

Select Board Meeting Packet

July 26, 2021

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



Town Manager
Mark W. Haddad

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

Select Board

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

SELECT BOARD MEETING
MONDAY, JULY 26, 2021
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL

- 7:00 P.M. Regular Meeting Commences - Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:06 P.M. Town Manager's Report
1. Town Manager's Explanation of Agenda Items
 2. Consider Ratifying the Following Appointments of the Town Manager:

Stephen Jones – Golf Staff at Groton Country Club
Kathryn Pavaglio - Lifeguard at Groton Country Club
 3. Update on Fiscal Year 2021 Groton Country Club Budget
 4. Fiscal Year 2021 Fourth Quarter Financial Review
 5. Update on Select Board Schedule through Labor Day
- II. 7:10 P.M. Items for Select Board Consideration and Action
1. Finalize Annual Goals and Objectives
 2. Appoint Jenepher Spencer, Dan McLaughlin and Jack Petropoulos to the Zoning Board of Appeals as Full Members
- III. 7:15 P.M. Annual Report/Update from Sustainability Commission
- IV. 7:30 P.M. Annual Report/Update from Greenway Committee
- V. 7:45 P.M. Public Hearing – Request for Wine and Malt Package Store License from Indralock, Inc., d/b/a Country Farm, Romulo Roma, Manager, 127 Main Street, Groton, MA

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: Regularly Scheduled Meeting of July 12, 2021
Work Shop Meeting of July 19, 2021

ADJOURNMENT

Votes may be taken at any time during the meeting. The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the topics that will be discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.



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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Agenda Update/Report*

Date: *July 26, 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 three specific scheduled Agenda Items. First, the Sustainability Commission will be in to provide the Board with an update on their activities. Enclosed with this report for your review and consideration are the annual report of the Commission and meeting minutes from the last couple of meetings. Second, the Greenway Committee will be in as well for an update of their activities. Similar to what we provided for the Sustainability Commission, we have enclosed their annual report and meeting minutes for your review. Third, we have received an application for a Malt and Wine Package Store license from Country Farm. The Board will need to conduct a public hearing to consider the application. Abutters within 500 feet have been sent letters notifying them of the Hearing. Enclosed with this report is a summary application, along with memos from the Police Chief, Fire Chief and Building Commissioner on this application. Please note that due to the personal and financial nature of the full application, we will be sending that to the Select Board under separate cover.
2. I have appointed Stephen Jones to the Golf Staff and Kathryn Paveglio as a Lifeguard at the Groton Country Club. I would respectfully request that the Select Board consider ratifying these appointments at Monday's meeting.
3. I am very pleased to report to the Board the Fiscal Year 2021 Final Budget of the Groton Country Club. As you will recall, in Fiscal Year 2019, for the first time in over 20 years, the Club returned a profit of \$48,291. We had expected that trend to continue in Fiscal Year 2020, however, the Pandemic hit and we had to shut the Club down, essentially eliminating the two biggest revenue months of the Fiscal Year (May and June). Due to this, instead of returning a profit, the Club lost \$147,770 (total expenses of \$471,481; total revenues of \$323,711). Thanks to the excellent planning and adaptation of Pandemic Protocols, our General Manager Shawn Campbell was able to turn the Club around in one year. In Fiscal Year 2021, the Club made a profit of \$149,741 (total expenses of \$514,967; total revenues of \$664,708). We were able to balance the budget with no taxpayer subsidy over a two-year period. As a matter of fact, over three years, the Club has actually returned a profit to the Town of \$50,262. We will continue to manage the Club in the most cost-effective way to the benefit of the taxpayers and residents of Groton. Shawn Campbell has done an outstanding job and the Town is extremely lucky to have him as our General Manager/Head Professional. I look forward to discussing this in more detail at Monday's meeting.

Select Board
Weekly Agenda Update/Report
July 26, 2021
page two

4. Enclosed with this report is the Fiscal Year 2021 Fourth Quarter Financial Report as prepared by the Town Accountant. I would like to spend some time at Monday's meeting reviewing this Report with the Board.
5. Please see the update to the Select Board's Meeting Schedule through Labor Day:

| | |
|----------------------------|---|
| Monday, August 2, 2021 | -No Meeting |
| Monday, August 9, 2021 | -Public Hearing to Set Stormwater Fee Rate |
| Monday, August 16, 2021 | -No Meeting |
| Monday, August 23, 2021 | -First Review of Warrant Articles for Fall Town Meeting |
| Monday, August 30, 2021 | -Regularly Scheduled Meeting |
| Tuesday, September 7, 2021 | -No Meeting |

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. Enclosed with this report are the final Goals and Objectives for the next year as developed by the Board at your workshop on July 19th. I would ask the Board to formally adopt them at Monday's meeting.
2. The Zoning Board of Appeals has three vacancies for full members. The ZBA is recommending that the Board elevate the three alternates on the ZBA to full member status. I would respectfully that the Board make the following appointments (with the term expirations as designated):

Jenepher Spencer – Term to Expire on June 30, 2023
Dan McGlaughlin – Term to Expire on June 30, 2023
Jack Petropoulos – Term to Expire on June 30, 2024

We now have four alternate vacancies on the ZBA that we will have to fill. We will advertise them and hope to have them filled as soon as possible.

MWH/rjb
enclosures

Sustainability Commission

| Number of Members | Method of Selection | Length of Term | Remuneration |
|-------------------|---------------------|----------------|--------------|
| 10 | Appointed | Staggered | None |

The purpose of the Sustainability Commission is to focus and integrate the Town's sustainability efforts and to inspire it to become a measurably sustainable community.

Responsibilities:

- Raise awareness and educate town officials and townspeople on sustainability concepts and trends- Use the insights of all stakeholders to increase our collective understanding
- Provide sustainability materials and advice for town plans, policies and operations
 - Find and develop deep expertise in the key aspects of community sustainability, including
 - The environment, the economy, and society
 - The challenges, including the rapidly increasing price of energy and other resources, global warming and climate change, and economic uncertainty
 - The solutions that appear to be working in other communities, increasing community self-reliance and resilience
 - The local impacts of sustainability aspects that are best addressed at the state, regional, national, and/or international levels
 - Provide a clearing house for sustainability information
 - Assist in preparing grant applications for projects that improve Groton's sustainability
 - Provide technical assistance and research on sustainability issues
- Identify opportunities for improved collaboration to enhance sustainability
 - Identify key sustainability metrics for Groton and measure them to establish a baseline for measuring improvements
 - Develop a public, community-wide understanding of local sustainability conditions, goals, target metrics, and approaches
 - Capture this understanding in an update to the Groton 2020 vision ('Planning for Groton's Next Seven Generations') in coordination with the Town's Planning Board
- Propose specific sustainability initiatives and actions, including energy efficiency
 - Prioritize initiatives to focus first on those with a large payback for relatively little effort and expenditures
 - Work with stakeholders to get actions included in stakeholder-specific plans
 - Execute those aspects of the plan that should be addressed directly by the Sustainability Commission
- Regular review and report on progress toward sustainability
-
- Prepare an annual report to inform the Town on how well the Town is achieving its goal to become a sustainable community.

Legal Authority

Local:

Approved at Annual Town
Meeting 2008

SUSTAINABILITY COMMISSION

(978) 448-1111

We participated in the Climate Change Municipal Vulnerability Preparedness (MVP) workshop.

We continued work on the pollinator garden at the new Groton Center. This included clearing, tilling, soil preparation, installing hardscape, and planting shrubs and perennials.

The current membership includes Alison D Peterson (Chair), Carl Canner (Vice Chair), Marina Khabutayeva (Member), and Bruce Easom (Member).

Alison Dolbear Peterson, Chair



Groton Place - Bee
Photo Courtesy of Grace Remillard

SUSTAINABILITY COMMISSION

(978) 448-1111

There has been an alarming decline in the monarch population primarily due to milkweed habitat loss. They are in crisis throughout North America because they are wholly dependent on the milkweed plant. The number of monarchs has plummeted by almost 90% since the 1990s. Many conservation organizations believe they are on the brink of extinction. Habitat creation and restoration to replace their lost habitat is their only hope for survival.

To help offset the loss of habitat, we are building a monarch habitat at Groton Place. This is an ongoing project. An additional area was cleared, tilled, and seeded last summer. When completed, the site will be registered under the Million Pollinator Garden Challenge. This program is a nationwide call to action to preserve and create pollinator habitat.

We began building a pollinator garden at the new COA. Due to construction delays we were only able to plant in the fall. The rest of the site will be planted next summer.

We participated in the annual Riverfest event last summer. We staffed a table and provided literature to people visiting our table.

Russ Burke of the Planning Board addressed us regarding grant opportunities and provided handouts for us to study.

Alison Dolbear Peterson, Chair



Groton Place - Bee
Photo Courtesy of Grace Remillard

SUSTAINABILITY COMMISSION

“Community Sustainability is the commitment to adopt practices that support and balance the social, economic and environmental aspects of our region, now and into our future.”

Groton Sustainability Commission, winter 2010

In 2008 the Board of Selectmen established a Sustainability Commission and appointed nine members. In 2012 the Commission continued its role in information gathering and developing connections with other boards, commissions and organizations in town. A key feature of 2012 was the completion of our responsibilities within the Master Plan development process. As a result, sustainability has become an integral component of each chapter of Groton’s new Master Plan.

Progress has been made toward our goal of becoming a more sustainable community by continuing to move forward on our initiatives. A description of our work over the last year follows.

Pollinator Protection Initiative

It is crucial that we take action to help pollinators survive because they are necessary for the health of our environment. There is currently a critical need for pollinator habitat. Our pollinator habitat creation and restoration work, both on town and private properties in Groton, supports healthy, sustainable pollination.

Our largest project is the monarch butterfly breeding habitat at Groton Place. These pollinators are on the brink of extinction and require milkweed to reproduce. Milkweed is their only host plant. Our work has included vegetation removal and soil preparation needed for planting a milkweed meadow there this year.

We are continuing to maintain the pollinator habitat that we built at the Groton COA. Many plants were lost there during the extreme drought and mandatory water ban in West Groton. These plants were replaced and the habitat is now thriving.

A wildflower garden was planted bordering the west side of Townsend Road in West Groton. The flowering species support pollinators and the garden will be aesthetically pleasing to drivers and people passing by. Additional planting is planned for this year.



Photo by Grace Remillard

Climate Change Adaptation Initiative

The Climate Change Adaptation Report was completed and will be distributed to the appropriate town departments in the near future.

River and Stream Infrastructure and Bank Erosion Initiative

There is concern about the erosion to the Squannacook and Nashua riverbanks along the course of these rivers in Groton. This has been caused by an intensity and frequency in storms and flooding in the region. This needs remediation or the Nashua River will start flowing down Rte 225 in 10 – 20 years. A letter has been written describing the problem.

Support for Agriculture Initiative

We have worked with the Agriculture Commission to offer assistance to farmers filling out the Town’s various permit application forms.

Sustainability Commission Minutes November 19th, 2019

Commissioners present: Alison D. Peterson, Bruce Easom, Carl Canner, and Marina Khabituyeva. With a quorum present, the meeting convened at 7:10pm.

The September minutes were read and approved.

Bruce gave a talk on solar power, electric heat pumps, and storage batteries.

Alison will talk to Mark Haddad about funding for next year.

Meeting adjourned at 8:50 pm.

Sustainability Commission Minutes September 17th, 2019

Commissioners present: Alison D. Peterson, Bruce Easom, and Marina Khabituyeva.
With a quorum present, the meeting convened at 7:04pm.

The August minutes were read and accepted.

Pollinator Preservation Project Report – Alison/Marina

The new COA pollinator garden was rototilled and partially planted. This late in the season only fall plants were available. The rest of the site will be planted in the spring and summer. A trellis was installed.

Open Space Plan—Bruce Easom

The updated Open Space and Recreation Plan is now posted on the Conservation Commission website. They are trying to get a grant to buy property on Martins Pond Road and two parcels in West Groton near the COA.

A motion to adjourn was made and approved. The meeting was adjourned at 8:45pm.

Sustainability Commission Minutes August 20th, 2019

Commissioners present: Alison D. Peterson, Bruce Easom, Carl Canner, and Marina Khabituyeva. With a quorum present, the meeting convened at 7:20pm.

The June minutes were read and accepted.

Pollinator Preservation Project Report – Alison/Marina

Pollinator garden planting area site assessment was conducted at the new Senior Center construction site. The area was measured and confirmed with the Senior center director. We will be given access to the construction site next week to plant the area.

Carl has identified an area in West Groton that abuts Wheeler Park to plant a pollinator garden. He plans to pursue this.

A motion to adjourn was made and approved. The meeting was adjourned at 8:10pm.

Groton Greenway Committee

| Number of Members | Method of Selection | Length of Term | Remuneration |
|-------------------|---------------------|----------------|--------------|
| Varies | Appointed | 1 Year | None |

The Committee's official charge is to

- protect river and stream frontage in Groton, particularly along the Nashua and Squannacook Rivers
- complete a buffer along these waterways to prevent pollution and provide flood protection, recreation, wildlife habitat, trail connectors, and scenic beauty
- educate townspeople to the environmental and financial importance of protecting riverfront lands
- seek gifts of land or easements along the riverways
- seek the opportunity to purchase frontage

The Committee sponsors nature walks, canoe trips, river cleanups, and also an annual river festival.

The Committee was established in 1989 at the request of the Nashua River Watershed Association. Recommendations for initial membership were made by the Groton Conservation Commission. This is one of several greenway committees established by local governments to complete the protection of the Nashua and Squannacook Rivers. The Committee welcomes volunteers.

Appointing Authority

Board of Selectmen

Legal Authority

Vote of the Board of Selectmen

GREENWAY COMMITTEE

(978) 448-1111

The Groton Greenway Committee is an advisory committee created in 1989 to protect river and stream frontage in Groton, particularly along the Nashua and Squannacook Rivers, for water quality, natural flood control, wildlife habitat, wildlife corridors, and recreational trail connections. The Greenway Committee seeks to raise awareness, educate, and invite townspeople to enjoy Groton's rivers.

Groton Greenway Mission

- Continue to increase the protection of the Nashua and Squannacook Rivers and their river greenways.
- Educate, raise awareness, and invite townspeople to use and enjoy the rivers and river greenways in Groton.
- Promote usage and provide stewardship for the greenways.



Activities During the year 2019

- Held the 2019 Nashua River Festival on June 9, 2019, which included acts such as the Pebble Bottom River Kids, Native American drumming, and Creature Teacher, and many river-oriented activities including family fishing demonstrations, canoes available for free to paddle on the river provided by Nashoba Paddlers, free boat tours on the river to Fitch's Bridge provided by Ducks Unlimited, and the crowd favorite cardboard canoe races.
- Worked with Massachusetts Division of Fisheries and Wildlife to identify opportunities to protect ecosystems and increase biological diversity along the Groton greenways.
- Provided support and information to assist in the National Park Service study of reaches of the Nashua River, Squannacook River, and Nissitissit River for the successful national designation under the National Wild and Scenic Rivers Act.
- Provided input to the 2019 Groton Open Space & Recreation Plan.

Goals for the year 2020

- Hold 2020 River Festival on June 7, 2020 at the Petapawag Boat Launch.
<https://www.facebook.com/GrotonGreenwayRiverFestival/>
- Continue dialog with landowners on protecting riverfront property.
- Continue to work with Massachusetts Fisheries and Wildlife Division to identify and promote opportunities to protect ecosystems and increase biological diversity along the Groton greenways.
- Continue to provide guidance on operations and maintenance of Fitch's Bridge.
- Investigate management opportunities for the Nod Road closed landfill parcel along the Nashua River.
- Recruit additional volunteers for the 2020 River Festival and pursue donation funds and other sources of funding to sustain the River Festival tradition.
- Investigate and pursue opportunities for conservation education and outdoor recreational opportunities along the Nashua River corridor.
- Assist in the implementation of the National Wild and Scenic River Act designation of the Nashua River and tributaries.

Respectfully,
The Groton Greenway Committee
Adam Burnett, Chair
Carol Coutrier
Carole Greenfield
Marina Khabitujeva
David Pitkin

GREENWAY COMMITTEE

The Groton Greenway Committee is an advisory committee created in 1989 to protect river and stream frontage in Groton, particularly along the Nashua and Squannacook Rivers for water quality, natural flood control, wildlife habitat, wildlife corridors and recreational trail connections. We seek to raise awareness, educate, and invite townspeople to enjoy our rivers.

Groton Greenway Mission

- Continue to increase the protection of the Nashua and Squannacook River Greenways
- Educate, raise awareness and invite townspeople to use and enjoy the river
- Promote usage and provide stewardship for the greenways

Activities During the year 2018

- Held the 2018 Nashua River Festival, which included acts such as the Pebble Bottom River Kids, Native American dancing, and the crowd favorite cardboard canoe races.
- Worked with Massachusetts Division of Fisheries and Wildlife to identify opportunities to protect ecosystems and increase biological diversity along the Groton greenways.
- Continued to work with the Groton Sustainability Commission and the New England Forestry Foundation to create a milkweed garden for Monarch Butterflies near the Nashua River.
- Provided support and information to assist in the National Park Service study of reaches of the Nashua River, Squannacook River, and Nissitissit River for national designation consideration under the National Wild and Scenic Rivers Act.
- Provided input to the draft 2019 Groton Open Space & Recreation Plan.

Goals for the year 2019

- Hold 2019 River Festival on June 9 at the Petapawag Boat Launch
<https://www.facebook.com/GrotonGreenwayRiverFestival/>
- Continue dialog with landowners on protecting riverfront property.
- Continue to work with Massachusetts Fisheries and Wildlife Division to identify and promote opportunities to protect ecosystems and increase biological diversity along the Groton greenways.
- Continue to provide guidance on operations and maintenance of Fitch's Bridge.
- Investigate management opportunities for the Nod Road parcel along the Nashua River.
- Recruit additional volunteers for the 2019 River Festival and pursue donation funds and other sources of funding to sustain the River Festival tradition.
- Investigate and pursue opportunities for conservation education and outdoor recreational opportunities along the Nashua River corridor.
- Continue to assist in the National Wild and Scenic River Act study of Nashua River and tributaries.
- Provide input to the draft 2019 Groton Open Space & Recreation Plan.

Respectfully,

The Groton Greenway Committee
Adam Burnett, Chair
Carol Coutrier
Carole Greenfield
Marina Khabituyeva
David Pitkin



Fitch's Bridge - Photo by Charlene Legge

GREENWAY COMMITTEE

The Groton Greenway Committee is an advisory committee created in 1989 to protect river and stream corridors in Groton, particularly along the Nashua and Squannacook Rivers for water quality, natural flood control, wildlife habitat, wildlife corridors, and recreational trail connections. The Committee seeks to raise awareness of Groton's river corridors and educate and invite townspeople to use and enjoy our rivers.

Groton Greenway Mission

- Continue to increase the protection of the Nashua and Squannacook River Greenways.
- Educate, raise awareness, and invite townspeople to use and enjoy the river in a sustainable manner.
- Promote outdoor recreational usage and provide stewardship for the greenways.

Activities during the Calendar Year 2017

- Held the 2017 Nashua River Festival which included acts such as the Pebble Bottom River Kids, Native American dancing and the crowd favorite cardboard canoe races.
- Participated in the annual spring water chestnut hand pull with the NRWA and Nashoba Paddler on the Nashua River.
- Continued to work with the Groton Sustainability Commission and the New England Forestry Foundation to create a milkweed garden for Monarch Butterflies near the Nashua River.
- Improved accessibility to Fitch's Bridge for wheelchair use in accordance with ADA standards.
- Provided information to assist in the National Park Service study of reaches of the Nashua River, Squannacook River, and Nissitissit River for national designation consideration under the National Wild and Scenic Rivers Act.

Goals for the calendar Year 2018

- Hold 2018 River Festival on June 10 at the Petapawag Boat Launch
<https://www.facebook.com/GrotonGreenwayRiverFestival/>
- Continue dialog with landowners on protecting riverfront property.
- Continue to provide guidance on operations and maintenance of Fitch's Bridge.
- Investigate management opportunities for the Nod Road parcel along the Nashua River.
- Recruit additional volunteers for the 2018 River Festival and pursue donation funds and other sources of funding to sustain the River Festival tradition.
- Investigate and pursue opportunities for conservation education and outdoor recreational opportunities along the Nashua River corridor. Continue to assist in the National Wild and Scenic River Act study of Nashua River and tributaries.

Respectfully,

The Groton Greenway Committee
Adam Burnett, Chair
Carol Coutrier
Carole Greenfield
David Pitkin
Marion Stoddart



Photo by Charlene Legge

Groton Greenway Committee
Open Session Minutes, 1.14.21 7:00 PM
Zoom

Adam Burnett called the meeting to order at 7:00 PM at Town Hall. Members Carol Coutrier, David Pitkin, and Marina Khabituyeva, were present. Guest was Paul Funch.

- I. Paul Funch led a discussion of the proposed Riverwalk Trail (between Rte. 225-Lawrence Woods and Hazel Grove Park). Paul would like for it to be a community project. There was a discussion on how to handle horses on the trail and a bridal trail is under consideration. Aside from Greenway Committee, Adam would like to work with Paul on the project.

Upon a motion by David Pitkin, seconded by Carol Coutrier, it was

VOTED: to write a letter from the Greenway Committee in support of the proposed Riverwalk Trail and protection of the corridor.

The vote was unanimous.

- II. Review and Approval of Minutes of Meeting of Feb. 20, 2020

Upon a motion by David Pitkin, seconded by Carol Coutrier, it was

VOTED: to accept the minutes of the Feb. 20, 2020 Groton Greenway Committee

The vote was unanimous with one abstaining (Marina)

- III. Groton Greenway Committee 2020 Annual Report: Draft report for submission for the Groton Annual Town report; deadline Jan. 31
 - A. Adam will prepare the report which will include the fact that the Riverfestival was cancelled due to the Corona19 virus pandemic. Two Groton Greenway Committee meetings were held in 2020.
- IV. Nod Road Landfill Site
 - A. Adam and Marina have done 2 years of water testing. Adam will get the files on Nod Road Dump to Marina so she can scan them.

Note: Marina shared the NRWA grant opportunity and it was determined that the Nod Road Site would not qualify because the corridor only goes up to the Rt.119 bridge. However, there was a discussion of the possibility of The Greenway Committee identifying and mapping vernal pools, and that this would fall into our mission.

Also it should be noted that the Groton Greenway Committee has a vacancy since Carole Greenfield is not longer on the Committee.

The next Groton Greenway Committee meeting will be held on Thursday, March 18, 2021, 7 PM via ZOOM.

Upon a motion by Carol, seconded by David, it was

VOTED: to adjourn.

The vote was unanimous.

Respectfully submitted,
Carol Coutrier

Groton Greenway Committee
Open Session Minutes, 2.20.20, 7:00 PM
Town Hall

Adam Burnett called the meeting to order at 7:00 PM at Town Hall. Members Carol Coutrier, David Pitkin, and Marina Khabituyeva, were present. Guests were Pete and Diane Carson, Russ Murray.

I. Upon a motion by Carol, seconded by Marina, it was

VOTED: to accept the minutes of the Jan. 23, 2019, Groton Greenway Committee meeting.

The vote was unanimous.

II. River Festival

A. David Pitkin reviewed the River Festival items on Trello :

1. Site has been reserved for June 7.
2. Banner location has been reserved for the week prior.
3. Pete will contact all the groups and give them the date. Ducks Unlimited boats are important to get early.
4. David will make the contact for the food.
5. Marina will help with marketing. Volunteers are needed.
6. David will bring a list of people who will be funded to the next meeting.
7. David: Fresh ideas are needed: Suggestions included
 - a. Diane: Paddleboard, Yoga demonstration.
 - b. Wilderness program
 - c. Family friendly event
 - d. Scavenger hunt
 - e. David will contact the scouts about a booth and an activity
 - f. Bees
 - g. Invite Rail Trail people
 - h. Russ - Performance – Indian Hill children's orchestra
8. Diane will make cardboard canoe contacts
9. No flyer in Groton Herald
10. Arts & Crafts – need to contact last year's coordinator
11. Adam will contact Fish and Wildlife re: Herring
12. Russ asked for sponsor ideas – Carol suggested Rollstone Bank

III. Nod Road Dump

- A. MIT visit with the Dept of Community Initiative was shared.
- B. Adam will do a write-up for the Selectboard regarding clearing the land of trees to make a meadow for ground nesting birds. The site needs to be managed and stabilized to keep the cap from getting torn. Therefore, present the Selectboard with a document detailing what we know of the facts and to share our thoughts about establishing a meadow.

Note: Adam shared that he has finished the Greenway Committee Annual Report.

The next Groton Greenway Committee meeting will be held on Thursday, March 19, 2020, 7 PM at Town Hall.

Upon a motion by Carol, seconded by Marina, it was

VOTED: to adjourn.

The vote was unanimous.

Respectfully submitted,
Carol Coutrier

Groton Greenway Committee
Open Session Minutes, 1.23.20, 7:00 PM
Town Hall

Adam Burnett called the meeting to order at 7:00 PM at Town Hall. Members Carol Coutrier and Marina Khabituyeva, were present.

- I. Upon a motion by Carol, seconded by Marina, it was

VOTED: to accept the minutes of the Dec.19, 2019, Groton Greenway Committee meeting.

The vote was unanimous.

- II. Groton Greenway Committee 2019 Annual Report: Draft Report for submission for the Groton Annual Town Report; Deadline January 31.
- A. The 2018 Annual Report was reviewed in preparation for the 2019 Annual Report.
- III. Nod Road Dump Site: Summary and Discussion on Fact-finding Site Walk on Jan. 23, 2-4 PM
- A. Marion Stoddart, Marina, Adam and Martha Morgan of the NRWA toured the Nod Road site with Nik Gualco.
 - B. Nik recommended that we do additional research toward putting a plan together (to put together a site evaluation). He also recommended contacting professionals at universities in environmental studies.
 - C. Marina, as representative of the Groton Greenway Committee, will look for someone in universities' public outreach to report to the committee at our next meeting.
 - D. Adam will put together one compelling data source regarding the Nod Road Dump and send to everyone on the Committee.
- IV. Climate Change Municipal Vulnerability Preparedness (MVP) workshop, Jan. 16 at the Groton Center: Summary
- A. Adam attended the workshop.
 - B. Identify climate change vulnerability factors..How is Groton vulnerable for the future?
 - C. What can we do to be more prepared? For example, river corridor better prepared for flooding.
 - D. Better rules are needed. For example, flood protection by-laws.
 - E. A core group was to put all ideas together in an action plan in preparation to apply for a grant.

V. River Festival

A. David Pitkin has suggested that all volunteers be invited to our next meeting.

Note: Adam will check with Carole Greenfield regarding confirming if she plans to resign from the Groton Greenway Committee.

The next Groton Greenway Committee meeting will be held on Thursday, Feb. 20, 2010, 7 PM at Town Hall.

Upon a motion by Marina, seconded by Carol, it was

VOTED: to adjourn.

The vote was unanimous.

Respectfully submitted,
Carol Coutrier



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Town Manager
Mark W. Haddad

July 13, 2021

LEGAL NOTICE TOWN OF GROTON PUBLIC HEARING

The Groton Select Board will hold a public hearing on Monday, July 26, 2021 at 7:45 P.M. at the Groton Town Hall, Second Floor Meeting Room, 173 Main Street, Groton, MA. The purpose of the hearing will be to discuss and consider a new Wine and Malt, Off-Premise Package Store License application submitted by Indralock, Inc. dba Country Farm, with Romulo Roma named as Manager, for the premise located at 127 Main Street, Groton, MA.

All interested parties are encouraged to attend.

SELECT BOARD

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

Groton Herald
7/23/21

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



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

APPLICATION FOR A NEW LICENSE

Municipality

Groton

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES

Off-Premises-15

TYPE

\$15 Package Store

CATEGORY

Wines and Malt Beverages

CLASS

Annual

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

The addition of a Wine and Malt Beverage package store license to an established convenience store business at 127 Main Street.

Is this license application pursuant to special legislation?

☐

Yes

☒

No

Chapter

Acts of

2. BUSINESS ENTITY INFORMATION

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

Entity Name

Indralok Inc.

FEIN

200955417

DBA

Country Farm

Manager of Record

Romulo Roma

Street Address

127 Main Street, Groton, MA 01450

Phone

Email

Alternative Phone

Website

3. DESCRIPTION OF PREMISES

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

An approximate 1,680sq foot store front unit in a one (1) story small shopping center. One entrance on the street side, and a rear door for deliveries. Premises consists of one (1) room for retail with a walk-in cooler at the rear and a storage/work area in the rear behind the cooler.

Total Square Footage: 1,680

Number of Entrances: 1

Seating Capacity:

Number of Floors

1

Number of Exits:

2

Occupancy Number:

4. APPLICATION CONTACT

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

Name:

Paul F. Alphen, Esq.

Phone:

Title:

Attorney

Email:

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

| | | | |
|------------------------|--|---|---|
| Entity Legal Structure | <input type="text" value="Corporation"/> | Date of Incorporation | <input type="text" value="04/15/2004"/> |
| State of Incorporation | <input type="text" value="Massachusetts"/> | Is the Corporation publicly traded? <input type="radio"/> Yes <input checked="" type="radio"/> No | |

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises (Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

| | | | |
|-----------------------|-------------------------|---|---|
| Name of Principal | Residential Address | SSN | DOB |
| Romulo Roma | | | |
| Title and or Position | Percentage of Ownership | Director/ LLC Manager US Citizen | MA Resident |
| Director | 0 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Name of Principal | Residential Address | SSN | DOB |
| Jaydeep Patel | | | |
| Title and or Position | Percentage of Ownership | Director/ LLC Manager US Citizen | MA Resident |
| Pres, Treas, Secty | 100 | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Name of Principal | Residential Address | SSN | DOB |
| | | | |
| Title and or Position | Percentage of Ownership | Director/ LLC Manager US Citizen | MA Resident |
| | | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No |
| Name of Principal | Residential Address | SSN | DOB |
| | | | |
| Title and or Position | Percentage of Ownership | Director/ LLC Manager US Citizen | MA Resident |
| | | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No |
| Name of Principal | Residential Address | SSN | DOB |
| | | | |
| Title and or Position | Percentage of Ownership | Director/ LLC Manager US Citizen | MA Resident |
| | | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No |

Additional pages attached? ☐ Yes ☒ No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

APPLICATION FOR A NEW LICENSE

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

| Name | License Type | License Name | Municipality |
|------|--------------|--------------|--------------|
| | | | |
| | | | |
| | | | |

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

| Name | License Type | License Name | Municipality |
|------|--------------|--------------|--------------|
| | | | |
| | | | |
| | | | |

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

| Date of Action | Name of License | City | Reason for suspension, revocation or cancellation |
|----------------|-----------------|------|---|
| | | | |
| | | | |
| | | | |

7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name Cosmo A & Diane Gilberti, Trustees

Landlord Phone

Landlord Email

Landlord Address

Landmark Realty Trust, 6 Landmark Rd, Westford, AM 01886

Lease Beginning Date

1/1/2015

Rent per Month

\$3,300.00

Lease Ending Date

12/31/2024

Rent per Year

\$39,600.00

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No

APPLICATION FOR A NEW LICENSE

8. FINANCIAL DISCLOSURE

| | |
|---------------------------------------|-------|
| A. Purchase Price for Real Estate | 0 |
| B. Purchase Price for Business Assets | 0 |
| C. Other * (Please specify below) | 5,000 |
| D. Total Cost | 5,000 |

*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

| Name of Contributor | Amount of Contribution |
|----------------------------------|------------------------|
| Income from applicant's business | \$5,000 |
| | |
| | |
| | |
| Total: | \$5,000.00 |

SOURCE OF FINANCING

Please provide signed financing documentation.

| Name of Lender | Amount | Type of Financing | Is the lender a licensee pursuant to M.G.L. Ch. 138. |
|----------------|--------|-------------------|--|
| | | | <input type="radio"/> Yes <input type="radio"/> No |
| | | | <input type="radio"/> Yes <input type="radio"/> No |
| | | | <input type="radio"/> Yes <input type="radio"/> No |
| | | | <input type="radio"/> Yes <input type="radio"/> No |

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

The only new expense will be for inventory. Beer and wine distributors commonly provide 60 days credit to pay for inventory. The applicant shall use cash flow from the retail sales to pay for inventory.

9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

10. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Date of Birth SSN

Residential Address

Email Phone

Please indicate how many hours per week you intend to be on the licensed premises

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? ☒ Yes ☐ No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

| Date | Municipality | Charge | Disposition |
|------|--------------|--------|-------------|
| | | | |
| | | | |
| | | | |

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

| Start Date | End Date | Position | Employer | Supervisor Name |
|------------|----------|----------|----------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

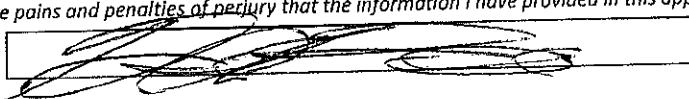
D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

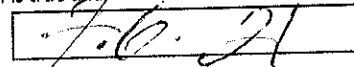
| Date of Action | Name of License | State | City | Reason for suspension, revocation or cancellation |
|----------------|-----------------|-------|------|---|
| | | | | |
| | | | | |
| | | | | |

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature



Date





TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1109
Fax: (978) 448-1113

Office of:
Building Commissioner
Zoning Enforcement Officer

July 20, 2021

To: SELECTBOARD
From: BOB GARSIDE

RE: 127 MAIN ST- APPLICATION FOR BEER AND WINE LICENSE

As requested, I have reviewed the above address with regards to their application for a Beer and Wine License per Zoning, Building and Accessibility Codes, my findings are as follows:

ZONING- This existing store is approx. 800 SF located in a VCB District and is classified per 218-5.2 as a "Retail Store- Store with up to 2500 SF Gross Floor area" which according to Use Regulations is allowed by right with no Special permits required. Adding Beer and Wine would not change the Use Regulation as listed above and also be allowed by right in the VCB.

BUILDING- This Store, according to 780 CMR would be classified under M-Mercantile per IBC Section 309. Adding Beer and Wine would not change the Use Group according to Code and would remain M-Mercantile

ACCESSIBILITY- The Current strip mall area has 10 Spaces for Parking with 1 Van Accessible space which is compliant with current 521 CMR Section 23.2.1. The Store itself, although not in full compliance with current Codes, would be allowed to continue to operate as built because there is no change of use/occupancy .

NOTES: The Building Dept is not aware of any enlargements or alterations associated with this application for license. If such work would be undertaken to accommodate beer and wine that would require a Building permit then it is possible that compliance with portions or all of 521 CMR would be required as well as additional work to comply with 780 CMR .

It is important to note that the 780 CMR 105.2- recognizes that "nonfixed and movable fixtures, cases, racks, counters and partitions not over 5'9" in height" is considered Work Exempt from Permit and this type of work would not trigger compliance with 521 CMR

Please contact me should you require any additional information

Sincerely,

Robert Garside, C.B.O.
Building Official/Zoning Enforcement Officer



GROTON POLICE DEPARTMENT

99 Pleasant Street
Groton, Massachusetts 01450

Michael F. Luth
Chief of Police

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

July 22, 2021

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

Dear Mr. Haddad,

In reference to the application for Off-Premises Wine and Malt beverage license at 127 Main Street, my primary concern would be that of increased vehicular traffic entering and exiting the parking lot. A review of two existing full retail liquor licensed locations in town revealed the majority of their business is conducted after 4 PM. I would expect that this would be the case for this licensee. Although the current parking lot has severe limitations it currently handles the traffic loads that accompany the Dunkin Donuts in the same plaza. I do not anticipate that the traffic created by this licensee to reach the level of the Dunkin Donuts nor do I expect the traffic loads to occur at the same time.

If you have any further questions regarding the application, please feel free to contact me.

Respectfully,

A handwritten signature in cursive script, appearing to read "Michael F. Luth".
Michael F. Luth



Groton Fire Department

Fire ~ EMS ~ Rescue
"Together We Serve the Community"

45 Farmers Row
Groton, Massachusetts 01450
Tel: (978) 448-6333
Fax: (978) 448-1116



July 22, 2021

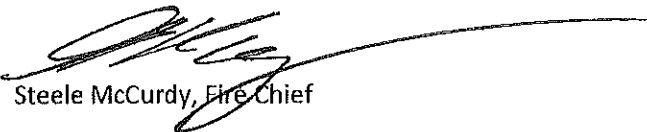
Mark Haddad
Town Manager
173 Main St
Groton, MA 01450

Dear Mr. Haddad,

The fire Department conducted an inspection of 127 Main St on Wednesday July 21, 2021 to evaluate conditions prior to possible issuance of a Beer and Wine License. This office noted that the unit under review is up to date on the applicable edition of the fire codes.

Should any significant changes in the building usage or layout occur, the entire facility would be required to conform to current Fire and Building Codes.

Respectfully



Steele McCurdy, Fire Chief

Town of Groton
General Fund Statement of Revenues & Expenditures
June 30, 2021

| | Current Budget FY21 | July - June Actual FY21 | Variance to FY21 Budget | 4th Qtr % of Budget | Final FY20 Budget | July - June Actual FY20 | 4th Qtr. Variance to FY20 Budget | 4th Qtr % of Budget | % of Budget Change | Notes |
|---|------------------------|----------------------------|----------------------------|------------------------|----------------------|----------------------------|-------------------------------------|------------------------|-----------------------|---|
| Revenue | | | | | | | | | | |
| State Aid (Lottery/Exempts/Van) | 950,546 | 975,619 | 25,073 | 102.64% | 971,581 | 1,079,211 | 107,630 | 111.08% | 92.40% | FY19 Qtr4 UGGA rec'd 1st Qtr FY20 |
| Motor Vehicle/Boat Excise | 1,555,341 | 1,837,825 | 282,484 | 118.16% | 1,577,642 | 1,718,301 | 140,659 | 108.92% | 108.48% | Rev Est Revised for FY21, Exceeded by Actuals |
| Local Option Meals Tax | 100,000 | 144,283 | 44,283 | 144.28% | 150,000 | 172,096 | 22,096 | 114.73% | 125.76% | Adj Rev Projections for Covid FY21 |
| Local Option Room Occupancy Tax | 50,000 | 36,958 | (13,042) | 73.92% | 50,000 | 45,994 | (4,006) | 91.99% | 80.36% | Covid suppressed revenue FY21 |
| Penalties and Interest on Taxes | 110,000 | 140,840 | 30,840 | 128.04% | 90,000 | 93,835 | 3,835 | 104.26% | 122.81% | 4th Qtr FY20 rec'd 1st Qtr FY21 (deferrals) |
| Payments in Lieu of Taxes | 265,000 | 399,707 | 134,707 | 150.83% | 260,000 | 242,168 | (17,832) | 93.14% | 161.94% | LA FY20 rec'd FY21 (\$60k) |
| Other Charges for Service (Dunst) | 82,000 | 85,246 | 3,246 | 103.96% | 82,000 | 79,319 | (2,681) | 96.73% | 107.47% | FY20 reimb rec'd FY21 \$3,000 |
| Country Club Revenue | 491,045 | 661,208 | 170,163 | 134.65% | 493,838 | 323,711 | (170,127) | 65.55% | 205.42% | FY21 Golf Revenue boosting CC performance |
| Fees (incl Van vouchers) | 306,000 | 429,273 | 123,273 | 140.29% | 289,737 | 340,328 | 50,591 | 117.46% | 119.44% | Planning Brd/Recycling Activity up in FY21 |
| Rentals (Cell Towers) | 40,000 | 47,190 | 7,190 | 117.98% | 49,000 | 49,900 | 900 | 101.84% | 115.85% | Inc.GPH rental \$3k FY21/dropped carrier |
| Library Fines | 6,000 | 779 | (5,221) | 12.98% | 12,000 | 7,620 | (4,380) | 63.50% | 20.44% | Covid suppressed revenue FY21/20 |
| Other Departmental Revenue | 725,000 | 884,747 | 159,747 | 122.03% | 700,000 | 517,610 | (182,390) | 73.94% | 165.04% | GELD 4th Qtr FY20 rec'd in FY21 (\$165k) |
| Licenses and Permits | 300,000 | 465,011 | 165,011 | 155.00% | 300,000 | 455,235 | 155,235 | 151.75% | 102.14% | |
| Fines and Forfeits | 20,000 | 22,769 | 2,769 | 113.85% | 25,000 | 19,784 | (5,216) | 79.14% | 143.86% | Rev Projection adjusted for FY21 |
| Investment Income | 40,000 | 39,470 | (530) | 98.68% | 40,000 | 44,398 | 4,398 | 111.00% | 88.90% | |
| Misc Non-recurring (State Aid) | 0 | 0 | 0 | | 0 | 0 | 0 | | | |
| Misc (Bond Prem Amort & Other) | 894 | 23,407 | 22,513 | 2618.23% | 14,318 | 21,887 | 7,569 | 152.86% | 1712.83% | FY21 Vehicle Auction/Vendor Refund |
| Enterprise Allocation for Indirects | 256,264 | 264,578 | 8,314 | 103.24% | 236,288 | 233,221 | (3,067) | 98.70% | 104.60% | Benefit Reimbursement |
| Real Estate and Personal Prop | 34,849,318 | 34,725,289 | (124,029) | 99.64% | 33,723,200 | 33,332,029 | (391,171) | 98.84% | 100.81% | |
| Total Revenue | 40,147,408 | 41,184,199 | 1,036,791 | 102.58% | 39,064,604 | 38,776,647 | (287,957) | 99.26% | 103.34% | |
| Expenditures (Operating Expenses) | | | | | | | | | | |
| General Government | 2,618,038 | 2,413,572 | 204,466 | 92.19% | 2,556,043 | 2,296,179 | 259,864 | 89.83% | 102.63% | |
| Public Safety General Fund** | 4,385,631 | 4,151,814 | 233,817 | 94.67% | 4,391,829 | 4,024,150 | 367,679 | 91.63% | 103.32% | |
| Department of Public Works | 2,333,953 | 2,222,161 | 111,792 | 95.21% | 2,250,122 | 2,224,602 | 25,520 | 98.87% | 96.30% | |
| Culture, Rec, & Citizen's Svcs | 1,694,400 | 1,518,866 | 175,534 | 89.64% | 1,695,450 | 1,505,855 | 189,595 | 88.82% | 100.92% | |
| Employee Benefits and Other* | 3,967,369 | 3,959,726 | 7,643 | 99.81% | 3,841,547 | 3,687,478 | 154,069 | 95.99% | 103.98% | HI enrollment/Unemployment trending up FY21 |
| Total Operating Expenses | 14,999,391 | 14,266,139 | 733,252 | 95.11% | 14,734,991 | 13,738,264 | 996,727 | 93.24% | 102.01% | |
| Expenditures (Non -Operating Exp.) | | | | | | | | | | |
| Special Articles Voted for Current Yr | 573,870 | 410,951 | 162,919 | 71.61% | 514,945 | 375,378 | 139,567 | 72.90% | 98.23% | |
| PY Articles/Enc(SeeUse of Enc Below) | 553,519 | 214,804 | 338,715 | 38.81% | 485,927 | 169,275 | 316,652 | 34.84% | 111.39% | |
| Education | 23,680,684 | 23,680,684 | 0 | 100.00% | 23,251,705 | 23,251,705 | 0 | 100.00% | 100.00% | |
| Debt Service | 1,737,302 | 1,737,209 | 93 | 99.99% | 1,604,192 | 1,604,191 | 1 | 100.00% | 99.99% | |
| Intergovernmental (State Offsets) | 94,829 | 94,829 | 0 | 100.00% | 93,392 | 93,392 | 0 | 100.00% | 100.00% | |
| Total Non - Operating Expenses | 26,640,204 | 26,138,477 | 501,727 | 98.12% | 25,950,161 | 25,493,941 | 456,220 | 98.24% | 99.88% | |
| Excess (Deficiency) Before OFS&U | (1,492,187) | 779,583 | 2,271,770 | -52.24% | (1,620,548) | (455,558) | 1,164,990 | 28.11% | -185.84% | |
| Other Financing Sources | | | | | | | | | | |
| Transfers from Other Funds | 1,082,815 | 1,082,815 | 0 | 100.00% | 1,324,592 | 1,324,592 | 0 | 100.00% | 100.00% | CapStab/EMS Receipts |
| Use of Avail. Funds: Encumbrances | 553,045 | 553,045 | 0 | 100.00% | 482,477 | 482,477 | 0 | 100.00% | 100.00% | Funded in Prior Fiscal Year |
| Avail. Funds: F. C./Overlay Surplus | 528,849 | 528,849 | 0 | 100.00% | 381,507 | 381,507 | 0 | 100.00% | 100.00% | |
| Total OFS | 2,164,709 | 2,164,709 | 0 | 100.00% | 2,188,576 | 2,188,576 | 0 | 107.33% | 93.17% | |
| Other Financing Uses | | | | | | | | | | |
| Overlay & Deficits to be Raised | 289,466 | 289,465 | 1 | 100.00% | 220,799 | 220,799 | 0 | 100.00% | 100.00% | Sno&Ice/Library Offset/Overlay/RecapDebt |
| Transfers to Other Funds | 376,718 | 375,368 | 1,350 | 99.64% | 341,526 | 341,526 | 0 | 100.00% | 99.64% | Stabilization/OPEB/Capital Projects BANS |
| Total OFU | 666,184 | 664,833 | 1,351 | 99.80% | 562,325 | 562,325 | 0 | 100.00% | 99.80% | |
| Excess (Deficiency) Incl. OFS&U | 6,338 | 2,279,459 | 2,273,121 | | 5,703 | 1,170,693 | 1,164,990 | | | |

**\$301,603 = Dispatch Grants Awarded for FY21, \$282,050 offset to Dispatch Budget thru 6/30/21

**\$294,740= Dispatch Grants Awarded for FY20, \$281,827 offset to Dispatch Budget thru 6/30/20

Town of Groton
General Fund Statement of Revenues & Expenditures
June 30, 2021

| | <i>Current Budget FY21</i> | <i>July - June Actual FY21</i> | <i>Variance to FY21 Budget</i> | <i>4th Qtr % of Budget</i> | <i>Final FY20 Budget</i> | <i>July - June Actual FY20</i> | <i>4th Qtr.Variance to FY20 Budget</i> | <i>4th Qtr % of Budget</i> | <i>% of Budget Change</i> | <i>Notes</i> |
|--|--------------------------------|------------------------------------|------------------------------------|--------------------------------|------------------------------|------------------------------------|--|--------------------------------|-------------------------------|--|
| Salaries/Wages Expenditures by Function of Government | | | | | | | | | | |
| General Government: | | | | | | | | | | |
| BOS/Town Manager | 361,282 | 360,922 | 360 | 99.90% | 348,637 | 348,495 | 142 | 99.96% | 99.94% | |
| Accountant | 147,020 | 147,020 | 0 | 100.00% | 142,947 | 142,931 | 16 | 99.99% | 100.01% | |
| Assessors | 145,256 | 139,049 | 6,207 | 95.73% | 141,130 | 141,130 | 0 | 100.00% | 95.73% | |
| Treasurer/Collector | 218,706 | 218,706 | 0 | 100.00% | 212,403 | 212,403 | 0 | 100.00% | 100.00% | |
| Personnel | 84,313 | 84,313 | 0 | 100.00% | 82,673 | 82,673 | 0 | 100.00% | 100.00% | |
| Information Technology | 178,120 | 178,119 | 1 | 100.00% | 173,753 | 173,753 | 0 | 100.00% | 100.00% | |
| Town Clerk/Elections | 178,939 | 177,919 | 1,020 | 99.43% | 158,012 | 155,214 | 2,798 | 98.23% | 101.22% | |
| Land Use Conservation Comm. | 71,470 | 70,278 | 1,192 | 98.33% | 70,169 | 70,043 | 126 | 99.82% | 98.51% | |
| Land Use Inspection Services | 221,045 | 215,730 | 5,315 | 97.60% | 212,330 | 201,004 | 11,326 | 94.67% | 103.09% | FY21 includes Bldg Insp Retirement costs |
| Land Use (Planning/ZBA) | 106,893 | 106,043 | 850 | 99.20% | 103,841 | 103,841 | 0 | 100.00% | 99.20% | |
| Total General Government | 1,713,044 | 1,698,099 | 14,945 | 99.13% | 1,645,895 | 1,631,487 | 14,408 | 99.12% | 100.01% | |
| Public Safety: | | | | | | | | | | |
| Police Department | 2,227,198 | 2,152,993 | 74,205 | 96.67% | 2,207,441 | 2,177,171 | 30,270 | 98.63% | 98.01% | |
| Fire Department/EMS | 1,238,244 | 1,168,402 | 69,842 | 94.36% | 1,174,641 | 1,091,971 | 82,670 | 92.96% | 101.51% | |
| Dispatch (paid from Gen Fund) ** | 416,823 | 409,095 | 7,728 | 98.15% | 479,816 | 337,559 | 142,257 | 70.35% | 139.52% | Reduced Grant Support FY21 |
| Animal Cntrl/Dog Officer | 19,164 | 18,667 | 497 | 97.41% | 19,164 | 19,164 | 0 | 100.00% | 97.41% | |
| Total Public Safety | 3,901,429 | 3,749,157 | 152,272 | 96.10% | 3,881,062 | 3,625,865 | 255,197 | 93.42% | 102.87% | |
| Department of Public Works: | | | | | | | | | | |
| Municipal Buildings | 150,647 | 150,647 | 0 | 100.00% | 145,276 | 144,189 | 1,087 | 99.25% | 100.76% | |
| Highway | 822,518 | 762,099 | 60,419 | 92.65% | 815,890 | 796,913 | 18,977 | 97.67% | 94.86% | |
| Snow & Ice | 140,000 | 137,133 | 2,867 | 97.95% | 140,000 | 148,927 | (8,927) | 106.38% | 92.08% | |
| Solid Waste | 143,243 | 138,484 | 4,759 | 96.68% | 138,211 | 134,303 | 3,908 | 97.17% | 99.50% | |
| Total DPW | 1,256,408 | 1,188,363 | 68,045 | 94.58% | 1,239,377 | 1,224,332 | 15,045 | 98.79% | 95.74% | |
| Culture, Rec. & Citizen's Svcs: | | | | | | | | | | |
| COA/COA Van | 214,783 | 198,326 | 16,457 | 92.34% | 208,861 | 189,408 | 19,453 | 90.69% | 101.82% | Vacation pay out FY21 COA Dir |
| Vets Svcs/Water Safety/Graves | 9,450 | 6,182 | 3,268 | 65.42% | 9,368 | 6,765 | 2,603 | 72.21% | 90.60% | |
| Library | 739,323 | 685,155 | 54,168 | 92.67% | 724,398 | 672,272 | 52,126 | 92.80% | 99.86% | |
| Country Club | 279,660 | 279,635 | 25 | 99.99% | 277,017 | 276,992 | 25 | 99.99% | 100.00% | |
| Total Culture, Rec. & Citizen's Svcs | 1,243,216 | 1,169,298 | 73,918 | 94.05% | 1,219,644 | 1,145,437 | 74,207 | 93.92% | 100.14% | |
| Grand Total Salaries & Wages | 8,114,097 | 7,804,917 | 309,180 | 96.19% | 7,985,978 | 7,627,121 | 358,857 | 95.51% | 100.71% | |
| Benefits: | | | | | | | | | | |
| County Retirement | 2,090,289 | 2,090,289 | 0 | 100.00% | 1,973,053 | 1,973,053 | 0 | 100.00% | 100.00% | |
| Health / Life Insurance * | 1,727,080 | 1,727,021 | 59 | 100.00% | 1,707,394 | 1,582,431 | 124,963 | 92.68% | 107.90% | Enrollment increased for FY21 |
| Other Benefits (Medicare/Unemplmt) | 150,000 | 142,416 | 7,584 | 94.94% | 161,100 | 131,994 | 29,106 | 81.93% | 115.88% | Unemployment claims trending up |
| Total Benefits | 3,967,369 | 3,959,726 | 7,643 | 99.81% | 3,841,547 | 3,687,478 | 154,069 | 95.99% | 103.98% | |
| Total Salaries/Wages/Benefits | 12,081,466 | 11,764,643 | 316,823 | 97.38% | 11,827,525 | 11,314,599 | 512,926 | 95.66% | 101.80% | |

** \$145,245 = Dispatch Wage Grants Awarded for FY21; \$124,331 offset to Dispatch Budget thru 6/30/21

**\$200,574 = Dispatch Wage Grants Awarded for FY20, \$193,057 offset to Dispatch Budget thru 6/30/20

FISCAL YEAR 2022 GOALS OF THE GROTON SELECT BOARD

1. Environnemental (Contamination) Issues (PFAS, GEMS Site, Conductorlab, etc.)
Select Board Member Assigned: Peter Cunningham and Joshua Degen

Goal: Monitor/Manage efforts to mitigate contamination and protect public health. Become better informed as a Board to the emerging environmental issues that are/will confront Groton.

Measurable Benchmark: Schedule a workshop with representatives of the Board of Health, Planning Board and/or Conservation Commission and/or Water Commissioners as appropriate by December 1st to discuss any environmental issues facing Groton. Develop monitoring plan to keep Board apprised of steps taken to address said issues.

2. Taxpayer Burden /Costs of Government
Select Board Member Assigned: Alison Manugian

Goal: Develop Programs to Alleviate Taxpayer Burden, including:

1. Review Potential Home Rule Legislation to assist in providing tax relief for the most vulnerable portions of the population.
2. Review existing PILOT agreements and consider further action and consider negotiating new agreements with other non-profit organizations.
3. Staff new TREAD committee to provide taxpayer relief.
4. Investigate the possibility of taxing short-term rental properties.
5. Develop creative three-year collective bargaining with all units.

Measurable Benchmark: Report back to the Board after meeting with the Select Board, Treasurer/Collector, Principal Assessor, Town Accountant and Finance Committee to discuss developing criteria/ideas for additional sources of revenue to offset property tax burden. The Town Manager and his bargaining teams meets with the Select Board and Finance Committee by October 31, 2021 to receive guidance on the upcoming Collective Bargaining Sessions with all seven (7) bargaining units.

3. Affordable Housing and Housing Diversity
Select Board Member Assigned: Rebecca Pine

Goal: Support the work of the Affordable Housing Trust, the Groton Housing Authority, and the Housing Partnership to make tangible progress on increasing the number of Affordable Housing Units on the MA Subsidized Housing Inventory (SHI). Work with the Planning Board to address MBTA Housing Choice Community requirements for increased housing density and housing diversity, and to pass new Zoning which maximizes the number of affordable units required. Facilitate coordination and collaboration between all Groton housing committees and stake holders. Promote public engagement efforts to build community support for Housing Diversity. Support and participate in the next Housing Summit.

Measurable Benchmark:

As this is a two-year goal, the benchmark will be developed as progress is made. Benchmarks may include identifying properties for affordable housing, supporting warrant articles to create more Affordable Housing and issuing RFP's for the creation of affordable housing.

4. Promote Economic Development

Select Board Member Assigned: John Reilly and Peter Cunningham

Goal:

Support Economic and Commercial activity related to increased visitor traffic in Groton from Indian Hill Music Center. Develop Overall Transportation Improvements, including:

1. Increase Public Transportation Available in Groton (bus, ride-share, etc.).
2. Update Parking Study and determine if more parking is needed in the Town Center.
3. Create a sidewalk extension to both Gibbet Hill Trailhead and Indian Hill Music Center.

Measurable Benchmark:

To address these various goals, take the following steps:

1. Working in conjunction with our State Senator and State Representative, and the Montachusett Regional Planning Agency and Lowell Regional Transportation Agency, investigate additional public transportation options available to Groton residents and businesses, and report back to the Board by March 1, 2022.
2. Review existing Parking Study and identify current public parking locations/spaces in the Town Center. Identify potential needs and funding sources for increased parking. Take action as necessary.
3. Town Manager to work with DPW Director and Capital Planning Advisory Committee, as well as the Complete Streets Committee, to include sidewalk extensions to Gibbet Hill Trailhead and Indian Hill Music Center to improve pedestrian safety.
4. Meet with the Groton Business Association's *Destination Groton* Planning Group before November 30, 2021 to hear their recommendations and consider supporting/taking action on the recommendations by January 31, 2022.

**SELECT BOARD MEETING MINUTES
MONDAY, JULY 12, 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; Members of the Finance Committee – Bud Robertson, Colby Doody, Scott Whitefield, Mary Linskey, Gary Green, David Manugian; Raquel Majeski, Diversity Task Force Chair; Michelle Collette, Diversity Task Force Member;

Mr. Cunningham made a motion to exit Executive Session and enter Regular Session at 6:58pm. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Degen-aye; Reilly-aye; Cunningham-aye. Manugian-aye

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

ANNOUNCEMENTS

Mr. Haddad said that the fireworks were cancelled due to the weather and would be rescheduled for July 26th.

Mr. Haddad explained at the Chair's request what the TROIKA Committee was.

Ms. Pine said that they would be meeting next Monday at 4pm for a workshop to discuss their goals and reminded people they would not be taking comments from the public.

Mr. Robertson called the Finance Committee to order at 7:06pm.

PUBLIC COMMENT PERIOD

Ms. Sartini asked if there was any update on the easement for the Country Club. Ms. Pine said there was not.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that Margot Hammer had retired as the Zoning Board of Appeals Administrative Assistant. He said that he had previously come to the Board with a proposal to have their Land Use Administrative Assistant, Kara Cruikshank take over the ZBA duties, and reassign her Park Department Administrative duties to another employee. Mr. Haddad said that he had further proposed that they increase the newly created 15 hour per week Treasurer/Collector Office Assistant to 25 hours to take over the Park duties. The Board approved transferring ZBA Duties to Ms. Cruikshank, but directed him to fill two separate 15 hour per week positions; one in the Treasurer/Collector's Office and one for the Park Administrative Duties. He said that they were very fortunate that when they advertised for the 15 hour per week Treasurer/Collector's position, they received a couple of additional applications that were interested in the Park Position. Mr. Haddad said that he had appointed Tammi Mickel of Pepperell as the Treasurer/Collector Office Assistant and Donna Main of Shirley as the Park Administrative Assistant and asked the Board to consider ratifying those positions. Mr. Cunningham asked when the appointments would be effective. Mr. Haddad said that they would be effective July 13, 2021.

Mr. Degen moved to approve the Town Manager's appointments of Donna Main as the Park Administrative Assistant and Tammi Mickel as the Treasurer/Collector Office Assistant, both positions not to exceed 15 hours per week. Mr. Cunningham seconded the motion. The motion carried unanimously.

Mr. Cunningham moved to approve the Town Manager's appointment of Joseph Wang as a Lifeguard. Mr. Degen seconded the motion. The motion carried unanimously.

Mr. Haddad asked the Board to appoint Eileen McHugh to the Earth Removal Stormwater Advisory Committee adding she was as strong member and because of some confusion, had not been brought forward during their annual appointments in June.

Mr. Cunningham made the motion. Mr. Reilly seconded the motion. The motion carried unanimously.

2. Mr. Haddad said that he had sent to the Board, under separate cover, the proposed Project Funding Agreement for the Florence Roche Elementary School Project. He respectfully requested that the Board authorize him to sign the agreement on behalf of the Town. He said that the Regional School Committee was scheduled to meet on July 15th to authorize the School Superintendent to sign the Agreement on behalf of the School District. Mr. Haddad said that Town Counsel, Brian Falk would prepare the necessary approvals/certification required once the Board authorized him to sign and the School Committee authorized the School Superintendent to sign. Mr. Haddad explained that this was similar to the authorization the Board granted for previous documents with the MSBA.

Mr. Cunningham moved that the Select Board authorize the Town Manager to sign the Project Funding Agreement for the Florence Roche Elementary School Project on behalf of the Town. Ms. Manugian seconded the motion. The motion carried unanimously.

3. Mr. Haddad reviewed the Board's meeting schedule adding that they would be meeting next week to review goals.

JOINT MEETING WITH FINANCE COMMITTEE – LINE-ITEM TRANSFERS

Mr. Haddad said that the Municipal Modernization Act allowed for line-item transfers to be voted on by the Select Board and Finance Committee. He said that Ms. Dufresne had done a great job putting a list together which totaled \$107,444.

Ms. Manugian asked if they could hear about these as they were coming up and not when asked to take action on them. Mr. Cunningham asked about Squannacook Hall repaving. Mr. Haddad said that the Town was responsible for repaving as part of the purchase and sales agreement agreed upon when they sold the building. Ms. Pine asked about the Country Club deficits. Ms. Dufresne provided an explanation. Mr. Robertson said that the only one he was surprised about was the \$19K for the parking lot at Squannacook Hall adding that most of these others were expected and part of doing business. Mr. Degen said he didn't support the request to pave Squannacook Hall and suggested obtaining bids for the work. Mr. Haddad said that the Board signed a deed which stated the Town would pay to pave the parking lot.

Mr. Green said he agreed with their concerns but asked that they approve this and allow the Chief Procurement Officer to perform his due diligence. Ms. Linskey asked if there was a way to note these placeholders so that it didn't sneak up on them.

Mr. Haddad said that they received 2 quotes both for around \$18K. He said that the Town's portion was \$14,852. Mr. Manugian asked if they could look at the deed to make sure there were no other responsibilities.

Mr. Degen moved that they approve line-item transfers totaling \$92,592 by excluding the portion to repave Squannacook Hall. Ms. Manugian seconded the motion.

Mr. Haddad said that they signed a deed and had the responsibility to perform the work adding he wanted to in do this in FY21 and not impact FY22. He said that they had the ability to pay for this in FY21 and wanted to do so. Mr. Degen said that this would impact their free cash position. Mr. Haddad said that it would impact their free cash either now or in the fall if they brought it to Town Meeting. Ms. Linskey said this was the proper way to account for this (by spending FY21 funds) adding the liability probably should have happened years ago.

Manugian-aye; Degen-aye; Cunningham-nay; Pine-nay; Reilly-nay. The motion failed by a 3-2 vote against.

Mr. Cunningham moved to approve the line-item transfer request of \$107,444. Mr. Reilly seconded the motion. *Manugian-nay; Degen-nay; Cunningham-aye; Pine-aye; Reilly-aye*

Mr. Robertson moved to approve the line-item transfer request of \$107,444. Mr. Green seconded the motion. The motion carried unanimously.

The Finance Committee left the meeting.

DIVERSITY TASK FORCE UPDATE

Ms. Majeski and Ms. Collette were present for the Diversity Task Force. Ms. Majeski said that they were bringing two recommendations forward as part of their charge. She said that they were bringing forward a change to the town seal by striking the phrase *holy bible* from the seal. She said that they knew there was a cost associated with this and suggested a gradual phased approach. Ms. Collette said that they agreed that taking holy bible out of the seal was a simple elegant

solution. Ms. Collette said that they had changed as a culture since the seal was developed in the late 1800's. Mr. Degen mentioned that he had abstained from the Diversity Task Force vote on this.

Ms. Majeski said that they were also suggesting that the street name Redskin Trail be changed adding it was derogatory.

Ms. Manugian asked if they considered removing the word faith on the seal also. Ms. Collette said that the town seal was beloved by many residents adding removing the words holy bible would be much less of an issue for some. Mr. Cunningham said he would like to see them do a deep dive into the cost potential the residents might incur with changing the street name.

Mr. Degen said he thought the street name Redskin Trail needed to change. He said that the words holy bible on the seal didn't mean anything to him. He said he thought recognizing the past was important adding the past couldn't be changed. He said that they could put a plaque on their seal or just remove the words holy bible. Mr. Reilly said he wouldn't change the seal if it had the words Koran on it and would still live here. Ms. Pine suggested that they hold a public hearing or two, one for each issue, to discuss each issue separately.

Mr. Prest said that he was part Native American Indian and asked what the issue was with the name Redskin Trail. He said that the Native Americans were not offended by the name Redskin. He said he had an issue with people turning on these terms when the Native Americans were not offended. He said he thought what they were doing was wrong. Ms. Collette said that they had not pursued anything having to do with the name "Indian" adding the only change they were recommending at this time was to change the name of Redskin Trail. Ms. Majeski said that names evolve and thought that was what they needed to take under consideration for the good of their town.

SELECT BOARD ITEMS FOR CONSIDERATION

1. Mr. Haddad said that the Board had approved an All Alcoholic, On Premise Liquor License for the Herb Lyceum but during the review of the License Application by the ABCC, the investigator assigned by the ABCC wanted the silent partners listed, a more detailed floor plan for the seating outside and a more detailed description of the square footage listed on page one of the application. He said that all of this information had been furnished to them and the Board needs to revoke the application so they could resubmit to the ABCC.

Mr. Cunningham moved to approve the all alcoholic, on premise liquor license application for the Herb Lyceum as amended. Mr. Reilly seconded the motion. The motion carried unanimously.

2. *Mr. Degen moved to appoint Fran Stanley with a term to expire June 30, 2022 to the Diversity Task Force as the Representative from the Town. Mr. Cunningham seconded the motion. The motion carried unanimously.*
3. Mr. Haddad said that it was that time of year for the Select Board to call for the 2021 Fall Town Meeting. He said that according to the Charter, the default date for the meeting was the third Monday in October, which would be October 18, 2021. He said that at their last meeting, he asked the Board to consider delaying the meeting by one (1) week to October 25th to give the Assessors a little more time to finalize the Quinquennial Revaluation. Mr. Haddad said that Select Board Member Degen suggested that they hold the meeting on a Saturday. He said that based on this, the Board asked him to provide attendance statistics on the last few meetings held on either a Saturday or Monday. Mr. Haddad said that the Town Clerk provided attendance for the last 3 years showing that attendance was issue driven. He said he didn't think the day of the week mattered.

Mr. Degen explained the advantage for holding a town meeting on a Saturday and getting all business done. He said that beginning a meeting at 7pm on a Monday night didn't hold attendance week after week if they couldn't complete their business in one night. Ms. Pine said that the Moderator moved things along and was not sure if they had more than one night of fall town meeting recently. Ms. Manugian said it was easier for a parent of small children to find care on a Saturday instead of a week night and thought a Saturday was worth trying. Mr. Cunningham said he didn't have a strong feeling one way or another. He said that outdoor meetings on a Saturday had yielded a good turnout. Mr. Reilly said he preferred a Saturday.

Ms. Sartini suggested asking the Herald to do a poll.

Mr. Haddad went over the proposed warrant schedule posted in the packet with the meeting to be held on Saturday October 23, 2021.

Mr. Degen moved to call for the opening of the Fall Town Meeting warrant today, July 12, 2021 and close the warrant on August 12, 2021 at the close of business and that they call for the Fall Town Meeting to be held on October 23, 2021 to begin at 9:00am. Ms. Manugian seconded the motion. The motion carried unanimously.

OTHER BUSINESS

Ms. Pine said that they were supposed to complete their review of the Town Manager by the 15th of July adding there was a request that they ask for an extension. Ms. Manugian asked for a week extension to Friday, July 23rd. Mr. Haddad agreed to the extension.

Ms. Manugian asked that they look at liaison assignments as part of their goals.

MINUTES

Mr. Cunningham moved to approve the meeting minutes of June 21, 2021. Ms. Manugian seconded the motion. The motion carried unanimously.

Mr. Cunningham moved to approve the meeting minutes of June 28, 2021 as amended. Ms. Manugian seconded the motion. The motion carried unanimously.

Ms. Pine adjourned the meeting at 8:36pm.

Approved: _____
Peter S. Cunningham, Clerk

respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved:

SELECT BOARD WORKSHOP MINUTES
MONDAY, JULY 19, 2021
UN-APPROVED

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

Ms. Pine called the workshop to order at 4:01pm.

Mr. Haddad said that the AHT was requesting access to several town owned parcels to conduct site walks. Mr. Haddad said that the parcels were:

- 145 Main Street (a/k/a Prescott School): 113-43
- Bridge Street: 248-9
- Hoyt's Wharf Road 249-51
- Nashua Road 227-135-0
- Townsend Road parcels (on opposite sides of Fieldstone Drive) 205-9.01 and 204-13.1

Ms. Manugian moved to approve access to the requested sites. Mr. Reilly seconded the motion. Roll Call: Manugian-aye; Reilly-aye; Pine-aye; Cunningham-aye; Josh-abstain.

GOALS

Ms. Pine said that the first proposed goal was **Environmental (Contamination) Issues (PFAS, GEMS Site, Conductorlab, etc.)**. The objective of the proposed goal was to Monitor/Manage efforts to mitigate contamination and protect public health. Become better informed as a Board to the emerging environmental issues that are/will confront Groton.

Mr. Cunningham said that this was his suggested goal adding they had environmental concerns they were dealing with in their water and also cited COVID as an environmental concern they would possibly need to look at moving forward. Ms. Pine said that the Water Commission was keeping an eye on the PFAS issues. Mr. Cunningham said it may be helpful to have a working group. Ms. Manugian said that she didn't think they needed another standing committee to look at COVID but thought they could be looking at climate change at a policy level. Mr. Haddad said that the Planning Board received a grant, the MVP grant, to look at climate issues. He said that the Board doing anything would be repetitive. Ms. Pine said that the GEMS site was a potentially big thing they needed to keep an eye on. Mr. Haddad said that on that issue they received a grant from the MRPC. He said that they did what they needed to do to report this but that the property was not owned by the Town. Mr. Degen said that the PFAS issue was way beyond the Water Department. He said that PFAS was found in a lot of products and thought they needed to make this a goal and a standing committee to assess all threats that exist and educate the public. Mr. Degen agreed with pulling COVID out of this adding it could be a different goal. There was a discussion to hold a workshop as the goal and see what action items emerge from the workshop.

Ms. Pine said that the second proposed goal was **Taxpayer Burden /Costs of Government**. The objective of the proposed goal was to Develop Programs to Alleviate Taxpayer Burden, including:

1. Work on developing other non-property taxed based sources of revenue to offset burden on taxpayers.
2. Determine best use of the Federal Coronavirus Relief Funds for taxpayer and town financial stability.
3. Review existing PILOT agreements and consider further action.
4. Staff new TREAD committee to provide taxpayer relief.
5. Explore regionalization for bulk purchasing and opportunities for shared town services as appropriate.

Mr. Haddad said that he didn't think this needed to be a goal adding there were programs in place that looked at ways to help taxpayers. Ms. Pine said that she thought they needed to look at their PILOT's, that they should consider looking at Air BnB's and ways to capture that potential revenue, as a few examples. Ms. Manugian said that cannabis was a possibility to look into as well as ways to file home rule petitions to possibly increase tax deductions. She suggested keeping numbers 1, 3 and 4. There was a discussion about adding possibility of taxing Air BnB's (short term rental properties) as a goal within this also. Mr. Reilly said it would be nice to have a comparison of non-profit properties and what they would be paying for taxes should they not be exempt.

Ms. Pine said that the third proposed goal was **Affordable Housing and Housing Diversity**. The objective of the proposed goal was to Support the work of the Affordable Housing Trust, the Groton Housing Authority, and the Housing Partnership to make tangible progress on increasing the number of Affordable Housing Units on the MA Subsidized Housing Inventory (SHI). Work with the Planning Board to address MBTA Housing Choice Community requirements for increased housing density and housing diversity, and to pass new Zoning which maximizes the number of affordable units required.

Ms. Manugian said this was conceptually important but thought the goals should be something they needed to add to work they were already doing. Ms. Pine said that they needed to keep this front and center. There was a discussion about possible benchmarks for this goal as would likely be developed as the goal progressed over a two-year time period.

Ms. Pine said that the fourth proposed goal was **Pro-active Planning for the opening of Indian Hill Music Center**. The objective of the proposed goal was to Complete Old Ayer Rd/Boston Road realignment project and related IHMC traffic mitigation. Support Economic and Commercial activity related to increased visitor traffic in Groton.

Ms. Pine said that this was going to happen and thought that they should just keep planning on ways in which to get the word out. Ms. Manugian said that this was all part of economic development and should be combined with proposed goal #7. Mr. Haddad said he didn't like this goal adding this was part of internal workings that were being done already. He said that they should look at supporting economic and commercial activity related to increased traffic in Groton and possibly add it to goal #7. Mr. Cunningham said that they should be communicating with people about what had been going on internally with traffic and intersections.

Mr. Haddad said that the fifth proposed goal, **Collective Bargaining**, should be his but could be kept with the Board's goals. This goal was combined with goal #2.

Ms. Pine said that the sixth proposed goal was **Support Diversity Task Force, and Ongoing Equity and Inclusion Efforts**. The proposed goal was to Implement the recommendations of the Diversity Task Force, including asking the Task Force to provide a list of suggested names for currently un-named roads. Support ongoing education and awareness efforts to promote diversity.

Ms. Manugian said that the Diversity Task Force had brought forward two big goals and wasn't sure that this needed to be a goal. Ms. Pine said that they as a Board needed to continue to promote adding this wasn't going away. She said that they needed to keep it on the forefront and in the public eye. Mr. Reilly said that they were doing this and would continue to be doing something. Mr. Degen said that as long as they had a Diversity Task Force they would continue to receive reports and hear from them as things come up. There was consensus that this was redundant.

Ms. Pine said that the seventh proposed goal was **Public Transportation, Parking, Walkability**. The proposed goal was to Develop Overall Transportation Improvements, including:

1. Significantly Increase Public Transportation Available in Groton (bus, ride-share, etc.).
2. Update Parking Study and consider ways to add Parking in Town Center.
3. Create a sidewalk extension to both Gibbet Hill Trailhead and Indian Hill Music Center.

Ms. Pine said that she thought this would fall under the Planning Board adding that it was time for Groton to look at the Master Plan. Mr. Haddad said that it was part of an upcoming capital plan. Ms. Manugian said that this could be boiled down a bit and included in the economic development goal. There was a discussion about possible ride share options, etc. Ms. Manugian suggested adding this to goal #4 and make it an overall economic development goal. There was a discussion about updating the parking study and reviewing whether additional parking was needed in the center of town.

Ms. Pine said that the eighth proposed goal was **Select Board Operations**. The proposed goal was to Continue to Improve Select Board Operations.

Ms. Pine said she wasn't sure it needed to be a goal but wanted to make sure someone was reading the warrants carefully. Mr. Degen said he reviewed the expense warrant each time they received one. Ms. Pine said that she would like to see them formalize committee reports more often. She said that they needed to work to keep recruiting volunteers. Ms. Manugian said that she didn't think these needed to be goals adding they should look at their committees and either reduce the size of them, or eliminate some of them also. The Board decided to remove this as a potential goal.

Mr. Degen and Mr. Cunningham were assigned to goal #1. Ms. Manugian was assigned to goal #2. Ms. Pine was assigned to goal #3. Mr. Reilly and Mr. Cunningham was assigned to goal #4.

Mr. Haddad said that he would put this on the agenda for Monday, July 26th for formalization. There was a brief discussion about potential Town Manager goals and whether there should be separate goals. It was suggested that the Town Manager look at potential COVID costs (both revenue shortfalls and potential increases) moving forward in future budget cycles. Bringing the capital plan to the forefront ahead of the operating budget was a topic for consideration.

LIAISON ASSIGNMENTS

Mr. Degen volunteered to be the alternate to the Board of Health. Mr. Degen volunteered to be the liaison to the Planning Board with Mr. Reilly as alternate. Mr. Reilly and Ms. Manugian would remain liaisons to schools. Mr. Cunningham was volunteered to be liaison to Water and Sewer. Ms. Manugian would be liaison to Housing Authority.

Ms. Manugian asked if there should be a liaison to the Diversity Task Force and not an appointed member. Mr. Degen said that he voted on matters that didn't come before their Board but was amenable to being just an ex-officio non-voting member. Mr. Degen said that the Charge would need to be modified to change that. Mr. Degen said that by abstaining on certain votes being advanced to the Select Board there was no preconceived bias. Ms. Manugian said she didn't agree with that. Ms. Manugian suggested they leave it alone for now and suggested that Mr. Degen vote more freely as the Board's representative. Mr. Degen said he would attempt to vote on things.

Ms. Pine adjourned the meeting at 6:15pm.

Approved: _____
Peter S. Cunningham, Clerk

respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: