger, *Member*

John F. Reilly, *Member*

Date



Town Manager
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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, 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/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
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 ☐ No ☒

\$15 Convenience Store

Annual

Wines and Malt Beverages

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)

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 ☒ No ☐ Date Published

10/23 & 10/30/2020

Publication

Groton Herald

Abutters Notified: Yes ☒ No ☐ 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

**Traffic Impact and Access Study
VOLUME 1 OF 2**

Proposed Music Center
at Indian Hill
Old Ayer Road
Groton, Massachusetts



Prepared for:
Beals Associates, Inc.

Prepared by:
Stantec Consulting Services, Inc.

RECEIVED

SEP 1 2016

013 100 000 000

August 12, 2016

EXECUTIVE SUMMARY

The attached study was prepared to document projected traffic impacts from the Music Center at Indian Hill (MCIH) proposed for a 33.5-acre site on Old Ayer Road. On average, the site should generate approximately 765-945 vehicle trips per day -- an overall relatively small amount of new traffic -- though its trip making levels will be quite variable, depending on scheduled events.

Project Description

Indian Hill Music is widely known for its outstanding music educational and outreach programs culminating in outstanding public performances. It serves over 90 communities in Massachusetts and Southern New Hampshire. Its compressed 3.23-acre Littleton site requires Indian Hill Music to hold its larger concerts off campus at the adjacent Littleton High School Performing Arts Center. The Littleton High School venue can seat approximately 700 patrons. The largest existing Indian Hill Music recital space, Blackman Hall, can seat approximately 200 patrons.

MCIH will include several interconnected function spaces totaling approximately 115,000 gsf. These spaces will not only serve classroom activities, but provide exceptional venues for all scheduled events. A 1,000-seat concert hall and 300-seat recital hall will be integrated into the facility. On-site surface parking will be sufficient to accommodate up to 775 vehicles on site simultaneously, including just under 675 paved parking spaces and ±100 unpaved overflow parking spaces within the site's perimeter road. Two site access driveways are proposed along with sensitively placed sidewalk connections. The main access drive will be off Old Ayer Road, approximately 200 feet south of its intersection with Peabody Street. A secondary driveway egress, generally closed by a gate, is proposed for occasional use at the end of large performances only. This exit-only driveway will tie into Peabody Street opposite Temple Drive.

The site plan incorporates a loop road and a comprehensive sidewalk system. Both will be designed to provide stunning views of the site facilities for all site visitors. Truck loading activities will be accommodated at two loading spaces out of normal view to be located behind the facility entrance area.

MCIH will have lessons and classes that begin at 9 AM and conclude at 10 PM seven days a week. Performances will occur year round.

This traffic impact study analyzes three types of MCIH operations defined as follows:

- ❖ *Typical* - analyzing Peak School Day operations. It is important to understand that regular School Day traffic volumes are 40% lower than Peak School Day operations.
- ❖ *Large* - are essentially evening concert performance scenarios. For analysis purposes, occasional 1,000-patron and rare 2,300-patron performances were evaluated for a worst case Friday when regular School Day operations will be occurring.
- ❖ *Festival* - a rare scenario assuming 2,300 patrons incorporating day long multiple concert performances and with typical school operations assumed occurring on a Saturday using indoor and outdoor facilities.

Study Area

The study area, developed in consultation with Groton officials, included the existing Indian Hill Music site and large concert venue in Littleton, Massachusetts plus the following nine intersections within the Town of Groton:

- ❖ Old Ayer Road South at Boston Road (State Route 119/225)
- ❖ Old Ayer Road North at Main Street (State Route 119/225)
- ❖ Lowell Road (State Route 40) at Main Street and Broadmeadow Road
- ❖ Main Street at Hollis Road/Court Street
- ❖ Farmers Row (State Route 111) at Higley Street
- ❖ Farmers Row at Peabody Street
- ❖ Farmers Row at Culver Road
- ❖ Peabody Street at Higley Street
- ❖ Peabody Street at Old Ayer Road

Existing Traffic Volumes and Operations

Two weeklong counts were performed on Boston Road, south of Old Ayer Road, and on Old Ayer Road, just south of the future MCIH from March 12-18, 2016.

Two-day counts were also performed on Long Hill Road (Route 225) west of Farmers Row, Peabody Street west of Old Ayer Road, Farmers Row (Route 111) from March 14-15, 2016. Additionally, to ensure accuracy, two days of video camera unit counts were performed at the Indian Hill Music Driveway. All two-day counts were performed on Monday March 14 to Tuesday March 15, 2016 to capture the existing high day of Monday, plus a typical day at Indian Hill Music.

Additionally, video camera unit counts were performed at the Littleton High School driveway on March 12 to capture traffic patterns of an existing Saturday concert performance.

Turning movement counts, also using video camera units, were conducted at the nine intersections cited above in the Groton study area. These counts were performed from 4:45 PM to 10:45 PM on a typical weekday to coincide with projected peak hours for days that are *Typical* and *Large*. Saturday counts were performed from 11:00-1:00 PM to evaluate occasional mid-day *Festival* events.

In an attempt to evaluate operational conditions of most concern from a traffic impact perspective, four different MCIH operational 'what-if' scenarios were evaluated assuming site generation for each operational scenario. To obtain comparative information on MCIH operations and events, a total five different existing peak hours were evaluated:

- ❖ 4:45 -5:45 PM and 6:00-7:00 PM to coincide with *Typical* Peak Day School peak hour operations.
- ❖ 6:15 -7:15 PM and late 9:30-10:30 PM peak hours to coincide with worst case *Large*, for analysis purposes assuming 1,000 and 2,300 patrons attending similar concert start and finish times. While Fridays represent worst-case traffic analysis results, *Large* days will most commonly occur on Saturdays or Sundays.
- ❖ 11:00 AM-12 Noon Saturday mid-day peak hour of a possible *Festival* event.

Festivals are likely to culminate in a very large evening concert, assumed to end at 10:30 PM. After the last concert, Saturday peak hour *MCIH traffic generation* will be comparable to assumed late Friday *Large* (2,300 patrons 'what-if' scenario) peak hour MCIH traffic generation. However, as Saturday background traffic at Study Area intersections from 10-11 PM *will be lower than* comparable Friday background traffic from 9:30-10:30 PM, it was unnecessary to analyze the 10-11 PM late Saturday peak hour, as conditions will be comparable to, but slightly lower than, the Friday analysis results.

At six of the nine intersections, existing year 2016 peak hour traffic operations were found to be acceptable. However, at the three unsignalized intersections with Boston Road/Main Street, peak hour congestion was found on side street approaches concurrent with daily Indian Music School peak hours from 4:45-5:45 PM and 6:00-7:00 PM.

Congestion was also found on the Hollis Street approach to Main Street during Friday

6:15-7:15 PM, one of the *Large* arrival peak hour scenarios. Existing congestion was also found at Lowell Road and Hollis Street intersections with Main Street during the 11 AM-12 Noon *Festival* mid-day peak hour.

Historical Crash Data

Historical crash records indicate *that none of the intersections* in the study area exceed the average crash rates for similar unsignalized intersections in MassDOT District 3, Groton's MassDOT District or Statewide. The location with the highest crash rate, and most frequent number of crashes, was the stop-controlled intersection of Lowell Road (Route 40) at Main Street and Broadmeadow Road.

Future 2024 No-Build

Within the context of historical traffic volumes and trends expected over the next several years, background traffic growth unrelated to MCIH is expected to occur at approximately 0.5% per year for a cumulative 4% growth rate over the next eight years.

Where appropriate, traffic from two known approved developments on Boston Road, a Hindu Temple and a medical office building, was added to background traffic growth without the MCIH.

Proposals by Groton School and MassDOT to enhance sidewalks on Peabody Street and Boston Road, respectively, were assumed as part of the year 2024 No-Build infrastructure. Lawrence Academy's plan to alter the location of its main entrance was also assumed, though not specifically evaluated as one of the Study Area intersections.

Projected 2024 Build

Usage of the MCIH is expected to grow slowly over time. By the year 2024, school-related traffic is expected to grow approximately 50% over what was measured at the Indian Hill Music site during 2016. While presently occurring on Mondays at Indian Hill Music, MCIH may in the future consider moving Youth Orchestra rehearsal days to another day of the week. Youth Orchestra rehearsal days will remain the busiest for normal School operations. *Typical* Peak School parking demands, excluding scheduled concerts, are expected to range from 70-115 occupied parking spaces. On most days that are *Large*, MCIH peak parking demands are expected to be below 500 vehicles. On occasional *Festivals* and *Large* days, parking demands will exceed the site paved space capacity of just under 675 spaces. No more than 100 overflow parking spaces will be available for use within the site perimeter loop road only.

Using available metrics provided by MCIH, projected year 2024 MCIH daily trip generation will be quite variable on a day-to-day basis. On an overall basis, the average annual daily traffic generated by the MCIH will range 765-945 vehicle trips per day, with many of the days averaging between 500-600 vehicle trips per day. However, during a rare weekend day, *Festivals* with normal school operations MCIH could generate up to 3,100 vehicle trips on a single day.

Peak hour MCIH trip generation demands will also vary widely. On an average annual basis, year 2024 peak hour traffic demands should range from 150-200 vehicle trips, combined in and out. Traffic operating conditions, focusing on worst cases from a traffic perspective, were evaluated for two *Typical* peak hours on a School Peak Day, two peak hours each for 1) occasional *Large* 1,000-patron events and 2) rare 2,300-patron *Large* days, as well as a rare 2,300-patron Saturday mid-day peak hour assumed on a *Festival* day.

With or without the MCIH, congested traffic conditions are projected during one or more of the site peak hours at three unsignalized intersections with Main Street/Boston Road (State Route 119/225) – Old Ayer Road, Lowell Road, and Hollis Street.

From 70-75% of site generated trips will pass through the intersection of Old Ayer Road at Boston Road/Main Street. Old Ayer Road to and from the south is expected to attract 15-20% of site-generated trips, with the remaining traffic distributing in other directions.

Mitigation Measures

Carpools, which always reduce vehicle trip-making, will constitute the vast majority of trips to and from the MCIH. The existing site's known propensity for carpooling represents a substantial trip reduction mitigation measure.

From a site access perspective, the most critical intersection of concern is Boston Road (Route 119/225) at Old Ayer Road. *With or without* the MCIH, mitigation measures are warranted at this intersection. On an annual basis, MCIH will add approximately 2-3% of new traffic to this intersection. The vast majority of future traffic passing through this intersection will be unrelated to MCIH. But MCIH will generate a wide range of peak hour and daily volumes, the occasional and rare largest of which will be noticeable at this intersection.

We understand the Town proposed, but did not implement, alterations to this intersection several years ago. If mitigation measures are to be implemented, it is essential that the Town of Groton provide a leadership role in cooperation with MassDOT and the Groton Parks Commission, to do so. Potential traffic operations and

safety measures are identified in this report to assist the Town in determining whether, or if, it desires to address future operations/safety at this intersection.

To mitigate MCIH contributions to traffic volumes, police control at Old Ayer Road with Main Street/Boston Road intersection may be necessary before or after occasional and rare *Large* and *Festival* events only.

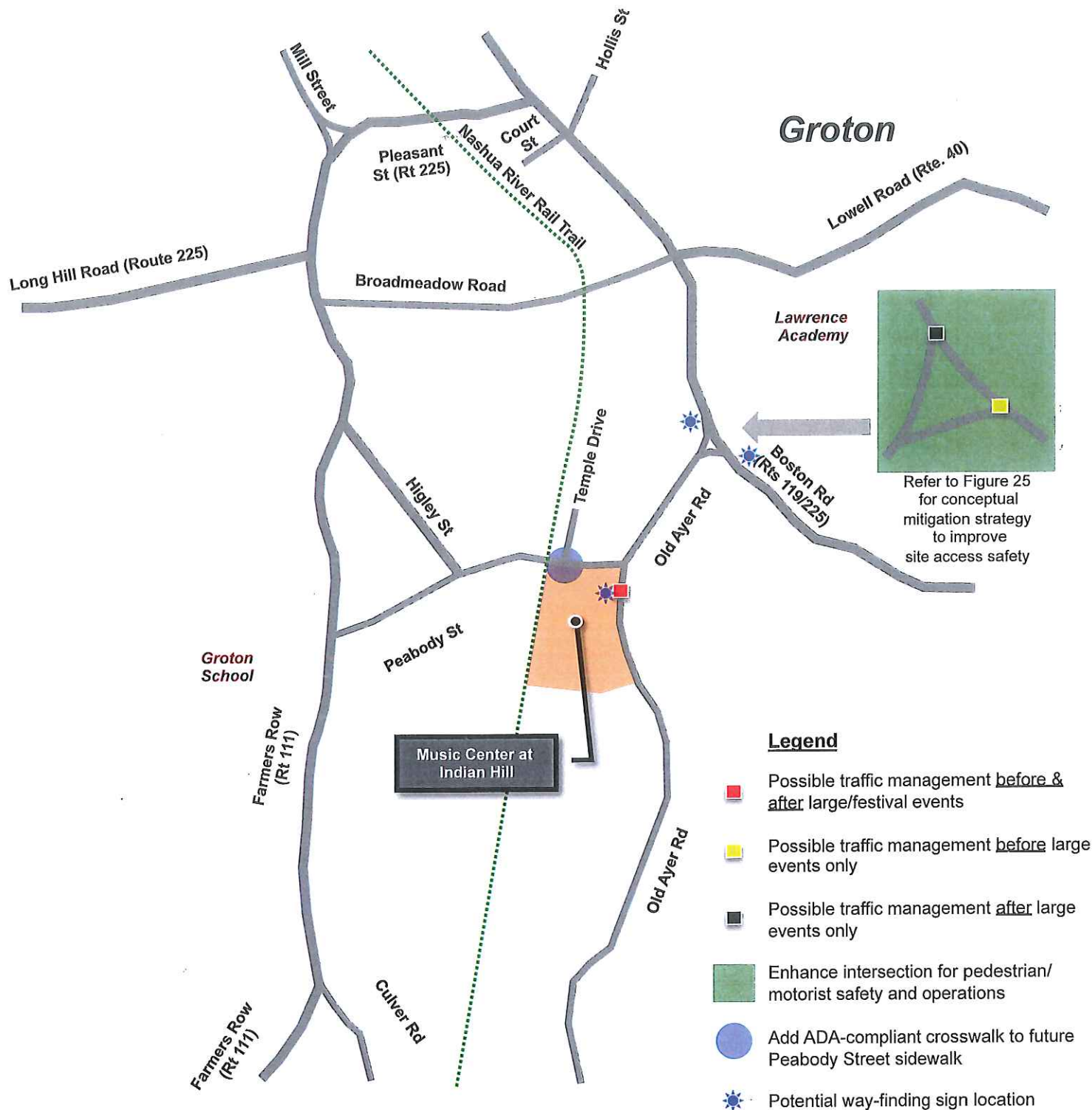
Additional police control is not proposed at the Lowell Road and Hollis Street intersections on Main Street, as both intersections already experience congestion and MCIH will add less than 2% traffic, overall, to these intersections.

We recommend MCIH install a new ADA mid-block crosswalk just east of Temple Drive to connect its sidewalk system to the Peabody Street sidewalk proposed by the Groton School. The sidewalk system to MCIH will then be accessible from Groton Center and Groton School.

We recommend MCIH incorporate exterior bicycle racks at the building to encourage site bicycle access.

In addition to a site sign at the main driveway entrance, we recommend MCIH consider installation of at least two potential way-finding signs - one on Main Street approaching Old Ayer Road North, and the other on Boston Road approaching Old Ayer Road South.

MCIH should contact MassDOT about using its future logo on existing I-495 "Attractions" signs in the vicinity of Exit 31. Way-finding signs on I-495 in advance of Exit 31 in both directions would be beneficial to direct long distance regional traffic to the MCIH. We note an existing "Attractions" sign in the westbound direction of I-495 prior to Exit 31 has room for an additional logo, so it may not be necessary to add a new physical sign, just the future site logo to existing signs in both directions.



Schematic Diagram:
Not to Scale

Stantec Consulting Services Inc.



Music Center at Indian Hill
Groton, Massachusetts

Summary of Recommended Off-Site Build Traffic Mitigation Measures

V. CONCLUSIONS AND RECOMMENDATIONS

General

On average overall for the year 2024, the MCIH site will generate relatively low amounts of new traffic, averaging approximately 685-870 vehicle trips per day with approximately 3,100 trips on a few Saturdays or Sundays per year.

Groton School proposes to construct sidewalk enhancements on Peabody Street. A crosswalk connection should be made between the MCIH and the future sidewalk that will be constructed on the north side of Peabody Street. Proposed MassDOT sidewalk enhancements on the west side of Boston Road between Old Ayer Road and the CVS shopping area should be beneficial to the connectivity of pedestrian movements in the area.

Lawrence Academy is proposing to relocate its existing Main Street (Routes 119/225) Powder House Road to a new location further south on Main Street, away from an existing crosswalk. While beneficial to Lawrence Academy and Boston Road traffic circulation, the Lawrence Academy changes have little impact on future MCIH traffic operations, but should enhance the safety of those who choose to access MCIH from the north.

MCIH *daily and peak hour* traffic generation will vary significantly, depending on scheduled events. On non-event school days, MCIH will generate approximately 100 vehicle trips, 45 to 55 trips in and out during its daily peak hour. On the highest days during the most intensive of *Large* and *Festival* events, it could generate up to 845 vehicle trips -- 825 out and 20 in -- during the late peak exiting hour from 9:30-10:30 PM on a Friday or 10:00-11:00 PM on a Saturday. The site will be generating its highest exiting volumes during periods when background traffic is low.

Boston Road/Main Street (Route 119/225) at Old Ayer Road

We believe that while the safety record for the Old Ayer Road at Boston Road intersection is acceptable with existing Old Ayer Road volumes, the Town should address it if MCIH is to realize its full potential as a regional music facility. Even though MCIH traffic will

comprise approximately 2-3% of the total annual traffic passing through this intersection, its peak hour impacts will be highly variable.

We understand the Town of Groton unsuccessfully attempted to modify this intersection in the past and that Prescott Park, essentially the west edge of the intersection, is very important to the Town.

Consequently, after careful consideration of many options for this intersection, only two options emerged as being feasible, and one of them being the “Do Nothing” option, as MassDOT recently resurfaced Boston Road. The mitigation measures we recommend will not only improve future safety of site access and egress to and from MCIH via the Old Ayer Road/Main Street/Boston Road intersection, but pedestrian safety for those who are traveling to and from Boston Road on the future MassDOT sidewalk.

If mitigation measures are to be undertaken, we recommend the Town propose them in cooperation with MassDOT. As noted above, the vast majority of future traffic through this intersection by 2024 year will be unrelated to MCIH. The Town is in the best position to weigh tradeoffs between Prescott Park impacts and traffic/pedestrian safety benefits. Because the intersection is not a high crash location, the Town could conceivably adopt a “wait and see” approach to addressing it. Based on the MassDOT sidewalk plan design, the improvements shown on Figure 25 show it may be possible to re-orient the center line on the already widened segment of Boston Road to create room for motorists to bypass left turning vehicles on the right while minimizing park related impacts on the southeast corner of Prescott Park.

Even with implementation of recommended mitigation measures, police control will likely be needed at Old Ayer Road at Boston Road during the most intensive MCIH *Large* and *Festival* site events.

Site Parking Demands

MCIH will have highly variable parking demands. Based on the school’s future vision for planned events by the year 2024, it is likely that 500 of the site’s available paved parking supply of just under 675 spaces will suffice during much of the year, with the remaining undesignated ± 100 overflow unmarked parking spaces within the site’s perimeter road being used infrequently.

Peabody Street Pedestrian Access/Site Bicycle Access

While most site access will be via carpools in automobiles, we recommend MCIH provide an ADA-compliant crosswalk to connect the site to the future Peabody Street sidewalk proposed by the Groton School. We understand that MCIH will be providing bike racks to accommodate the limited amount of bike trips that may be generated to and from the site.

Traffic Problems:

- 1 Peak Hour Congestion on 119 SB AM/NB PM
- 2 Shallow angle of NB left turns onto 119/including difficulty for fire trucks from Old Ayer Road
- 3 No rear end protection for NB left onto Old Ayer Road South & shallow right turn ($<60^\circ$)
- 4 No infrastructure for pedestrian movements along 119
- 5 WB traffic on Old Ayer Road South must stop at Old Ayer Road North

Solution Constraints:

- ❖ Prescott Common parcel 
- ❖ Steep grades next to Route 119 west side
- ❖ Two driveways on the west side of Old Ayer Rd N



Existing Circulation Problems and Constraints



Retain 2-way flows
Allow for pedestrian
amenities;
address NB left turn demands
And grading issues



1

Remove as much of the nose
as feasible
* within grading constraints
to improve approach angle



Possible new
green space

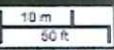
T with Old Ayer Road South

2

Consider either 1) (shown) 2-3 vehicle
right bypass to retain MassDOT
sidewalk plan, or 2) (not shown), a
short left lane within paved area
requiring an alteration of MassDOT's
sidewalk plan *but not widening*

3

Not to Scale



Scale = 1:1,128

194,365.55m 927,855.47m

MassGIS Topographic Features Basemap



Option 3D

Music Center at Indian Hill, Groton, MA

3

Before/After
Looking North on Boston Road (North)
to Old Ayer Road South
where left lane or right bypass may be possible

?



Music Center at Indian Hill, Groton, MA

Mark Haddad

From: Bob Garside
Sent: Thursday, November 5, 2020 12:51 PM
To: Mark Haddad
Cc: Dawn Dunbar
Subject: 6 Boston Rd

I have reviewed the file on 6 Boston Rd and its current use in an RA Zone.

Based on current By laws, this type of establishment would not be allowed in the Residential Zone.

However, based on the information in the Building File, there are permits for this Building that were granted as far back as 1988 when it was "Groton Citgo"

All the major improvements and permits issued from the 2000's were required to either go for Planning Board approval and/or ZBA approval by Special Permit which were all granted even though it is in an RA Zone...These meetings were properly publicized as required and were open to the public for comment.

Therefore, it is my conclusion that this property has or should have some type of Grandfather status regarding Zoning Bylaws and its current use is acceptable in an RA Zone. Should the property be abandoned or subject to non-use for a period of two years per Ch 218-6, then any future use would have to conform to current By-laws

The applicant for a license to sell wine and beer has stated his intention to modify the parking arrangements on the property. Any modification or increase in parking spaces would require approval by the Planning Board and Conservation Commission given the environmentally sensitive area it is in.

Lastly , my more pressing concern is that the Handicap Accessible parking spot does not have a curb stop per the Approved Plans, also, I spent about 10 minutes there today and saw no less 3 customers utilizing either the Accessible parking spot and/or the Accessible loading zone for parking. This parking area is designated for Accessible Vans or vehicles and not to be used in the manner it is being used. I spoke with the Towns ADA Coordinator and apparently this has been an ongoing issue at this establishment which will not be tolerated in the future. The ADA Coordinator and I would like to know how this would be addressed given the new management and any potential additional traffic. We will be addressing this in the coming days with existing or new management to ensure its intended legal use.

Please contact me should you have any questions

Bob Garside
Town of Groton
Local Inspector CSL,CBO

PLEASE NOTE MY NEW E MAIL ADDRESS- bgarside@grotonma.gov

October 28, 2020

P. O. Box 75, 29 Boston Road
Groton MA 01450

Dear Select Board and Mr. Haddad,

We are writing in reference to the Select Board's public hearing to be held on Monday, November 2, 2020 at 7:30 P.M. to consider a wine and malt liquor license application submitted by Groton Express, L.L.C for 6 Boston Road.

As abutters since 1971, we are quite familiar with this property and the various attempts through the years to change and/ or expand what is allowed by our zoning regulations to be or happen there. We want to make you aware of how some of these past attempts have played out. In addition to this letter, we will take to Town Hall some supporting letters that provide further relevant information.

The property was zoned Residential/Agricultural in 1963 and has been operating as a non-conforming use since then. The only legal business use of this site is the use that existed in 1963 when it was a gas and automotive service station with a small office that sold car related items such as oil and wiper fluid among with additional small items such as chewing gum and cigarettes.

Unfortunately, a previous owner, Peterborough Oil, expanded the use from its original use to a gas station/convenience store. This was done without Town approval. At the time of a subsequent request for even further expansion, our legal counsel, Charles Vander Linden, as well as Town Counsel, Kopelman and Paige, researched the issue and Town

Counsel then advised the Planning Board against allowing such expansion. (See supporting letters.)

In 2013, the Board of Appeals did allow a new building to be built to replace the old one using the existing footprint for the purpose of improving the aesthetics of the property.

The history of attempts to change the use of 6 Boston Road (and there were others not mentioned here, but denied by the Town) begs the question: Should the Select Board even consider the current application?

Aside from the legal questions here, we strongly believe the Select Board should deny the request for this substantial change of use should you proceed with the hearing. This location is at an extremely busy and complex intersection that will in the near future be made more complex and busy when the new Indian Hill Music Center is up and running. Adding a wine and beer store will cause many more cars to enter and exit the site every day making it more congested and dangerous. In addition, we believe such a store at the gateway to the Town of Groton and near a school (Lawrence Academy) would be detrimental to the Town and to the property values and the ambience of our residential neighborhood. Thank you for your consideration.

Sincerely,
Elizabeth Strachan
Edward Strachan

10/30/2020

Groton Select Board
Groton Town Manager
173 Main Street
Groton, MA 01450

Dear Select Board and Mr. Haddad,

Julie and I live right across the common from the Mobil station at 2 Old Ayer Road.

We do not support expanding the offerings at the gas station to include the sale of alcoholic beverages for three reasons.

1. We don't think there is sufficient parking to accommodate additional retail traffic. The paved area at the site is quite limited and is largely taken up by the in's and out's from the gas pumps. There often are one or two cars waiting for others to complete their fill-up and this makes the parking lot even tighter. Also, the town has just put a new sidewalk in to encourage foot traffic. This sidewalk could easily become utilized for "quick" visits with cars parking parallel to the street creating an unsafe situation for passing cars and passing pedestrians. We also don't understand what will happen in the winter time – with snow plowing and snow piles, getting in and out of the station is already tight during the winter months.
2. We there are already three purveyors of alcohol along Rt 119 with the Boston Road Market, Craven's, and the Groton Market. This seems to us to sufficiently address the needs of residents.
3. We are also concerned that the windows of the gas station would then become billboards for beer and wine advertisements. We know that the town has a sign bylaw but I don't think it covers what business owners can do on the inside of their windows and having a Bud Lite poster or neon sign would negatively increase the existing visual impact of the facility.

Thank you for your consideration and we hope that you allow the business to continue in its current operating mode without allowing it to expand its offerings to alcohol.

Respectfully,

Halsey & Julie Platt
2 Old Ayer Road



ZONING BOARD OF APPEALS

Case #: 14-13

Submission Date: 8/14/13

Subject: Request for a Special Permit to allow the alteration of a Non-conforming structure

Applicant: Alliance Retail/Global Montello Group. (Mobil)

Reference Documents: 1) Application filed under 218-6;
2) Letters from Collins, 7/2 & 7/10/13;
3) Letter from Strachan, 10/29/13;
4) Building Mockups by Giattino, 10/30/13;
5) Letters from Collins, 10/29 & 10/30/13;
6) Minutes 9/25, 10/30/13.

The Zoning Board of Appeals held a public hearing on Wednesday, September 25, 2013 at 7:30 pm in the Town Hall to consider the application of Alliance Retail/Global Montello Group. Corp. (Mobil), 800 South St., Ste. 200, Waltham, MA for a special permit to alter a non-conforming structure on Lot 115-40, 6 Boston Rd. (Mobil Station), Groton, MA.

The hearing was continued to 10/30/13 to allow for re-advertisement and resending of Legal Notice to abutters.

The Chairman convened the public hearing by reading the Legal Notice.

Several abutters were present at both hearings.

Representations of the Applicant

The site has been in need of improvement for many years and many attempts for such improvement have been made. Although the use (sale of gasoline and convenience items) is non-conforming, it has been an ongoing operation for more than 60 years and predates zoning.

The most recently proposed design is for a smaller, shorter building, as created by Giattino Design, and with consideration from abutters and neighbors. Additionally, the hours of operation will be reduced from a 10 PM closing to a 9 PM closing and the size of the retail space will be limited to 1200 square feet. The number of gasoline pumps will remain the same (two) and the canopy area will be kept to the minimum size specifications as required/allowed by State code.

Site Plan Review will be conducted, addressing parking, entrance/egress issues, landscaping, lighting and storm water management and such other issues deemed relevant by the Planning Board. A Notice of Intent will be filed with the Conservation Commission and any Order of Conditions will be complied with.

Representations of Abutters

Although the service station, including the sale of gas and items related to the operation of automobiles has been occurring since before zoning by-laws were implemented, the retail nature of the operation has increased and the replacement of the existing structure may allow for a significant increase in the retail side of the business, separate from the sale of gasoline and car products. This increase would be beyond any permitted use as a non-conforming operation in a Residential-Agricultural District and could further increase an already busy section of Boston Road and have a particularly

negative impact on the neighborhood. Additionally, Town Meeting has rejected a proposal for re-zoning to a Business District.

Discussion and Findings of the Board

Special Permit Bylaws §218-32.1B

The proposed replacement of the existing, dilapidated structure does not significantly increase the non-conforming nature of the site and use, particularly due to the limiting to 1200 square feet of retail space and the number of gas pumps remaining at two. Further, the new structure will be smaller than the existing structure, will be minimally taller with a generally more aesthetically pleasing appearance, and the site will be landscaped and wetlands protection will be addressed. Additionally, the proposal is **not** substantially more detrimental to nor has adverse effects on the neighborhood or the Town, in view of the particular characteristic of the site (including its use as a gas station and small retail goods operation) and of the proposal in relation to that site.

1. Social, economic and community needs will be improved by this proposal, both by the addition of handicapped accessible restrooms and the general improvement of the aesthetics of a site that although non-conforming, has been in operation and providing a service for more than 60 years. In addition, although not welcome in many neighborhoods, gas stations are necessary to the mobile, automobile based economy, especially given Groton's relative remoteness from sources of jobs and shopping.
2. Traffic flow and safety will be significantly improved by this proposal because Site Plan Review is triggered and will address entrance/egress issues and parking.
3. There will be minimal additional utilities required for this proposal.
4. The character of the neighborhood will be significantly improved by this proposal, particularly in light of the revised plan for a smaller and shorter building, reduced hours of operation, along with landscaping and further wetland protections that will be addressed in Site Plan Review and by the Conservation Commission.

5. Environmental impact should be improved with the redesign and reduction of the parking area, the landscaping design and requirements of the Planning Board and Conservation Commission of further by-law compliance.
6. The project will have a minimal or slightly positive fiscal impact in that there is a general improvement of the site.

Thus, Member Maxwell made a motion to grant a special permit to allow the removal of a non-conforming structure and replacing it with a structure as shown on the plan submitted 10/30/13 of approximately 1400 square feet, with the retail space not to exceed 1200 feet, which is an alteration of a non-conforming structure on Lot 115-40, 6 Boston Rd., Groton, and with the following conditions attached:

- 1) The validity of this permit is dependent on the applicant recording this decision at the Middlesex Registry of Deeds. A building permit shall not issue until the Applicant has filed with the Building Inspector and the Board of Appeals a copy of this decision setting forth the Book and Page reference, together with the date and time of recording of the decision in the Middlesex Registry of Deeds.
- 2) The renovation of this property including the site improvements shall require Site Plan Review under Section 218-25 and the filing of a Notice of Intent under both the Wetlands Protection Act and the local wetlands by-law.
- 3) Hours of operation shall be reduced as offered by the applicant to require a closing time of no later than 9:00 PM.
- 4) Lighting shall be reviewed as part of Site Plan Review so as to reduce total lumens to the extent possible, to require that fixtures minimize ambient light and glare, and to require that lighting be reduced to the minimum required for safety purposes after hours.
- 5) A storm water runoff system shall be designed reviewed and approved as part of Site Plan Review; this system shall contain and treat runoff to minimize runoff generated by impervious cover on the site from sheeting onto adjacent properties.
- 6) A landscape design shall be provided as part of Site Plan Review to soften the visual impact of the renovated structure.

Those present and voting in favor of the motion to **grant** a special permit to Alliance Retail/Global Montello Group. were:

Mark Mulligan, Chairman

Cynthia Maxwell

Robert Cadle

Alison Manugian

Bruce Easom

Date of Vote: 10/30/13/13

Date Filed with Town Clerk:

Michael Bouchard, Town Clerk:

Effective Date: unless appealed

Cc: Town Clerk, Town Counsel, Building Inspector, Health, Planning Board, Selectmen, Assessors, Alliance/Collins, Abutters, Planning Boards of Ayer, Littleton, Shirley, Dunstable, Pepperell, Townsend, Tyngsboro, Westford

NOTICE OF RIGHT TO APPEAL

This decision may be appealed in accordance with G.L. c. 40A, §17. Please note that appeals to the court must be filed within 20 days of the date the decision is filed in the Town Clerk's office. Failure to file a timely appeal may result in the loss of your right to appeal. You should consult an attorney if you have any questions regarding the appeal procedure. The Board of Appeals is not authorized to give and should not be relied upon for such advice.



Town of Groton Massachusetts Zoning Board of Appeals

Meeting Agenda and Minutes

September 25, 2013 – Platt, Field/M&M, Mobil/Alliance

Present

Mark Mulligan, Chairman
Cynthia Maxwell, Member
Robert Cadle, Member
Alison Manugian, Member
Bruce Easom, Associate Member

Not Present

Jay Prager, Member
Megan Mahoney, Associate Member

A quorum was attained. The meeting was called to order at 7:00 pm.

Meeting Minutes

Platt Special Permit

Chairman Mulligan convened the Platt special permit hearing by reading the legal notice.

Mrs. Platt was present, noting that the house is in the historic district, is non-conforming, and they want to put on an addition. She said the new addition is 48.5 feet back from the front boundary. She said it is an in town home, where most are close to the sidewalk and she wants the addition to fit in with surrounding houses. She said she has been before the HDC and has their approval.

Member Cadle asked whether the addition is set further back.

Mrs. Platt said it is four feet further back, noting that she had an architect draw the plan and her husband is a builder in town.

Chairman Mulligan asked what rooms, etc. would be in the addition.

Mrs. Platt said a kitchen and an upstairs living space. She said the current kitchen is original to the house and in a little L section of the house. She said they are also adding to the basement and will eventually have a bedroom in the upstairs part. She said they are on town sewer, noting that this is the only option to build.

Member Easom asked why the addition couldn't comply with the 50-foot setback.

Mrs. Platt said aesthetically it would feel really off.

Chairman Mulligan said that even if the addition was set back 50 feet, a special permit would still be required.

No abutters were present.

Mrs. Collette spoke in support of the application, noting that older village center houses are generally set back closer to the road. She said there is also a bylaw that speaks to the average of adjacent buildings and what can be done via special permit.

Member Easom said that under 218-6 2.d, he thinks this would be a by right since addition if it complies.

Of note: the BI said that even if the addition complies, the lot is non-conforming and thus a special permit is required.

Member Easom made a motion to grant a special permit to Halsey and Julie Platt, 2 Old Ayer Road, because the proposed addition is in keeping with the neighborhood and is not detrimental to the neighborhood. Member Manugian seconded and the motion passed unanimously.

Atty. Collins noted that it is a good design.

Field/M&M

Atty. Collins said he is asking for a continuation to clarify some of the confusion, noting that there is a difference between deeds and what the Assessors' Office has on file.

Chairman Mulligan convened the Field hearing by reading the legal notice.

Atty. Collins asked for a continuation to November 13, 2013.

Member Maxwell made a motion to continue, Member Manugian seconded and the motion passed unanimously.

Mobil/Alliance

Chairman Mulligan convened the hearing by reading the legal notice.

Several abutters were present.

Atty. Collins said this application is the latest of many before the ZBA, noting that the parcel is zoned R-A even though it has had a gas station since the 1940s. He said the lot is just shy of one acre, containing a concrete block station with two unused repair bays, two pump stations and a small retail area. He said there is minimal landscaping, problematic drainage, etc. and his client has in the past tried to better configure the site, filing an application to increase the number of pumps to the 1950 level. He said this is not increasing the number of pump stations, but replacing the building and redesigning the paved area with less asphalt, better drainage, landscaping and a 1.5 story building that would be much more attractive. He stressed that this application is limited to the zoning aspect of it, noting that it is the alteration of a non-conforming structure, and although it doesn't meet setbacks, it will be replaced in the existing footprint. He said it also a non-conforming use because it is in an R-A zone, noting that it is not more detrimental under 218-6 because the non-conforming use is not increasing and the proposal makes the site much more attractive. He said this is a sore thumb in an otherwise very pleasant streetscape and the building ought to be replaced. He reiterated that this is limited to a zoning question, noting that if the ZBA approves, it would require a Level 2 Site Plan Review from the PB. He said he advised his client not to spend money because this has been controversial in the past, until there is ZBA approval. He said the proximity of wetlands that border the paved area would require Conservation Commission review so there are several avenues of appeal, noting that this is much more modest than any past proposals. He said he has seen objections from abutters that just want this to go away, noting that it is unrealistic to assume it will after 50 years of operation. He said he believes this is a good idea, noting that it is not valid under 218-6 to state that the use should just go away. He said he doesn't see how this replacement building could be more detrimental.

Chairman Mulligan asked whether the repair bays would just go away.

Atty. Collins said yes, noting that they would sell products in a slightly bigger space and have two indoor restrooms that are ADA compliant.

Member Cadle asked what type of product would be sold, noting that there is not much there now. He also asked about parking.

Atty. Collins said they just have dairy, soda, lottery, newspapers, candy, etc. He said the Shell station in town is much more a general store than here, noting that they also would need to discuss parking with the PB under Site Plan Review.

Member Manugian asked where the property lines are.

Atty. Collins said the property line follows at an angle and then shoots straight back. He said that better than half of the site is wetlands, shaped like a trapezoid that runs along Rt. 119.

Member Easom asked for clarification as to whether the building is the same size, and in the same footprint.

Atty. Collins said it is the exact same size that would fit within the footprint of what exists.

Member Easom said the footprint actually looks somewhat smaller.

Atty. Collins said it is slightly smaller because the covered entry is not included.

Member Easom asked about the height of the building.

Atty. Collins said it is 20 feet not including cupola, noting that he is not sure about the height of the existing but felt it is probably about 16 feet with the added roof. He said the new would be taller but most of the height is generated by a roof that looks like a real roof.

Of note: the non-conformances are that the property is not zoned for business, front setback and acreage.

Atty. Collins said if one only counts the usable part of the lot, it doesn't meet lot coverage because of the big wetlands. He said the impervious area is being decreased to accommodate the landscaping.

Discussion ensued regarding the R-A zoning and why it hasn't been changed, particularly because this is one of the only parcels there not zoned for business.

Atty. Collins said he feels this is the only building that sticks out like a sore thumb.

Discussion ensued regarding how improved much of Rt. 119 is.

Mr. Weinberg, abutter, questioned putting money into the building, etc., and not increasing any way to make more money. He said the convenience store has to be bigger, taller, and asked about lighting. He said he knows the gas station won't go away.

Atty. Collins said there would be no new lights.

Mr. Weinberg said it looks like the paved area is being increased and the topography makes runoff from Rt. 119 go on his property.

Atty. Collins said the paved area would be reduced because they can't increase without Cons. Comm. approval.

Mr. Weinberg said a taller building is a problem for the neighborhood, noting that more traffic and noise is a concern as well. He said most places close at nine o'clock instead of ten, which this station does. He said he wants to why they are making improvements and whether this could be an expansion in the future.

Atty. Collins said there could be no expansion without ZBA approval, noting that there is really no place to expand.

Discussion ensued regarding some of the lot reconfigurations.

Mr. Weinberg said the building there does not stand out and taller is not good.

Atty. Collins said they could shave off the roof to keep the height the same but it wouldn't aesthetically work.

Mr. Weinberg said he could not believe that this is coming back again, noting concern about any future expansion. He asked where the runoff would go.

Atty. Collins said runoff would go through leeching fields under the parking lot and be reintroduced into the ground water.

George Bishop, 1B Main St., said he has the same concerns as Mr. Weinberg. He said they are expanding the retail area to include what were two bays and noted his concern about building height and lighting. He said lights glare right at his house, especially during the winter. He noted that the Assessors' office shows the lot as much larger than one acre.

Atty. Collins said he may have copied the figure wrong but noted that there is very little wiggle room because of wetlands.

Mr. Bishop said there is a monitoring well to the rear of the property and also asked also about the canopy, which is unattractive.

Atty. Collins said lighting is subject to site plan review, noting that the PB is strict about adhering to reducing glare and wattage. He said they couldn't do anything without coming to the ZBA first, noting that lighting will improve. He said he would talk to his clients about making the roof flatter so there would be no true gable roof. He said he would confirm the size of the lot, noting that the canopy is driven by Federal regulation so there can be a fire retention system. He said he would look into making the canopy more attractive and reducing the wattage of lights. He said it can't be made less intrusive but is likely to be much more attractive.

Liz Strachan, 29 Boston Road, said she lives diagonally across the street, noting that she has never thought the station would cease operation, although the two repair bays have gone away. She said she thinks the operation should go back to the 1963 level, whereby the non-conforming lot should stay the same way. She said the use has increased without permission, noting that in 1963 only cans of oil were sold. She said she is concerned about what goes on in building, noting that she feels activity would expand with this proposal and any more activity would be detrimental to the neighborhood and the town. She said the only benefit is to an out of owner who wants to make more profit.

Mr. Strachan said the use probably won't go away, but a major portion of the business has gone away, noting that attempts at town meeting to change the zoning of area have failed.

Nadine Bishop, 1B Main, said she didn't get a copy of the legal notice and also expressed concern about the safety of a wood frame building.

Atty. Collins said they have to have fire safety sprinklers, etc., and it is not likely to be a wood frame building.

Mrs. Collette said there was a procedural flaw that needs to be addressed.

Carol Swift, 23 Old Ayer Road, said that in retrospect she didn't get notified when the Bishop house was built.

Mrs. Collette said that might not have required legal notice.

Chairman Mulligan said the hearing would be continued such that the board can re-notify.

Ms. Swift said it is a non-conforming site, noting that the building almost looks like it could be a house and it is not unattractive. She asked whether it could revert back to a house.

Atty. Collins said it could by right revert.

Member Easom made a motion to continued the hearing to the 30th of October at 7:15 pm. The motion was seconded and passed unanimously.

Other business

Discussion –Letter to BOS re: SH money for affordable housing only. Mrs. Collette drafted a memo suggesting that the board ask the BOS to designate the Affordable Housing Trust as the recipient of the gift funds.

Member Manugian asked whether there are any other options.

Mrs. Collette said only the Groton Housing Authority and the affordable housing trust. She said the Trust is appointed by the BOS and has two selectmen on it. She said it is autonomous and nothing comes through the Accountant/Treasurers office, which follows DHCD Rules and Regs. She said she spoke to the Town Accountant and use of monies needs to be specifically laid out. She also mentioned some other 40b gift accounts.

Chairman Mulligan asked whether the Trust is more creating affordable housing rather than the monitoring authority.

Member Cadle asked whether there would be any modification required if this is earmarked for the Trust and thought Town Counsel could weigh in.

Mrs. Collette said that is a good question for the BOS. She the Trust has used CPC funds to date, but it seems like this gift account is a logical one for the Trust to use.

Chairman Mulligan asked whether the board needed more time.

Member Cadle said he thinks a ZBA member should talk to the Trust and/or the BOS, noting that it is important to make sure the monies are dispersed properly.

Member Easom asked how the Town would have used funds before the Affordable Trust was created.

Mrs. Collette said no there was no Trust when this comp. permit was granted, noting that it would have been likely utilized by the Housing Authority. She said there is no urgency to make a decision at this time, because there are still 13 units to be sold in the Squannacook project.

Discussion ensued regarding how to proceed. The issue is currently under board advisement.

Minutes and Bills

No bills were signed.

Chairman Mulligan made a motion to approve the 9-18-13 minutes as drafted. The motion was seconded by Member Manugian and passed unanimously.

Member Easom made a motion to adjourn at 8:30 pm. The motion was seconded by Member Manugian and passed unanimously.

Minutes approved 11/13/13.



Town of Groton Massachusetts Zoning Board of Appeals

Meeting Agenda and Minutes

October 30, 2013 – Zagarites/Spricer, Schultz, Mobil/Alliance

Present

Mark Mulligan, Chairman
Cynthia Maxwell, Member
Robert Cadle, Member
Alison Manugian, Member
Bruce Easom, Associate Member

Not Present

Jay Prager, Member
Megan Mahoney, Associate Member

A quorum was attained. The meeting was called to order at 7:00 pm.

Meeting Minutes

Zagarites/Spicer Special Permit

Chairman Mulligan convened the Zagarites/Spicer special permit hearing by reading the legal notice.

Mr. Zagarites was present, noting that the house is non-conforming because of front setback. He said the lot is 160,000 square feet with an old farmhouse that sits close to the road. He said they are proposing to move the screened porch from the back of the house to the side of the house.

Member Cadle asked about a chimney.

Mr. Zagarites said other work not covered in this permit is being done, including a new fireplace.

Member Cadle said the work being done is much different than a screened porch only.

Mr. Zagarites said he has building permits for all other work being done, noting that he was told by the building inspector to come before the board for just the porch. He said he is not building in the non-conforming part of the house.

Member Manugian asked about septic location.

Mr. Zagarites said they are tying into town sewer.

Member Cadle said this seems strange because the non-conformity is front setback and this is not affecting that.

Member Manugian said the BI sends any changes in a non-conforming lot to the ZBA.

Member Easom asked about the street spelling on the map.

Mr. Zagarites said the plan was provided by owners showing the location of house, which they received when the house was purchased.

Chairman Mulligan said he has no issue because they are just moving an already existing screened in porch.

One abutter present, looked at plan, and said she had no issues with the proposal.

Member Cadle said he wants to clarify that the decision is only related to the moving/reconstruction of the screened in porch 90 degrees onto the rear wall.

Lori Germin asked about height.

Mr. Zagarites said the new would have a slightly smaller footprint and be the same height.

Member Cadle made a motion to grant a special permit to remove the existing screened porch and to construct one with the same dimensions on the perpendicular wall as shown on the plan submitted with application, page A-1. The motion was seconded by Member Maxwell and passed unanimously.

Schultz Special Permit

Chairman Mulligan convened the Schultz hearing by reading the legal notice.

Bruce Ringwall representing Darcy Schultz, and the applicant were present. He said the house is currently 6.2 feet from the southerly property line and 22 feet to the westerly, and 15.7 from the front boundary. He said an open-sided carport to protect the car during winter is proposed. He said it is a 10,375 sq. ft. lot.

Member Cadle looked at the site and said it is clear this is where the carport should go. He then asked about 64 West Main St.

Chairman Mulligan asked whether it was a shared driveway.

Mr. Ringwall said all driveways are separate.

Nicole Corner, abutter 64 main, said she concerned that the carport is not 15 feet away from the lot line.

Chairman Mulligan said that is why they are here.

Ms. Corner said she is concerned about how the picture is drawn, and that runoff from the roofline will hit her driveway and cause flooding. She said it is a large surface area.

Chairman Mulligan asked whether the driveway is paved.

Ms. Schultz said it is not paved and her only plan is for pavers to aid in draining.

Mr. Ringwall said no gutters, etc are proposed, noting that 2/3 of it is over a gravel surface, making it no more impervious than it is today. He said the property is relatively flat but does pitch off slightly to the back.

Ms. Corner said there are water issues because there is a lot of ledge, noting that she does still worry about water in her basement. She said she thinks 11x14 is large, noting the size of a back deck compared to a small home in a small area.

Mr. Ringwall said it is a roof on posts with a one-foot overhang, which will have very little impact or appearance and provide protection for her vehicle.

Ms. Schultz said she wants it to match other sheds on the property.

Member Easom asked about runoff, noting that with a gravel driveway, the rain just recharges. The said he thinks without a drain the carport roof will add to surface runoff.

Mr. Ringwall said the rain still would recharge.

Discussion ensued regarding how to handle runoff.

Mr. Ringwall said he could add gutters or build a trench for runoff.

Carol Swift, Old Ayer Road, said rainwater barrels are a good way to handle runoff, placed at the roofline, even without a gutter.

Member Manugian said her only concern about this proposal is drainage/runoff, noting that she is inclined to approve if gutters are included.

Chairman Mulligan asked whether there are similar structures in the neighborhood.

Ms. Schultz said there are on Townsend Road, noting that there is no proposal for a door, but just steps to the deck.

Mr. Ringwall said he has no problem with a condition for either a trench or a gutter with pipe.

Member Easom asked about the depth of a trench.

Mr. Ringwall said it would be 12 to 18 inches deep.

Member Easom asked whether the abutter would be satisfied with a drainage trench.

Ms. Corner said she has no idea what the trench would look like.

Mr. Ringwall drew a picture of a trench.

Ms. Corner said either option would make it better, noting that it is still a large structure for a small house/space.

Discussion ensued regarding the difference between a drywell and a drainage trench.

Member Manugian made a motion to grant a special permit for a carport as shown with the condition that a drywell with gutter and spout be constructed. Member Easom seconded the motion.

Mr. Ringwall said a drywell is a concrete structure, noting that a trench will disperse rainwater better.

Ms. Schultz said she is concerned that a drywell would exceed the cost of the carport.

Chairman Mulligan said he is not an engineer but would be satisfied with some rainwater remediation.

Member Manugian said she envisioned a system that would keep the runoff from the neighbor's property.

Mr. Ringwall said he would be more comfortable with a recharge area.

Member Manugian amended the motion to read a recharge area to the rear with gutters and a downspout.

Member Easom seconded and the motion passed unanimously.

Discussion ensued regarding timing of the process because it is almost November.

Mobil/Alliance

Chairman Mulligan reconvened the hearing.

Several abutters were present.

Atty. Collins submitted new drawings by Maureen Giattino that reduced the building height. He said it is 3.5 feet taller than the existing building to get the roof pitch but is much smaller than the original proposal. He said she fooled around with a hip roof design but it is not as aesthetically pleasing. He said it is smaller in size than the building there now and may be marginally smaller than the footprint without the extension to the rear. He said it is more compact and less visually intrusive. He said his client is also amenable to closing at 9 pm instead of 10 pm and at site plan review would reduce lumens to reduce glow. He also submitted some suggested conditions, noting that he will have to file a notice of intent with the Cons. Comm., stressing that he attempted to address everything brought up the last time. He said he believes the world would be a better space with the new building, noting that the visual impact is much less intrusive than the old building there now.

Chairman Mulligan read a letter from Stracham into the record.

Atty. Collins said the Strachams are good friends and he understands how they feel, but noted that in 1963 there were repairs done, which is much more intrusive than what is proposed. He said the business has been there for more than 60 years and for 58 years has been non-conforming. He said that what is proposed, particularly because they are not increasing the number of pumps, is not more intensive than in 1963. He noted that the town adopted zoning in 1956, not 1963, and said this proposal is better for the neighborhood and town than what is there. He said they are working on eliminating the eyesores on Rt. 119.

Member Maxwell said the design is much nicer but noted abutter concern about increasing the convenience store. She said there might be the same items for sale, but on a much larger scale.

Atty. Collins said the pumps are a bigger draw than the convenience store.

Chairman Milligan asked about parking spaces.

Atty. Collins said there would be about eight, which is what is there now. He said he could recommend that his client ask for a waiver to reduce the number of spots in site plan review.

Member Easom spoke of non-use for more than two years, noting that he wants to separate the structure from the use and discuss more of that. He said that since they haven't repaired cars for more than two years, they couldn't repair cars there now.

Atty. Collins said there isn't a case that actually says that if one has a business, and stops selling milk for two years, that it can't be started again, although he is not suggesting that car repairs happen again.

Member Easom said he feels that the board has to address what the use was when zoning was adopted and how it has changed.

Atty. Collins said that since the repairs have stopped, some convenience items have been sold.

Member Easom said he feels that gas stations used to sell items related to cars, such as wiper blades, etc. until recently.

Chairman Mulligan said it is a business as is today, noting that there is no accusation of a zoning violation.

Member Easom said he feels that unless they received a special permit since the bylaw was adopted, they are basically confined to what they doing when the gas station came into existence.

Member Cadle said he disagreed, noting that there is a lot of case law that non-conforming uses can be extended naturally.

Atty. Collins cited bank ATMs as an example, noting that they did not exist in the past.

Member Easom asked about the intensity of use at Grollex.

Member Cadle said the Atty. Collins client was arguing that the sheet metal business was in existence and the new business was an extension of that.

Atty. Collins said that was different than this, asking whether trucking is a logical extension of metal fabricating. He said this business has morphed over the last 40 years.

Discussion ensued regarding the Grollex specifications.

Discussion ensued re: how gas stations have changed.

Mr. Bishop, abutter, noted concern about what existed there when zoning was put into place, which was a gas station with a service business. He said the service business has disappeared and they now want to expand the retail. He said the building redesign is good and the lighting improvement is good, but he said they don't need a bigger building. He said they are currently operating in less than half of the existing building and now want to expand retail into the whole area. He asked how many chips and antifreeze can one sell.

Atty. Collins said that although the retail space will be bigger than what is there now, it wouldn't occupy the entire building, noting that there will be handicapped accessible bathrooms that take up a lot of room. He said the new building is smaller than what is there now.

Discussion ensued regarding the size of the retail operation.

Mr. Bishop said he is concerned that this is the first step in converting the gas station into something else, noting that this is a big lot.

Atty. Collins said the pavement would be more confined than what is there now to accommodate landscaping. He said they can't do anything beyond what is there now because of wetlands.

Chairman Mulligan voiced his opinion that what exists now is a service station with a retail aspect. He said the building there now is larger than the replacement, noting that landscaping, lighting and hours of operation are being improved. He said he doesn't live there but to review the materials, this seems to be an improvement, and there is no increase in number of pumps or parking spaces. He said it seems to be very similar in nature of the type of business already there, noting that he thinks Atty. Collins is correct that users will be there to get gas.

Mr. Bishop said he understands what he is saying and it is an improvement, but he said he is concerned that they are changing the nature of the business by increasing retail activity. He said he doesn't want it to translate into a machine shop.

Chairman Mulligan said there couldn't be a change of use without a special permit, noting that he can't imagine any board would want to see that change. He said that there would also be site plan review which will address issues at the next stage.

Member Maxwell asked whether egress issues would be addressed by site plan review.

Atty. Collins said yes, because they couldn't get site plan permission as it is now.

Member Easom said he is sitting on the fence and wants to hear from abutters, and asked whether the board could limit the retail space.

Atty. Collins said he would agree that the retail space would be less than 1200 feet.

Mike Weinberg, diagonally across abutter, said he likes the building and the reduced hours, noting that everything sounds too good to be true. He asked why all this money is going into the business to slightly expand the retail, noting his biggest concern is potential expansion, such as a Dunkin Donuts, etc. He said he thinks the retail business in there now happened in drips and drabs and also noted concern about increased traffic.

Discussion ensued regarding why the improvements are being asked for.

Atty. Collins said there is no hidden agenda.

George Weatley, Jr, West Groton, said he is not an abutter, but noted that this is certainly much more attractive, with more space for automotive supplies. He said he thinks this is viable and worthwhile.

Carol Swift, Old Ayer Road, said the photo doesn't show the canopy.

Collins said the outline and height of the canopy couldn't change. He said he wants a designer to make it less monolithic in site plan review.

Ms. Swift thanked Alliance for caring about the neighborhood.

Member Easom asked whether abutters were okay with less than 1200 square feet limit on retail.

The abutters agreed that this was good and having accessible restrooms as well.

Member Cadle asked about building size.

Atty. Collins said the building would be about 1400 square feet.

Ms. Swift asked whether there would be a basement.

Atty. Collins said it is on a slab and has to stay that way.

Member Maxwell made a motion to grant a special permit to allow the alteration of a non-conforming structure by building a new building as shown on the plan submitted tonight, with the retail space not to exceed 1200 feet and including the conditions submitted re: lighting, storm water management, landscaping, etc and subject to site plan review.

The motion was seconded by Member Easom and passed unanimously.

Other business

Discussion –Letter to BOS re: SH money for affordable housing only. Administrator will draft a memo incorporating verbiage from the Land Use Director.

Minutes and Bills

No bills were signed.

Chairman Mulligan made a motion to approve the 9-18-13 minutes as drafted. The motion was seconded by Member Manugian and passed unanimously.

Minutes Meeting of October 30, 2013- page

Member Manugian made a motion to adjourn at 8:30 pm. The motion was seconded by Member Easom and passed unanimously.

Minutes approved 1/29/14.



GROTON POLICE DEPARTMENT

99 Pleasant Street
Groton, Massachusetts 01450

Michael F. Luth
Chief of Police

Tel: (978) 448-5555
Fax: (978) 448-5603

November 3, 2020

Mark Haddad
Town Manager
Town of Groton
173 Main Street
Groton, MA 01450

Dear Mr. Haddad,

On November 2, 2020, I, along with Building Inspector Bob Garside inspected the Mobil Station located at 6 Boston Road in regards to an application for Off-Premises Wine and Malt beverage license. The physical building is designed for retail sales and is appropriate for the type of license applied for. However, I am concerned with the added traffic flow and lack of parking that may create a hazardous traffic situation. I recommend that a traffic study be done prior to issuance of a license.

Respectfully,


Michael F. Luth

There is currently 228 hours assigned to this office per pay period (every two weeks).

Select Board
Re-Organization of Treasurer-Collector's Office
November 2, 2020
page two

Taking into consideration that Mike Hartnett will retire effective June 30, 2021, we would propose to restructure the office as follows (some of these changes would need to be negotiated with SEIU, Local 888 Town and Library Employees Union):

1. Hannah Moller was hired as the Payroll Coordinator in July, 2012. In 2014, when Joan Tallent retired, she was promoted to Assistant Treasurer-Tax Collector. This past year, Hannah was certified as a Treasurer in the Commonwealth of Massachusetts and will be certified as a Tax Collector next summer when classes resume. Her growth over the past 8 years has been exceptional. Under our proposed Office restructuring, Hannah would be promoted to the position of Treasurer-Tax Collector. While it is our practice to advertise for Department Head positions and go through a search process, I would respectfully request that we waive this requirement and allow for this promotion. Hannah has proven to me over the past eight years that she is ready for this challenge and she is in the unique position to allow for a seamless transition from Mike Hartnett.
2. As stated, Mike Hartnett would retire at the end of Fiscal Year 2021 as the Treasurer-Tax Collector for the Town of Groton. Once retired, we would create the new position of Assistant Treasurer/Debt Manager and appoint Mike to that position. He would work 19 hours per week in this role. The benefit of appointing Mike to this position would allow us to retain Mike's expertise in dealing with Debt (for example, the Florence Roche Project would still be Mike's responsibility) and provide Hannah with additional expertise to help her grow in the position of Treasurer-Tax Collector. (Draft Job Description attached)
3. Nancy Amari was hired in 2018 as the Payroll Coordinator/Assistant to the Treasurer-Tax Collector. Her main role, after payroll, has been to assist in tax collections. She has excelled in this role. Under the restructuring, we would promote Nancy to the new position of Payroll Coordinator/Assistant Tax Collector. (Draft Job Description attached)
4. As stated above, the Office is currently staffed with 228 hours every pay period. In an effort to keep the hours as close as possible to the current allotment, we would propose adding a 15 hour per week part-time Office Clerk's position. This will allow for coverage and make up for the reduction in Mike's current allotted hours. (Draft Job Description attached)

Based on this proposed re-organization, the Budget in FY 2022 for the Treasurer-Tax Collector's Office would be as follows (and a total of 218 hours per pay period):

Select Board
Re-Organization of Treasurer-Collector's Office
November 2, 2020
page three

<u>FY 2022 Proposed Budget</u>	<u>Grade</u>	<u>Hourly Rate</u>	<u>Hour Per Pay Period</u>	<u>Annual Salary</u>	<u>Performance Bonus</u>	<u>Town Share Health Insurance</u>	<u>Life Ins</u>	<u>HI Opt out</u>	<u>Longevity</u>	<u>Impact on Overall Budget</u>
Hannah Moller - Treasurer/Tax Collector	14	40.87	80	85,000.00	-	-	37.18		-	85,037.18
Michael Hartnett - Asst. Treas/Debt Manager	N/A	43.76	38	50,000.00	-	18,485.78		-	-	68,485.78
Nancy Amani - Payroll Coord/Asst Tax Collector	9	32.00	70	58,240.00	-	-	37.18	5,091.84	-	63,369.02
New Position - Treas/Coll Office Clerk	5	22.00	30	17,160.00	-	-	-	-	-	17,160.00
TOTAL										234,051.98

To confirm the proposed salary of the Treasurer-Tax Collector, we conducted a salary survey utilizing Town's we have used for other positions in Town. I have attached a copy of the survey with this memo for your review. Should this plan be approved by the Select Board, we would realize a savings of \$6,180.13 in FY 2022, while still maintaining the high quality of services we currently enjoy. In addition, Mike Hartnett is exploring whether or not he can retire from the Town of Pepperell, which if possible, would save the Town an additional \$18,500 in retiree health insurance in FY 2022. Another positive outcome of this reorganization would be dealing with the payout of Mike's vacation accrual. Under normal circumstances, we would need to pay Mike for any unused vacation time. Currently, that would require a payout of \$17,675 in June, 2021. By keeping Mike on as the Assistant Treasurer/Debt Manager, we can allow Mike to keep his vacation time and use it until it is exhausted (he would no longer accrue vacation time after July 1, 2021).

I believe this proposal is in the Town's best interest. I look forward to discussing this with the Board in more detail.

MWH/rjb

cc: Patricia DuFresne – Town Accountant
Michael Hartnett – Treasurer-Tax Collector
Jonathan Greeno – Principal Assistant Assessor
Hannah Moller – Assistant Treasurer-Tax Collector
Melisa Doig – Human Resources Director

enclosures

**TAX COLLECTOR/TREASURER DEPARTMENT
ASSISTANT TREASURER-DEBT MANAGER**

Statement of Duties

Administrative, supervisory (in absence of the Treasurer/Collector), technical work involving receipts, expenditure and custody of municipal funds, the borrowing of money and all other related work as required.

Supervision

Works under the policy direction of the Select Board. Work is performed in accordance with all applicable Massachusetts General Laws.

Performs highly responsible functions of a complex nature, which requires independent judgment and initiative in the planning, administration, and execution of the department's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions within the guidelines established by statute and professional standards.

Provide all necessary and required administrative and technical support to the Treasurer/Collector with respect to ongoing training in all aspects of the Treasurer/Collector position without exception.

In the absence of the Treasurer/Collector maintain oversight of the office and the supervision of all office staff.

Job Environment

Work is performed under typical office conditions, frequently required to work outside of normal business hours. In addition, may be required to work on weekends during cyclic periods.

Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone. Make's frequent contact with town departments, the banking and real estate communities and the general public; contacts require resolving the more difficult customer service requests.

Has access to department-oriented confidential information, such as tax payment records and personnel records.

Errors could result in delay and confusion, have legal and/or financial repercussions, and cause adverse public relations for the department, as well as the town.

Town of Groton
Assistant Treasurer-Debt Manager
11/3/2020

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

In support of the Treasurer/Collector plans and directs the receipt, accounting and disbursement of all town funds; maintains records of each account.

Monitors cash levels in the treasury and arranges temporary or long-term borrowing of funds as necessary for town needs; pays interest and maturing debt; signs bonds, notes and other papers of credit for the town.

Works directly with outside bond counsel and financial advisors to achieve compliance with all state and federal statutory requirements for bond issuance.

In support of the Treasurer/Collector supports the mission of the Trust Funds Commissioners through accurate reporting and monitoring of investments and financial policies.

Answers inquiries from property owners, members of the banking and real estate community, and any other interested parties regarding any matter related to the Tax Collector's Office; prepares all reports as required.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in public administration, finance, business, accounting or related field and five years of responsible experience in business or financial management; experience in municipal cash management desirable; or an equivalent combination of education and experience.

Special Requirements

Certification or ability to obtain certification as a Massachusetts Collector by the Massachusetts Collectors and Treasurers Association. Must be bonded.

Knowledge, Ability and Skill

Knowledge: General knowledge of the Massachusetts General Laws pertaining to tax collection. Thorough knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance. Working knowledge of computer applications for financial management.

Ability: Ability to establish and maintain effective working relationships with subordinates, town officials, members of the banking and real estate community, governmental representatives, and the general public. Ability to prepare accurate financial reports and records. Ability to communicate effectively in written and oral form.

Skill: Skill in computers and appropriate software applications. Office management skills. Skill in working with numbers and details.

Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

**TOWN TREASURER/COLLECTOR DEPARTMENT
PAYROLL COORDINATOR and ASSISTANT TAX COLLECTOR**

Statement of Duties

Technical, record keeping, supervisory and clerical support work in assisting the Tax Collector with the collection of all taxes and payments due to the town. In addition, coordinates the Town's payroll function and all other related work as required.

In the absence of the Tax Collector, performs administrative, supervisory, and technical work involving the collection of all taxes due to the town, all other related work as required.

Supervision

Works under the general direction of the Tax Collector, establishing own work and priorities to complete work; refers unusual cases to supervisor. Performs duties of Tax Collector in his/her absence.

Performs responsible functions, following procedures which are generally defined by precedent or established guidelines, but which require the exercise of some judgment and initiative in certain situations.

In the absence of the Tax Collector uses independent judgement to determine priorities of office personnel for the successful completion of office objectives.

Job Environment

Most work is performed in a traditional office setting where there are no unusual risks or discomforts; continuous interruptions from the general public and town employees.

Operates a computer and general office equipment, such as a calculator, copier, facsimile machine and telephone.

Has constant contact with the general public at the counter requiring excellent customer service skills; makes regular contact with other departments and banks; most contacts are in person or by telephone and correspondence.

Has access to extensive confidential information including personnel records, law suits and collective bargaining.

Errors in judgment could result in delays or loss of service, legal repercussions, and financial loss, lower standards of service to the community and negative public relations for the town.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assists the public and town employees at the counter and on the telephone by furnishing a variety of information; explains department policies and procedures; helps other town departments and state agencies by providing information and reports; performs research as required to resolve problems.

Payroll Coordinator

Processes all aspects of the Town's bi-weekly payroll warrants.

Operates, maintains and evaluates the Town's payroll system according to Town policy, pay practices and any collective bargaining agreements to optimize financial results.

Coordinate appropriate reporting to the Treasurer with respect to funding of payroll, withholding, and any other third-party payroll obligations.

Maintain close relationship with Harper's Payroll Service, including upgrades, problems, reporting, quarterly reports reconciliation, and any other related issues.

Coordinate required year-end W-2 and 1099 processing. Coordinate, under the direction and guidance of the T/C, the payroll system input and maintenance with respect to Affordable Care Act (ACA) entries to individual employee files, in conjunction with support from HR and Accounting.

Assistant to the Collector

Support the Collector with monthly K&R motor vehicle excise reconciliation, as well as monthly CHS real estate, personal property, tax title and tax deferral reconciliations.

Prepare the monthly Middlesex County Retirement report for the Retirement Board, including maintaining PTG pension downloads and interface with all relevant MCRS personnel.

Prepare correspondence for the Treasurer/Collector as may be requested.

Performs bookkeeping duties in support of the Asst. T/C as may be required related to the collection of real estate, personal property, motor vehicle excise, and other taxes;

Support the Asst. T/C in receiving and processing payments and processing department mail.

Coordinate, process and maintain the weekly Municipal Liens Certificates function.

Coordinate the bi-weekly processing of the vendor warrant clerical function.

Support the Assistant Treasurer-Collector in maintaining and processing daily lock box reporting.

Support the Assistant Treasurer-Collector with various tax payer look up and research issues.

Prepares and submits reports as required by outside agencies, including coordination of annual workers compensation insurance audit.

Performs other similar or related work as required in support of the Treasurer-Collector.

Recommended Minimum Qualifications

Education and Experience

High School diploma or equivalent and two years college and/or minimum three years' experience as assistant to Tax Collector Treasurer of a municipality.

Knowledge, Ability and Skill

Knowledge: Working knowledge of office procedures, bookkeeping techniques and Federal and State wage and hour guidelines, including the Fair Labor Standards Act. General knowledge of the applicable provisions of the Massachusetts General Laws pertinent to the operation of the Treasurer's function and payroll will be provided and expected to understand. Working knowledge of computer applications for payroll and Quick Books. Familiarity with town government is preferred.

Ability: Ability to interact in a positive and effective manner with employees and the general public and to work independently. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment at efficient speed including calculator, typewriter, word processor, computer. Ability to analyze a variety of administrative issues, to make recommendations for their resolution, and put such recommendations into effect. Ability to plan and organize work. Ability to become bonded is required.

Skill: Good judgment, and able to maintain effective staff and customer relations. Able to ascertain and present facts and ideas effectively, both orally and in writing. High skill level and accuracy in working with numbers. Excel proficiency (basic to intermediate) is preferred. Word and Outlook proficiency expected.

Physical and Mental Requirements

Work is performed in an office setting, subject to quiet to moderate noise. A significant amount of time is spent standing, walking, sitting, stooping or reaching with hands and arms. The incumbent is frequently required to use hands to finger, handle or feel objects, tools, or controls, and to reach with hands and arms. Employee is frequently required to sit, talk, and hear. Frequently the incumbent will lift up to 10 pounds, seldom lifting is required up to 30 pounds. Specific vision abilities include close vision and the ability to adjust focus. The compactness of space and accessibility could cause inconveniences and stress at times.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

TREASURER-TAX COLLECTOR DEPARTMENT OFFICE ASSISTANT

Statement of Duties

Performs clerical and record keeping work in supporting the operation of the Treasurer/Tax Collector Department; all other related work as required.

Supervision

Works under the direct supervision of the Treasurer/Tax Collector who provides work assignments and work direction; incumbent performs tasks which require the frequent exercising of independence, judgment and tact in following mandated office procedures.

Unusual problems are brought to the attention of the supervisor for resolution.

Job Environment

Most work is performed in a traditional office setting where there are no unusual risks or discomforts; most contact with department employees, minimal contact with the public, contact is in person, by telephone and by correspondence.

Operates a computer and general office equipment, such as a calculator, copier, facsimile machine and telephone.

Has access to confidential information pertaining to departmental records and proceedings.

Errors in judgment could result in delays or loss of service, legal repercussions, and financial loss, lower standards of service to the community and negative public relations for the town.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assists the general public, town employees, departments and outside officials (lawyers, banks) at the counter and on the telephone by furnishing a variety of routine information and reports; explains town collection policies and procedures; conducts research reports as required. Insures that appropriate office record keeping procedures are followed and that deadlines are met; makes necessary statutory filings.

May be required to prepare and maintain various records pertaining to office activities.

Performs bookkeeping duties as required related to the collection of real estate, personal property, motor vehicle excise, and other taxes;

Receives and processes payments, calculates interest, and prints motor vehicle excise bills; processes department mail.

Processes correspondence with taxpayers and/or lawyers regarding department functions.

Performs other similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

High School Diploma or equivalent with course work and formal training in bookkeeping/accounting, and two years of experience in an office environment with diverse responsibilities; or any equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge: Working knowledge of office procedures and bookkeeping techniques. General knowledge of the applicable provisions of the Massachusetts General Laws pertinent to the operation of the Treasurer/Tax Collector's functions. Working knowledge of computer applications. Familiarity with town government.

Ability: Ability to interact in a positive and effective manner with employees and the general public and to work independently. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment at efficient speed including calculator, typewriter, word processor, computer. Ability to plan and organize work and manage multiple tasks. Must be bonded.

Skill: Good judgment, and tact necessary to maintain effective staff and customer relations. Able to ascertain and present technical facts and ideas effectively, both orally and in writing. Efficient skill level and accuracy in word processing and computer usage.

Physical and Mental Requirements

Work is performed in an office setting, subject to quiet to moderate noise. A significant amount of time is spent standing, walking, sitting, stooping or reaching with hands and arms. The incumbent is frequently required to use hands to finger, handle or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk, and hear. Frequently the incumbent will lift up to 10 pounds, seldom lifting is required up to 30 pounds. Specific vision abilities include close vision and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

TOWN	FY21 SALARY	FY21 Salary removing the highest and lowest
Hull	\$95,000	\$95,000
Ipswich	\$107,100	\$107,100
Leicester	\$63,473	\$0
Lincoln	\$102,734	\$0
Lunenburg	\$74,561.76	\$74,561.76
Maynard	\$92,637.40	\$92,637.40
North Reading	\$81,068.92	\$81,068.92
Oxford	\$69,131	\$69,131
Pepperell	\$83,600	\$83,600
Wrentham	\$85,000.00	\$85,000.00
Avg Salary	\$85,431	\$86,012

Towns that have separate Treasurer and Collector

Ayer, Kingston, Tyngsboro, and Littleton

Towns that have this position combined and are also the Finance Director

Bedford, Carlisle, and Southborough

Towns- still waiting for responses

Carver, Holbrook, and Winchedon

**SELECT BOARD MEETING MINUTES
VIRTUAL MEETING
MONDAY, NOVEMBER 2, 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; Michelle Collette; Jane Allen, David Zeiler, Nancy Wilder, Mark Gerath, Kristen von Campe, Library Trustees; Bud Robertson, Finance Committee Chair; Paul DeRensis, Town Counsel; Kate Bettencourt; Kenny Patel; Jason Weber, Bob Fleischer, Board of Health Members; Bob Garside, Building Inspector; Tom Orcutt, Water Superintendent; Jack McCaffrey, Jim Gmeiner and Greg Fishbone, Water Commissioners

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

ANNOUNCEMENTS

Ms. Pine said that Affordable Housing Trust held their site walk at the reserve parcel at Surrenden Farm on Saturday which was well attended.

Mr. Degen reminded the public that the polls were open at 7am tomorrow for the election.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that the Governor held a press conference earlier and issued new regulations that became effective on November 6th. All businesses had to close from 9:30pm-5am unless they were an essential business. He said they needed to take into consideration how serious the Governor was taking this. He included that masks needed to be worn in public. He said that the Governor also limited indoor gatherings to 10 people and outdoor activities to 25 people. Mr. Haddad said that Groton had moved to yellow on the map which meant there was an uptick. Mr. Haddad asked if the Board wanted to see the Town Hall move back to appointment only. He said that the public had been great about wearing masks inside but wanted to hear what the Board thoughts were.

Ms. Pine asked if Mr. Haddad had any sense what the employees would prefer. Mr. Haddad said that several Department Heads said they liked the idea of closing to the public. Ms. Pine said she would support closing Town Hall to the public expect by appointment only. Mr. Haddad said that the drop box at the rear of Town Hall had been useful and encouraged residents to use it. Mr. Reilly said he assumed people could call for same day appointments. Mr. Haddad said of course. Mr. Degen said he was comfortable deferring to Mr. Haddad's judgement on this. Mr. Haddad said he would run it by his Department Heads tomorrow morning and if they were comfortable, institute the closure effective Thursday morning.

2. Mr. Haddad asked the Board to consider ratifying his appointment of John Greenhalgh as Animal Control Officer. He said that after many years of dedicated service to the Town of Groton, George Moore had decided to retire. He said that Mr. Moore had been an outstanding Animal Control Officer for the Town and wished him the best in his retirement. Mr. Haddad said that John Greenhalgh had been their back up ACO for many years and currently served as the Animal Control Officer for the Town of Dunstable.

Mr. Degen made a motion to ratify the Town Manager's appointment of John Greenhalgh as Animal Control Officer. Ms. Pine seconded. Roll Call: Manugian-aye; Pine-aye; Degen-aye; Giger-aye; Reilly-aye

3. Mr. Haddad said he had intended to appoint Bob Garside as Building Commissioner that evening but after speaking with Mr. Giger, agreed they should hold off until the State made it official on November 12th. He said he would bring it back on the 16th.

4. Mr. Haddad said that the Trails Committee had requested that he nominate for appointment Lisa Irelan to the Committee. He respectfully requested that the Board accept this nomination and appoint her to the Trails Committee, with a term to expire on June 30, 2021.

Ms. Pine moved to ratify appointment of Lisa Irelan to Trails Committee. Mr. Giger seconded the motion. Roll Call: Manugian-aye; Pine-aye; Giger-aye; Reilly-aye; Degen-aye

5. Mr. Haddad reviewed a memo that was going to go out to the Department Heads the next as part of the budget guidance to them. He said that budgets would be due on November 20th, with budget meetings to be held on Zoom the week of November 30th.
6. Mr. Haddad reviewed the schedule of the Board for the next few weeks.

BOARD OF HEALTH VACANCY

Mr. Weber called the Board of Health to order at 7:16pm.

Mr. Haddad said that there was a vacancy on the Board of Health. He said that the vacancy needed to be filled by a joint vote of the Boards through the next election. He said that Ms. Horowitz's term was due to expire at the next election. The Board had no questions for Michelle Collette who was the only applicant. Mr. Weber said that they were thrilled to have Michelle as a member.

Ms. Manugian asked for a motion.

Mr. Degen made a motion to appoint Michelle Collette to fill the vacancy on the Board of Health through the Spring 2021 election. Mr. Weber seconded the motion. Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye; Weber-aye; Fleischer-aye

Ms. Collette thanked Susan Horowitz for her years of service.

Mr. Fleischer moved to adjourn at 7:21pm. Mr. Weber seconded the motion. Roll Call: all ayes

Mr. Haddad read a proclamation for Dr. Horowitz into the record.

Mr. Degen moved that they accept the proclamation and record it in the record of the Town. Mr. Reilly seconded the motion. Roll Call: Manugian-aye; Giger-aye; Pine-aye; Reilly-aye; Degen-aye

BOARD OF LIBRARY TRUSTEE VACANCY

Ms. von Campe called the Board of Library Trustees to order at 7:21pm.

Mr. Haddad said that there was a vacancy on the Board of Library Trustees adding that Kate Bettencourt was the only applicant. Ms. Pine thanked Ms. Bettencourt for stepping forward in this role. Ms. Von Campe said that they had voted unanimously to see Ms. Bettencourt appointed.

Ms. Pine made a motion to appoint Kate Bettencourt to fill the vacancy on the Board of Library Trustees through the Spring 2021 election. Mr. Reilly seconded the motion. Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye; von Campe-aye; Gerath-aye; Allen-aye; Wilder-aye; Zeiler-aye

Mr. Gerath moved to adjourn at 7:24pm. Ms. Wilder seconded the motion. Roll Call: von Campe-aye; Gerath-aye; Allen-aye; Wilder-aye; Zeiler-aye

OTHER BUSINESS

Mr. Haddad asked the Board to extend the warrant signing authority of the Town Manager and John Reilly for 30 days.

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

LIQUOR LICENSE HEARING – 6 BOSTON ROAD

Mr. Haddad read the public hearing notice into the record.

Mr. Haddad said that the Building Inspector went out with the Police Chief to conduct an inspection earlier that day adding that the Building Inspector saw no issue with the Board moving forward with this application.

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

There were many abutters present.

Mr. Kenny Patel, owner of Groton Express, LLC, said that were going to be taking over as the new renter of the Mobil Station. Ms. Pine asked if their rental depended on the liquor license. Mr. Patel said that they wanted to bring more traffic. Mr. Patel said that they had 20 gas stations overall with 4 selling beer and wine. He said that they also owned a couple package stores. Ms. Pine asked if the clerks had to be over 21. Mr. Patel said that they did. Mr. Degen said he had no issue with the addition of alcohol sales at a gas station but had issue with traffic flow and the parking situation at the station currently as well as the intersection issues. Mr. Degen asked if the applicant would be willing to review the traffic studies done at the intersection and hire a traffic consultant to provide a review. Mr. Patel said that they were working with a professional that was examining additional parking. Mr. Patel agreed to review those plans. Mr. Degen reviewed the preliminary traffic layout for the intersection at Old Ayer Road. Ms. Manugian shared some of Mr. Degen's concerns. Mr. Reilly said he too shared concerns with parking and traffic. Mr. Giger talked about the tank trucks that enter the station to refill the fuel and the amount of space they take up. Mr. Giger asked for clarification on the 500ft stipulation in the general laws. Mr. Haddad said that when notifying abutters, they were required to notify abutters within 500ft when a school or church was located within that 500ft. Mr. Degen asked if there was a statutory limit on how long it could take them to take action. Attorney DeRensis said that they had 30 days to take action on the application with the clock starting the day they received the application which was October 13. Mr. Degen asked if they could ask for an extension. Attorney DeRensis said that there was nothing in the statute that allowed for that but it would be up to the applicant to consent.

Ms. Manugian read a letter from Mr. and Mrs. Platt into the record. *(see attached)*

Mr. Haddad read a letter from Mr. & Mrs. Strachan into the record. *(see attached)*

Ms. Manugian said that Tony Hawgood asked if additional parking spots would have to go before the Planning Board. Mr. Garside said that additional spots would need to go to the Planning Board and possibly Conservation Commission but there was no change of use or expansion of the structure so it did not require approval by the Zoning Board of Appeals. Ms. Pine said that she disagreed that this was an insignificant change of use and thought this triggered the ZBA to weigh in. She said that Town Counsel said that zoning was separate from issuing an alcohol license. Ms. Pine said that the applicant had the right to appeal to the ABCC who more frequently overturned denials. She asked if the Police Chief could look at the parking and traffic and comment on that. Ms. Pine said she was disappointed that LA chose not to respond to this.

Mr. Weinburg and Carol Swift from Old Ayer Road were present. He said that a liquor store would bring in more people and affect traffic. He said that there were a lot of wetlands around the building and wasn't sure how they could expand parking. He said he didn't want to see them expand the hours either. Ms. Swift said that she was concerned about the increase in traffic and did not support this application. Mr. John Hayes from 21 Boston Road said he agreed with Mr. Platt's letter and were opposed to this use. Ms. Pine said she had a conversation with Tony Hawgood and Susan Daly who were also opposed to this. Mr. Hawgood said he wasn't sure they could add additional parking and how the increase in traffic would work.

Ms. Pine said that a lot of this decision hinged on the Building Inspectors assessment. She said it was great that he looked at this but added he wasn't fully certified yet. Mr. Haddad said that Mr. Garside consulted with Mr. Cataldo their current Zoning Enforcement Officer who agreed with Mr. Garside's inspection. Mr. Garside said that he reviewed the zoning bylaw and just didn't take a guess. Ms. Pine respectfully disagreed that this was not a change of use. She said that this could end up at the ZBA for a ruling at the abutters request. Attorney DeRensis said that they could not sell alcohol without all applicable permits. Ms. Pine said that she did not think this location was a suitable location for alcohol sales. Ms. Manugian said it would be her preference to continue this for a week pending additional documentation. Ms. Manugian said that she was involved on the ZBA and acted on this in the past and asked if she should recuse herself. Attorney DeRensis said that she didn't have a financial impact from this and therefore did not have to recuse herself. Mr. Degen asked the applicant if they were looking for a decision that evening. Mr. Patel said that they were. Mr. Haddad made a recommendation that the Board make a determination that evening based on all the questions and abutters requests to deny this adding it didn't make sense to continue this. Attorney DeRensis asked that the traffic studies be made part of the record of the meeting.

Mr. Degen said that they were aware of the property, the nonconforming use and traffic/parking issues. Ms. Pine said that if they understood the traffic studies, it might weigh in on their decision next week. Mr. Haddad said that they should close the public hearing, delay the decision until next week and work Town Counsel to draft a decision for next week. Attorney DeRensis said that they should continue the public hearing and not close it.

Mr. Degen moved that they continue the public hearing until the 9th of November at 7:15pm and instruct the Town Manager to work with Town Counsel to distribute traffic studies for their review and incorporate them into their decision. Ms. Pine seconded the motion. Ms. Manugian asked for a copy of the realignment plan and copy of the ZBA decision. Mr. Degen accepted the amendment. Ms. Pine seconded the motion. Roll Call: Manugian-aye; Reilly-aye; Pine-aye; Degen-aye; Giger-aye

WATER COMMISSION – MANGANESE UPDATE

Mr. McCaffrey called the Water Commissioners to order at 8:31pm. All present, Tom Orcutt and Michael Ohl their consultant.

Mr. Orcutt said that DEP accepted their report and were on their way with a facility. He said that the next major milestone was next September in which they needed to submit final design plans. Mr. Orcutt said that they issued an RFP for OPM which they received over 20 requests for. He said they would make a recommendation to Mr. Haddad after reviewing the submittals. Ms. Pine asked if the final decision had been to build the plant at the Whitney Wells. Mr. Orcutt said that was correct. Mr. Orcutt said that the Board met twice a month and discussed this at length at every meeting. He said that they created a decision matrix which helped them decide where to build. Mr. Orcutt explained the factors that helped them to make their final determination on where to build the facility. He said that the Whitney facility was a flat site, and allowed them expansion at Baddacook also. He said that Whitney Well ranked higher than Baddacook and was the unanimous decision of the Board, the staff that operates the facility and himself. Ms. Pine asked if there was anything that would make them change their mind on that. Mr. Orcutt said he didn't think so adding that was the report that was sent to and accepted by DEP. He added that there was a cost savings of \$500K to go this route also.

Mr. Orcutt said that they were going to be seeking money in the spring of 2021 for engineering design. He said that they hoped to come back in the fall of 2021 to borrow construction money. Mr. Giger asked if all 6 types of PFAS were being tested. Mr. Orcutt said that they were. Mr. Haddad said that in order for this to work, they needed to come back to the Fall Town Meeting for construction funding. Mr. Degen suggested having a special town meeting within the fall town meeting for this funding. Mr. Giger agreed with the suggestion. Mr. Haddad said that there were quorum requirements for a special town meeting and added complexity. Mr. Gmeiner said that they currently had the charge in place for doing this construction and didn't anticipate raising rates or fees for this. Mr. Gmeiner said that this was just the authorization to borrow. Mr. Orcutt said that there would be the need for an additional operator before the facility went online and would be looking at that down the road. Mr. Orcutt said that they were also reviewing all their costs for savings. Ms. Manugian said that she appreciated the update and all the hard work they had put into these tough decisions. Mr. Degen said that Mr. Orcutt had been providing

excellent outreach and thanked them for all the intimation the Water Commissioners and Mr. Orcutt had been providing. Mr. Degen asked if they could get costs associated with PFAS remediation also.

The Water Commissioners adjourned the meeting at 9:05pm.

ON-GOING ISSUES

There were no updates.

MINUTES

Mr. Degen made a motion to approve the meeting minutes of October 26, 2020. Ms. Pine seconded the motion. Roll Call: Pine-aye; Degen-aye; Manugian-aye; Giger-aye; Reilly-aye

Ms. Manugian adjourned the meeting at 9:06pm.

Approved: _____
Rebecca H. Pine, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved:

10/30/2020

Groton Select Board
Groton Town Manager
173 Main Street
Groton, MA 01450

Dear Select Board and Mr. Haddad,

Julie and I live right across the common from the Mobil station at 2 Old Ayer Road.

We do not support expanding the offerings at the gas station to include the sale of alcoholic beverages for three reasons.

1. We don't think there is sufficient parking to accommodate additional retail traffic. The paved area at the site is quite limited and is largely taken up by the in's and out's from the gas pumps. There often are one or two cars waiting for others to complete their fill-up and this makes the parking lot even tighter. Also, the town has just put a new sidewalk in to encourage foot traffic. This sidewalk could easily become utilized for "quick" visits with cars parking parallel to the street creating an unsafe situation for passing cars and passing pedestrians. We also don't understand what will happen in the winter time – with snow plowing and snow piles, getting in and out of the station is already tight during the winter months.
2. We there are already three purveyors of alcohol along Rt 119 with the Boston Road Market, Craven's, and the Groton Market. This seems to us to sufficiently address the needs of residents.
3. We are also concerned that the windows of the gas station would then become billboards for beer and wine advertisements. We know that the town has a sign bylaw but I don't think it covers what business owners can do on the inside of their windows and having a Bud Lite poster or neon sign would negatively increase the existing visual impact of the facility.

Thank you for your consideration and we hope that you allow the business to continue in its current operating mode without allowing it to expand its offerings to alcohol.

Respectfully,

Halsey & Julie Platt
2 Old Ayer Road

October 28, 2020

P. O. Box 75, 29 Boston Road
Groton MA 01450

Dear Select Board and Mr. Haddad,

We are writing in reference to the Select Board's public hearing to be held on Monday, November 2, 2020 at 7:30 P.M. to consider a wine and malt liquor license application submitted by Groton Express, L.L.C for 6 Boston Road.

As abutters since 1971, we are quite familiar with this property and the various attempts through the years to change and/ or expand what is allowed by our zoning regulations to be or happen there. We want to make you aware of how some of these past attempts have played out. In addition to this letter, we will take to Town Hall some supporting letters that provide further relevant information.

The property was zoned Residential/Agricultural in 1963 and has been operating as a non-conforming use since then. The only legal business use of this site is the use that existed in 1963 when it was a gas and automotive service station with a small office that sold car related items such as oil and wiper fluid among with additional small items such as chewing gum and cigarettes.

Unfortunately, a previous owner, Peterborough Oil, expanded the use from its original use to a gas station/convenience store. This was done without Town approval. At the time of a subsequent request for even further expansion, our legal counsel, Charles Vander Linden, as well as Town Counsel, Kopelman and Paige, researched the issue and Town

Counsel then advised the Planning Board against allowing such expansion. (See supporting letters.)

In 2013, the Board of Appeals did allow a new building to be built to replace the old one using the existing footprint for the purpose of improving the aesthetics of the property.

The history of attempts to change the use of 6 Boston Road (and there were others not mentioned here, but denied by the Town) begs the question: Should the Select Board even consider the current application?

Aside from the legal questions here, we strongly believe the Select Board should deny the request for this substantial change of use should you proceed with the hearing. This location is at an extremely busy and complex intersection that will in the near future be made more complex and busy when the new Indian Hill Music Center is up and running. Adding a wine and beer store will cause many more cars to enter and exit the site every day making it more congested and dangerous. In addition, we believe such a store at the gateway to the Town of Groton and near a school (Lawrence Academy) would be detrimental to the Town and to the property values and the ambience of our residential neighborhood. Thank you for your consideration.

Sincerely,
Elizabeth Strachan
Edward Strachan