

Select Board Meeting Packet

June 28, 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 OF GROTON

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

Select Board

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

Town Manager
Mark W. Haddad

SELECT BOARD MEETING
MONDAY, JUNE 28, 2021
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL

- | | |
|----------------|--|
| 7:00 P.M. | Announcements and Review Agenda for the Public |
| 7:05 P.M. | Public Comment Period |
| I. 7:06 P.M. | Town Manager's Report |
| | <ol style="list-style-type: none">1. Town Manager's Explanation of Agenda Items2. Consider Ratifying the Appointment of the Town Manager of Adam Hyde as a Full-Time Police Officer for the Groton Police Department3. Consider Ratifying the Town Manager's Appointments of Emily Ramos and Robert Wayne as Reserve Officers to the Groton Police Department4. Consider Ratifying the Appointment of the Town Manager of Lillian Blouin and Benjamin Szum as Lifeguards and Mason Noseworthy as a Camp Counselor at the Groton Country Club5. Consider Accepting the Nomination of the Town Manager to appoint Ralph Acaba to the Trails Committee6. Review Proposal from Town Manager on Florence Roche Project Debt Service7. Update on Select Board Schedule through Labor Day |
| II. 7:10 P.M. | Items for Select Board Consideration and Action |
| | <ol style="list-style-type: none">1. Consider Appointing Various Members to the Diversity Task Force2. Begin Annual Review Process of the Town Manager |
| III. 7:15 P.M. | Annual Report from the Old Burying Ground Committee |
| IV. 7:30 P.M. | Annual Report from the Conductor Lab Committee |
| V. 7:45 P.M. | Annual Report from the Great Ponds Advisory Committee |

OTHER BUSINESS

ON-GOING ISSUES – Review and Informational Purposes – Brief Comments - Items May or May Not Be Discussed

- A. Water Department – Manganese Issue – PFAS Issue
- B. Green Communities Application and Implementation
- C. Florence Roche Elementary School Construction Project

SELECT BOARD LIAISON REPORTS

- | | | |
|------|---|--|
| VI. | Minutes: | Special Meeting of June 14, 2021
Regularly Scheduled Meeting of June 21, 2021 |
| VII. | Executive Session – Pursuant to M.G.L. c. 30A, §21(a), Clause 3 – “To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.” – PURPOSE – Collective Bargaining | |

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 Agenda Update/Report*

Date: *June 28, 2021*

TOWN MANAGER'S REPORT

1. In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues, there are four specific scheduled Agenda Items. As requested by the Board when reviewing the various Boards and Committees, I have begun to schedule annual updates from various committees. At Monday's meeting, the Old Burying Ground Committee, Conductor Lab Committee and Great Ponds Advisory Committee will be in to provide updates to the Board and answer any questions the Board may have relative their Committees and whether or not committees can be consolidated. At the conclusion of the meeting, I have scheduled an Executive Session for the Board to discuss collective bargaining and the impact of the Coronavirus Recovery Relief funds on the Fiscal Year 2022 Operating Budget. I have invited FinCom Chair Bud Robertson, Town Accountant Patricia DuFresne and Human Resources Director Melisa Doig to the Executive Session to join the discussion.
2. As you are aware, the Fiscal Year 2022 Operating Budget provided funding to restore the Police Officer position in the Police Department to bring the Department back up to its full complement of 20 sworn full-time Officers, including the Chief and Deputy Chief. We advertised the position and we received 49 applicants, which is truly an amazing amount. Given the spotlight that has been on the police profession in the past year, to receive that many applicants is a testament to the reputation of the Groton Police Department and the outstanding leadership of Chief Michael Luth. From the 49 applicants, eight (8) were interviewed and put through a stringent review process. Based on this, Chief Luth has asked me to appoint Adam Hyde of Fitchburg, MA to the vacancy. Adam is currently a Police Officer for the Town of Maynard. Enclosed with this update/report is a copy of Mr. Hyde's resume. He comes to us with an excellent reputation and will be a fine addition to our Department. I would respectfully request that the Board consider ratifying this appointment at Monday's meeting. The appointment would take effect on July 12, 2021.
3. In addition, the Select Board had authorized the Police Department to add additional Reserve Officers prior to June 30, 2021. To that end, the Chief Luth has requested that I appoint Emily Ramos and Robert Wayne as Reserve Police Officers for the Groton Police Department. Enclosed with this update/report are letters from Chief Luth to me providing me with these recommendations. I would respectfully request that the Board consider ratifying these appointments at Monday's meeting.

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4. I have appointed Lillian Blouin and Benjamin Szum as Lifeguards and Mason Noseworthy as a Camp Counselor at the Groton Country Club. I would respectfully request that the Board ratify these appointments at Monday's meeting.
5. The Trails Committee has requested that I nominate Ralph Acaba for appointment to the Committee. Please consider this as notice of my nomination. I would respectfully request that the Board make this appointment at Monday's meeting.
6. Two weeks ago, I informed the Board that the Finance Team had begun planning for the financing of the Florence Roche construction project. As you know, Town Meeting authorized \$76,495,360 for the project. After MSBA Reimbursement (\$26,102,575), the Town will likely have to permanently borrow \$50,392,785. The original thought was to temporarily borrow (BANs) the funds over the next three years, pay interest on the BANs in each of the next two fiscal years (beginning in FY 23) and make the mandatory principal pay down after two years of BANs as required by law and then permanently finance the entire project in FY 2025. The idea is to permanently finance the project in FY 25 and pay it off over 25 years. The Finance Team has met with our Financial Advisor and we have developed a plan that we believe is in the best interest of the taxpayers and residents of Groton. Specifically, the Town needs between \$5,000,000 and \$8,000,000 over the next year for the School project. After that, beginning next April/May 2022, the Town will need to borrow the remaining authorization to complete the project over the following two years. That said, the Finance Team and I are working to provide the taxpayers with the most cost-effective solution to fund this project. To that end, we have come up with a plan to permanently finance a portion of the project upfront and pay it off quicker than the original 25 years. As a reminder, the way the project works, is the Town pays all the bills and then the MSBA reimburses the Town for its share. So, while the Town Meeting authorized the \$76,495,360, and while we will need to temporarily borrow more than \$70,000,000, we will ultimately permanently finance only about \$50.5 million. I have recommended and the Finance Team has agreed that we immediately permanently finance the \$8,000,000 we need over the next year. The idea is to take advantage of the very low interest rates on permanent financing at this time, and pay the \$8,000,000 debt over twenty years, instead of 25 years. That way, when we permanently finance the project in FY 25, we will need to permanently finance \$42,392,785 and pay that off over 25 years. While this will cost the average taxpayer slightly more over the next four years, it will provide a savings in interest and total taxpayer impact over the life of the 20 years (on the \$8 million). Following the original plan, the \$8 million would have been temporarily borrowed (BAN) in FY 22, with the first interest payment due in FY 23. A second interest payment would have been owed in FY 24, and then it would be permanently financed in FY 25. What we are planning on doing (with Select Board approval of course) is to permanently finance the \$8,000,000 this summer with an interest payment due in FY 22 and then the first principal payment due in FY 23. The following chart shows the impact of the new plan versus the original plan and the impact on the taxpayers:

Continued on next page – Over >

6. *Continued:*

	\$8 Million BAN		\$8 Million Permanent	
<u>Fiscal Year</u>	<u>Annual Debt</u> <u>Service</u>	<u>Average Tax</u> <u>Payer Bill</u>	<u>Annual Debt</u> <u>Service</u>	<u>Average Tax</u> <u>Payer Bill</u>
2022	\$ -	\$ -	\$ 129,025	32.98
2023	\$ 140,000	\$ 35.78	\$ 516,425	131.99
2024	\$ 300,875	\$ 76.90	\$ 517,800	132.34
2025	\$ 540,125	\$ 138.05	\$ 518,425	132.5
Total After Four Years	\$ 981,000	\$ 250.73	\$ 1,681,675	\$ 429.81
Difference in Cost to Taxpayer Over 4 years (More Costly Permanently Financing)				\$ 179.08
Total After Life of Note	\$ 11,218,400	\$ 2,867.87	\$ 10,482,750	\$ 2,679.25
<i>23 Years with Ban Option</i>				
<i>21 Years with Permanent Option</i>				
Difference in Cost to Tax Payers in Total Debt Over Life of Bond				\$ (735,650)
<i>(Less Cost Permanently Financing- Savings to Tax Payers)</i>				
Difference in Cost to Tax Payers in Average Tax Bill Over Life of Bond				\$ (188.62)
<i>(Less Cost Permanently Financing - Savings to Tax Payers)</i>				

As you can see, while the upfront cost is slightly more over the first four years, the taxpayers save money over the life of the Bond. I look forward to discussing this in more detail with the Select Board at Monday's meeting.

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8. Please see the update to the Select Board's Meeting Schedule through Labor Day:
- | | |
|----------------------------|--|
| Monday, July 5, 2021 | -No Meeting (July 4 th Holiday) |
| Monday, July 12, 2021 | -Joint Session with FinCom – Line-Item Transfers
-Call for the 2021 Fall Town Meeting |
| Monday, July 19, 2021 | -No Meeting |
| Monday, July 26, 2021 | -Annual Report of Sustainability Commission
-Annual Report of the Greenway Committee |
| Monday, August 2, 2021 | -No Meeting |
| Monday, August 9, 2021 | -Regularly Scheduled Meeting |
| Monday, August 16, 2021 | -No Meeting |
| Monday, August 23, 2021 | -Regularly Scheduled Meeting |
| Monday, August 30, 2021 | -Regularly Scheduled Meeting |
| Tuesday, September 7, 2021 | -No Meeting |

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. At last week's meeting, the Board had considered appointments to the Diversity Task Force and delayed the appointments for one week while we determined who would be reappointed and the number of vacancies. As you know, the Committee is made up of 11 members representing various organizations. I reached out to Raquel Majeski, Chair of the Committee, and she requested that the Board reappoint the following members:

Raquel Majeski – Representing Lawrence Academy
Michelle Collette – Representing the Council on Aging
Amy Degen – Representing the Groton Interfaith Council
Joshua Degen – Representing the Select Board (subject to Mr. Degen's ethics opinion)
Deirdre Slavin Mitchell – Representing the Groton Civil Discourse Project
Lorena Novak – Member at Large
Susan Hughes – A Better Community

That would leave four vacancies on the Committee from the following organizations: Groton School; Town Employee; ADA Community; and LGBTQIA+. We can discuss this in more detail at Monday's meeting.

2. It is time for the Select Board to begin the Annual Review of the Town Manager. Attached to this Update/Report is the Select Board Policy on Reviewing the Town Manager. To start the process, the Chair needs to certify which members are eligible to conduct the review and to direct the Town Manager to begin his self-evaluation. We can discuss this further at the meeting.



GROTON POLICE DEPARTMENT

99 PLEASANT STREET
GROTON, MASSACHUSETTS 01450



Michael F. Luth
Chief of Police

TEL: (978) 448-5555
FAX: (978) 448-5603

June 28, 2021

Mark Haddad
Town Manager
Town of Groton
173 Main Street
Groton, MA 01463

I am pleased to recommend the following candidate for appointment to the position of Police Officer.

Adam Hyde has been a full-time police officer for two years with the Maynard. He is a graduate of the Fitchburg State University 4 plus 1 program with the Full Time Police Academy as well as a Masters of Science in Criminal Justice. He is an instructor at the FSU Police Academy. He is also a member of the NEMLEC RRT Team and the Maynard Police Crisis Response Team to deal with mental health emergencies.

Adam is required to pass a pre-employee physical, psychological exam, and an extensive background investigation. If appointed, Adam will bring a wealth of knowledge and experience to the Groton Police Department. I highly recommend Adam Hyde for appointment as a full-time Police Officer.

I thank you for considering my request and look forward to any discussion regarding this matter.

Respectfully submitted,

Michael F. Luth
Chief of Police

Adam Hyde

Home Address
47 Ohio Ave.
Fitchburg, MA, 01420

adamhyde96@gmail.com
(978)-302-7014

EDUCATION

Fitchburg State University

Expected Masters Degree: July 2021

GPA: 3.01

Fitchburg State Police Concentration Program

Major: Criminal Justice

WORK EXPERIENCE

Maynard Police Department

Maynard MA

Patrolman

September 2019-Current

- Patrol an assigned area for general purpose of crime prevention
- Apprehend those violating laws or wanted by police
- Direct traffic in situations when needed
- Assist citizens requesting service, assistance or information

Related training:

- 2019 Fulltime Police Academy
- CIT training
- ARIDE
- N.E.M.L.E.C. RRT
- Polishing the badge Leading for optimal performance

Powell Stone and Gravel

Lunenburg, MA

Laborer

June 2012-2019

- Perform general construction labor tasks and site work for various municipal projects
- Work with fellow employees to solve unique construction problems on an everyday basis
- Employer: Steve Powell
 - 133 Leominster-Shirley Road, Lunenburg MA, 01462
 - Phone: 978-537-8100

Nashoba Valley Ski Area

Westford, MA

Parking Lot Director

December 2014-March 2015

- Provide high-level customer service by directing cars to the proper area in an organized and efficient manner
- Employer: Al Fletcher
 - 79 Powers Road, Westford MA, 01886
 - Phone: 978-692-3033

LEADERSHIP EXPERIENCE

Captain of St. Bernard's Varsity Football, Baseball

Fitchburg, MA

- Responsible for making the team work together
- Capable of making critical decisions in game

Class Leader in Police Academy

RELEVANT COURSE WORK

- Ethics in Criminal Justice
- Advanced Criminal Justice Research Method
- Innovative Practices in Policing
- Criminology
- Criminal Law



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Michael F. Luth
Chief of Police

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FAX: (978) 448-5603

June 28, 2021

Mark Haddad
Town Manager
Town of Groton
173 Main Street
Groton, MA 01463

I am pleased to recommend the following candidate for appointment to the position of Reserve Police Officer.

Emily Ramos is currently a full-time Police Officer at Fitchburg State University. She has completed the Reserve Intermittent Police Academy, in accordance with M.G.L., Chapter 41, Section 96B and the Municipal Police Training Committee Standards. Emily is required to pass an employment physical exam, psychological screening, and an extensive background investigation.

Emily holds Master of Science Degree in Criminal Investigation from the University of New Haven and a Bachelor of Science in Criminal Justice with Minor in Computer Science from Fitchburg State University. If appointed, she will be required to undergo a field training program that will allow for extensive evaluation. The evaluation process provides our personnel with an accurate assessment of her competency, work ethic, interpersonal communication skills, integrity, and honesty.

I believe because of her professional and educational background as well as the training and experience that she possesses, Emily will be a great addition to our department. I strongly recommend her appointment as a Reserve Police Officer.

I thank you for considering my request and look forward to any discussion regarding this matter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael F. Luth".

Michael F. Luth
Chief of Police



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GROTON, MASSACHUSETTS 01450



Michael F. Luth
Chief of Police

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FAX: (978) 448-5603

June 28, 2021

Mark Haddad
Town Manager
Town of Groton
173 Main Street
Groton, MA 01463

I am pleased to recommend the following candidate for appointment to the position of Reserve Police Officer.

Robert Wayne started his Full-Time police career in 2012 and is currently a Police Sergeant at Boston College. He has completed the Massachusetts Special State Police Academy, in accordance with M.G.L., Chapter 41, Section 96B and the Municipal Police Training Committee Standards. Robert is required to pass an employment physical exam, psychological screening, and an extensive background investigation.

Robert holds Master of Science Degree in Leadership and Administration from Boston College and both Masters and Bachelor of Science in Criminal Justice from Westfield State University. In addition to his patrol and supervisory experience he has an extensive background in Police Accreditation. If appointed, he will be required to undergo a field training program that will allow for extensive evaluation. The evaluation process provides our personnel with an accurate assessment of her competency, work ethic, interpersonal communication skills, integrity, and honesty.

I believe because of the extensive background and experience that he maintains; Robert will be a valuable addition to our department. I strongly recommend the appointment of Robert Wayne as a Reserve Police Officer.

I thank you for considering my request and look forward to any discussion regarding this matter.

Respectfully submitted,

Michael F. Luth
Chief of Police



SELECT BOARD POLICY

Policy Category:	Board
Policy Number:	BOA – 2020 – 16
Latest Revision Date:	May 11, 2020

POLICY NAME: **TOWN MANAGER EVALUATION POLICY**

On an annual basis, the Select Board will evaluate the prior fiscal year's performance of the Town Manager. The Town Manager, as the Chief Administrative Officer of the Town, is responsible to the Select Board for the proper administration of all town affairs placed in his/her charge by the Town Charter. It is therefore vital to the continuity of, and the community's confidence in, Town government, that the Town Manager's performance be publicly evaluated, and that, as part of that evaluation, areas of strength and areas that need improvement can be identified by the Select Board.

EVALUATOR ELIGIBILITY:

1. To be eligible to submit an annual evaluation for the Town Manager, a member of the Select Board must have been a member of the board for more than 120 consecutive calendar days immediately prior to completing the annual evaluation.
2. An annual evaluation for the Town Manager requires that a simple majority of the Select Board has completed, reviewed with the Town Manager and submitted an individual Evaluator Workbook to the Human Resources Director. Only members who completed and submitted an individual Evaluator Workbook may vote to approve or disapprove the Select Boards' evaluation at a full board meeting.

ROLE OF THE CHAIR:

1. The Chair of the Select Board is responsible for the administration of this policy and procedure. The Chair shall begin the annual evaluation process by placing on the Board's agenda an item to discuss the commencement of the Town Manager's annual performance evaluation. The Chair will request that the Town Manager prepare his or her self-evaluation portion of the Evaluator Workbook which will be disseminated to each Board member with instructions to complete the Evaluation Workbook, review it with the Town Manager, obtain the Town Manager's signature, and deliver the completed Evaluation Workbook to the Human Resources Director. Under no circumstances may a Select Board member share their completed Evaluation Workbook with anyone but the Human Resources Director.



SELECT BOARD POLICY

2. The Human Resources Director is responsible for receiving each Board member's Evaluator Workbook. The Human Resources Director along with the Select Board Chair will compile the members' individually completed Evaluation Workbook using the Compilation Workbook. After double checking the Compilation Workbook results, the Human Resources Director and the Select Board Chair will generate the Select Board's Town Manager Evaluation covering the evaluation's start and end date.
3. The Select Board Chair will present, to the full Board at a public meeting, the compiled Select Board's Town Manager Evaluation for approval. Only members who completed and submitted an individual Evaluator Workbook may vote to approve or disapprove the Select Boards' evaluation at the full board meeting. Board members, if any, who did not complete an individual Evaluator Workbook must abstain at the time this vote is taken.
4. All questions relative to the performance evaluation process should be directed to the Chair.

EVALUATION PROCEDURES:

1. The Town Manager's performance evaluation shall commence on the first regularly Select Board meeting in July of each fiscal year and will be prepared and completed as generally described in the Role of the Chair, above, and these procedures.
2. At the first regular Select Board meeting in July, the Chair shall validate which Select Board members are eligible to complete an Evaluator Workbook and request that the Town Manager complete the Status of Town Manager Goals and the Town Manager's Self Evaluation sections of the Evaluator Workbook.
3. The time period in which the Town Manager will complete the Status of Town Manager Goals and the Town Manager's Self Evaluation sections of the Evaluator Workbook is fifteen (15) calendar days from the date the Select Board Chair requests the Town Manager to complete his sections of the Evaluator Workbook. This time period may be extended by mutual agreement of a simple majority Board vote and the Town Manager. All Select Board members may vote, whether they will complete an Evaluator Workbook or not, on the question of an extension for completion of this task.
4. Following the Town Manager's completion of their sections of the Evaluator Workbook, the Human Resources Director will update the Evaluator Workbook with the Town Manager provided date and distribute copies of the Workbook to eligible board members.
5. All Board discussions and deliberations as to the evaluation procedure and completion of the evaluation document are to be held in public session. Board members are not to share their comments with other members of the Board outside of a properly posted public meeting of the Board.



SELECT BOARD POLICY

6. Each member, who received one, shall complete their Evaluator Workbook and return it back to the Human Resources Director. Board members completing Evaluator Workbooks are required to meet with the Town Manager to discuss their and the Town Manager's thoughts on the evaluation prior to submission. The timeline for returning the Completed Evaluator Workbook to the Human Resources Director is fifteen (15) calendar days following delivery of the Town Manager completed Evaluator Workbook to the Board members. This time period may be extended by mutual agreement of a simple majority Board vote and the Town Manager. All Select Board members may vote, whether they will complete an Evaluator Workbook or not, on the question of an extension for completion of this task.
7. Not later than (15) calendar days after all required Evaluator Workbook have been received by the Human Resources Director, the Director and the Select Board Chair will prepare, following the Compilation Workbook process, the Select Board's Town Manager Evaluation document.
8. At the next regularly scheduled Select Board meeting, the Select Board Chair will present to the full Board at a public meeting the Select Board's Town Manager Evaluation for approval. Only members who completed and submitted an individual Evaluator Workbook may vote to approve or disapprove the Select Board's evaluation at the full board meeting. Board members, if any, who did not complete an individual Evaluator Workbook must abstain at the time this vote is taken.
9. After the vote of approval, the Town Manager and the Select Board Chair will sign the Select Board's Town Manager Evaluation and provide the signed document to the Human Resources Director. In turn, the Human Resource Director will deliver a copy of the approved Select Board's Town Manager Evaluation to the Town Clerk for public release when requested. For document retention, see the Document Retention section of this document.

MISCELLANEOUS

One (1) copy of the Select Board's Town Manager Evaluation will be placed in the Town Manager's personnel file and retained there for as long as his personnel file is retained by the Town.

This policy and procedure may be amended only by a majority vote of the Board taken during a properly posted public meeting. Any such amendment shall be reduced to writing and incorporated herein. All current members of the Select Board, regardless of the length of service, are eligible to vote on proposed amendments to this policy.

**SELECT BOARD MEETING MINUTES
TOWN COUNSEL INTERVIEWS
MONDAY, JUNE 14, 2021
UN-APPROVED**

SB Members Present: Rebecca H. Pine, Chair; Alison S. Manugian, Vice Chair; Peter S. Cunningham, Clerk; Joshua A. Degen, Member; John F. Reilly, Member
Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant;

Ms. Pine called the meeting to order at 7:00pm and reviewed the agenda for interviewing Town Counsel firms.

MURPHY, HESSE, TOOMEY & LEHANE, LLP

Peter Mello & David DeLuca were present for the firm.

BECKY: How does your firm keep current on ever changing regulations and how do you ensure that knowledge and guidance about changes are passed on to the Town Manager, Board Members and Chair, and Town Employees as appropriate?

Mr. Mello said that governing rules was fast and fluid to which you must stay in tune to changes. He said that they share information when changes have occurred. He said that they represent municipalities and deal with issues on a daily basis and are constantly conferring with each other on different matters/changes before them. He said that they like to stay in constant contact with key officials within their municipalities.

PETER: What types of trainings to employees/officials do you offer?

Do you typically hold regular office hours in the communities you serve? (Why/Why Not/What you suggest)

Do you typically attend meetings of the Board of Selectmen in the communities that you serve? (why/why not/what you suggest)

Mr. Mello said that they offer trainings across the spectrum to include Open Meeting Law, Public Records Law, and also trainings around specific needs of the municipalities. He said that trainings could be designed. Mr. Mello said that they could discuss the number of trainings the Town would like. Mr. Mello said that they saw tremendous benefit to holding office hours and would be happy to do that. He said that they encouraged it.

ALISON: Since you are retained in contract with the Select Board but more often will interact with the Town Manager, what is your process to take in requests and gather information from the Board?

How do you work effectively with the Town Manager to ensure legal input is sought at appropriate times? What do you recommend we as the Select Board do to facilitate this process?

Mr. Mello said that an open and responsive line of communication was important. He said he liked to have an active relationship with the head municipal official. He said he liked to have frequent telephone conversations also as a means of checking in. He said open lines of communication was also important for budgetary reasons. Mr. Mello said you had to be willing to have hard conversations should there be a communication gap and address it as soon as possible.

JOHN: How much background and explanation do you provide when you are asked for a legal opinion? Are you willing to follow up all legal opinions in writing?

Mr. Mello said that they would be willing to put opinions in writing. He said he always writes or has close contact with all written opinions. He said that efficiency and an economy of words was an important piece of the product. Mr. Mello said that clients weren't interested in dissertations adding they just wanted their questions answered. Mr. Mello said that they had a core municipal practice group and for the most part, those were the people the Town would be dealing with, with him (Mr. Mello) leading the group primarily.

JOSH: *If it becomes clear that an employee is not planning to do what you advised, what do you do?*

Mr. Mello said that they could provide advice and their opinion of risks, etc. but the client could take what action it chooses. He said there was no one size fits all approach. He said if there was an adverse consequence, they would assist the client with whatever came down the road. He said that it was their job to guide the client in the best way they could with their opinions. Mr. Mello said that they couldn't guarantee perfect results but their opinion would be provided in what they believed was in the best interest for the Town.

Ms. Manugian asked at what point the conversation would be escalated if an opinion wasn't going to be followed. Mr. Mello said that he would always keep the Town Manager informed on all advice and would keep him apprised of something like this also. Mr. Mello said that the Select Board was the entity that manages the Town legal affairs and would also keep the Board apprised if they thought the Select Board wasn't informed by the Town Manager.

BECKY: *At what point prior to a typical Town Meeting do you review and comment on Warrant Articles? What other preparations for Town Meeting and participation at Town Meeting do you provide?*

Mr. Mello said it was critical for Town Counsel to be an active participant during Town Meeting. He said they would work closely with the Moderator about scope issues, review all articles, drafting of the articles to proper form, and attending Town Meeting. He said that they very often would have meetings with the Town to discuss proposed warrant articles. He said it was also important to know what articles may be coming to future town meetings to be prepared for what lies ahead.

PETER: *What is your internal process to distribute tasks and keep your team up to speed in case of absences, vacation etc. so that our needs are met in a timely fashion?*

Mr. Mello said that they were a full-service firm of approximately 40 attorneys. Mr. Mello said that responsiveness was very important to the firm adding he would be available to the Town 24/7. He said the timing of the advice would be dependent on the situation and the advice needed. He said that the Town would receive a response from the firm within 24 hours as a notice of receipt of the request.

ALISON: *Discuss how your firm works to manage costs while providing efficient yet effective legal representation. How is billing tracked and discussed? What are your thoughts on a retainer approach - what have you seen work well?*

Mr. Mello said he liked to be informed in all estimates prepared. He said it was important to be mindful when preparing an estimate but would communicate if there was a potential for overage. Mr. Mello said they would be flexible but that retainers were more prevalent years ago than they were now. He said that watching costs was important.

JOHN: *Please describe a difficult situation you have handled at a legal appeal hearing, such as at the Appellate Tax Board, the ABCC, or a DEP Administrative Review.*

Mr. Mello said that there was a case at the Appellate Tax Board adding Mr. DeLuca had done a great job defending this difficult case. Mr. DeLuca explained the case briefly.

JOSH: *If problems arise and you become aware that either the Town Manager or Board Members are unhappy with your services, please tell us how you would address that?*

Mr. Mello said that there needed to be honesty adding he thought he was honest and candid and hoped the others would be too. Mr. Mello said that the most effective correction plan was effort. He said that best way to address a problem was honesty and candor.

Mr. Cunningham asked about the travel from Quincy and travel expenses. Mr. Mello said that they had clients spread out geographically and wasn't an issue.

BECKY: *Do you have any questions for us?*

Mr. Mello asked what they saw as the important issues confronting the Town over the next year or so and approaches. Ms. Pine said that a lot of their issues were around land but across the spectrum. She said they were interviewing because of costs for one factor.

KP LAW

Brian Maser and Lauren Goldberg were present.

BECKY: *How does your firm keep current on ever changing regulations and how do you ensure that knowledge and guidance about changes are passed on to the Town Manager, Board Members and Chair, and Town Employees as appropriate?*

Mr. Maser said that one of the main things they did to keep their clients informed were E-client updates as changes come up in real time. He said that as an example they did this throughout COVID as things changed at the State level. He said that they offered quite a bit of training to their clients also to get out in front of things and keep clients informed.

PETER: *What types of trainings to employees/officials do you offer?*

Do you typically hold regular office hours in the communities you serve? (Why/Why Not/What you suggest)

Do you typically attend meetings of the Board of Selectmen in the communities that you serve? (why/why not/what you suggest)

Mr. Maser said that they had provided harassment training as an example to the Town pre COVID. He said that they offer trainings on many topics and cited some of those trainings. Ms. Goldberg said that they do trainings for employees for things such as minute taking, record keeping. She said they try to focus on the practical trainings for employees. Ms. Goldberg said they had been doing more and more office hours adding towns like to have them there. She said that they attended Board meetings all the time but rarely attended all Select Bard meetings adding the Board was the policy makers.

ALISON: *Since you are retained in contract with the Select Board but more often will interact with the Town Manager, what is your process to take in requests and gather information from the Board?*

How do you work effectively with the Town Manager to ensure legal input is sought at appropriate times? What do you recommend we as the Select Board do to facilitate this process?

Mr. Maser said that there was normally a gate keeper in the Town and from what he had seen was the best way. He said it also provided continuum for watching the budget also. He said that it also allowed the lead attorney to know what was coming their way and if the advice was authorized. Ms. Goldberg said that they believed it was better to be proactive than reactive.

JOHN: *How much background and explanation do you provide when you are asked for a legal opinion? Are you willing to follow up all legal opinions in writing?*

Mr. Maser said that they would like to get as many facts as possible so that they could provide them with a short and elongated opinion depending on needs of the client.

JOSH: *If it becomes clear that an employee is not planning to do what you advised, what do you do?*

Ms. Goldberg said that they were not the police adding they worked for the Board representing the Town. She said that the Town ultimately made the decisions and it was their job to defend them.

Mr. Degen said that they followed the firms advise when it came to Indian Hill and asked how they would clean up that mess. Ms. Goldberg said that when things went bad for the Town, they went bad for the firm also. She said that she couldn't guarantee an outcome but would present the Town with potential consequences.

BECKY: *At what point prior to a typical Town Meeting do you review and comment on Warrant Articles? What other preparations for Town Meeting and participation at Town Meeting do you provide?*

Ms. Goldberg and Mr. Maser both answered “early”. She said that they always tried to be as prepared as possible for Town Meeting. She said they always recommended a pre-Town Meeting Meeting to discuss the issues, what the Town was hearing, etc. She said they want to have the opportunity to preserve the flexibility needed for Town Meeting. Mr. Maser said that they took pride in how they handled aspects of town meeting.

Ms. Pine said that they knew Mr. Maser as a labor attorney. She asked how Shirin Everett was going to be used as backup. Mr. Maser said that all issues should be referred to him and he would shepherd them out with constant oversight on those issues. He said that he served as primary counsel in other towns. Ms. Goldberg said that the backup knew what was going on in a general way but could look up where something was at should the lead not be available.

PETER: *What is your internal process to distribute tasks and keep your team up to speed in case of absences, vacation etc. so that our needs are met in a timely fashion?*

This was answered with the previous question.

ALISON: *Discuss how your firm works to manage costs while providing efficient yet effective legal representation. How is billing tracked and discussed? What are your thoughts on a retainer approach - what have you seen work well?*

Ms. Goldberg said that the bill should look like one person did all the billing. She said that things should be broken down so matters make sense. Ms. Goldberg said that they make a lot of retainer proposals but not a lot of towns took them up on it. She said they liked to make sure they were as efficient as possible but would work under any model the Town liked. She said that they would review the previous years bills and see where the Town would be comfortable budgeting. She said that they were open to discussing this with the Town.

JOHN: *Please describe a difficult situation you have handled at a legal appeal hearing, such as at the Appellate Tax Board, the ABCC, or a DEP Administrative Review.*

Mr. Maser said that he handled hearings at the SJC as an example but none at the ones mentioned. He said that they had involved attorneys that handled cases at the Appellate Tax Board, etc.

JOSH: *If problems arise and you become aware that either the Town Manager or Board Members are unhappy with your services, please tell us how you would address that?*

Ms. Goldberg said that the relationship between the firm and the Board and Town Manager was the most important. She said that they were all people and didn’t consider themselves so likeable that no one would disagree with them. She said they worked hard to repair any issues.

Mr. Cunningham said that MIIA may hire counsel based on something that comes their way. He asked how they would handle that. Mr. Maser said that they would stay involved to make sure things didn’t go astray. He said that the best interest of the Town was their priority. Ms. Goldberg said that counsel more often than not wants to talk too them adding they as Town Counsel may have the information a special counsel hired by MIIA need.

BECKY: *Do you have any questions for us?*

There were no questions.

MIRICK O'CONNELL

Brian Falk, Marc Terry and David McCay were present.

BECKY: How does your firm keep current on ever changing regulations and how do you ensure that knowledge and guidance about changes are passed on to the Town Manager, Board Members and Chair, and Town Employees as appropriate?

Mr. Falk said that their firm had a continuing education requirement for attorneys within the firms. He said that they generally kept up to speed with the changes in the law by means of listservs, etc. He said that they sent out e-alerts as needed.

PETER: What types of trainings to employees/officials do you offer?

Do you typically hold regular office hours in the communities you serve? (Why/Why Not/What you suggest)

Do you typically attend meetings of the Board of Selectmen in the communities that you serve? (why/why not/what you suggest)

Mr. Falk said that they could come out to provide trainings specific to the needs of the community. He said they didn't typically hold office hours but could. Mr. McCay said that trainings on the labor side were typically done for the department heads.

ALISON: Since you are retained in contract with the Select Board but more often will interact with the Town Manager, what is your process to take in requests and gather information from the Board?

How do you work effectively with the Town Manager to ensure legal input is sought at appropriate times? What do you recommend we as the Select Board do to facilitate this process?

Mr. Falk said that he found it worked best to work with the Town Manager as the gate keeper for legal services.

JOHN: How much background and explanation do you provide when you are asked for a legal opinion? Are you willing to follow up all legal opinions in writing?

Mr. Falk said that his formal opinions provided options and usually included a bulleted list of the facts.

JOSH: If it becomes clear that an employee is not planning to do what you advised, what do you do?

Mr. Falk said that the Manager should always be kept up to speed so there were no surprises. Mr. McCay said that he always circled back with the Manager after speaking with a department head especially if there is pushback from the department head on legal advice provided.

Mr. Degen asked what would happen if a Board didn't follow advise. Mr. Falk said that they represented the Town and it was their job to make sure the Town was as informed as they could be.

BECKY: At what point prior to a typical Town Meeting do you review and comment on Warrant Articles? What other preparations for Town Meeting and participation at Town Meeting do you provide?

Mr. Falk said that he attended Town Meeting and was happy to get involved as soon as the Town wanted him to be. He said that they had a contact at the AG's office and could seek their advice for something they weren't sure of in answer to Mr. Cunningham's question.

PETER: What is your internal process to distribute tasks and keep your team up to speed in case of absences, vacation etc. so that our needs are met in a timely fashion?

Mr. Falk said that the firm talked to each other as much as possible to keep each other up to speed as much as possible.

ALISON: *Discuss how your firm works to manage costs while providing efficient yet effective legal representation. How is billing tracked and discussed? What are your thoughts on a retainer approach - what have you seen work well?*

Mr. Falk said that it was best to keep the Town Manager aware of what they were working on to keep track of costs. He said that he also would pick up the phone and speak to the requester to make sure he provides what the requester was looking for to control costs. Mr. Falk said that they generally didn't use retainers. He said that they preferred to use the pay as you go.

JOHN: *Please describe a difficult situation you have handled at a legal appeal hearing, such as at the Appellate Tax Board, the ABCC, or a DEP Administrative Review.*

Mr. Terry said that 99% of DEP issues came through him. He said that one of the more challenging ones recently was a municipal landfill adding there were a variety of environmental issues they had to deal with in order to protect the community.

JOSH: *If problems arise and you become aware that either the Town Manager or Board Members are unhappy with your services, please tell us how you would address that?*

Mr. Falk said that a direct conversation as early as possible was the approach. He said that they didn't get a lot of complaints about their billing but would go right to the Manager or chair to discuss. Mr. McCay said that getting some feedback a few months into the relationship was important. He said that the firm was there to support the Town. Mr. Terry said it came down to communication. He encouraged municipalities to be proactive when it came to cases and budgeting.

Ms. Pine asked if there would be any benefit for them having the same counsel as Dunstable or any conflicts. Mr. Falk said that they had been counsel since 2006 in Dunstable. He said that he checked with Dunstable to make sure they were okay with them responding to this RFP. He said that since his time in Dunstable, he hadn't seen anything Groton related come to his attention and didn't see any issues. He said that there were some similarities but didn't see any advantages or disadvantages with being counsel for both.

BECKY: *Do you have any questions for us?*

Mr. Terry said that one thing they didn't ask was why they should be hired. He said that one thing that made them unique was the collegiality within their firm which he believed improved the services their firm offered. He said they were selective about the Towns they took on as clients and would serve the Town well.

MIYARES & HARRINGTON

Tom Harrington, Ivria Fried and Bryan Bertram were present.

BECKY: *How does your firm keep current on ever changing regulations and how do you ensure that knowledge and guidance about changes are passed on to the Town Manager, Board Members and Chair, and Town Employees as appropriate?*

Ms. Fried said that they stayed current by reading case law adding she was on the Board for the MMLA. She said that they produced a newsletter every month as well as a client alert should something be important to get out. She said that they offered 3 trainings every year to department heads as well as board members.

PETER: *What types of trainings to employees/officials do you offer?*

Do you typically hold regular office hours in the communities you serve? (Why/Why Not/What you suggest)

Do you typically attend meetings of the Board of Selectmen in the communities that you serve? (why/why not/what you suggest)

Mr. Harrington said that they had done office hours in past and would do it if the Town thought it was in their best interest. He said his concern with them was he didn't want someone sitting on a question waiting if they could get them the answer when they needed it. Ms. Fried said that they could attend meetings when asked.

ALISON: *Since you are retained in contract with the Select Board but more often will interact with the Town Manager, what is your process to take in requests and gather information from the Board?*

How do you work effectively with the Town Manager to ensure legal input is sought at appropriate times? What do you recommend we as the Select Board do to facilitate this process?

Mr. Harrington said that the gate keeping rules were for the Board to decide but added they would follow that. He said that it was important for them to understand when an opinion was needed by and what the Town was trying to accomplish.

JOHN: *How much background and explanation do you provide when you are asked for a legal opinion? Are you willing to follow up all legal opinions in writing?*

Mr. Bertram said that they would provide any opinion in writing. He said that depending on what the Town was looking for, that would dictate the opinion they provided. He said that they would share a draft opinion. He said it was their job to provide legal advice and not be a 6th selectman.

JOSH: *If it becomes clear that an employee is not planning to do what you advised, what do you do?*

Mr. Harrington said that they had no real authority adding it was the employee and or Board's right to not follow an opinion. He said they could take no other action than to re-stake their case.

BECKY: *At what point prior to a typical Town Meeting do you review and comment on Warrant Articles? What other preparations for Town Meeting and participation at Town Meeting do you provide?*

Mr. Fried said they were highly involved in preparing for Town Meetings. She said that they made sure they understood which articles might be contested. Mr. Harrington said that they like to have a meeting with Manager as much as needed to check-in. He said they talk about short term and long-term projects to prepare themselves.

PETER: *What is your internal process to distribute tasks and keep your team up to speed in case of absences, vacation etc, so that our needs are met in a timely fashion?*

Ms. Fried said that they had weekly meetings to talk about client communities so everyone was aware of what was going on.

ALISON: *Discuss how your firm works to manage costs while providing efficient yet effective legal representation. How is billing tracked and discussed? What are your thoughts on a retainer approach - what have you seen work well?*

Mr. Harrington said that they could set up their billing as a single billing matter or by matter/project. He said they didn't offer a specific retainer but would entertain one. He said he thought their hourly rate was fair. He said that the Board could provide them with a budget and they would work within it adding they may have to make some decisions to achieve that. He said they wanted to be partners and wanted everyone to be honest about it. Ms. Fried said that they liked to be proactive with legal advice and encouraged the Town to call them.

Mr. Bertram said that litigation budgets were tough to predict adding communication was the biggest component. He said that they needed to reassess and work toward the goal of the Town when it comes to a particular case.

JOHN: *Please describe a difficult situation you have handled at a legal appeal hearing, such as at the Appellate Tax Board, the ABCC, or a DEP Administrative Review.*

Mr. Harrington said that the complaint against his partner was dismissed but added it was a tough situation.

JOSH: *If problems arise and you become aware that either the Town Manager or Board Members are unhappy with your services, please tell us how you would address that?*

Mr. Harrington said that he would set up an in-person meeting within 24 hours adding he wanted to know if he or an member of his team were not meeting standards. He said that the Town as their client deserved the best. Ms. Fried said that they had constant check-ins with their clients to make sure communication was open.

BECKY: *Do you have any questions for us?*

Mr. Harrington said that they were excited to be here and thought they would be a great fit for Groton. He said they wanted to be a key fit for the team and wanted to be a part of it.

Ms. Pine said they didn't have a clear process set here. She asked if they were ready to narrow the field down, call references, etc. Mr. Haddad said he wanted to clear the record on the last firm. He said that a lot of their towns held separate labor counsel adding that wasn't their strength. Mr. Cunningham said that there had been bumps in the road having two counsels for things that weren't clear on who should be providing an opinion.

Mr. Degen said he was ready to eliminate 2 firms and check references on the other two firms. Mr. Cunningham said he was close to eliminating one firm. Ms. Pine said she could clearly eliminate at least one firm. Mr. Reilly said he could eliminate two also. Ms. Manugian said she would be interested in pursuing references for three of them. She said she wasn't keen on Mirick O'Connell. Mr. Degen said he would eliminate Murphy, Hesse, Toomey and Lehane but was interested in Miyares and Harrington. He said he liked Brian Maser but wasn't happy with Ms. Goldberg's answer on Indian Hill. He said KP was off his list. Mr. Reilly said he liked Miyraes and Harrington adding that lack of labor was an issue. He said he liked Murphy, Hesse, Toomey and Lehane and he liked Brian Maser. He said he wasn't opposed to having 2 counsels. Ms. Manugian said that XXX was lackluster. Mr. Cunningham said that he liked the firm that had a contact at the AG's office. He said that Miyares Harrington was good adding they could keep Brian Maser. He said they knew what they got with KP and they had a lot of expertise within their firm. Ms. Pine said that she would eliminate Murphy, Hesse, Toomey and Lehane. She said she was concerned about the travel from Quincy. Ms. Pine said that KP clearly had a huge level of competence. She said that Mirick O'Connell's attorneys work in Dunstable which was close to home. Mr. Degen said there was a wealth of knowledge at KP, he liked a smaller firm adding he thought they would get more attention. He said he liked the idea of a hybrid approach. Ms. Manugian said that non labor discussion had been had with Mr. Maser adding she had been happy with his response. Ms. Manugian said she had concerns with Miyares Harrington wanting to be too flexible. Ms. Manugian said that the last time they went with a small firm, that didn't work out well for them either.

Mr. Haddad said he had worked with 3 of the 4 firms. He said that they all had their strengths and their ability to provide legal advice. He said that the Board knew his opinion on KP Law. He said he thought Mirick O'Connell had a great interview tonight. He said that Miyares and Harrington was also another good firm and said Mr. Harrington was a great attorney. He said he thought they should check references on 3 firms.

Mr. Degen said that he thought the Chair should check references and pick two references from each list. Ms. Manugian said she thought they should reach out to Select Board Chair and the Town Manager/Administrator for some of the Town's they represent also.

Ms. Pine asked the Town Manager to let Murphy, Hesse, Toomey and Lehane know they were eliminated.

Ms. Pine adjourned the meeting at 9:02pm.

Approved: _____
Peter S. Cunningham, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved:

**SELECT BOARD MEETING MINUTES
MONDAY, JUNE 21, 2021
UN-APPROVED**

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

Also Present: Mark W. Haddad, Town Manager; Ravilla Garthe, Acting as Executive Assistant;

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

Mr. Haddad informs the Board of an added item to the Town Manager's report regarding Article 6-A, Article 9 and Article 10 that were reviewed at the Spring Town meeting. One bid received from Oppenheimer & CO with a .428%. The Treasurer/Collector will be speaking with the Board in this matter after the first item on the agenda.

Bud Robertson called the Finance Committee to order at 7:03 PM

ANNOUNCEMENTS

Ms. Pine stated the Housing Summit cosponsored by the Task Force and Affordable Housing Trust is happening this coming Sunday June 27th at 2pm at the Senior Center in West Groton as an in person event. Residents are welcome and will have the option to tune in remotely. This is an opportunity to give input and ask questions about the topic of Affordable Housing in Town. Also, Vanessa Abraham, Library Director has requested to announce that the Library has now reopened, their new hours are Tuesday, Wednesday and Thursday from 10AM to 8PM, Friday and Saturday from 10AM-5PM continuing to offer curbside pick-up and summer reading has started. Third announcement, Town of Groton will host fireworks in celebration of 4th of July on Monday July 12th.
7:04PM Pine opens the floor to the public for comments.

TOWN MANAGER'S REPORT

2. As the Board is aware, we have been searching for a new Council on Aging Director to replace Kathy Shelp, who resigned last month to become the Council on Aging Director for the Town of North Andover. To assist me with the Search, I created a Screening Committee made up of me, Select Board Member Peter Cunningham, Mihran Keoseian and Richard Marton of the Council on Aging, Human Resources Director Melisa Doig and Executive Assistant Dawn Dunbar. I had asked Bud Robertson, Chair of the Personnel Board, to serve on the Screening Committee, but he was unavailable on the day we did our interviews. We received 24 applicants for the position and decided to interview five (5) of the applicants. Based on the interviews, we narrowed it down to two and had them interview before the Council on Aging. I am pleased to say that during this process, one candidate rose to the top and was the choice of both the Screening Committee and Council on Aging. Ashley Shaheen, the current Director of Elder and Human Services for the Town of Littleton is my choice for Council on Aging Director. She has an excellent background in elder issues, has amazing enthusiasm and is the right person to lead our Senior Center. Ms. Shaheen start date is August 9th.

Mr. Cunningham stated he was very impressed and agrees with Mr. Haddad statement.

Ms. Pine addressed Ms. Shaheen stating, your reputation has come with a lot of enthusiasm from people who participated in the process. Ms. Pine asked about the coverage at the Senior Center until Ms. Shaheen's start date, which Mr. Haddad responded we have great help from Stacy Jones and Paula Martin who's on the council and our former Building Department Assistant who has come back to help us with coverage at the Center.

Ms. Shaheen addresses the Select Board stating, she is very excited to serve the community and is excited to transition the Center back to normal after the pandemic.

7:09 PM Mr. Riley moved to ratify the Town Manager's appointment of Ashley Shaheen as the new Council on Aging Director effective August 9th, 2021. Ms. Manugian seconded the motion. The motion carried unanimously.

3. Mr. Haddad apologized for the short notice on this matter, stating due to timing issues and bills that are owed, we needed to do a BAN for three projects approved at the Spring Town Meeting. Specifically, we needed to temporarily borrow the following:

Water Treatment Plant	\$722,300
Whitney Well	\$300,000
Dump Truck	\$185,000
Total	\$1,207,300

Mr. Haddad stated the two items for the Water Department already started and have bills so we need to bond that money before July 1st and because we are doing short term note for this and for the dump truck it made to include the dump truck into the original BAN as well so that we roll it over next year with 4 years to pay it off. We received 4 bids for the \$1.2 million and the lowest bid was from Oppenheimer & CO for .428%. We have 5 documents for the Board to vote to approve the BAN and sign off tonight if you choose.

Ms. Pine addressed Mark asking, if there any options other than approving and signing off tonight.

Mr. Haddad responded by saying it should be signed tonight because the price is only set for a certain amount of time and if it goes past the due date we will have to start the process all over again.

Ms. Manugian asked what the duration is.

Mr. Haddad stated it is one year, because when the Water Department goes out in the fall for the construction we will float that for another year as well, we will renew this bond next year for one year and then finally we will permanently finance the Water Treatment Plant and the Whitney Well construction in a year and half from now. The Dump Truck will roll over for 4 consecutive years.

Mr. Cunningham clarified that these items were presented and discussed during Spring Town Meeting.

7:13 PM Mr. Cunningham moves that the board authorize the BAN in the amount of \$1,207,300.00 for the funding of Article 6 Motion A, Article 9 and Article 10 that was approved at the town meeting. Mr. Riley seconds the motion. The motion carries unanimously.

4. Mr. Haddad informs the Board of the Fire Chief desire to appoint a career Firefighter (as well as a Call Firefighter) as a Lieutenant to fill a leadership void on the Fire Department. As a Strong Chief, this is within his purview, however, since there is a funding component, we felt this should be brought before the Select Board for your input and support. Fire Chief McCurdy started by saying formal leadership is something that the Fire Department continually work on, the fire department is comprised of folks in very different capacity that manage the personnel that are assigned to. We are looking to add a Career Lieutenant in the Fire Department. The folks who make up the leadership position has really suffered the most. Many are retiring, moving as leadership or moving to another community. The goal is to keep up with other towns so that folks aren't leaving. The Fire Chief reviews 2014 Org Chart as well as New Org Chart (see attached). Looking to increase the number of full time Lieutenants to 3 total, currently there are two. The Captain position was absorbed within the Deputy Chief when Art was promoted two years ago. There needs to be continual of leadership at all times of the day, right now have it about 50% of the time that we can guarantee someone can supervise, and in the times when that is not the case either myself or Deputy Chief fills in which is fine for a short duration however it is not suited for a long term plan. Utilizing the money that has been saved by the loss of other positions which is around \$20,000 we are able to promote a Lieutenant in Lost Lake Station which currently today does not have one, and utilize some of that money to fill a Career Lieutenant position. We did take a cut to the budget this Fiscal Year that was \$11,000 and that takes up the additional money that was there for officers that were needed within the department. Chief reviews last chart Incident Org Chart and explains when an incident occurs is converted to something like this, therefore having a leadership position that has the certification and training as well as experience to fill in different divisions, groups and sectors of the organizational chart is critical. Deputy Chief addressed the board stating, when looking at a chart like this as officers we talk about as span of control and that span of control is between 3 and 5 individuals so looking at this if myself or the Chief is wearing multiple hats then our span is limited to what we can possibly control. The extension to leadership and supervision really comes down to a safety issue in those types of situations.

Ms. Pine confirms with the Fire Chief that the third full time Lieutenant is an existing personnel promoted into the role as well as an on call Lieutenant in the Lost Lake station who is an existing on call personnel who will be promoted into the on call Lost Lake Lieutenant.

Mr. Riley reassures the safety concerns when the Fire Chief and Deputy Fire Chief have to oversee multiple areas during a fire.

Mr. Degen asked if the two proposed individuals who are being promoted to Lieutenant have received the appropriate training in which the Fire Chief responds by saying yes they have.

Ms. Pine asked if those positions need to be posted in which the Fire Chief responded by saying a test is posted for a period of time starting with an exam that run every 2 years, it's pretty much a 6 months run up.

Ms. Manugian ask about lost lake where there will be one Lieutenant and six firefighters. Fire Chief responds Lost Lake is staffed with two different pieces an Engine and a Brush Truck, when there is a fire called depending on what type of fire it is they will take what is appropriate. There is a tiered system, folks who roll out immediately when a call comes in, however, on most fire incidents you need to have those next tiered of services in order to supplement the operation.

Mr. Cunningham asked if the previous position will be filled of the folks who were promoted, in which Fire Chief Replies by saying no, this won't create a new position, it is a promotion of a current employee.

Fire Chief stated he kick started the recruitment of on call folks and it grew the interest of 8 people. I am very happy with the results of our recruitment which included signs, social media and the banner. Many weeks promoting the need of help in the fire station. Also in 2020 was a difficult year but especially for emergency services. With that being said we will start our long-term planning, training, policies, research etc.... We are looking at the next 3-5 years to plan what types of what personnel needs is going to be there emergency, prevention, on call personnel and leadership within the organization, think about having our own paramedic service. We are in the middle of a Grant right now that was acquired two years ago that allowed us to pay for new gear, uniforms and pay for them to go to the academy. I have requested Bud Robertson and Peter Cunningham to be by my side to help us and have respectfully challenged our plan and will be able to help us focus on what we are working on and catch things we may miss.

Mr. Degen asked Fire Chief how the town could prevent on call firefighters from leaving to serve other communities in which Fire Chief responds by saying folks are leaving for full time opportunity. We strong with this for my entire career and this is something we are always working on. We have reached out to other communities such as Carver being the best in the Nation, they have a very large on call department. Their source for all these people is Ocean Spray, they have a partnership with Ocean Spray. There are a lot of Grants available to keep people on board, we cannot stop folks from leaving to other communities we need to keep them involved after they leave.

Deputy Chief, the demographic group that stay tend to be the ones who have a family, have been in the community for some time and they are not looking to move. We also have a lot of younger folks who wants to start their career and we train them, however we don't have the ability to allow them to move up as quickly as other departments.

Ms. Pine asked the Fire Chief if there was an attempt to reach out to the larger employers in this area, which Chief responds by saying he has reached to Hollingsworth & Vose and the majority of their employees are out of town for them it was not economically feasible to establish a partnership.

Mr. Haddad reminds the board that there is no vote needed in this matter, this is within his purview, and we felt the Select Board should be made aware in case of any questions or objections.

Ms. Pine affirms there are no objections, as for the long term study, I applaud you for thinking long term. I am aware our attempt at the community wide participation over hiring full time fire fighters did not prove to be very satisfactory from anyone's standpoint but it doesn't mean for me personally anyway that we should abandon the idea of involving the public completely, I think it is great to have Mr. Robertson and Mr. Cunningham as sounding boards and at some point to make an effort to also involve other people and be sure that some of the thinking is being shared before we get ourselves in a position where there is a big surprise.

Fire Chief said he will continue to report back to the Select Board. We are always trying to be within the 5 year plan, typically that is well planned out in advance. We are going back to what we used to do and we are involving new people so we can start working the long term plan.

Ms. Pine asked the benefits of working remotely does that increase the pool of available people in town for those on call positions. Fire Chief responded by saying yes, those 8 people who have showed interest and three of them is due the change in their work.

5. Mr. Haddad stated as I had previously advised the Board, our OPM for the Florence Roche Elementary School Project has recommended that we hire separate Legal Counsel for the Project given the fact that this is the first time we have done a CM-At Risk Project. According to David Saindon, they have worked with Christopher Petrini and Associates and has stated that his past projects have been extremely well serviced by Petrini and Associates. Petrini is currently providing special counsel services for Leftfield's Marblehead Project. Now that the project has passed, David is recommending that the Town engage Chris Petrini to review all contracts for any edits as may be required. The project budget (\$50,000) will cover the cost which will not come out of the Town's budget it is included within the project budget. While the contract is well defined, this is more of a review and refinement. Also, certain WBE/MBE reporting requirements have recently been changed in the Commonwealth that requires legal interpretation. Petrini charges \$300 an hour. Based on this advice from our OPM, I would respectfully request that the Select Board vote to appoint Christopher Petrini and Associates as Special Town Counsel for the Florence Roche Project.

Mr. Cunningham asked if an RFP is needed which Mr. Haddad responded by saying an RFP is not needed for legal services under 30B.

Mr. Haddad clarified that the \$50,000 is enough to cover what Petrini has to do and if any legal issues come up throughout the process. He is being hired at a \$300/ HR rate.

Mr. Degen questions how much the Associates rates are.

Mr. Haddad to obtain the information and resume discussion after item 5.

Mr. Haddad informs the board of the Construction Manager update, we Colby Doody, David Saindon and Steve Michener spent the Thursday and Friday interviewing 9 applicants we will be meeting tomorrow to choose 3 firms to bring back to the Florence Roche Committee to make a decision.

Mr. Haddad stated the Associates rates are as followed:

Principle/ Senior Associate- \$250/HR

Associates- \$225/HR

Clerk/ Paralegal (if required) - \$125/HR

Mr. Doody confirms the firms are very good and any of them could build this building.

Mr. Cunningham asked if the Town's Building Inspector was involved in the process and Mr. Haddad responded by saying no, because it is a prescribed process through the Mass State Building Board on who serves on the screening committee.

9:13 PM Mr. Degen moves the Select Board approve Special Counsel for the Florence Roche project to hire Chris Patrini and Associates at the rates listed by the Town Manager's Report and not to exceed \$50,000 for the life of the project, Mr. Cunningham seconded, motion passed unanimously

6. 7:54 PM Mr. Haddad states we will be receiving a Federal Grant of \$3,385,120 to supplement and support our efforts to deal with the impact of the Pandemic. There are certain items listed on the Finance Committee Proposed Budget Report (see attached) in which that money can be spent. One key part of where the money can be spent is to make up for Educational loss during the remote learning period. The proposed budget for the use of these funds are as followed:

Groton Dunstable Regional School District \$900,000

- This will be used to hire Special Ed teachers, additional teachers and Occupational Therapists to help make up the gap our student feels due to the pandemic. The Town of Dunstable will provide a matching amount

Public Safety Radio Towers \$971,515

- We need to replace two towers and add one tower with a cellular component at the High School. We have been Awarded a Grant from the state for \$429,000 towards this project therefore we will only need \$500,000.

Public Safety Communications Center \$150,000

- The town had previously appropriated \$180,000 through the capital budget, but we do need another \$150,000 to complete this.

Sewer Infrastructure- Nod Rd Pump Station \$520,000

- Nod Road pump station is in need of upgrade. Out of that amount, \$20,000 will be used to put together a plan and design this project. It is going to be a public/private partnership to get his done, so we will join with the developer for the Deluxe Property project to get it done.

Revenue Loss \$508,736

- We go back to FY 2019 prior to the public health emergency as a starting point for estimates of revenue growth absent through the pandemic.

Fill Highway Department Vacancy \$90,000

- We could use some of the Revenue Loss for that.

Water Infrastructure- Taylor St Water Main \$244,869

- This is also tied to the redevelopment of the Deluxe Property project. It is made as Asbestos Cement which is the oldest kind of pipes serving our Water Ratepayers and it leaks constantly.

Total Requested: \$3,385,120

Now we have 429,000 available, it is important that we use this money because if we don't we will have to turn it back to the State. A couple of ideas, we don't have to make a decision tonight. We will receive half of the money within the next 30 days and the other half within the next 12 months. First batch to be dispersed is 450,000 will be the Groton/Dunstable School if the Board approves, 500,000 will be for the Radio Towers and Revenue Loss. The Sewer and Water project can be later on. We have until December 31st, 2024 to spend that money. It also states it is prospective moving forward, if something happens March 1st 2021 and December 31st 2024, we are able to use the money for it. The Board does not need to make a decision tonight, we have three years to spend the money. I have a couple of ideas, one being Tax Relief as a fund for disadvantaged people affected by the pandemic. Second, Potential Affordable Housing Project on Cow Pond Rd it's going to be a project with 11 Affordable Units, I would like to see if some of that money could be set aside to assist with that project. One thing I am really passionate about is in relation to the Revenue Loss, all of our Unions stepped up and agreed to a 0 COLA increase last year. I would like the Board to consider whether or not we should use some of this money to offset the COLA adjustment for our employees who gave us a 0 and they did it to help the Town.

Ms. Manugian asked, in terms of either the School District or the Highway what are their ongoing costs, as well as far as Tax Assistance what information or what indicators are we seeing showing a need for it.

Mr. Haddad answered by saying, my understanding on the district is that it is for the next year, in terms of unemployment with people leaving it could supplement that. We could use the money for unemployment. In terms of the Town, the Highway vacancy would be ongoing. The position itself is 69,000 and the rest is health insurance. We collect 98% of our taxes our residents continue to pay but there are some people that are having a hard time making payments and we want to help them before getting into tax title and over the next few years the Florence Roche Project will add to the hardship. At this time I do not have statics.

Mr. Degen said I agree that the Town employees did step up to the plate and I do think something should be done for that, however I would like to re-open the contract for negotiation as part of the collective bargaining which needs to be done anyway due to the one year contract negotiated and be able to say this is a Onetime increase to pay back the COLA that was not received during COVID. This is to avoid the Town being hit with a 3 year contract increase. This money could be used as leverage to offset those increases, rather than just giving it to the employees I would like to give it in conjunction with contract negotiation. Second I share Alison's concern with the Highway Vacancy, if this money is to be used in this situation I would like approximately 300,000 to be air marked for this position. I would also like to discuss is the 244,000 to the Water Infrastructure plan as well as the 520,000 Sewer Infrastructure plan should be paid by the Rate Payers. The other thing some of the Grant savings set aside one of the provisions of this Grant is for business affected by the Pandemic and possibly set a criteria to see which local business were affected and did not receive any relief from the Government. The last thing is individuals in our community who have lost family members due to Covid-19, survival benefits. I am not against to what is proposed as long as we are careful along the lines of what I said.

Mr. Haddad stated as he mentioned on his Memo, he is looking to implement the Highway position into FY23 Budget to make it recurring. I understand your concerns with the Sewer and Water Infrastructure, however, the Federal Law specifically states that one of the main purposes of this Grant is to be used for Water and Sewer Infrastructure, if we use this money in partnership with the developer and the property is redeveloped the tax payer will benefit from the new growth that comes in from those projects, it is an investment in the future.

Ms. Pine addressed Mr. Haddad by saying; I like all of your ideas but the fact that we have some time to think about this is beneficial.

Mr. Haddad said there are two rushes; the School District and Radio Towers. We should receive the first half in the next couple of weeks we will need to start thinking about that. I suggest that I put this on a future agenda so once we have the money we will have the authorization from the Board to spend it accordingly. This is a Grant, it does not go on the Recap Sheet, it does not go for approval and it does not go to Town Meeting, this is at the discretion of the Select Board.

Ms. Manugian asked what the original pricing was for the Radio Towers and how the scope has changed. I want to make sure what are the needs and wants

Mr. Haddad responded by saying, the original estimate price when we had spoken about this was \$650,000 and that was we carried in the capital budget when we brought in the state and the experts to design it and follow the state bid list. Because of equipment that is needed on the 3rd Tower at the High School, that added approximately \$150,000 to the budget alone. This is definitely a need. I will have the Police Chief as well as the Fire Chief come in and explain everything.

Mr. Degen asked Mr. Haddad if he has spoken to the Dunstable Administrator regarding their share out of the \$900,000 for the School District.

Mr. Haddad said Dunstable is getting 900,000 and they are supposed to match what Groton is giving. We cannot give all the money if Dunstable cannot match.

Gary Green, member for the Finance Committee said, in regards to the Revenue Loss, is it likely that most of that \$508,736 ends up in free cash? I also like the Public Safety Radio Towers as well as the Communications Center project I would like to look at our capital plan over the next several years, I think we need to prioritize anything that we have bonded over the next 5-10 years anyway that we can leverage these funds so that we can reduce the impact on the tax payers over the next 5-10 years.

Mr. Haddad responded, yes the money could end up in free cash.

David Manugian, Member of the Finance Committee said on the Radio Towers has Town looked at leasing space for wireless carriers, what is the backup plan for the Sewer and Water plan if the Deluxe Property project does not go through and is the Highway Vacancy a new benefitted position?

Mr. Haddad responded by saying The Town has reached to carriers especially for the high school because that is a dead spot in Town. We would still have to do the Nod Rd pump station and probably would not have to upgrade the pipe so that could free up more money for other projects if we don't reach an agreement with the developer. The Highway position was always benefitted eligible.

7. 8:22 PM Section 5.1 of the Groton Charter reads as follows: "Organization of Town Agencies - The organization of the town into operating agencies for the provision of services and administration of government may be accomplished by any method consistent with law and this charter, including the adoption of by-laws, appropriation of funds or adoption of rules and regulations by appropriate entities. The town manager may, with the approval of the select board and consistent with law and this charter, establish, reorganize, consolidate or abolish any department or position under the town manager's direction and supervision." To that end, I would like to propose a change in operation. As you know, Margot Hammer has decided to retire as the Zoning Board of Appeals Office Assistant. This position is currently budgeted at 15 hours a week. I would like to rearrange our office and take Park Commission from Kara Cruikshank who is the Building Administrative Assistant and assign Zoning Board of Appeals to her because it makes sense with her current title. There are two options for this rearrangement, In addition to this 15 hour a week position, we have budgeted a new 15 hour a week Clerk position in the Treasurer/Collector's Office. We have advertised this new position for the last two weeks and have very few applicants. Filling a 15 hour a week position is proving difficult. I would like to propose that we increase the 15 hour per week Treasurer Clerk's position to 25 hours. This position would then handle the Treasurer and Park Commission responsibilities. This overall proposal would make our operation much more efficient and allow us to advertise a position with more appeal (15 hours versus 25 hours). However, there would be a cost factor by creating a benefitted position. While I understand that \$11,337 is an increase in the Budget, it may not be that much depending on who we hire, whether or not they take Health Insurance and what the final numbers are for Health Insurance after open enrollment.

Ms. Manugian said it make sense to merge the Building and ZBA into one assistant, however Parks Commission and Treasure/Collector Clerk is far and wide. Is there any other current positions who have the extra time?

Mr. Haddad said we have other offices who have different departments that do not go together but it works. All other departments Assistants are 40 hrs with no extra time. Depending on the time of the year Kara spends between 8-15 hrs/week doing Parks Commission related work.

Mr. Degen said creating a benefitted position right now doesn't make sense. I would suggest both positions be filled at 15/hrs a week.

Mr. Robertson said he agrees with Mr. Degen's statement.

Mr. Haddad said I will request Melisa Doig to ask applicants for the 15/hrs position if they would be willing to increase hours to 25/hrs. a week and take on Parks Commission, only downside is weekly night meeting.

8. I have appointed Jessica Goodman-Leong as a Camp Counselor and Shawn Czado as a Lifeguard at the Groton Country Club. I would respectfully request that the Board consider ratifying these appointments
Mr. Degen moved to ratify Town Manager's Appointment of Jessica Goodman-Leong as Camp Counselor and Shawn Czado as a Lifeguard at the Country Club, Ms. Manugian seconded the motion passed unanimously.

9. Mr. Haddad reviews the Meeting Schedules. One additional item regarding remote meeting participation, we received an email from the Chair of the Sewer Commission to continue to allow to meet through Zoom. There are some Board members who are still at risk. People would be able to attend meetings on Zoom but it will not be broadcast live on cable, it will be recorded.

Ms. Pine said in some ways the public are better served if the meetings are on Zoom, recorded and later broadcasted. I don't think we lose anything by allowing committees to choose at their own discretion, particularly the ones that do not need to be broadcast live it is different for those who do.

Mr. Degen said I do not support that, if you are appointed officials you should be meeting live, there is no state of emergency anymore. I understand the Sewer Commission concerns and I think we can make an exception for the time being until we develop a Hybrid meeting.

Mr. Cunningham states he agrees with Ms. Pine, we have time to see how it works and we should be flexible.

Mr. Reilly said we want to make more accessible to the public, but a hybrid is no good we should go one or the other.

Ms. Pine said remote participation is and has been allowed for 10 years and you have to have a Corium present, we are hoping to improve the technology rather than calling in. We should allow some communities to meet through Zoom, the public does not lose anything and we do not lose anything.

8:55 PM Mr. Cunningham moves that the Board following the new State law will allow virtual meetings for the next three months until September 2021, with the exception of Selectmen, Board of Health, Planning Board and Conservation who will still need to meet in person, Ms. Pine seconded, motion passed in favor 3 Opposed 2 Ms. Manugian and Mr. Degen

ITEMS FOR CONSIDERATION AND ACTION

-The Park Commission has voted unanimously to request that the one-way street at Veteran's Memorial Common (approximately 300 feet in length with no homes facing it) that connects Martin's Pond Road and Hollis Street, be named "Sawyer Way in honor of the Sawyer Family. Don Black is present today to speak to the Board.

Mr. Black said we were looking for longtime residents who have lived in Town. Names that were in common places as well as looking for family who have devoted time to not only the town but the country as well. The Sawyer family has been in town for well over 100 years. Their contributions to our town and country are as follows:

John Sawyer grew up in town and served in WWI, Elmer and Ruth Sawyer both Gold Star parents, Raymond Sawyer WWI, Frank Sawyer WWII, Alvin Sawyer WWII and founder of Groton Baseball Travel Leagues, Richard Sawyer US Air Force, William Sawyer lifetime US Navy, Ronald Sawyer Air Force, Ronald Sawyer Honorable servant to Groton Town Government and Helen McCarthy Sawyer teacher, author, married to Roland Sawyer and lived to 110 years of age.

Mr. Cunningham confirms there isn't a name assigned to the road.

Ms. Manugian said I am just wondering if there is anything that may show associated to the family that would be concerning.

Mr. Black states the family was born here, educated here, they worked here and lived here.

Ms. Pine I want to thank you for the suggestion and the research, I do have a concern about process. We don't know if there are other interested or did this street have a name, did it have a name that has been lost through history. I would like a little bit more research so we can make sure there isn't more to consider. We do have a policy on naming streets Chapter S268-5B as well as 258-7A. I would like us to take this under advisory and if the Historic Society could provide any more information.

Mr. Black said I would like if a decision could be made by Veteran's Day.

Mr. Haddad to work with Mr. Black on the research.

-Assign Select Board Member to Represent Board at Housing Summit on June 27th

Ms. Pine stated because I am a Chair of the Affordable Housing Trust I am already speaking at the summit. Mr. Degen is a member of the Task force. Mr. Cunningham is a member of the Housing Partnership and will be speaking at the Summit. Ms. Manugian will not be in Town to attend the Summit.

9:16 PM Mr. Degen moves that the Select Board appoint Mr. Reilley as the speaker at the Housing Summit working in conjunction with Ms. Manugian, Mr. Cunningham seconded, motion passed 4-1 Mr. Riley abstained.

-Annual Appointments of the Select Board

9:23 PM Mr. Degen Moves that the Select Board Appoint the following Committees and Commissions as presented. Mr. Cunningham seconded, motion passed unanimously.

Affordable Housing Trust
Capital Planning Advisory Committee / Vacancy
Commemorations & Celebrations Committee
Community Preservation Committee
Complete Streets Committee
Conservation Commission

9:24 Mr. Cunningham moves that the Select Board Appoint the following Committees and Commissions as presented. Ms. Manugian seconded, motion passed unanimously.

Council on Aging
Housing Partnership
Invasive Species Committee
Local Cultural Council
Lowell Regional Transit Authority
Montachusett Joint Transportation Committee
Montachusett Regional Planning Committee
Sargisson Beach Committee

9:26 PM Ms. Manugian moves that the Select Board Appoint the following Committees and Commissions as presented, Mr. Cunningham seconded, motion passed unanimously.

Scholarship Committee
Sustainability Commission
Zoning Board of Appeals

9:29 PM Ms. Manugian moves that the Board Appoint Paul Fitzgerald and Marvin Caldwell to the Board of Registrars and ask that Ms. Pine and Mr. Haddad draft a letter to the State requesting to change the law and allow us to appoint an unrolled individual. Mr. Cunningham seconded the motion, motion passed unanimously.

-Consider Appointment of Town Counsel

Ms. Pine said I called Town Administrators/Managers while Mr. Cunningham contacted Select Board Chairs for their review. I heard very positive reviews about both firms. Called Lauren Goldberg on some of the issues that we had some concerns with. With Indian Hill they were trying to facilitate what their understanding was about what the Board wanted to do. She said she was very disappointed on the Attorney General Decision.

Mr. Haddad said the Attorney General never contacted David Doneski for his side before ruling on matter.

Mr. Cunningham said I contacted Select Board Chairs for their review, I spoke with Carlisle they were happy with Harrington, Reading Chair for Harrington is pleased with the firm, spoke with Chair in Littleton very pleased with counsel. Spoke with Chair in Grafton and they use O'Connell for labor and very satisfied with service. Spoke with Dunstable Chair is very satisfied with O'Connell. Both firms are very good.

Mr. Degen having labor, real estate and government within the same firm has its benefits. Everything under one roof. Impressed with both firms but lack of labor with Harrington.

Ms. Manugian thought Harrington was a better fit.

Ms. Pine said O'Connell can do everything, the land is big and having a counsel very strong on zoning and land use and having all the services in-house I would go with O'Connell.

9:58 PM Mr. Degen moves that the Board authorize the Chair and Town Manager to negotiate with Mirick O'Connell to become new Town Counsel for all matters pending approval of the fee structure, Mr. Cunningham seconded, the motion passed unanimously.

9:59 PM Ms. Manugian moves that the Board give the Town's current Counsel 30 days' notice, Mr. Degen seconded the motion, motion passed unanimously.

10:00 PM Mr. Degen moves that the Board Hire Mirick O'Connell ending in 3 years, June 2024. Ms. Manugian seconded the motion, the motion passes unanimously.

OTHER BUSINESS

Invoice from Town Counsel on Kent Ventures Appeal

Ms. Pine felt they should be paid.

Mr. Haddad stated all outstanding bills that are not under dispute are paid.

Ms. Manugian moves that the Board approves the payment for Town Counsel on Kent Ventures Appeal, Mr. Cunningham seconded, and motion passed in favor 4 opposed 1 Mr. Degen.

Ms. Pine reminds the Board to have Goals in by next week and Board's schedule availability

ANNOUNCEMENTS

The Diversity Task Force would like cosponsor with the Select board and the Commemorations Committee working with the two chiefs in the 9/11 event. It will be a commemoration of 20 years anniversary of 9/11. We may look into a fundraiser, the Hanson park in honor of youngest 9/11 victim is deteriorating. We should put together funds to restore that park.

MINUTES

Mr. Cunningham moved to approve the meeting minutes of June 7th, 2021 as corrected. Ms. Manugian seconded the motion. The motion carried 4-0-1 with Mr. Degen abstaining.

Ms. Pine adjourned the meeting at 10:15pm.

Approved: _____
Peter S. Cunningham, Clerk

_____ respectfully submitted:
Ravilla Garthe

Date Approved: