

Select Board Meeting Packet

August 23, 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, AUGUST 23, 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 Town Manager's Appointment of Maureen Heard as Veteran's Service Officer
 3. Consider Ratifying the following appointments of the Town Manager:
 - Evan Laudenslager – Groton Country Club Golf Staff
 - Preston Southwick – Groton Country Club Golf Staff
 4. Review First Draft of 2021 Fall Town Meeting Warrant
 5. Consider Approval of Plan to Improve the Route 119/Old Ayer Road Intersection (as required to be completed by Indian Hill Music)
 6. Update on Select Board Schedule through Labor Day
- II. 7:10 P.M. Items for Select Board Consideration and Action
1. Review Final Proposed Cost and Consider Approving Landscape Improvement Plan Proposed by the Friends of Prescott
 2. Consider Approving a One Day Beer and Wine License Request from the Friends of Prescott for an Open Mic Night on Friday, September 10, 2021 from 7:00 p.m. to 9:00 p.m.
 3. Consider Approving the Internal Control Federal Award Management Policy
 4. Consider Extending Approval for Virtual Meetings through March 31, 2022
- III. 7:15 P.M. Library Trustees – Review Impact of FY 2022 Budget Reduction

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

- IV. Minutes: Regularly Scheduled Meeting of August 9, 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: *August 23, 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 is one scheduled Agenda Item. The Library Trustees and members of the Finance Committee will be in to discuss the FY 2022 Library Budget Reduction of \$55,000 and its impact on the operation of the Library, including the potential loss of State Aid. Enclosed with this report is a budget summary developed by the Library Director. The Trustees are requesting that the \$55,000 be restored to the Budget. We can discuss this in more detail at Monday's meeting.
2. As the Board will recall, I was planning on appointing Gary Seniw as the Veteran's Service Officer (VSO). Unfortunately, Mr. Seniw is unable to serve in this role and has withdrawn from consideration. Based on this, Joe Dean, our current VSO, sent out letters to all of our veterans in Town requesting interest in the position. Maureen Heard immediately contacted Human Resources Director Melisa Doig and Joe Dean expressing an interest in the position. She is an Airforce Vet and has lived in Groton for about 9 years. Joe, Melisa and I interviewed Ms. Heard and had a great interview with her. Her references were outstanding. Based on all of this, I have decided to appoint Maureen Heard as our Veteran's Service Officer. Enclosed with this report is a copy of Ms. Heard's resume for your review. I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.
3. I have appointed Evan Laudenslager and Preston Southwick to the Groton Country Club Golf Staff. I would respectfully request that the Select Board consider ratifying these appointments at Monday's meeting.
4. Enclosed with this report is the first draft of the 2021 Fall Town Meeting Warrant. There are 23 Articles on the Warrant, including one Citizens' Petition. Of the 23 Articles, four are placeholders, three of which I do not have articles drafted yet. Those three placeholders were submitted by the Planning Board. One Article is to amend the Zoning Bylaw to create the new Multi-Family District, the second is to amend the Zoning Map to reflect where this new zone will be located, and the third is for various corrections/updates to the Zoning Bylaw. The Planning Board will get those Articles to me as soon as possible to allow for Legal Review and Public Hearings. The fourth placeholder is to amend the Town Seal to remove the words "Holy Bible". I drafted an Article for your review, but it is subject to change and removal by the Select Board. I look forward to reviewing this Warrant in more detail at Monday's meeting.

Select Board
Weekly Agenda Update/Report
August 23, 2021
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- 5.. On June 24th, Tom Delaney, Steele McCurdy, Michael Luth, Alison Manugian, Josh Degen and I appeared before the Planning Board to discuss the redesign of the Old Ayer Road/Route 119 Intersection as approved by the Planning Board in the Site Plan/Special Permit for Indian Hill Music. At that time, the Planning Board informed us that the redesign must comply with Concept Plan 3D, although Tom Delaney, as Highway Surveyor, has the ability to adjust the plan to meet his approval, as long as it closely resembles Concept Plan 3D. Enclosed with this report is the final plan that Tom Delaney and I worked out with the Indian Hill Music Engineers. In our opinion, this plan meets the Planning Board's requirement that the final plan resemble Concept Plan 3D. It shows some proposed reconfigurations of the common area (known as Prescott Common) to accommodate widening and straightening of the roadways, and the addition of some storage lanes for the left turns at the southern end of Old Ayer Road (at the present time there is no dedicated left turn lane from Old Ayer Road onto Route 119 at the southern end). The plan maintains the existing two-way traffic flows on both the northbound and southbound ends of Old Ayer Road where they meet Route 119. A dedicated left turn on the southern end has been added for the benefit of emergency apparatus and other large vehicles that would otherwise have difficulty entering Main Street on the north end where the intersection angle is too sharp to allow for adequate sight lines. Such larger vehicles already use the southern end to make the left turn onto Main Street despite the lack of dedicated turn lanes. All of our Public Safety Officials have recommended this Plan. I have requested time on the Planning Board's Agenda for their meeting of August 26th to request that the Planning Board sign off on this plan as resembling Concept Plan 3D. Prior to attending that meeting, I would respectfully request that the Select Board, acting in your role as Road Commissioners, approve this plan. Indian Hill would like to begin construction on September 1, 2021. We can discuss this in more detail at Monday's meeting.
6. There is one meeting left before Labor Day. The Board is scheduled to meeting next Monday, August 30th. I will work with the Chair to develop an Agenda for that meeting. The Board will not meet the following week and then meet again on September 13, 2021. We will also prepare a proposed meeting schedule through the end of the year and present it to the Board on September 13th.

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. At your last meeting, the Friends of Prescott presented a proposed landscaping plan for the front of the Prescott School. At that meeting, they requested assistance from the Highway Department to install the proposed concrete sidewalk. The Board requested a cost estimate from DPW Director Tom Delaney prior to approving the Plan. According to Tom, it will cost approximately \$24,730 for this work (\$18,000 in labor and \$6,730 in materials). While the Labor cost is high (Tom anticipates this taking three weeks to complete), those funds are already in the budget. It would just delay other projects. The materials cost (\$6,730) is not budgeted. We would need to identify a funding source should the Board agree to authorize the work. We can discuss this in more detail at Monday's meeting.

Select Board
Weekly Agenda Update/Report
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2. The Friends of Prescott has requested a One Day Beer and Wine Liquor License for an Open Mic Night on Friday, September 10, 2021 from 7:00 p.m. to 9:00 p.m. I would respectfully request that the Board consider approving this license at Monday's meeting.
3. As the Board is aware, we have received over \$4 million in Federal Coronavirus Funding (\$1.03 million in CARES Act Funds and \$3.3 million in Coronavirus Recovery Funds). It has been many years since the Town has received Federal Funds. To that end, it is necessary to have a policy in place on how these funds will be managed. Town Accountant Patricia DuFresne has drafted an Internal Control Policy for Federal Award Management. It is enclosed with this report for your review. It is very well written and extremely comprehensive. I would respectfully request that the Board consider approving this Policy at Monday's meeting.
4. We have received a request from the Sewer Commission and Water Commission to extend the approval for virtual meetings through March 31, 2022. I would respectfully request that the Board approve this request at Monday's meeting. While we are on this subject, since we are requiring masks at Public Meetings and wearing a mask for several straight hours without a break is difficult, does the Select Board want to consider returning to Virtual Meetings until such time as you remove the Mask Mandate? We can discuss this in more detail at Monday's meeting.

MWH/rjb
enclosures

Impact of FY22 Library Budget Cuts of \$55,664

July 15, 2021 | Vanessa Abraham, Groton Library Director

FY22 Wage Cut \$55,664: Eliminating Funding for:

1. Two Library Assistant positions (total 20 hours/week)
2. Summer Reading Assistant help
3. Nine months of Sunday staffing

Reduced Hours: Because Full Hours Require Full Staffing

1. **Reduced Weekly Hours:** Down from **48 to 44 hours/week** by closing 1 hour early at **8 pm** on Tue, Wed, & Thu (not 9 pm) and **5 pm** on Friday (not 6 pm).
2. **No Summer Reading Support Hours** *except this summer's hours funded one-time by the Library Trustees, with the Chris Christie's estate gift for this purpose.*
3. **No Sunday Hours come September.** Sunday hours have not been funded.

Impact to In-Person Adult Programs

Hosting in-person adult programs or community meetings on weekday evenings or Sunday afternoons in the fall will be substantially compromised if not completely eliminated. Nearly all Sunday or Evening events will need to remain on Zoom.

Impact to Materials Expenditures Requirement

Flexing GPL's required 16% materials expenditures down to 15% is possible only when GPL exceeds 50 hours/week for 9 consecutive months. We have to start at 48 hours/week and then add 4 Sunday hours for 9 months to make this formula work.

State Certification is at Risk

FY22 Budget is \$52,899 Below the Municipal Appropriation Requirement (MAR) for Certification. *MAR is calculated based on the average of the prior 3 years municipal appropriation increased by 2.5%.*

GROTON PUBLIC LIBRARY MAR CALCULATION FOR FY2022

FY21 Municipal Appropriation	\$	944,627	
FY20 Total Municipal Appropriation	\$	929,702	
FY19 Total Municipal Appropriation	\$	906,701	
Total 3 years:	\$	2,781,030	
Divided by 3:	\$	927,010	
Multiplied by 1.025:	\$	950,185	FY22 MAR Requirement
FY2022 Budget voted TM, May 1, 2021	\$	897,286	
FY2022 Amount BELOW MAR	\$	52,899	

Restoration of \$55,664 puts Groton **\$2,765 over MAR.**

If budget not restored by October 1, Groton must apply for a petition for a certification waiver from the Mass. Board of Library Commissioners, followed with a full application package due by Nov. 5, which must be approved or else lose certification. *(Details next page.)*

Impact of FY22 Library Budget Cuts of \$55,664

July 15, 2021 | Vanessa Abraham, Groton Library Director

Waiver Requirements

1. A completed FY 2021/FY 2022 Total Municipal Operating Budget Worksheet
2. Supporting municipal budget document(s) (such as copies of warrant articles or summary pages from the municipal budget), listing the FY 2021 and FY 2022 total operating and departmental budgets for the municipality,
3. A statement from a municipal official:
 - a. citing the fiscal hardship surrounding the municipality's inability to meet the FY 2022 MAR,
 - b. explaining the municipality's FY 2022 budget process regarding the library,
 - c. providing evidence that any reduction to the library budget is not disproportionate relative to changes in other municipal departments and the overall municipal budget.
4. A cover letter from the library director and trustee chair, with enclosures if appropriate, explaining the library's FY 2022 budget process and reasons why the community did not comply with the FY 2022 MAR. (Examples of enclosures include: narratives from municipal officials describing the fiscal situation, text of referenda.)

Waiver Process

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2022 meeting.
2. All petitioners for a waiver determined to have a disproportionate cut to their budget must present their petition in person at the January 2022 meeting.
3. All petitioners for a waiver who received a disproportionate cut in the prior fiscal year must present their petition in person at the January 2022 meeting.
4. The Board of Library Commissioners will review FY 2022 MAR Waiver Petitions based on:
 - a. evidence of municipal fiscal hardship, and
 - b. demonstration by the municipality that the library's budget was not disproportionately reduced
5. The Board of Library Commissioners will vote on the petitions for waivers of the FY 2022 MAR at their February 2022 meeting.
6. The Board will hear any appeals of the denial of an FY 2022 MAR waiver at their March 2022 meeting.
7. The Board will act on any appeal at their April 2022 meeting.
8. The FY 2022 State Aid to Public Libraries Program officially concludes at the conclusion of the April 2022 Board of Library Commissioners meeting.

MAUREEN R. HEARD

2438 FORT VILLAGE ROAD

GROTON, MA 01450

(978) 272-1106

maureenrheard@gmail.com

August 10, 2021

Town Hall
173 Main Street
Groton, MA 01450

Attn: Melisa Doig, Human Resources Director

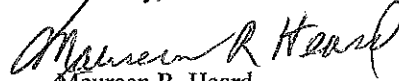
Dear Ms. Doig:

Enclosed please find a completed Town of Groton, MA employment application for the position of Veterans' Services Officer along with my Resume.

After speaking with CAPT (Retired) Joe Dean on Monday August 9, 2021, I am excited to apply for this position. For the past few years I have thought about ways to assist other veterans. The first step was to do volunteer work with Clear Paths for Veterans, NE located on Devens, MA. The VSO position, as the next step, would be a challenge that I would be eager to accept.

I am looking forward to meeting with you, VSO Joe Dean, and Town Manager Mark Haddad, on Friday, August 13, 2021, at 10:30 AM.

Sincerely,


Maureen R. Heard

MAUREEN R. HEARD

2418 Foster Village Road

Groton, MA 01450

508-877-1106

maurheard.com

EDUCATION Salem State University, Bachelor of Science in Business Management

MILITARY United States Air Force, 1980 - 1981, Inventory Management Specialist
United State Air Force Reserves, 1982 - 1984, Inventory Management Specialist
Massachusetts Army National Guard 1984 - 2008, Senior Legal NCO Retired

WORK

EXPERIENCE Part-time Massachusetts Army National Guard 1984 - 2008, Supply Clerk, Senior Legal NCO
Many years of additional duty supporting the Massachusetts Military Academy. Retired as a
Master Sergeant (E-8) December, 2008

Full-time Federal Military Technician 1984 -1987, Legal Secretary, Judge Advocate General's
Office, Massachusetts Army National Guard

Commonwealth of Massachusetts Military Division (Massachusetts Army National Guard)
1987 - 2014, Accounts Payable Clerk, Managed State Employee Personnel Office, Program
Coordinator III for the Office of the State Quartermaster working with Building Maintenance
Teams. Retired in June, 2014

VOLUNTEER

WORK Clear Path for Veterans, NE, Devens, MA Oct 2020 - Present Assist with cleaning building, painting,
handing out food boxes, food prep for meals to go and computer entry

References to be provided upon request.

Revised: August 13, 2021

Warrant, Summary, and Recommendations

TOWN OF GROTON



2021 FALL TOWN MEETING

**Groton-Dunstable Middle School Auditorium
344 Main Street, Groton, Massachusetts 01450**

Beginning Saturday, October 23, 2021 @ 9:00 AM

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting



Town Meeting Access for Voters with Disabilities

Parking – Universally accessible parking spaces are available in the parking lot in front of the Groton Dunstable Middle School South. There is a ramp providing access from the parking lot to the front door of the Middle School.

Wheelchair Accessible & Companion Seating – Wheelchair spaces, seating for people with mobility issues and companion seats are available in the center aisle on both sides of the auditorium.

Sign Language – A Sign Language Interpreter will be provided for the hearing impaired, upon request, at least one week prior to the meeting.

Speaking at Town Meeting – There will be volunteers available to bring hand-held microphones to voters who have mobility issues or cannot stand in line and wait at the microphones.

Restrooms – Accessible restrooms are available near the entrance to the auditorium.

Transportation to Town Meeting - The Council on Aging van will be available to Groton residents attending Town Meetings at no charge. All riders will be at the meeting prior to the start. The van is wheelchair accessible. Your reservation can be made by calling the Senior Center at 978-448-1170. Seats will be filled on a first come, first serve basis.

Questions or concerns - If you or a member of your household has questions or would like to request a sign language interpreter, please contact ADA Coordinator Michelle Collette at Town Hall at 978 448-1105 at least one week before the Town Meeting.

**FALL TOWN MEETING WARRANT
OCTOBER 23, 2021**

Middlesex, ss.
Commonwealth of Massachusetts
To any Constable in the Town of Groton

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Auditorium, 344 Main Street, Groton, Massachusetts in said Town on Saturday, the twenty-third day of October, 2021 at Nine O'clock in the morning, to consider the following:

ARTICLE LISTINGS

Article 1	Prior Year Bills	3
Article 2	Amend the Fiscal Year 2022 Town Operating Budget	3
Article 3	Transfer Within Water Enterprise Fund	3
Article 4	Transfer Within Sewer Enterprise Fund	4
Article 5	Transfer Within Four Corners Sewer Enterprise Fund	4
Article 6	Transfer Money Into Capital Stabilization Fund	4
Article 7	Transfer Money Into Stabilization Fund	5
Article 8	Transfer Money Into the GDRSD Capital Stabilization Fund	5
Article 9	Capital Purchase – Fire Chief's Vehicle	6
Article 10	Assessing Software	6
Article 11	Community Preservation Funding Accounts	7
Article 12	Amend Article 14, Motion 8 of the 2021 Spring Town Meeting	7
Article 13	Whitney Pond Well Construction	8
Article 14	Water Treatment Facility Construction	8
Article 15	Rescind Chapter 245 of the General Bylaws	9
Article 16	Special Legislation – Change Town Clerk to Appointed	9
Article 17	Zoning Amendment – Multi-Family Zoning District	
Article 18	Zoning Map Amendment	
Article 19	Extend Center Sewer District	
Article 20	Zoning Amendments – Clarifications, Updates, Corrections	
Article 21	Zoning Amendment – Marijuana Retail Establishments	
Article 22	Amend Town Seal	
Article 23	Citizens' Petition – Transfer of Land	
	Report of the Town Manager to the 2021 Fall Town Meeting	

ARTICLE 1: PRIOR YEAR BILLS

To see if the Town will vote to transfer from available funds a sum or sums of money for the payment of unpaid bills from prior fiscal years, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: *Town Meeting approval is required to pay bills from a prior fiscal year. A list of unpaid bills will be provided at Town Meeting. Please see the Town Manager's Report starting on page ___ for additional information related to this Article.*

ARTICLE 2: AMEND THE FISCAL YEAR 2022 TOWN OPERATING BUDGET

To see if the Town will vote to amend the Fiscal Year 2022 Operating Budget as adopted under Article 5 of the 2021 Spring Town Meeting and vote to raise and appropriate and/or transfer from available funds a sum or sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2022, or to take any other action relative thereto.

FINANCE COMMITTEE
SELECT BOARD
TOWN MANAGER

Select Board:
Finance Committee:

Summary: *The Fiscal Year 2022 Town Operating Budget was approved at the 2021 Spring Town Meeting in May, 2021. Any changes to this Budget would have to be made prior to setting the tax rate. The purpose of this article is to make any necessary changes to balance the FY 2022 Operating Budget. Please see the Town Manager's Report starting on page ___ for additional information related to this Article.*

ARTICLE 3: TRANSFER WITHIN WATER ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Water Enterprise Fund Surplus to the Fiscal Year 2022 Water Department Operating Budget for Engineering Services, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

Select Board:
Finance Committee:
Water Commission:

Summary: *This article will request a transfer of funds from Water Surplus to help fund the Fiscal Year 2022 Water Department's Operational Expenses related to operational needs of the Water Department.*

ARTICLE 4: TRANSFER WITHIN CENTER SEWER ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Center Sewer Enterprise Fund Surplus to the Fiscal Year 2022 Center Sewer Enterprise Department Budget for general expenses, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

Select Board:
Finance Committee:
Sewer Commission:

Summary: *This article will request a transfer of funds from Sewer Surplus to help fund the Fiscal Year 2022 Center Sewer Department's Operational Expenses.*

ARTICLE 5: TRANSFER WITHIN FOUR CORNERS SEWER ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Four Corners Sewer Enterprise Fund Surplus to the Fiscal Year 2022 Four Corners Sewer Enterprise Department Budget for general expenses, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

Select Board:
Finance Committee:
Sewer Commission:

Summary: *This article will request a transfer of funds from Sewer Surplus to help fund the Fiscal Year 2022 Four Corners Sewer Department's Operational Expenses.*

ARTICLE 6: TRANSFER MONEY INTO THE CAPITAL STABILIZATION FUND

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Capital Stabilization Fund, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: As of the printing of this Warrant, the Fund has a balance of \$____. The financial management goal is to achieve and maintain a balance in the Capital Stabilization Fund equal to 1.5% of the total annual budget. The target amount for the Capital Stabilization Fund will be provided at Town Meeting. Please see the Town Manager's Report starting on page __ for additional information related to this Article.

ARTICLE 7: TRANSFER MONEY INTO THE STABILIZATION FUND

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Stabilization Fund, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: As of the printing of this Warrant, the balance in this fund is \$____. The financial management goal is to achieve and maintain a balance in the Fund equal to 5% of the total annual budget. The target amount for the Fund will be provided at Town Meeting. Please see the Town Manager's Report starting on page __ for additional information related to this Article.

ARTICLE 8: TRANSFER MONEY INTO THE GDRSD CAPITAL STABILIZATION FUND

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Town of Groton Capital Stabilization Fund for the Groton Dunstable Regional School District, or to take any other action relative thereto.

TOWN MANAGER

Select Board:
Finance Committee:

Summary: As of the printing of the Warrant, the balance in this fund is \$____. This fund covers the Town of Groton's share of the Groton Dunstable Regional School District Committee's long-range Capital Plan to address its capital needs. The target amount will be provided at Town Meeting. Please see the Town Manager's Report starting on page __ for additional information related to this Article.

ARTICLE 9: CAPITAL PURCHASE – FIRE CHIEF’S VEHICLE

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute, a sum or sums of money to purchase and equip a new Command Vehicle for the Fire Department, and all costs associated and related thereto, or to take any other action relative thereto.

TOWN MANAGER

Select Board:
Finance Committee:

Summary: *The original proposed FY 2022 Capital Budget had called for the purchase of a new command vehicle for the Fire Department. During last year’s Capital Budget cycle, due to the uncertainty of the budget, it was determined to put off this purchase until the Fall and revisit the potential funding for this purchase. Purchasing this new vehicle is important for the command operation of the Fire Department. This will provide both the Fire Chief and Deputy Fire Chief with reliable response vehicles going into the winter season. In addition, this will provide enhanced incident command and control features for both the Fire Chief and Deputy Fire Chief, which is currently only available with the Fire Chief’s vehicle. This capability is vital in times where major storms, complex incidents or multiple incidents are occurring simultaneously. The anticipated cost of this vehicle is \$70,000.*

ARTICLE 10: ASSESSING SOFTWARE

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, for the purpose of upgrading the Vision CAMA Software in the Assessing Department to Version 8, and all associated costs related thereto, or to take another other action relative thereto.

TOWN MANAGER

Select Board:
Finance Committee:

Summary: *The Assessing Department is currently using Vision 6.5 for the valuation of all Real Property in the Town of Groton. Vision Government Solutions (VGSi) released Vision 8.0 in 2017. The upgrade version operates on a SQL database and includes an enhanced sketching program and report writing features which will allow the Assessing Department to comply with MA Department of Revenue reporting requirements seamlessly. Vision 6.5 operates on an Oracle database that is no longer supported by Oracle. As VGSi sunsets Vision 6.5, support will no longer be available. The anticipated cost of this upgrade is \$35,000.*

ARTICLE 11: COMMUNITY PRESERVATION FUNDING ACCOUNTS

To see if the Town will vote to amend the vote taken under Article 13 of the 2021 Spring Town Meeting by amending the appropriations for the Community Preservation Fund for Fiscal Year 2022 as follows:

CPC Operating Expenses:	\$ 20,500
Open Space Reserve:	\$ 93,467
Historic Resource Reserve:	\$ 93,467
Community Housing Reserve:	\$ 93,467
Unallocated Reserve:	\$633,769

or to take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

Select Board:

Finance Committee:

Community Preservation Committee:

Summary: *This is an accounting procedure that is necessary to ensure the Community Preservation Committee will have access to the funds raised during Fiscal Year 2022. The 2021 Spring Town Meeting used estimates to fund these accounts. The Final Accounting is complete and all State reimbursements have been received. This Article updates the subaccounts that were approved at the Spring Town Meeting.*

ARTICLE 12: AMEND ARTICLE 14, MOTION 8 OF 2021 SPRING TOWN MEETING

To see if the Town will vote to amend Article 14, Motion 8 "Groton Dunstable Field Restoration Plan" of the 2021 Spring Town Meeting by rescinding the appropriation as approved, and in its place approve the following appropriation:

Pursuant to Massachusetts General Laws, Chapter 44B, Section 5, that the sum of Thirty Thousand Two Hundred Thirty-Two Dollars (\$30,232) be appropriated from the Community Preservation Fund Open Space Reserve and the sum of Two Hundred Thousand Dollars (\$200,000) be appropriated from the Community Preservation Fund Unallocated Reserve for a total of \$230,232 to fund Community Preservation Application 2022-09 "Groton Dunstable Field Restoration Plan",

or take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

Select Board:

Finance Committee:

Community Preservation Committee:

Summary: When this Article (project) was approved at the 2021 Spring Town Meeting, the final State Reimbursement for Community Preservation Funds had yet to be received. Based on the best estimates at the time, the Community Preservation Committee recommended that of the amount needed to fund this Project (\$230,232), \$50,000 be appropriated through borrowing. Now that the final State Match projections have been provided, there are sufficient funds within the Community Preservation Fund to pay for the project without needing to borrow any funds. The purpose of this Article is to rescind the original appropriation that required borrowing and utilize only currently available Community Preservation Funds for this Project.

ARTICLE 13: WHITNEY POND WELL SITE CONSTRUCTION

To see if the Town will vote to appropriate a sum or sums of money, by borrowing or otherwise, to be expended under the direction of the Board of Water Commissioners, to pay all of the costs of construction related to the development of the new Whitney Pond Well Site (Whitney Pond Well #3), including the payment of all costs incidental and related thereto, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

Select Board:
Finance Committee:
Water Commission:

Summary: This article allows the Board of Water Commissioners to expend funds, either borrowed or transferred from available funds, to be raised through water rates, for the Construction related to the new source well at the Whitney Pond Well Site (Whitney Pond #3). The exact cost of construction will be provided to Town Meeting.

ARTICLE 14: WATER TREATMENT FACILITY CONSTRUCTION

To see if the Town will vote to appropriate a sum or sums of money, by borrowing or otherwise, to be expended under the direction of the Board of Water Commissioners, to pay all of the costs of construction related to the new Water Treatment Facility to be located at the Whitney Pond Well Site, including the payment of all costs incidental and related thereto, or to take any action relative thereto.

BOARD OF WATER COMMISSIONERS

Select Board:
Finance Committee:
Water Commission:

Summary: This article allows the Board of Water Commissioners to expend funds, either borrowed or transferred from available funds, to be raised through water rates, for the Construction related to the new Water Treatment Facility located at the Whitney Pond Well Site.

ARTICLE 15: RESCIND CHAPTER 245 OF THE GENERAL BYLAWS

To see if the Town will vote to rescind Chapter 245 "Standard of Conducts Policy" of the General Bylaws of the Town of Groton, or to take any other action relative thereto.

TOWN MANAGER

Select Board:
Finance Committee:

Summary: *This Policy was created in 2015 by the then Board of Selectmen. It has been superseded by a new policy adopted by the Select Board in 2019 and posted on the Town's Website with all other policies adopted by the Select Board. Since this policy is no longer in effect, it is recommended that it be removed from the General Bylaws of the Town.*

ARTICLE 16: SPECIAL LEGISLATION – CHANGE TOWN CLERK TO APPOINTED

To see if the Town will petition the Senate and House of Representatives of the Commonwealth of Massachusetts to enact special legislation authorizing the position of Town Clerk in the Town of Groton to be appointed as follows:

AN ACT RELATIVE TO THE TOWN CLERK IN THE TOWN OF GROTON.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the office of town clerk in the town of Groton shall be appointed by the town manager, subject to ratification by the Select Board. The town clerk shall have all the powers, perform the duties and be subject to the liabilities and penalties conferred and imposed by law on town clerks. The town manager may establish an employment contract with the town clerk for salary, fringe benefits and other conditions of employment, including, but not limited to, severance pay, reimbursement for expenses incurred in the performance of the duties of office, liability insurance and conditions of discipline, termination, dismissal, reappointment, performance standards and leave.

SECTION 2. Notwithstanding section 1, the position of elected town clerk shall be abolished upon the effective date of this act and the term of the elected incumbent terminated provided, however, that the elected incumbent shall then become the first appointed town clerk and shall serve in that capacity for a period of time equivalent to the remainder of the elected term or sooner resignation, retirement or removal. Thereafter, appointments to the position of town clerk shall be made by the town manager under said section 1.

SECTION 3. This act shall take effect upon its passage.

or to take any other action relative thereto.

TOWN MANAGER

Select Board:

Finance Committee:

Summary: *Michael Bouchard has served honorably as our Town Clerk since 2008. He was first appointed in January, 2008 to fill a vacancy in office caused by the resignation of Onorina Maloney. He has been (re)elected six times since being appointed (2008, 2009, 2012, 2015, 2018, 2021). In each of these elections, Mr. Bouchard ran unopposed. He recently informed the Town Manager and Select Board that he intends to retire at the end of the year. While he did run unopposed for a new three-year term in May, 2021, he did so to assist the Town through a very important local election (Florence Roche Elementary School Debt Exclusion) and help plan for a transition to a new Town Clerk. That said, his intention to retire gives the Town the unique opportunity to examine the Town Clerk's position in detail and determine if the time is right to change the position from Elected to Appointed. As a matter of fact, the Town of Harvard took advantage of the elected Town Clerk's retirement to change the position to appointed, and the Town of Middleton is planning on making the change to appointed when the current Town Clerk retires. Since Mr. Bouchard was first appointed in 2008, the Town Clerk's position has changed dramatically. It has become an extremely technical job with many responsibilities that requires experience that is not always available through an election. Specifically, over the last two years, the Commonwealth of Massachusetts has completely overhauled election laws. This overhaul requires Town Clerks to understand and implement constant changes in the law. They are much more technical with more and more regulations and responsibilities. Records retention and management laws have changed over the last decade, as has the Open Meeting Law and Conflict of Interest Law. Town Clerks are now called upon more and more for advice and enforcement of these Laws. In addition, Town Clerks have the responsibility of budget development, customer service to residents, communications to boards and committees, public communications, cash management, staff management and they must be bondable. All of this requires the ability to vet (appraise, verify, and check for suitability, etc.) candidates for the position. An election does not provide for the same vetting process as an appointment provides. The purpose of this Article is to request approval of a Special Act that would change the Groton Town Clerk from an Elected Position to an Appointed Position.*

ARTICLE 17: ZONING AMENDMENT – MULTI-FAMILY ZONING DISTRICT

PLACEHOLDER

PLANNING BOARD

**Select Board:
Finance Committee:**

Summary:

ARTICLE 18: ZONING MAP AMENDMENT

PLACEHOLDER

PLANNING BOARD

**Select Board:
Finance Committee:**

Summary:

ARTICLE 19: EXTEND CENTER SEWER DISTRICT

To see if the Town will vote to extend the "Groton Center Sewer District" as established by the vote of the Special Town Meeting of February 6, 1989, under Article 7, and as shown most recently on the plan approved under Article 8 of the 2015 Fall Town Meeting of October 19, 2015, to include the property shown as Assessors' Lot 216-102 and further described as the third parcel in a Deed recorded with the Middlesex South District Registry of Deeds in Book 63144, Page 174, and its successors and assigns; provided that all costs of designing, laying, and construction of the extension and any associated connection and the cost of additional capacity and the property owner's proportionate share of the general benefit facilities, and all other costs associated therewith, are paid by the owner of the property benefited thereby, whether by the assessment of betterments or otherwise, or to take any other action relative thereto.

TOWN MANAGER

Select Board:
Finance Committee:

Summary: This parcel abuts the Deluxe Property on Main Street. As part of the proposed redevelopment of that property, this parcel is being acquired by the same company purchasing Deluxe to enhance the overall redevelopment. It is important to have this property as part of the Sewer District for that purpose.

ARTICLE 20: ZONING AMENDMENT – CLARIFICATION, UPDATE, CORRECTION

PLACEHOLDER

PLANNING BOARD

**Select Board:
Finance Committee:**

Summary:

ARTICLE 21: ZONING AMENDMENT – MARIJUANA RETAIL ESTABLISHMENTS

To see if the Town will vote to amend Chapter 218 of the Zoning Bylaw as follows:

To amend Chapter 218 of the Town By-Laws (Zoning By-Laws)

A. By adding the following to Ch. 218-10.4 "Marijuana Establishments" D(3) "Special Permit Requirements":

- d. Marijuana product manufacturer
- e. Marijuana retailer
- f. Marijuana transportation or distribution facility
- g. Any other type of licensed marijuana related business

B. By amending Ch. 218-5.2 "Schedule of Use Regulations" By deleting Line 112 "Marijuana establishments; any other type of licensed marijuana-related business" in its entirety and insert the following:

	USE	R-A ¹⁰	R-B ¹⁰	NB	VCB ¹⁰	GB	I	P ¹⁰	O
112	Marijuana establishments; any other type of licensed marijuana-related business:								
	Marijuana cultivator, but not including craft marijuana cultivator cooperative	N	N	N	N	PB	PB	N	N
	Marijuana product manufacturer	N	N	N	N	PB	PB	N	N
	Marijuana retailer	N	N	N	N	PB	N	N	N
	Marijuana testing facility	N	N	N	N	PB	PB	N	N
	Marijuana transportation or distribution facility	N	N	N	N	N	PB	N	N
	Marijuana research facility	N	N	N	N	PB	PB	N	N
	Any other type of licensed marijuana-related business including marijuana micro business	N	N	N	N	N	PB	N	N
	On-site consumption of marijuana at licensed marijuana establishment		N	N	N	N	N	N	N

Note: The **PB** shown in bold represents proposed changes from "N".

or take any action relative thereto.

SELECT BOARD

Select Board:

Finance Committee:

Planning Board:

Summary: *At the November 8, 2016 Presidential State Election, Groton voters voted in favor of Question 4 on the ballot; Legalization, Regulation and Taxation of marijuana. However, there were concerns over the impact this new and emerging business would have on the town. These concerns were expressed in a non-binding referendum question at the May 20, 2018 Annual Town Election where voters expressed opposition to all but two of the marijuana related activities allowed under state law; marijuana research and marijuana testing laboratories. This sentiment was affirmed again at the October 1, 2018 Special Town Meeting where voters narrowly chose to pass a zoning by-law amendment that opted Groton out of all marijuana related business with the exception of commercial cultivation and marijuana testing and research facilities. As required by state law, this more restrictive by-law required affirmation at town election which occurred at a Special Town Election on the November 6, 2018 State Election ballot. Since that time, the marijuana business has evolved and there are numerous examples in other communities where they have operated without issue. These communities are realizing the financial benefit of these businesses through the 3% local sales tax on sales as well as community host agreements negotiated with marijuana vendors. The proponents of Groton's decision to opt out acknowledged the decision could be revisited in the future once more was known about the impact of marijuana related businesses on communities. Recognizing this, Article 22 of the 2018 Spring Town Meeting accepted the provision of state law that would allow the collection of a 3% local sales tax on the recreational sale of marijuana, should those sales be allowed in Groton. This article, if approved, would allow Groton to opt into the recreational marijuana business and realize a non-property tax-based form of revenue that has the potential to be significant.*

ARTICLE 22: AMEND THE TOWN SEAL

To see if the Town will vote to change the Seal of the Town of Groton by removing the words "Holy Bible" from the book in the center of the Seal, leaving the book blank, or to take any other action relative thereto.

SELECT BOARD

Select Board:

Finance Committee:

Summary: *The Diversity Task Force was created by the Select Board in July, 2020 to provide observations and give recommendations to the Select Board and suggest ideas to help to educate the residents of Groton and make it a more welcoming community. The Diversity Task Force believes that an important step in making Groton a more welcoming community is ensuring that the Town Seal effectively represents all Groton residents. The Task Force*

understands the historical importance of the Seal, and as such, decided to recommend striking the phrase "Holy Bible", leaving the Seal otherwise unchanged. This ensures that the book on the Seal can represent the diverse faiths of all of Groton's residents, while maintaining its historic character. The purpose of this Article is to approve the removal of the words "Holy Bible" from the Town Seal.

ARTICLE 23: CITIZENS' PETITION - TRANSFER TAX TITLE LAND

To see if the Town will vote to transfer the title, jurisdiction, custody and control of Parcel 227 – 135 (Groton Assessors Map 227 and Parcel 135) from the Groton Tax Collector to the Groton Select Board for general municipal purposes, and further to authorize the Groton Select Board in turn to transfer such title, jurisdiction, custody and control of said Parcel to the Groton Housing Authority for use as Groton Housing Authority owned and operated housing on such terms deemed advisable by said Select Board, provided, however, that such title, jurisdiction, custody and control of said Parcel so conveyed shall be subject to reversion to the Town of Groton Select Board in the event that the housing use for which the conveyance is being made is not commenced by the Groton Housing Authority within a five year period from the date of conveyance, or to take any other action related thereto.

CITIZENS' PETITION

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>ADDRESS</u>
Donald R. Black	573 Longley Road	Katherine Bach	36 Floyd Hill Road
Kyle Petka	573 Longley Road	Karen F. Tuomi	27 Windmill Hill Road
Megan Petka	573 Longley Road	Gail Chalmers	123 Pepperell Road
Alicia W. Black	573 Longley Road	Richard Chalmers	123 Pepperell Road
Eric Bach	36 Floyd Hill Road	Robert L. Gosselin	133 Smith Street

Select Board:

Finance Committee:

Summary: The following summary was prepared by the petitioners and represents their view on the Article: *This property was originally owned by the North Middlesex Mutual Aid Association and used as a training site for Firefighter training. In 2012, after going unused for many years, the Town took title to it through Tax Title Possession. This article would transfer title to the Groton Housing Authority, whose goal it would be to construct Senior Affordable Rental Housing for Groton Citizens. This transfer will help us to address the needs for affordable housing in Groton and continue our policies and strategies to meet the needs of our Seniors.*

Hereof fail not and make return of your doings to the Town Clerk on or before time of said meeting.

Given under our hands this 4th Day of October in the year of our Lord Two Thousand Twenty-One.

Rebecca H. Pine

Rebecca H. Pine, Chair

Alison S. Manugian

Alison S. Manugian, Vice Chair

Peter S. Cunningham

Peter S. Cunningham, Clerk

Joshua A. Degen

Joshua A. Degen, Member

John F. Reilly

John F. Reilly, Member

OFFICERS RETURN
Groton, Middlesex

Pursuant to the within Warrant, I have this day notified the Inhabitants to assemble at the time, place, and for the purpose mentioned as within directed. Personally posted by Constable.

Constable

Date Duly Posted

**REPORT OF THE TOWN MANAGER
TO THE 2021 FALL TOWN MEETING**

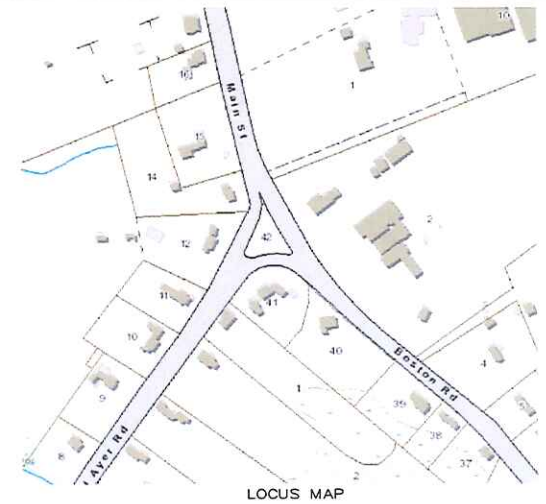
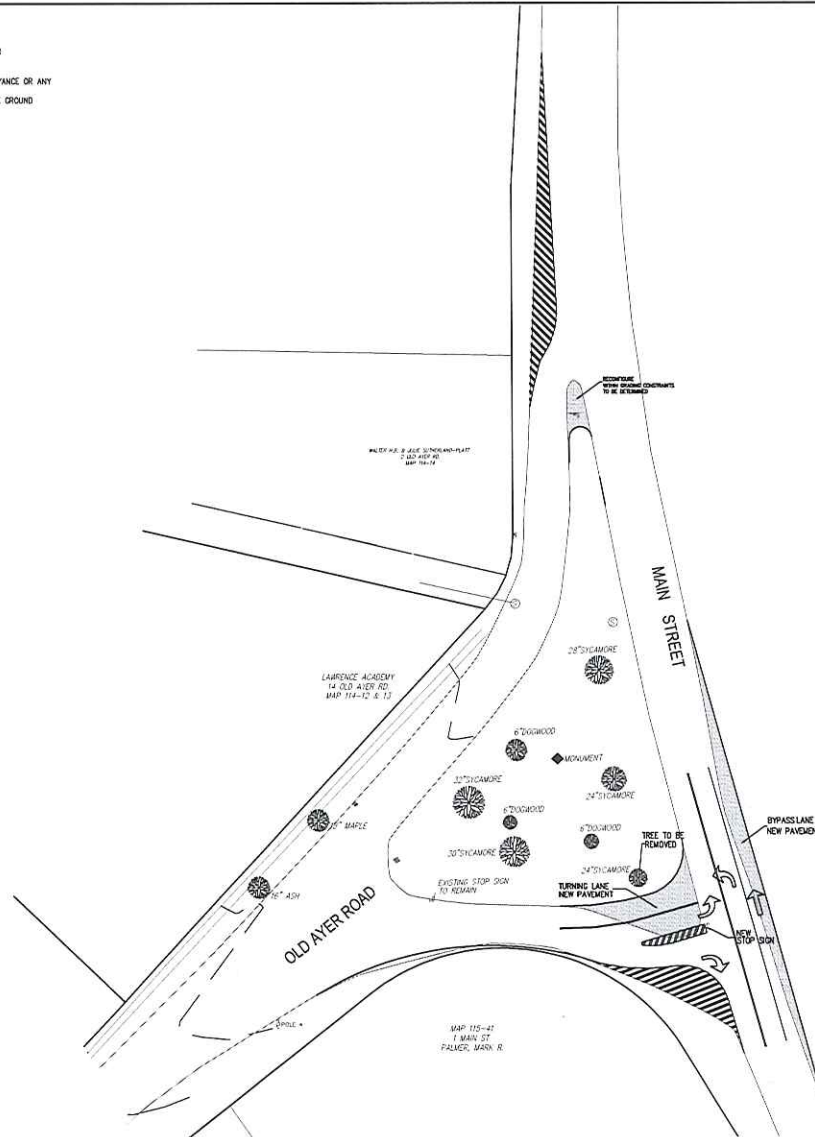
Respectfully submitted,

Mark W. Haddad

Mark W. Haddad
Town Manager

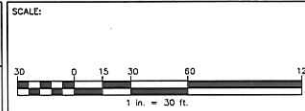
GENERAL NOTES:

1. THIS PLAN HAS BEEN PREPARED USING COMPILED INFORMATION AND IS NOT THE RESULT OF A IN DEPTH ON-THE-GROUND SURVEY.
2. THIS PLAN HAS BEEN PREPARED FOR DISCUSSION PURPOSES ONLY.
3. PROPERTY LINE INFORMATION SHOWN ON THIS PLAN IS APPROXIMATE AND NOT TO BE USED FOR CONVEYANCE OR ANY OTHER PURPOSE.
4. WETLAND RESOURCE AREAS ARE SHOWN BASED ON MASS GIS DATA AND PLANS OF RECORD. AN ON THE GROUND WETLAND DELINEATION IS RECOMMENDED TO CONFIRM EXTENTS OF RESOURCE AREAS.
5. LIMITED TOPOGRAPHIC INFORMATION SHOWN ON THIS PLAN WAS PREPARED BY DILLIS & ROY CIVIL DESIGN GROUP, INC. BASED ON AN ON-THE-GROUND SURVEY PERFORM IN JULY, 2020.
6. PROPERTY LINE INFORMATION SHOWN ON THIS PLAN IS COMPILED FROM VARIOUS SOURCES.
7. EXISTING UTILITIES SHOWN ON THIS PLAN WERE COMPILED FROM FIELD MEASUREMENT AND RECORD PLANS. THE UTILITIES SHOWN ON THIS PLAN ARE FOR REFERENCE ONLY AND SHOULD NOT BE ASSUMED TO BE CORRECT NOR SHOULD IT BE ASSUMED THAT THE UTILITIES SHOWN ARE THE ONLY UTILITIES LOCATED ON OR NEAR THE SITE. THE CONTRACTOR SHALL CALL DIG-SAFE 1-888-DIG-SAFE PRIOR TO CONSTRUCTION IN ACCORDANCE WITH STATE LAWS.



PREPARED BY:
DILLIS & ROY
 CIVIL DESIGN GROUP
 CIVIL ENGINEERS LAND SURVEYORS WETLAND CONSULTANTS
 1 MAIN STREET, SUITE 1 LUNENBURG, MA 01462
 PHONE: (978) 779-6091
 www.dillisoroy.com

OWNER:
 TOWN OF GROTON
 173 MAIN STREET
 GROTON, MASSACHUSETTS
 APPLICANT:
 THE MUSIC CENTER AT INDIAN HILL
 OLD AYER ROAD
 GROTON, MASSACHUSETTS



DATE:
 JULY 30, 2021
 DESIGN BY:
 SRD
 DRAWN BY:
 SRD
 CHECKED BY:
 SRD

INTERSECTION MODIFICATION MAIN STREET GROTON, MASSACHUSETTS

NO.	DATE	DESCRIPTION	BY

JOB NO. 5312
 DRAWING NO. 5312
 SHEET NO. 1 OF 1

Town of Groton
Internal Control Policy
Federal Award Management

The Town of Groton is entrusted by its resident taxpayers and ratepayers to be honorable and responsible stewards of the public funds held in its treasury. We have established this internal control policy for use by all Department Heads and Support Staff involved in grant management. This document shall inform our process of utilizing federal awards and to provide reasonable assurance that the following objectives will be met as established by OMB 2 CFR 200 (Uniform Guidance):

1. Preparation of accurate and timely financial statements and reports of federal spending
2. Ensuring compliance with Federal statutes, regulations, and the terms and conditions of Federal awards
3. Allowing for prompt action to be taken if instances of noncompliance are identified, including in audit findings
4. Guaranteeing that grant-funded projects are managed in an effective and efficient manner from start to finish

The Government Accountability Office (GAO) has identified five (5) specific standards of internal control that Town of Groton staff members should keep in mind when managing grants and making grant-related decisions:

1. Control Environment: Elected Officials and Department Heads must support strong financial controls and show a commitment to conscientious management and sound practices
2. Risk Assessment: The Town must continually and actively identify areas of potential weakness in the way grants are managed and accounted for. Such areas of weakness may originate from either internal or external sources.
3. Control Activities: Formal policies and procedures that prevent and mitigate identified risks must be documented and followed.
4. Information and Communication: Relevant policies, procedures and financial reports must be provided to employees involved with grant management to ensure that they are making informed decisions and operating in compliance with grant terms and requirements.
5. Monitoring: Reviewing the quality of all components of the internal control elements

The Town of Groton will evaluate all grant awards during the application process to determine whether a specific award is from a federal, state or other entity. This is crucial in order to ensure that grant terms, conditions and deliverables will all be satisfied during the course of spending. If a project manager or department head is unsure, the accounting department can assist by referring to the SEFA schedule (Schedule of Expenditures of Federal Awards).

Once Federal Funding has been identified as awarded to the Town of Groton:

All Federal Grants identified will be sorted by dollar amount in order to determine where the greatest Quantitative Risk lies. Those grants with the greatest quantitative risk must receive the most control and monitoring attention.

Each Federal Grant should be evaluated for Qualitative Risk as well to determine how difficult this grant will be to control and monitor. This assessment will help to determine where issues of non-compliance are likely to occur during the period of grant activity. Some elements to consider are total length of time for grant performance, procurement thresholds, relative experience of employees involved in grant activities, complexity of reporting

requirements or other deliverables, payroll expenses associated with the grant, and any third-party participants or sub-recipients of grant funds, and finally can the Town's financial software system properly track grant performance.

The Accounting Department will work with Project Managers/Department Heads to document and evaluate both the Quantitative and Qualitative Risks associated with a Federal Grant prior to any spending taking place. All risks will be identified and outlined along with the potential impact it might have on the ability of the Town to comply with the terms of the grant and control grant activities. Risk levels should be identified as low, moderate or high, and control measures that will be taken to mitigate the noted risk must also be recorded. Risks can often be substantially mitigated through the process of establishing open communication channels between departments involved in grant activities, multiple levels of review (by the Department Head, Project Manager, Town Accountant), taking advantage of employee training opportunities and periodic reconciliation of general ledger accounts.

A contract will be signed by the Town Manager to indicate acceptance of the award as well as a commitment to manage the funds received according to the federally obligated terms and conditions of the grant.

For Project Oriented Awards:

A Project Manager (or several project managers in the case of larger, multi-purpose grants) will be assigned to manage the grant. These individuals will be responsible for procurement of goods and services to be paid with grant funds, monitoring of receipt of goods and services (and determining that these were delivered in a satisfactory manner). Upon determination that invoices presented for payment are eligible and comply with the Federal Grant terms and conditions, the project manager will approve and sign each invoice to be charged against the grant before inputting it into the Microix A/P system.

For Non-Project Oriented Awards:

The Department Head requiring the Federal Grant Resources will work in conjunction with Accounting Department Staff to manage grant spending. These individuals will be responsible for procurement of goods and services to be paid with grant funds, monitoring of receipt of goods and services (and determining that these were delivered in a satisfactory manner). Upon determination that invoices presented for payment are eligible and comply with the Federal Grant terms and conditions, the Department Head will approve and sign each invoice to be charged against the grant before inputting it into the Microix A/P system.

Procurement Policies for Federal Grant Awards:

MA Inspector General's Chapter 30B Manual states that "adhering to uniform purchase and contracting procedures is crucial in promoting fairness and competition in the procurement of goods and services. This saves taxpayers money and promotes integrity and confidence in government." Since the Office of Management and Budget released Presidential Memorandum M-18-18, the federal micro-purchase threshold has been increased from \$3,500 to \$10,000, and the Simplified Acquisition Threshold has been increased from \$150,000 to \$250,000. The Town of Groton will therefore apply MGL chapter 30B requirements to federal grant purchases, as this will result in compliance with federal procurement thresholds. Purchases of less than \$10,000 will require best practices procedures (departments periodically solicit price lists or quotes) to ensure that they are receiving the necessary goods and services at a reasonable price. Departments seeking supplies or services estimated to cost at least \$10,000 but not more than \$50,000 must seek written price quotes from at least three vendors. The contract is then awarded to the responsible vendor offering the supply or service requested at the best price. Departments seeking

supplies or services estimated to cost more than \$50,000 must use a formal competitive process and either issue an invitation for bids or a request for proposals. The contract is awarded to the lowest bidder that meets specifications, or (in the event of an RFP) the offeror submitting the most advantageous proposal.

Please reference A/P Control document for subsequent payment procedures.

To ensure proper checks and balances, the same individual may never act in more than once of the following capacities: as Project Manager, Expense Warrant Review, or Signatory of Vendor Checks.

The Federal Grant Project Manager may at any time request from the Accounting Department transaction summaries or balance information. The Town Accountant will meet with the Grant Manager at least quarterly to receive an update on the progress of the project and resolve any balance discrepancies. The Town Accountant will collaborate with the Project Manager to ensure all deliverables and reporting requirements are finalized and submitted in a timely fashion. The Project Manager will notify the Town Accountant when spending has been completed for the federally funded project, so that a reconciliation of the grant fund can be accomplished. Unused balances remaining after the termination date of the Federal Grant contract will be returned to the Grantor. All records pertaining to Federal Grants will be retained for a period of at least three years (or in the event of borrowing, for the duration of the bond issue) in order to meet audit compliance requirements.

If Federal Funds in excess of \$750,000 are spent by the Town of Groton in any given fiscal year, a single audit will be completed for that year. The Town Accountant will be responsible for identifying the need for a single audit and for scheduling and budgeting this service. Any audit findings will be reviewed by the responsible parties and acted upon immediately. Resolution of audit findings will be provided in writing, copied to the Town Manager and Select Board, and kept on file with the Federal Grant documentation to which they apply.

These procedures will be used in conjunction with regular staff meetings for communication and support, as well as annual performance reviews to mitigate employee failures in performance. All Town positions are documented to provide a list of key responsibilities.

**SELECT BOARD MEETING MINUTES
MONDAY, AUGUST 9, 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; Hannah Moller, Tax Collector/Treasurer, Mike Hartnett, Assistant Tax Collector/Treasurer; Tom Delaney, DPW Director; Melisa Doig, HR Director; Megan Foster, Principal Assessor; Ravilla Garthe, Assistant Assessor; Michelle Collette, Earth Removal Inspector; Mike Bouchard, Town Clerk; Bud Robertson

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

ANNOUNCEMENTS

Mr. Cunningham said he attended a pinning ceremony that evening at the Fire Department for 5 new call firefighters/EMT's and the promotion of 2 new Lieutenants.

TOWN MANAGER'S REPORT

1. Mr. Haddad said he was pleased to report that they had gone out to Bond on the \$8,000,000 Florence Roche Elementary School Construction Project First Phase. He said that they received four (4) bids with the low bid being from Robert W. Baird & Co. as follows:

Bond Awarded: \$8,000,000.00

TIC: 1.67%

Premium: \$811,312.40

Net Interest Cost: \$1,620,375.93

He said that the bonding company was essentially paying the Town a substantial premium, which would not only cover the bonding costs, but will enable them to borrow only \$7,330,000, saving the taxpayers a substantial amount of interest. He said that this was a testament to the Town's outstanding financial status and their AAA Bond Rating. He said that the Board needed to approve this at Monday's meeting. Mr. Haddad said that he provided the Board with the vote they needed to take that evening to award the sale to Baird & Co. Mr. Haddad said he was very pleased with the outcome. Mr. Haddad said this would be a 6-cent increase on the tax rate.

Ms. Manugian moved to approve the sale of the \$7,330,000 general obligation bond and award the bond to Robert W. Baird & Co as indicated in the full motion contained within the meeting packet. Mr. Degen seconded the motion. The motion carried unanimously.

2. *Mr. Degen moved to make the appointment of Harris McWade and Adam Burnett to the Trails Committee, terms to expire June 30, 2022. Ms. Manugian seconded the motion. The motion carried unanimously.*

7:15PM – STORMWATER UTILITY USER FEE PUBLIC HEARING

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

Mr. Cunningham moved to open the public hearing. Mr. Reilly seconded the motion. The motion carried unanimously.

Mr. Haddad said that the budget for FY22 was an increase over FY21 adding that the FY21 budget only included a 6-month salary for the employee and included a piece of equipment. Mr. Haddad said that there were 4,004 improved lots within the Town which was less than the improved lot count that was provided last year. He said that the previous Assessor had provided an incorrect parcel number adding this year was less. He apologized for not asking that this number be double checked last year. He said that the fee was going to be going up from \$42 to \$52 this year because of the incorrect parcel count and because of the budget full year employee salary.

Mr. Degen said he appreciated Ms. Foster going through the list again and for Mr. Haddad's me a culpa. Mr. Degen proposed that they keep the amount at \$42 and reduce the capital outlay by bonding it. Mr. Haddad said it was a 5-year lease payment approved already. Mr. Delaney said that they were able to reduce the compliance cost because they were getting caught up on their paperwork and programs they were required to put in place. Ms. Pine asked if the employee was working

fulltime on stormwater. Mr. Delaney said that the employee was very busy and was working fulltime on this. Ms. Manugian said she too was troubled like Mr. Degen was but did think it should be a flat fee adding the larger parcels had filtration systems in place and were not contributing to the Town's system anymore than a homeowner was. Mr. Cunningham asked if a tiered approach could be implemented. Mr. Haddad said that communities that had a tiered system were moving back to a flat fee from what they learned. Ms. Pine said she would vote for this but thought they should include an explanation in the bill.

Ms. Manugian moved to close the public hearing. Mr. Cunningham seconded the motion. The motion carried unanimously.

Ms. Manugian moved to set the stormwater utility user fee at \$52 for improved parcels for Fiscal Year 2022. Mr. Cunningham seconded the motion. The motion carried 4-1 with Mr. Degen opposed.

7:30PM – FRIENDS OF PRESCOTT - LANDSCAPE PLAN FOR PRESCOTT SCHOOL

Steve Lane and Mary Jennings were present for the meeting.

Ms. Jennings started with a brief synopsis of their last year. She said they met with the Oversight Committee last week and ended the year with a small profit even though it was a COVID year. She said that their next year was a challenging year adding they were adding more staff, and were taking over the upkeep of the grounds.

Mr. Lane said that they had an ambitious plan for the front of Prescott to make it more like a small-town park. He said that they were going to install a sign to include space for all tenants to advertise their business which had been approved by the HDC. He said that they were also going to install a Visitor Center sign which also was approved by the HDC. Mr. Lane reviewed their landscape plan for the front of the Prescott School.

Mr. Haddad asked what the estimated cost of the walkways would be. Mr. Lane said it would be about \$16K in labor and \$4K in materials. Mr. Delaney said that the concrete estimate was low, in his opinion. Mr. Haddad said if they Board was willing to participate in this, he would like to get an actual cost adding that would be an expense to the Town. Mr. Cunningham said he thought the plan looked a bit busy. Ms. Pine said she thought feedback was the first step in this that evening. Ms. Manugian said that she thought this looked great but that until they had a plan for the property, she wouldn't support this. Mr. Degen said that based on his calculations, he thought they were looking at 45 yards of concrete.

Mr. Haddad suggested the Board take this under advisement until such time as the cost to the Town could be determined.

TOWN MANAGER'S REPORT - Cont.

3. Mr. Haddad said that he had the privilege to work with the Town Clerk since he had been in Groton. Mr. Haddad said that Mr. Bouchard was the best Town Clerk he had ever worked with. He said that Mr. Bouchard was ready to retire. He said that the Town had a unique opportunity to look at this position. He said that the job had changed as far as the technical responsibilities such as changes in laws, elections and records retention. Mr. Haddad said that it was important to be able to vet candidates for the next Town Clerk and didn't think an election process allowed the Town to do that like making it appointed would. Mr. Haddad reviewed the history of elected Groton Town Clerks over the last 93 years. Mr. Haddad said that he had Melisa Doig do a survey on the Town Clerk position in the Commonwealth. He said she was able to receive information from 116 towns. He said that of the 116 towns, 47 were appointed Town Clerks and 69 were elected adding that of those, a few were moving to an appointed Town Clerk shortly.

Mr. Haddad said he received an opinion from Town Counsel. He said that they would need to approve a Special Act because they could undo an election. He said that Mr. Bouchard would become the first appointed Town Clerk and the special act would automatically amend the Charter.

Mr. Haddad said that should this be approved, there were 3 ways in which they would be appointed. He said that the Board could be the appointing authority, that the Town Manager could be the appointing authority or that he could bring two names forward like he does with the Police and Fire Chief. Mr. Haddad said he was recommending that the Town Manager be the appointing authority based on what they had found out adding that a majority of the other towns had the Town Manager as the appointing authority.

Mr. Bouchard said he too shared the concern over the complexity of the duties of the Clerk and how it had evolved over the years. He said it was a different environment today. He said it was a department head like others and felt it was a very important position.

Ms. Manugian asked what Mr. Haddad was looking for that night. Mr. Haddad said he was looking for approval to submit a warrant article. He said that the appointing authority didn't need to be determined that evening. Ms. Manugian said she was leaning toward it being an appointed position but was in favor of bringing this to Town Meeting. She said she was mostly in favor of the Town Manager bringing two candidates forward. Mr. Reilly said he was in favor of making this appointed. He said it was a professional, technical job and should not be left to an election. He said he too was leaning toward the Town Manager bringing two candidates forward. Mr. Cunningham said that he also agreed that it should be appointed and supported putting this on the warrant. Mr. Degen said that after watching Mr. Bouchard do his job competently and as efficiently as could be done given various situations, he also thought this should be an appointed position. He said he also was leaning toward the Town Manager bringing two candidates forward. Ms. Pine said she was in favor of this becoming an appointed position and was absolutely in support of the Town Manager bringing two candidates forward.

SELECT BOARD ITEMS FOR CONSIDERATION

1. Mr. Haddad said that Select Board Member Cunningham had drafted a Warrant Article that would authorize the Sale of Marijuana in the Town of Groton. He said that he had provided the Board with a draft of the Article, along with a timeline of the history of this issue in Groton that was prepared by Ms. Dunbar.

Mr. Cunningham said he thought it was time to revisit this topic adding people at Town Meeting wanted to see how things were going to evolve since marijuana was legalized. He said there was a significant amount of potential revenue they could receive should they allow the sale of marijuana. Ms. Pine asked if there was the potential for a host agreement. Mr. Haddad said that it was allowed adding that was set by state statute. Mr. Cunningham said it could be negotiated. Mr. Degen asked if they had the ability to limit the licenses. Mr. Haddad said they limited it to one license adding it was based on a formula having to do with the number of package store licenses the Town was granted. A question was asked about whether or not the Select Board could sponsor this. Mr. Degen said it would be helpful to get user agreement from Ayer and Tyngsboro to see what fees their receive were. Ms. Manugian said she was in favor of adding this to the warrant.

2. Ms. Pine asked Mr. Haddad to put a placeholder on the warrant for the Town Seal discussion. Mr. Degen said he supported this but thought this might be moving too quickly.
3. Mr. Degen asked for a placeholder be put on the Fall warrant to provide \$1,000 per resident of Redskin Trail to aid in the cost and burden of changing the street name should that be approved. Ms. Manugian said she didn't think there were costs associated with this. Mr. Haddad said that the costs according to Town Counsel were minimal. Mr. Degen said that there was time associated with changing their documents, accounts, etc. It was decided to withdraw the request because of available funding in a gift fund.
4. Mr. Haddad said that the Diversity Task Force had requested that the Board appoint Gordon Candow (ADA Rep) and Bhaskar Gupta Karpurapu (Sai Baba Temple) to the Task Force.

Mr. Degen made the motion to appoint Gordon Candow (ADA Rep) and Bhaskar Gupta Karpurapu (Sai Baba Temple) to the Task Force. Mr. Cunningham seconded the motion. The motion carried unanimously.

5. Mr. Haddad said that the Sargisson Beach Committee had requested that the Board appoint Andrew Davis to the Committee. He respectfully requested that the Board make this appointment.

Ms. Manugian made a motion to appoint Andrew Davis to Sargisson Beach Committee. Mr. Cunningham seconded the motion. The motion carried unanimously.

Mr. Reilly said he would be the Select Board rep to the Sargisson Beach Committee.

Mr. Degen made the motion to appoint John Reilly to the Sargisson Beach Committee. Ms. Manugian seconded the motion. The motion carried 4-0-1 with Mr. Reilly abstaining.

6. Mr. Haddad said that the Housing Partnership has requested that the Board appoint Richard Perini and Anna Eliot to the Partnership and respectfully requested that they make those appointments.

Mr. Degen made the motion to appoint Richard Perini and Anna Eliot to the Housing Partnership. Ms. Pine seconded the motion. The motion carried unanimously.

7. Mr. Haddad said that they received a one-day beer and wine license request from Mary Timmons and Christopher Frechette for a Rehearsal Dinner to be held at First Parish Church on Friday, September 3, 2021 from 7:00pm-10:00pm and asked the Board to consider approving the request.

Mr. Cunningham moved to approve the request for a one day beer and wine license as requested. Mr. Reilly seconded the motion. The motion carried unanimously.

OTHER BUSINESS

1. Mr. Haddad said it was time for the Board to finalize the review of the Town Manager. Ms. Pine said that per their policy, only 4 members participated in their review. She said that the overall rating was an outstanding with a total score out of 560 out of 624 possible points. She said there was general consistency among the 4 members. She said there were 39 rating categories and the members were in agreement on most categories.

Mr. Haddad thanked the Board for their reviews and enjoyed sitting down with the members. He said he was only as good as the organization and was grateful to work with the best department heads and employees in the State. Mr. Haddad said that according to his contract, it said he was due a one-time cash payment of 3%. He proposed a one-time cash payment of 1.5% adding he had taken a zero like all employees had. He said he would also like to be added to the 2% that the Board voted to give all employees in December as a one-time cash bonus.

Mr. Degen said that he thought this proposal was very fair and thanked Mr. Haddad for the fairness. Mr. Cunningham said that the organization ran well due to the manager and thought this made sense. Ms. Pine said that the employees functioned very well and was a true testament to the Manager.

Mr. Degen moved that the accept the compilation workbook for the Town Manager's evaluation and accept the Town Manager's proposal of 1.5% retroactive to July 1, 2021 and a 2% payment in December 2021 using Covid money provided by the State.

Mr. Degen withdrew his motion.

Mr. Degen moved that the accept the compilation workbook for the Town Manager's evaluation and accept the Town Manager's review for the period ending June 30, 2021. Mr. Reilly seconded the motion. The motion carried 4-0-1 with Mr. Cunningham abstaining.

Mr. Degen moved that the Town Manager receive a 1.5% one-time bonus retroactive to July 1, 2021 and a 2% payment the first pay period of December 2021 using Covid stimulus money provided by the State. Ms. Manugian seconded the motion. The motion carried unanimously.

2. Mr. Haddad said he was troubled that there were people out there that people aren't vaccinated. He said he wanted to see the Board require that employees be vaccinated. He said he would ask for an exemption for employees with medical reasons but that single exemption only. Ms. Pine said she was in favor of doing this but said they didn't publicize this on their agenda. Mr. Haddad said that it was the same subject matter as a mask mandate in public buildings. Mr. Cunningham asked what the legal aspect was. Mr. Haddad said that communities and organizations had made it mandatory but was ready to fight this in court if they had to. Mr. Haddad said that employees should have to get their first shot by the end of August. Ms. Pine mentioned waiting until FDA final approval.

Mr. Haddad said his proposal on masks would be to require that masks be worn in Town buildings in all public spaces. Mr. Degen said he was sick and tired of this pandemic and was a believer in science. He said that due to the variant spikes, he thought it was incumbent upon them to protect the public. He thought that in meetings, within public buildings, etc. people needed to wear masks. Ms. Manugian said that two employees in a space together should also be masked.

Ms. Pine said that the Board of Health had recommended unanimously that all employees be vaccinated. Ms. Collette said that the Board of Health said that the schools should follow the most stringent guidelines when it come to wearing masks whether vaccinated or not and had solicited Town Counsels comments on that recommendation. Ms. Collette said that the Delta Variant was more contagious and that children were more at risk this time. Ms. Pine said she was in favor of masks being worn in all public buildings. Ms. Manugian said she was fully in support of requiring vaccines but was hesitant to require masks in all public buildings. Mr. Cunningham said he thought it be all public buildings they had jurisdiction over. Mr. Cunningham said he didn't have a lot of discomfort with employees sitting at their desks without being masked.

Mr. Cunningham moved that they require masking in all buildings under control of the Select Board not including the school district buildings starting August 16th. Mr. Degen seconded the motion.

Mr. Reilly said that they should include interaction with the public or when a 6ft distance cannot be met.

Mr. Haddad recommend the Board require mandatory wearing of masks including, the public and when employees interacted with the public, with the exception of when employees were alone in their private office. Mr. Haddad said that police officers were alone in their vehicles adding that was considered their offices. Mr. Degen said that should include the DPW, Water Department employees, etc., adding the minute they were not alone, they should be wearing a mask.

Mr. Cunningham moved that the Select Board require the wearing of masks by the public, employees and appointed and elected officials in public buildings and vehicles owned and under the control of the Town except the GDRSD buildings with exception to employees in offices by themselves and employees in town owned vehicle by themselves until such time as rescinded by the Select Board. Ms. Manugian seconded the motion. The motion carried unanimously.

Mr. Haddad asked the Board to mandate that all paid employees of the Town be vaccinated with their first vaccination by August 31, 2021 unless a doctor's note is provided noting an exemption for medical reasons only and that proof of vaccination be shown to the HR Director before August 31, 2021.

Mr. Cunningham made the motion as suggested by the Town Manager. Ms. Manugian seconded the motion.

Mr. Degen said that until the FDA approved this as non-experimental, he had an issue mandating this. Mr. Haddad said that they were not the first Town to mandate this. Ms. Collette said that Brookline had and Salem was discussing this the following night. Ms. Pine said she thought this was the right thing to do.

The motion carried 3-2 with Mr. Reilly and Mr. Degen in opposition.

MINUTES

Mr. Degen moved to approve minutes of regularly scheduled meeting of July 26, 2021. Mr. Cunningham seconded the motion. Roll Call: Manugian-aye; Degen-aye; Cunningham-aye; Reilly-aye; Pine-aye

Ms. Manugian adjourned the meeting at 9:26pm.

Approved: _____
Peter S. Cunningham, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: