

Select Board Meeting Packet

February 1, 2021

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, FEBRUARY 1, 2021
AGENDA
VIRTUAL MEETING
BROADCAST ON ZOOM AND THE GROTON CHANNEL
PURSUANT TO GOVERNOR'S EXECUTIVE ORDER
CONCERNING THE OPEN MEETING LAW
ZOOM MEETING ID: 826 8785 5913

- 7:00 P.M. Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:10 P.M. Town Manager's Report
1. Select Board's Agenda Schedule
 2. Address Any Changes in Emergency Protocols – Update on Town Action
 3. Review Any New Information from the Commonwealth
 4. Consider Ratifying Town Manager's Appointment of Ravilla Garthe as Assistant Assessor
 5. Consider Voting to Ratify Various Union Agreements
 6. Consider Recommending Various CPA Projects Pursuant to Recent Board Policy
 7. Consider Releasing the Easement for the Tarbell School Playground
 8. Community Compact Award for Charging Stations – Consider Locations
 9. Update from Town Manager on FY 2022 Proposed Budget
 10. Update on Select Board Schedule through Town Meeting
- II 7:15 P.M. Public Hearing – All Alcohol Package Store License Request from Kent Ventures, LLC, dba Liquor Republic, Kent Leung, Manager, 9 West Main Street
- III. 7:30 P.M. Discussion – Community Preservation Act Percentage

OTHER BUSINESS

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

SELECT BOARD LIAISON REPORTS

- IV. Minutes: Virtual Meeting of January 25, 2021

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: *February 1, 2021*

1. In addition to the Town Manager's Report and a review of the On-going Issues List, there are two items scheduled on the Agenda. First, as the Board is aware, Town Meeting and the State Legislature approved adding two All Alcohol Package Store Licenses in Groton. One of the new Licenses is designated to be located in West Groton. Kent Ventures, LLC, dba Liquor Republic has applied for this License. We have scheduled a public hearing for the Board to consider issuance of the License. Second, we have set aside time on the Agenda for the Board to continue its discussion/decision on the Community Preservation Act percentage. Enclosed with this report is PowerPoint presentation developed by the Community Preservation Committee to assist the Board.
2. As of the writing of this report, I have no new update concerning changes in our Emergency Protocols. Please note that employees of the Town Hall and Library are due to end remote work on February 8th. I will provide the Board with an update at Monday's meeting.
3. We continue to monitor the weekly health report issued by the Department of Public Health. Enclosed with this report is the latest report dated January 28, 2021. We continue to be a "yellow" community with 46 reported cases in the last two weeks with a 2.266% positivity rate. We are trending lower for the third consecutive week and hopefully this trend will continue. We will continue to be diligent in our efforts to address the impact this pandemic has on our operations. I will have a further update for the Board at Monday's meeting.
4. We have completed our search for a new Assistant Assessor. We received 18 applications for the position. To conduct the search, I created a screening committee of Megan Foster, Melisa Doig, Dawn Dunbar and me. We interviewed three of the applicants and while they were all very qualified and each could do the job, we have decided to appoint Ravilla Garthe of Tyngsborough to the position of Assistant Assessor. Enclosed with this report is her cover letter and resume. Ravilla has served as the Assistant Assessor in Tyngsborough for the past four years. She has the skills that we need and comes highly recommended. I am pleased to have made this appointment. Please consider this as official notification of this appointment. Pursuant to the Groton Charter, I would respectfully request that the Select Board consider ratifying this appointment at Monday's meeting.

**Select Board
Weekly Report
February 1, 2021
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5. We have entered into Tentative Agreements with four (4) of our seven (7) Unions. Specifically, we have entered into one (1) year Agreements with Groton Communications Officer, IBPO, Local #522; Town and Library Employees, SEIU, Local 888; Highway/Transfer Station/Water Employees, SEIU, Local 888; and AFSCME, Council 93, Local 1703, AFL-CIO. I had provided copies of the Tentative Agreements to the Board under separate cover. Essentially, all four of these Unions have agreed to freeze their salaries in Fiscal Year 2022 in exchange for one-time cash payments that will not be added to their base salaries. It was crucial to enter into these agreements to balance the Proposed Fiscal Year 2022 Operating Budget. I am extremely grateful to these Unions for their willingness to work with the Town during these difficult fiscal times. I would respectfully request that the Board consider ratifying these Agreements at Monday's meeting.
6. At last week's meeting, the Select Board adopted a policy that stated you would only consider supporting and providing letters of recommendation for Community Preservation Projects that are either on Town property or require approval of the Select Board. To that end, the following projects fit that criteria:

CPC #2022-02 – Field and Recreation Feasibility Study
CPC #2022-03 – Non-Point Sources of Pollution of Lost Lake/Knops Pond Watershed
CPC #2022-07 – Duck Pond Restoration & Preservation, Phase 2
CPC #2022-12 – Multi Use Recreational Courts at the Groton Country Club, Restoration Project
CPC #2022-13 – Original Interior Skylight Restoration

I have provided full copies of these proposals to the Board under separate cover. Attached to this report are the summaries of the projects. I have set aside time on the Agenda during my weekly report for the Board to consider their support of these projects

7. Several years ago, when we sold the Tarbell School, the Town received an easement for use of the playground located on the former School Property. There is a provision in the deed that allows the Town to release the easement if it no longer wishes to use it. New owners of the condominiums in the former School do not want the playground on their property and wish to remove it. It has been years since the playground has been used and I see no reason why we would not release it. I have checked with Town Counsel and he has advised me that the Select Board can vote to release the easement at their discretion. To that end, I would respectfully request that the Board vote to release the Easement.
8. I am pleased to report to the Board that I have applied for and successfully received a \$30,000 Community Compact Grant to install three (3) electric car charging stations at various locations in Groton. Given our "Green Communities" status, this is an exciting opportunity for the Town. The Electric Light Department and Highway Department will provide the work necessary for the installation. We need to determine where to install them. I would recommend to the Select Board that we install one at the Library, one at the Prescott School and one on Station Avenue, either at Town Hall or at the Electric Light Building. I would respectfully request that the Board approve these locations at Monday's meeting.

**Select Board
Weekly Report
February 1, 2021
page three**

9. As is our practice, I have set aside time on the Agenda to update the Board on any issues related to the Fiscal Year 2022 Proposed Operating Budget. As discussed at the January 23rd Budget Hearing, I have met with Josh Degen, Bud Robertson, Mike Luth, Patricia DuFresne and Dawn Dunbar to discuss the impact of not filling the Patrol Officer Position and whether or not we should continue to fill shifts with overtime. We have reviewed all information and have developed a plan to address staffing in the Police Department. That said, given the various unknowns, including finalizing the both the Groton Dunstable and Nashoba Tech annual assessments, we want to hold off on any formal recommendation. We will revisit this issue when the FinCom finalizes their budget recommendation to Town Meeting.

8. Please see the update to the Select Board's Meeting Schedule through Spring Town Meeting:

Monday, February 1, 2021	- Already Posted
Monday, February 8, 2021	-Review FY 2021 Second Quarter Financials -Review/Update Annual Goals
Monday, February 15, 2021	-No Meeting (Presidents Day Holiday)
Monday, February 22, 2021	-Review Existing Committees
Monday, March 1, 2021	-Review/Approve Update to Traffic Rules and Orders -Update from Town Manager on Long Term Disability
Monday, March 8, 2021	-Review Trainings Offered to Town Employees
Monday, March 15, 2021	-Public Hearing on the Warrant for Spring Town Meeting
Monday, March 22, 2021	-Follow-Up on Warrant Articles Public Hearing -Finalize FY 2022 Proposed Operating Budget
Monday, March 29, 2021	-Regularly Scheduled Meeting (Potential No Meeting)
Monday, April 5, 2021	-Regularly Scheduled Meeting
Monday, April 12, 2021	-Finalize Warrant for Spring Town Meeting
Monday, April 19, 2021	-No Meeting – (Patriot's Day Holiday)
Monday, April 26, 2021	-Final Spring Town Meeting Prep
Saturday, May 1, 2021	2021 Spring Town Meeting



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES

Off-Premises-15

TYPE

\$15 Package Store

CATEGORY

All Alcoholic Beverages

CLASS

Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Applying for a package store license including: beer, wine, and liquor.

Is this license application pursuant to special legislation?



Yes



No

Chapter

Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name

FEIN

DBA

Manager of Record

Street Address

Phone

Email

Alternative Phone

Website

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

1ST FLOOR: 2,576 sq feet with open floor plan with 2 small rooms

2ND FLOOR: 1,054 sq feet with 3 rooms

BASEMENT 874 SQ FEET

Total Square Footage:

Number of Entrances:

Seating Capacity:

Number of Floors

Number of Exits:

Occupancy Number:

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

Phone:

Title:

Email:



Massachusetts Department of Public Health COVID-19 Dashboard – Thursday, January 28, 2021

Count and Rate of Confirmed COVID-19 Cases and Tests Performed in MA by City/Town, January 1, 2020 – January 26, 2021

City/Town	Total Case Count	Case Count (Last 14 Days)	Average Daily Incidence Rate per 100,000 (Last 14 days) ¹	Relative Change in Case Counts ²	Total Tests	Total Tests (Last 14 days)	Total Positive Tests (Last 14 days)	Percent Positivity (Last 14 days)	Change in Percent Positivity ³
Freetown	703	99	78.1	Lower	10700	1173	114	9.72%	Lower
Gardner	1835	338	121.5	Lower	28307	2534	366	14.44%	Lower
Georgetown	410	67	53.3	Lower	10620	1131	71	6.28%	Lower
Gill	26	6	25.6	Lower	3367	342	6	1.75%	Lower
Gloucester	1395	207	52.1	Lower	34737	3666	240	6.55%	Lower
Goshen	16	<5	12.4	No Change	634	89	2	2.25%	Lower
Gosnold	5	0	0	No Change	119	3	0	0%	No Change
Grafton	863	178	63.2	Lower	27750	2893	195	6.74%	No Change
Granby	249	33	38.6	Lower	8206	791	39	4.93%	Lower
Granville	61	8	36.9	Lower	1534	133	9	6.77%	Lower
Great Barrington	351	108	114.8	Lower	18714	1739	118	6.79%	Higher
Greenfield	612	38	15.8	Lower	25298	2807	52	1.85%	Lower
Groton	324	43	26.3	Lower	17451	2032	46	2.26%	Lower
Groveland	380	58	60.5	Lower	8058	723	66	9.13%	Lower
Hadley	218	27	33.2	Lower	16005	1267	31	2.45%	Lower
Halifax	364	61	57.0	Lower	7798	817	72	8.81%	Higher
Hamilton	278	48	46.5	Lower	11034	1366	53	3.88%	Lower

Data are current as of 11:59pm on 01/26/2021; For populations <50,000, <5 cases are reported as such or suppressed for confidentiality purposes. ¹ For the calculations used to delineate Grey, Green, Yellow, and Red, please see table on page 24. ² Number of new cases occurring over the current two-week period (1/10/2021– 01/23/2021) compared to the previous two-week period (1/03/2021– 01/16/2021). **Higher**=number of new cases in the current two-week period higher than the number of new cases during the last two-week period. **Lower**=number of new cases in the current two-week period lower than number of new cases during the last two-week period. **No change**=number of new cases in current two-week period is equal to the number of new cases during the last two-week period. ³ Change in percent positivity compared to the previous week's (1/21/2021) report. **No Change**= <0.10% difference in the percent positivity. DPH calculates rates per 100,000 population using denominators estimated by the University of Massachusetts Donahue Institute using a modified Hamilton-Perry model (Strate S, et al. Small Area Population Estimates for 2011 through 2020, report, Oct 2016.) As of 11/5/2020, the Massachusetts Department of Public Health is using the 2019 population estimates, the most current available data. **Please note:** Data for these tables are based on information available in the DPH surveillance database at a single point in time. Case counts for specific cities and towns change throughout the day as data cleaning occurs (removal of duplicate reports within the system) and new demographic information (assigning cases to their city or town of residence) is obtained.

Ravilla Garthe

Phone: (978) 735 3467

E-mail: ravillacardoso0108@gmail.com

January 5th, 2021

To Whom It May Concern,

I am submitting my resume for consideration for the Assistant Assessor and Data Collector position located in the town of Groton, MA. I am interested in this position because I believe this opportunity will be mutually beneficial. I offer 3 years of experience in the Assessor's office as well as nine years of customer service experience. I am fluent in Portuguese and English and I can speak some Spanish. I have experience working in a multi-cultural environment and handling difficult situations and I always meet deadlines.

I believe I will prove to be a valuable asset to your existing team of professional and add immediate contribution to your department. Tyngsborough has been my home town for the last nine years; and it is a pleasure to be able to contribute to my community, however, I have a passion for what I do and my goal is to be able to grow and become an Assessor someday. Your vacant position will allow me to expand my skills as well as allow me to grow professionally, it will be my pleasure to be able to contribute to your community.

Thank you in advance for your time and consideration. Should you have any questions or require additional information, please feel free to contact me via telephone or email. I look forward to scheduling an interview in order to further discuss how I can positively contribute to the department and the town's success.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ravilla Garthe', written in a cursive style.

Ravilla Garthe

Ravilla Garthe

202 Pondview Village Rd

Tyngsboro, MA 01879

(978) 735 3467

ravillacardoso0108@gmail.com

Skills

Senior, Veteran, Blind Exemptions	Legal documentation
Deferrals and CPA forms	Deeds and Trusts
Chapter Land applications	Familiar with the Registry of Deeds website
Solar Exemption applications	Strong communication skills
3ABC forms	Bilingual (Portuguese and English)
Excise abatements and reports	Generating abutters list
Income and Expense forms	Patriot properties software
Form of List	Point
DOR growth reporting	Creative problem solver
Leans and Betterments	Excellent Organization skills
Excellent computer skills	Creating agenda for meetings
Bills Payables	Course 200 certification
Proficient with ViewPoint	

The Salter School	Tewksbury, MA	2011-2012
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Registered Medical Assistant

Dracut Senior High School	Dracut, MA	2007-2011
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Diploma

Town of Tyngsborough	Tyngsborough, MA	2017-Present
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Assistant Assessor working under the Chair Assessor and representing the chair in the office when needed.

All skills listed above are included in this job description as well as inspections.

HVMA	Chelmsford, MA	2015-2017
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Complete Vital signs/Orthostatic	Ordering DME supplies
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Supporting MD and NP	Prescription Refills/Prior Auth
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Entering lab orders/referrals

EKG/Orthopedic supplies

Epic Proficient

Preparing DM/ HTN/ FIT/ Opioids Reports

Lahey Hospital and Medical Center

Complete vitals

Walking Oximetry

Glucose testing

Abraham Joulak M.D

Completed my Externship at the office

Check PT in and out

Vitals

Scheduling/Canceling appts/ Mail sorting

Urinalysis/Strep culture/Glucose testing/ A1C

Leal documents Preparation

Managing Referral List

Burlington, MA

2013-2015

Prescription Refill

EPIC Proficient

Some Administrative Assistant

Lowell, MA

10/2012-11/2013

Urinalysis

Breast Exam

Phlebotomy

FY2022 CPA PROPOSALS

CPC # 2022-02: **Field and Recreation Feasibility Study** **\$120,000**

Summary: *The Park Commission is requesting \$120,000 in CPA funds to carry out a Feasibility Study that would include Cow Pond Fields, Waitowicz Field, and Cutler Memorial Field, to determine that they are providing maximum and safe playing surfaces on their acreage while correcting the issue of parking and travel on their properties.*

CPC # 2022-03: **Non-Point Sources of Pollution in Watershed** **\$43,000**

Summary: *As part of the continuation of the Lost Lake/Knops Pond Long-Term Lake Management Plan, the Great Pond Advisory Committee and the Groton Lakes Association is seeking \$43,000 in CPA funds to complete a major component of this plan namely the dataset identifying the non-point sources of pollution entering Lost Lake and the development of a mitigation plan to correct these problems.*

CPC # 2022-07: **Duck Pond Restoration & Preservation, Phase 2** **\$20,000**

Summary: *The Great Pond Advisory Committee is requesting \$20,000 in CPA funds to help with the continuation of the restoration and preservation work completed during Phase 1 of the previously approved Duck Pond Restoration project. Phase 2 of this project that is currently being proposed will provide three years of funds for electricity to operate the Compressor (8 months / year), three water quality tests per year, periodic muck-depth measurements ("polling"), and a written final report.*

Restrictions, Agricultural Preservation Restrictions, and fee ownership of conservation land in the Town. The Commission's goal is to maintain an amount between \$750,000 and \$1,000,000 in the Conservation Fund. As of the December 1, 2020 the Conservation Fund balance is \$320,129.

CPC # 2022-12: **Groton Country Club Restoration Project** **\$170,184**

Summary: *Friends of Groton Pickleball is requesting \$170,184 in CPA funds to help fund the restoration project at the Groton Country Club that will create new multi-use recreational courts, consisting of 8 pickleball courts, 1 tennis court and adding a half basketball court.*

CPC # 2022-13: **Original Interior Skylight Restoration** **\$3,000**

Summary: *The Groton Public Library is requesting \$3,000 in CPA funds to restore and fortify the original piece of the building fabric that is part of the library's original interior skylight.*

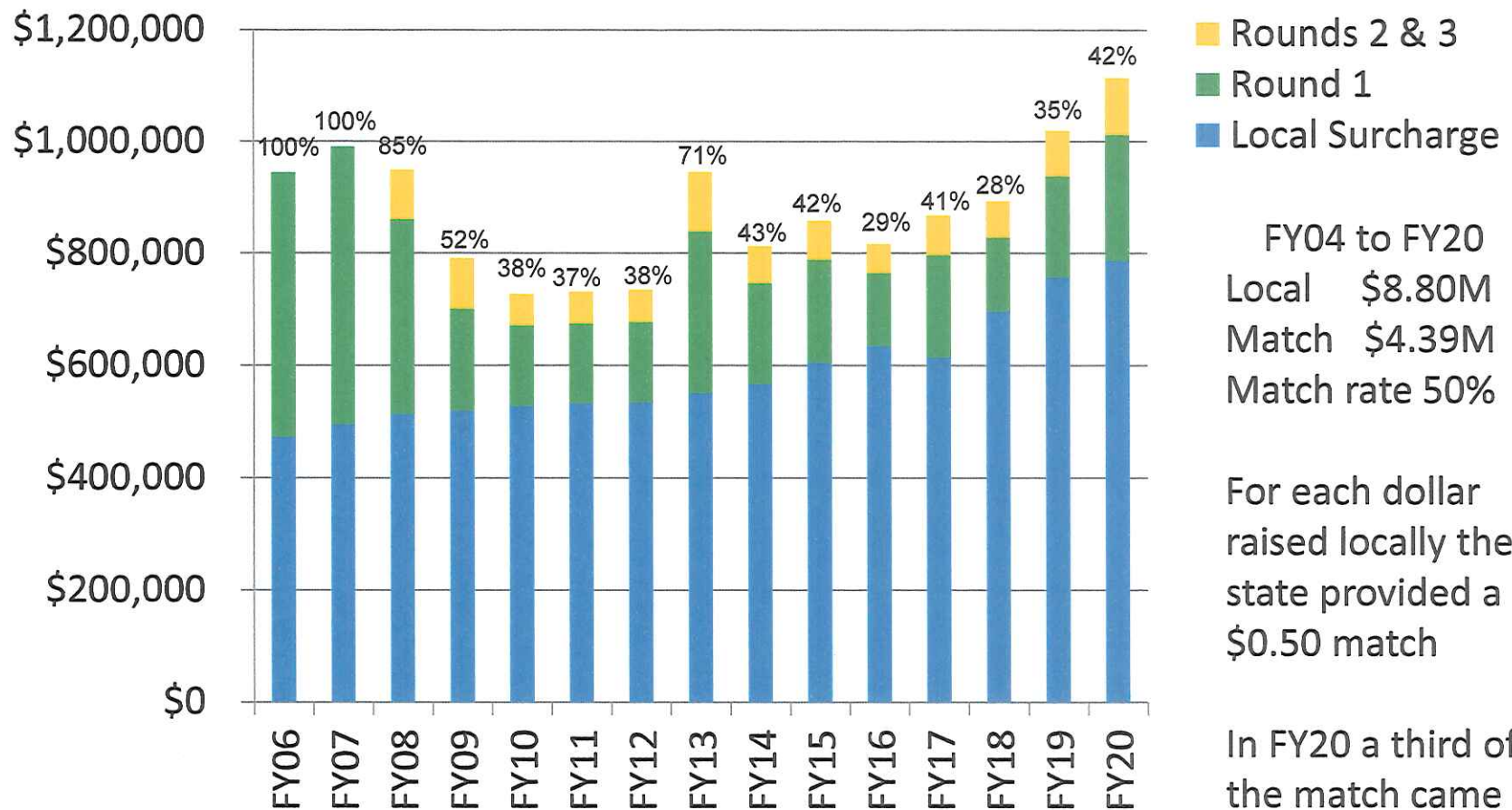
CPC # 2022-14: **Middle School Track Construction** **\$1,405,374**

Summary: *The Groton Dunstable Regional School District Committee and Groton Select Board is requesting \$1,405,374 in CPA funds to rebuild the track at the new Middle School. The Track Reconstruction is not eligible for State support under the MSBA program.*

Community Preservation Committee

January 11, 2021

Groton CPA Revenue FY 2004 – FY 2020



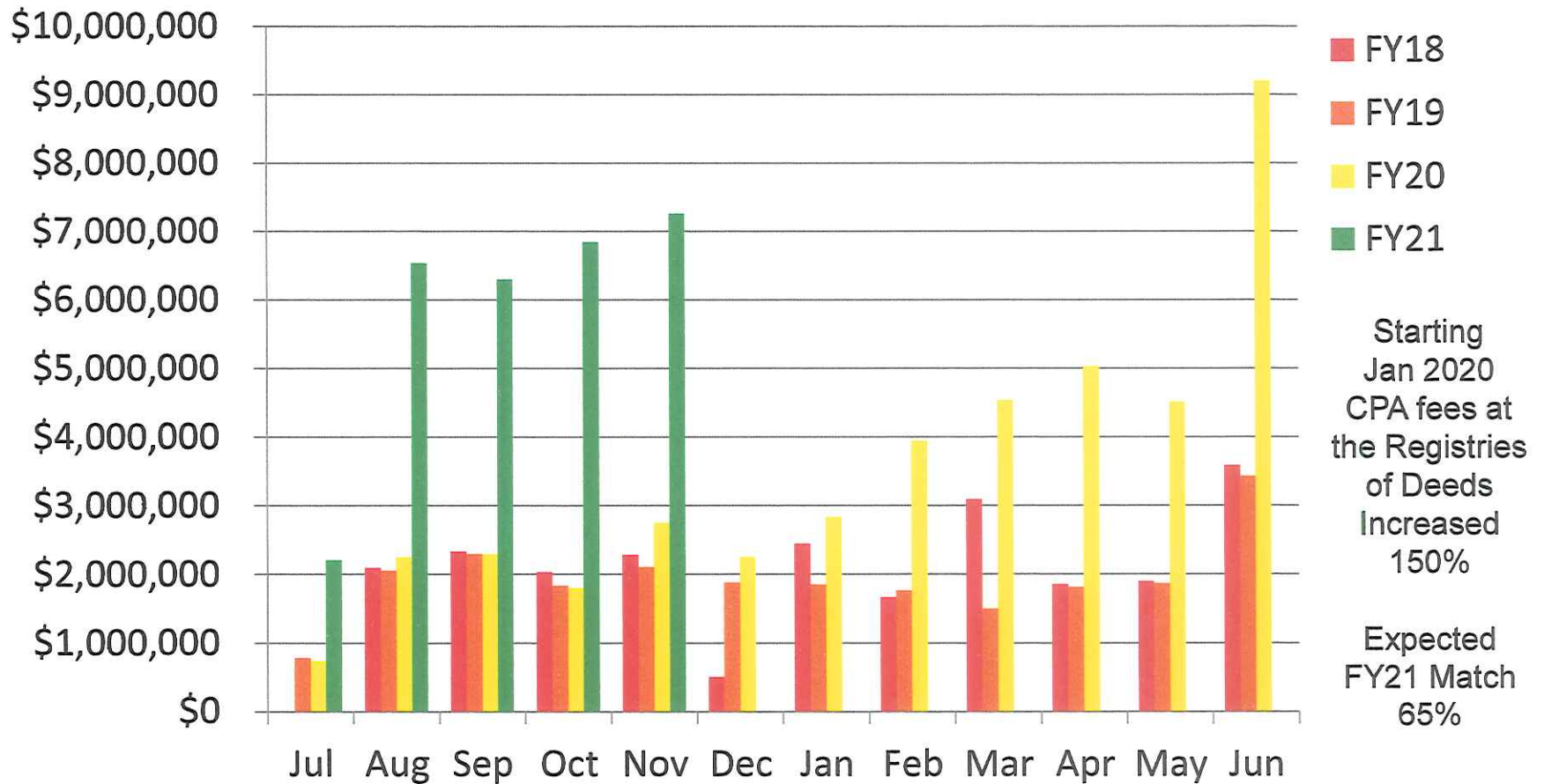
FY04 to FY20
 Local \$8.80M
 Match \$4.39M
 Match rate 50%

For each dollar
 raised locally the
 state provided a
 \$0.50 match

In FY20 a third of
 the match came
 from Rounds 2 & 3

CPA State Trust Fund Outlook

FY2021



Effect of CPA Surtax Rate on FY2020 Revenue

for Home Assessed at \$500,000 and 1.738% tax rate

CPA Surtax Rate	Annual CPA Surtax on \$500k	Annual Local Revenue	1 st Round Match	2 nd & 3 rd Round Match	Total Annual Revenue	Annual Revenue Delta
3.0%	\$209	\$786,329	\$225,099	\$102,971	\$1,114,399	(base case) \$0
2.5%	\$174	\$655,274	\$187,582	\$0	\$842,856	(\$271,542)
2.0%	\$139	\$524,219	\$150,066	\$0	\$674,285	(\$440,144)
1.0%	\$70	\$262,109	\$75,033	\$0	\$337,142	(\$777,257)

Dropping surtax rate from 3.0% to 2.5% would have saved this taxpayer \$35/year off their \$8,690 real estate tax bill and reduced the town's CPA state match by \$140,488.

Dropping surtax rate from 3.0% to 2.0% would have saved this taxpayer \$70/year off their \$8,690 real estate tax bill and reduced the town's state match by \$178,004.

Conclusions

- In FY2020 Groton collected \$786,329 in local CPA surtax revenue and received \$328,070 from the state's Community Preservation Trust Fund which is similar to earning a 42% return on our investment
- Changes in CPA fees collected at the Registries of Deeds from \$20 to \$50 starting in January 2020 makes state match of 65% likely
- A reduction in the surtax rate from 3.0% to 2.5% could have saved taxpayers \$35/year (0.4% of their tax bill) and reduced the state match by \$140,488/year

**SELECT BOARD MEETING MINUTES
VIRTUAL MEETING
MONDAY, JANUARY 25, 2021
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; Hannah Moller, Assistant Tax Collector/Treasurer; Megan Foster, Principal Assistant Assessor; Bud Robertson; Diversity Task Force Members; Eileena Long and David Saindon from Left Field

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

TOWN MANAGER'S REPORT

1. Mr. Saindon said that the Building Committee voted to go with a CMR model. He said it fused what was done in the private sector in the public sector. He said they vetted out elements of the design process and select the CMR they would like to work with. He said that they would be prequalifying a pool of contractors. Mr. Haddad said that they had a D level contractor who was allowed to bid and win the fire station project which ended up going bankrupt. He said that with this model, they would be able to pick an A level contractor. Mr. Giger said it made sense to him. Mr. Saindon said that they had to file an application with the Inspector General for CMR contract. He said that this would have to be an acknowledgment by both the School Committee and Select Board.

Ms. Pine moved to approve the CMR process for the Florence Roche School. Mr. Giger seconded the motion. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Degen-aye; Giger-aye

2. Mr. Haddad said that due to Governor Baker extending capacity limits, they extended working remotely at Town Hall through February 8th.
3. Mr. Haddad said that the weekly COVID health report showed Groton was trending lower over a 2-week period and hopefully they would continue to trend down still. Ms. Pine said that it was announced today that people 75 and older would be able to register on Wednesday for the vaccine.

Mr. Haddad asked the Board to approve a CVL for the Country Butcher naming Patrick Gaudet as Manager.

Ms. Pine moved to approve to CVL license for Country Butcher, Patrick Gaudet as Manager. Mr. Reilly seconded the motion. Ms. Manugian made a friendly amendment for the hours to be 9am-5pm 7 days a week to allow them flexibility. Ms. Pine accepted the amendment and added to her motion to allow for electronic signatures to be used also. Roll Call: Manugian-aye; Pine-aye; Giger-aye; Reilly-aye; Degen-aye

DIVERSITY TASK FORCE PRESENTATION

Raquel Majeski and Audra Waiters were present.

Ms. Waiters gave an overview of Diversity Task Force and reviewed their Charter. She said they one of their first tasks was to put action items into buckets for sub groups to work on. Ms. Majeski said that they had 4 working groups working on affordable housing, community education, diversity training and town image. Ms. Majeski said that they didn't feel as though their work was done and had identified suggestions for improving their task force and goal accomplishments. They asked that they be give until June 30, 2021 to complete their work. Ms. Majeski said that Nadia Madden was stepping off the committee along with Paul Shea and one member from the School Committee possibly. She said they would like to fill them with members from those designated groups. Ms. Majeski also asked for a member from the Civil Discourse Group stating the School Committee was unsure if they were going to continue serving with the DTF or develop their own group. Mr. Haddad said that they had gift fund money to be able to purchase handbooks the committee would like.

Ms. Pine moved to authorize the Town Manager to use Lawrence Academy gift account money to purchase Racial Healing Handbooks for the Diversity Task Force and a few extras for around town. Mr. Giger seconded the motion. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Giger-aye; Degen-abstain

Mr. Giger moved to extend the period of work time for the Diversity Task Force to June 30, 2021. Ms. Manugian seconded the motion and asked to include a member from the Civil Discourse Group. Mr. Giger accepted the amendment. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Giger-aye; Degen-abstain

Ms. Pine said it would be wonderful if the Diversity Task Force could attend the Non-Profit Group on Friday to talk about what they had been working on. She said that the Library had chosen the book "March" for their Groton Reads program this year. She added that she attended the MMA conference last week adding that the keynote speakers were all speakers centered around diversity, equity and inclusion.

Mr. Degen thanked Ms. Majeski for the great job she had done chairing their Committee and thanked the Board for allowing them more time.

TOWN MANAGER'S REPORT – CONT.

4. Mr. Haddad said that he had set aside time for the Board to discuss the process for whether they would make recommendations for various CPA projects. He said that there were some projects that required Board action as co-sponsors. Ms. Manugian said that there were projects they needed to co-sponsor but beyond that she was at a point to not recommend beyond those co-sponsorships at this time. Mr. Giger said he shared Ms. Manugian's concerns. Ms. Pine said they weren't being asked to prioritize or comment on which ones should go forward or not but instead their own sense of whether they support a project or not. She said that she was comfortable with what had been past practice that proponents of some, if not all proposals, ask the Select Board for a letter of support, after having a discussion with the applicants. Ms. Pine said she contacted the State Ethics Commission to explore conflict of interest and reviewed what she had found out. She said this would not be considered a conflict of interest but more so a policy decision. Mr. Giger said there was a significant difference between allow and support. Mr. Degen said he agreed with Mr. Giger's point. Mr. Degen said if a project wasn't on town land, they applicants should not come before them for a letter of support. Ms. Manugian said that they should either be a co-applicant or not. Ms. Pine said she wasn't sure what the difference was between now and during the warrant period of registering their support.

Mr. Degen moved that they adopt as a policy that the Board take no action and not entertain for debate CPC letters of support, requested by applicants, on any application that does not involve a town owned asset and further that the Board instead offer its position on said other projects on an article-by-article basis on the Town Meeting warrant. Mr. Reilly seconded the motion.

Ms. Pine said that this motion would not allow them to hear projects either beforehand. Mr. Degen said that he thought they should be dealing with things in their bailiwick and not things that were not. Ms. Pine disagreed with that. Ms. Pine said they should not restrict citizens from coming before the Board and could not support this motion.

Mr. Haddad said that of the 14 projects before the CPC, there were 3 that required the Select Board or Town Manager to sign on as a co-applicant. Mr. Haddad said he as the Town Manager had been asked to support projects and write letters of support and asked the Board what they recommended he do; should he follow the Board's policy. Ms. Manugian, Mr. Degen and Mr. Giger said they thought the Town Manager should follow the Board's policy. Ms. Pine disagreed.

Roll Call: Manugian-aye; Degen-aye; Giger-aye; Reilly-aye; Pine-no

Mr. Degen moved that the Town Manager follow Select Board policy relative to previous CPC policy. Ms. Manugian seconded the motion. Manugian-aye; Paine-aye; Reilly-aye; Degen-aye; Giger-aye

Mr. Haddad reviewed the projects. It was decided that there were 6 projects that required Select Board signing as co-applicants.

5. Mr. Haddad said he thought the Saturday Budget Meeting went really well. He said he was meeting on Thursday morning to discuss the police staffing as was discussed on Saturday.

6. Mr. Haddad reviewed the Board's schedule for the next few weeks.

OTHER BUSINESS

Mr. Haddad said that Mr. Degen had suggested, as one of their goals, that a member of the Finance Committee or Capital Planning Advisory Committee be appointed to the CPC. He said that Mr. Degen suggested that those members serve as ex-officio members of the CPC until such time as the at-large members decided to no longer serve after speaking with the CPC at their last meeting. Ms. Pine said it was decided that nothing should happen now, allowing the at-large members to continue, but thought there were various ways to bring in Finance Committee and Capital Planning Advisory Committee members into the process. She said there was agreement there was benefit to doing that now. She said no vote was taken to appoint these members once there was a vacancy but rather discuss it when a vacancy arose. Mr. Degen asked every member on a straw pole adding the members felt good about the suggestion.

ON-GOING ISSUES

A: Mr. Haddad said that the alarm system at Prescott School should be completed by next week.

D: Mr. Haddad said they had a great meeting about Green Communities today and were on track to complete the projects by the deadline adding they had identified \$500K worth of projects for the next round.

B: Mr. Giger said he had done a bunch of work on the polystyrene containers a year ago and had not heard anything from the Board of Health. He said he was very disappointed that the Board of Health had not done anything yet. Mr. Degen suggested that Mr. Giger request time on the Board of Health agenda.

MINUTES

Ms. Pine moved to approve the meeting minutes of January 11, 2021 as presented. Mr. Reilly seconded the motion. Roll Call: Manugian-aye; Pine-aye; Degen-aye; Giger-aye; Reilly-aye

Liaison report

Mr. Degen said he and Mr. Orcutt met with the Board of Health on PFAS adding there was a moratorium on the use of certain fertilizers and thought the Board of Health should notify the hardware store. Ms. Manugian suggested that the Town Manger work with Mr. Grossman to issue a press release as had been discussed at the Board of Health Meeting

Ms. Manugian adjourned the meeting at 8:30pm.

Approved: _____
Rebecca H. Pine, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: