

Select Board Meeting Packet

September 13, 2021

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



TOWN OF GROTON

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

Select Board

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

Town Manager
Mark W. Haddad

**SELECT BOARD MEETING
MONDAY, SEPTEMBER 13, 2021
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL**

- 7:00 P.M. Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:06 P.M. Town Manager's Report
1. Town Manager's Explanation of Agenda Items
 2. Review Town Manager's Memorandum on Proposed Expenditures at the 2021 Fall Town Meeting
 3. Update from Town Manager on Preparation for the 2021 Fall Town Meeting Outdoors at the Middle School Track
 4. Update on Select Board Meeting Schedule Through the End of the Year
- II. 7:10 P.M. Items for Select Board Consideration and Action
1. Consider Supporting the Town Manager's Decision to Name the Road Connecting Martin's Pond Road and Hollis Street as "Sawyer Way" - Discuss Future Naming Possibilities and Process
- III. 7:15 P.M. In Joint Session with the Finance Committee – Public Hearing on the Warrant for the 2021 Fall Town Meeting

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 30, 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: *September 13, 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 item scheduled on Monday's Agenda. The Select Board will be meeting in joint session with the Finance Committee to conduct the Public Hearing on the 2021 Fall Town Meeting Warrant. Enclosed with this report is the latest draft of the Fall Town Meeting Warrant. In preparing for the Public Hearing, the Town Clerk and I will be meeting with the Moderator prior to the Hearing to determine if a Consent Agenda will be used at the meeting. I will provide the Board with an update on which Articles may be part of a Consent Agenda at the meeting.
2. To assist the Select Board and Finance Committee in reviewing the financial matters contained in the Warrant for Town Meeting, I have prepared the attached memorandum (along with an updated Levy Limit Calculation) providing an explanation on the various Articles requiring funding. It is my plan to review this memo in more detail when we discuss the Articles during the public hearing.
3. As voted by the Board at your last meeting, we have made the preparations for the 2021 Fall Town to be held outdoors at the Middle School Track. We have coordinated with the Moderator and School Department Staff for the set up. Dawn Dunbar has ordered 400 chairs and a sound system for the event. We will follow the same procedure and protocols we have used at the last three outdoor meetings. Due to the early sunset time in October, we have set the rain date for October 24th at 11:30 a.m. We checked with the various Houses of Worship and it appears all Services end by 11:00 a.m. on Sunday. I will provide the Board with any additional update at Monday's meeting.
4. Please see the update to the Select Board's Meeting Schedule through the end of the year:

Monday, September 20, 2021
 - Follow-up on Warrant Public Hearing
 - Take Positions on Various Warrant Articles
 - Presentation on Destination Groton
 - Interview and Appoint Member to Board of Health

Continued on next page – Over >

Select Board
Weekly Agenda Update/Report
September 13, 2021
page two

4. Continued:

| | |
|----------------------------|--|
| Monday, September 27, 2021 | - Take Positions on any remaining Warrant Articles |
| Monday, October 4, 2021 | - Finalize 2021 Warrant for Posting |
| Monday, October 11, 2021 | No Meeting (Holiday) |
| Monday, October 18, 2021 | - Final Town Meeting Preparation - Joint Session/FinCom – FY 23 Budget Guidance |
| Saturday, October 23, 2021 | 2021 Fall Town Meeting |
| Monday, October 25, 2021 | No Meeting (after Town Meeting) |
| Monday, November 1, 2021 | Regularly Scheduled Meeting |
| Monday, November 8, 2021 | Regularly Scheduled Meeting |
| Monday, November 15, 2021 | Regularly Scheduled Meeting |
| Monday, November 22, 2021 | Regularly Scheduled Meeting |
| Monday, November 29, 2021 | No Meeting (Holiday) |
| Monday, December 6, 2021 | Regularly Scheduled Meeting |
| Monday, December 13, 2021 | Regularly Scheduled Meeting |
| Monday, December 20, 2021 | Regularly Scheduled Meeting |
| Monday, December 27, 2021 | No Meeting (Holiday) |
| Monday, January 3, 2022 | No Meeting (Holiday) |
| Monday, January 10, 2022 | Regularly Scheduled Meeting |

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. As you will recall, last month the Park Commission recommended that the unnamed Road between Martin's Pond Road and Hollis Street be named "Sawyer Way". The Select Board asked that we do further research to make sure this section of the Road had not been named previously. Based on information received from the Groton History Center and Historical Commission, we are confident that this section has not been named. Section 258-5(B) of the Town Bylaws states that "to prevent duplication of street names or the use of similar sounding street names, all street names used in Groton must be approved, in advance, by the Town Manager. The Town Manager will collaborate with the Fire Chief, the Building Commissioner, and the E-9-1-1 Database Liaison prior to approving a new street name. The Town Manager may solicit and consider, but need not use, street name suggestions from developers and residents." Based on this, unless the Select Board has an objection, it is my intention to name that Road "Sawyer Way". While we are on this subject, the Chair as requested that the Select Board discuss future naming possibilities and process. We can discuss all of this in more detail at Monday's meeting.

MWH/rjb
enclosures

Revised: September 9, 2021

Warrant, Summary, and Recommendations

TOWN OF GROTON



2021 FALL TOWN MEETING

**Groton-Dunstable Middle School Track
342 Main Street, Groton, Massachusetts 01450**

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

Rain Date – Sunday, October 24, 2021 @ 11:30 AM

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting

Introduction to Groton Town Meeting

Voters are familiar with casting ballots in local and state elections, but they have another important civic duty in towns, the Town Meeting.

What is Town Meeting?

The Town Meeting is the legislative body in the town form of government in Massachusetts. Town Meeting is a formal gathering of registered voters who propose, debate and vote on measures. Groton holds at least two Town Meetings per year.

What is a warrant?

The warrant is the official notice to voters that a Town Meeting is scheduled. The warrant includes the date, time, location and a description of each subject to be acted on at Town Meeting. In Groton, the warrant must be posted in two public places and mailed to each household 14 days in advance of Town Meeting. "The warrant must contain a sufficient description of what is proposed so as to constitute an adequate warning to all the inhabitants of the town."¹ "Every action taken at the meeting must be pursuant to some article in the warrant and must be within the scope of such article."²

How does Town Meeting proceed?

Voters attending Town Meeting must first check in with the Clerks and receive a voting card which is required to vote. The meeting typically acts on the articles in the order they are printed in the warrant. For each article, a main motion is made and seconded by voters and placed by the Moderator on the floor for debate. Permission of the Moderator is required to speak. The Moderator presides and regulates the proceedings, decides all questions of order, and calls and declares all votes. After debate has ended, the Moderator will call for a vote by a show of voter cards. If the vote is too close to call by sight or if seven voters immediately question the Moderator's declaration of the vote, the Moderator will order a hand count to confirm the vote.

Who can attend?

Town Meeting is open to the public. Only Groton voters are entitled to attend, speak and vote. Non-voters may be required to sit in a separate section. Non-voters may ask the Moderator to speak on the topic of the debate.

How long is town meeting?

Town Meeting concludes when all articles on the warrant have been acted upon. Town Meeting may conclude in one session or adjourn for subsequent sessions.

¹ *Town Meeting Time: A Handbook of Parliamentary Law* (page 12) Johnson, Trustman and Wadsworth, Third Edition, 2001.

² Id.

Pandemic Safety Procedures for Town Meeting

Due to the Delta Variant, the Fall Town Meeting will be held outdoors on the field behind the Florence Roche Elementary School. Voters and non-voters attending the meeting are asked to follow these procedures:

- Attendees should wear masks, even while speaking, and observe social distancing whenever possible.
- Keep at least 6-feet of distance from others while in the voter check-in line.
- Voters should arrive early, check-in, receive a voter card, and proceed directly to a seat.
- A cart will be available for anyone who needs assistance moving from the parking lot to the field.
- Single and household-pair seating will be six or more feet apart and should not be moved. Attendees may bring their own chairs.
- Children may accompany parents and are asked to bring a seat for the child. Families with two or more children are asked to provide their own chairs.
- Voters will speak from one of microphones set up at various locations on the field of the Middle School Track. Please adhere to social distancing when standing in line to speak.
- Voting will be by raised voter card and not by voice.
- Anyone unable to wear a mask may sit in a reserved section with a dedicated microphone.
- There will not be a break for lunch, but Town Meeting attendees are urged to bring a bagged lunch so that the Town Meeting can be completed in one day, if possible.
- At the end of the meeting, voters are asked to observe social distancing while exiting the field.

Rain Date: In the event of inclement weather, the Town Meeting will be held the following day, October 24th at 11:30 a.m. If the Town Moderator postpones the meeting, notice will be made on the town website, posted in three public places, and through news and social media.

Please direct questions regarding the meeting procedures to Jason Kauppi, Town Moderator, at moderator@grotonma.gov or call 978-391-4506.

Explanation of a Consent Agenda

A consent agenda is a procedure to group multiple main motions into a single motion for voting. A consent agenda saves time by eliminating the reading of multiple motions and explanations when there are no objections or questions. In Groton, a consent agenda typically consists of articles unanimously supported by the Select Board and Finance Committee. Articles that change by-laws are generally not included. In this warrant, the Select Board has grouped articles in a consent agenda and labeled them for easy reference.

How Consent Agendas Work

As the first step to act on a consent agenda, the Moderator will read the titles of the included articles. A voter who wishes to remove an article from the consent agenda for separate debate and vote should state "hold." The held article will be set aside and acted on after the vote on the consent agenda. After the meeting agrees on the contents of the consent agenda, there will be no debate and the Moderator will immediately call for a vote. Every motion included in the consent agenda will either pass or fail as a group. Voters should read the warrant and review the proposed consent agendas to identify articles they wish to remove for separate consideration.



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.

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 several microphones set up for speaking at various locations on the Field. Please observe social distancing when standing in line to speak.

Restrooms – Accessible restrooms for this Town Meeting will be provided adjacent to the Florence Roche Elementary School.

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 the Select Board's Office at Town Hall at 978 448-1111 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 at the Groton-Dunstable Middle School Track 342 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 | 5 |
| Article 2 | Amend the Fiscal Year 2022 Town Operating Budget | 5 |
| Article 3 | Transfer Within Water Enterprise Fund | 5 |
| Article 4 | Transfer Money Into Capital Stabilization Fund | 6 |
| Article 5 | Transfer Money Into Stabilization Fund | 6 |
| Article 6 | Transfer Money Into the GDRSD Capital Stabilization Fund | 7 |
| Article 7 | Capital Purchase – Fire Chief's Vehicle | 7 |
| Article 8 | Assessing Software | 8 |
| Article 9 | Community Preservation Funding Accounts | 8 |
| Article 10 | Amend Article 14, Motion 8 of the 2021 Spring Town Meeting | 9 |
| Article 11 | Whitney Pond Well Construction | 9 |
| Article 12 | Water Treatment Facility Construction | 10 |
| Article 13 | Special Legislation – Change Town Clerk to Appointed | 10 |
| Article 14 | Zoning Amendment – Multi-Family Zoning District | 13 |
| Article 15 | Zoning Map Amendment | 26 |
| Article 16 | Extend Center Sewer District | 27 |
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| Article 18 | Zoning Amendment – Marijuana Retail Establishments | 28 |
| Article 19 | Amend Town Seal | 30 |
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| | Report of the Town Manager to the 2021 Fall Town Meeting | 33 |

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 33 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 33 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 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 \$80,214. 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 33 for additional information related to this Article.*

ARTICLE 5: 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 \$2,140,794. 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 33 for additional information related to this Article.*

ARTICLE 6: 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 \$18,136. 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 33 for additional information related to this Article.*

ARTICLE 7: 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 be expended under the direction of the Town Manager, 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 when major storms, complex incidents or multiple incidents are occurring simultaneously. The anticipated cost of this vehicle is \$70,000.*

ARTICLE 8: 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 under the direction of the Town Manager, for the purpose of upgrading the software used in the Assessing Department, 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 9: 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 10: 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 approving 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", on file with the Town Clerk,

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 11: 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 anticipated cost of construction will be provided to Town Meeting.*

ARTICLE 12: 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 13: SPECIAL LEGISLATION – CHANGE TOWN CLERK TO APPOINTED

To see if the Town will vote to authorize the Select Board to petition the General Court of the Commonwealth of Massachusetts to enact special legislation to change the position of Town Clerk in the Town of Groton from elected to appointed as follows:

AN ACT RELATIVE TO THE CHARTER AND 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 in accordance with the charter of the town of Groton. 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. The charter of the town of Groton, which is on file in the office of the archivist of the commonwealth as provided in section 12 of chapter 43B of the General Laws, is hereby amended by striking out section 3.1.1, section 3.9, section 3.10, section 3.11, and section 4.5.1, and inserting in place thereof the following sections:

3.1.1 Elective Town Offices - The town offices that the voters shall fill by ballot shall be: (i) the town moderator; (ii) the members of the select board; (iii) the town's component of the Groton-Dunstable Regional School Committee; (iv) the commissioners of trust funds; (v) the elected members of the Groton Housing Authority; (vi) the members of the planning board, public library board of trustees, Groton electric light commission, Groton water commission, Groton sewer commission, park commission, board of health and board of assessors; and (vii) other officers or representatives to regional authorities or districts as may be established by law or by interlocal agreement that shall also be filled by ballot at a town election.

Section 3.9: Board of Assessors

3.9.1 Composition, Term of Office and Eligibility for Office - There shall be a board of assessors that shall consist of 3 members elected for 3-year terms. An employee in the assessors' office shall not simultaneously hold an elected position as a member of the board of assessors.

3.9.2 Powers and Duties - The board of assessors shall have the powers and duties given to boards of assessors under the constitution and laws of the commonwealth and directives of the commissioner of revenue and such additional powers and duties as may be authorized by this charter, by-law or town meeting vote that are not in conflict with laws of the commonwealth and regulations and directives of the department of revenue except as otherwise provided in this charter.

Section 3.10: Other Elected Officers

Powers and Duties - All other elected officers shall have the powers and duties that have been conferred upon their offices by law, this charter, by-law or town meeting vote.

4.5.1 If a vacancy shall occur in the office of town manager, a screening committee shall be established to solicit, receive and evaluate applications for the position of town manager. The screening committee shall consist of 7 persons, 3 of whom shall be designated by the select board, of which only 1 may be a select board member, 2 of whom shall be designated by the finance committee, of which only 1 may be a member of the finance committee, and 2 of whom shall be designated by the town moderator. A person chosen by an appointing authority may be a member of the appointing authority's agency; provided, however, that there shall not be more than 1 select board member and not more than 1 member of the finance committee on the screening committee.

SECTION 4. This act shall take effect upon its passage.

provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments thereto before enactment by the General Court, which amendments shall be within the public purposes of said petition; or take any action relative thereto.

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. 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. The Article also requests the Legislature to adjust the Groton Charter by deleting reference to the elected town clerk (Sections 3.1.1 and 3.9), adjusting the numbering of subsequent sections (i.e., new sections 3.9 and 3.10; new sections 3.9 and 3.10 do not contain any changes to the text) and removing the Town Clerk from the Town Manager Screening Committee (Section 4.5.1).*

ARTICLE 14: ZONING AMENDMENT – MULTI-FAMILY ZONING DISTRICT

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

1. Amend Section 218-3 Definitions as follows:

by inserting the following definitions in alphabetical order.

“Multi Family Development- Multi-family use that is located in the Multi-Family Development District in accordance with the provisions of Section 218-9.3.D Multi Family Development District and Section 218-6 Schedule of Intensity Regulations.”

By deleting the definitions for “Dwelling Unit” and replace it with the following:

“Dwelling Unit - A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.”

Amend Section 218-4 Zoning Districts as follows:

- a. Insert under subsection 218-4.1 Residence Districts the following:

“(3) MFD Multi-Family Development District”

- b. Insert under subsection 218-4.2 Intention of Districts the following and renumber subsequent sub sections accordingly:

“C. MFD Multi-Family Development District is intended to provide for higher density development at locations in proximity to infrastructure, services, and nexuses of activity, amenities, and development.

2. Amend Section 218-5.2 Schedule of Use Regulations as follows:

- a. Insert a new column title “MFD”:
b. Inserting a new Row 38B to read “Multi-Family Development as allowed by the provisions of **Section 218-9.3**”
c. Assign designation of permitted uses for the MFD district.
d. The amended Section 218-5.2 Schedule of Use Regulations to read as follows with the proposed amendments highlighted’

| Line | USE | R-A10 | R-B10 | MFD ⁴ | NB | VCB10 | GB | I | P10 | O |
|------|---|-------|-------|------------------|----|-------|----|---|-----|---|
| 1 | Public, Semipublic and Institutional: | | | | | | | | | |
| 2 | Use of land or structures for religious purposes | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 3 | Use of land or structures for public or private non-profit educational purposes | Y | Y | Y | Y | Y | Y | Y | Y | Y |

| | | | | | | | | | | |
|----|--|----|----|----|----|----|----|---|----|----|
| 4 | Museum, library, park or playground, conservation area, water supply area, or land owned and operated for public use and enjoyment by a public agency or non-profit organization | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 5 | Child care facility | Y | Y | Y | Y | Y | Y | Y | Y | N |
| 6 | Adult day care | SP | SP | PB | SP | SP | SP | N | SP | N |
| 7 | Private golf course, not including miniature golf | SP | N | N | N | N | N | N | N | N |
| 8 | Private non-profit charitable organization or membership club, e.g., social, fraternal, or professional organization | SP | SP | PB | SP | SP | SP | N | N | N |
| 9 | Day or overnight camps in accordance with a site plan as provided in § 218-2.5 | SP | SP | N | SP | N | SP | N | SP | Y |
| 10 | Outdoor recreation, such as nature study, walking trail, or non-motorized boating, fishing, and hunting where otherwise legally permitted; but not including outdoor recreation facilities owned or operated for commercial purposes | Y | Y | Y | Y | Y | Y | N | Y | Y |
| 11 | Public Playground, non-commercial | Y | Y | Y | Y | Y | Y | N | Y | Y |
| 12 | Athletic field, skating rink, or similar facility intended for sports, games, or physical fitness | PB | Y | N | Y | N | Y | N | Y | PB |
| 13 | Use of land or structures for municipal purposes | SP | SP | Y | Y | Y | Y | N | Y | SP |
| 14 | Facilities for servicing and fueling municipal vehicles and equipment | N | N | N | N | N | N | N | Y | N |
| 15 | Telephone, telegraph, power and gas transmission and radio-television broadcasting facilities | SP | SP | N | Y | Y | Y | Y | N | Y |
| 16 | Underground gas and | Y | Y | Y | Y | Y | Y | Y | Y | Y |

| | | | | | | | | | | |
|----|---|----|----|----|----|----|----|----|----|---|
| | utility transmission | | | | | | | | | |
| 17 | Use of land for a public utility | SP | SP | PB | SP | SP | SP | SP | Y | N |
| 18 | Hospital, sanitarium, assisted living facility, or nursing home, subject to § 218-2.5 | SP | SP | Y | SP | N | SP | N | SP | N |
| 19 | Cemetery | SP | SP | N | N | N | N | N | Y | Y |
| 20 | Agricultural, Floricultural and Horticultural: | | | | | | | | | |
| 21 | Gardens; growing and storing of fruits; vegetables, hay, fodder and ensilage; orchards, wood lots and forestry; and greenhouse nursery and similar activities in the field of agriculture | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 22 | Agricultural labor housing | Y | Y | Y | Y | Y | Y | Y | N | N |
| 23 | The raising or keeping of horses, goats, sheep, cattle, pigs, poultry or other domesticated animals for food and other agricultural purposes | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 24 | Riding stables | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 25 | Grazing and farming, including truck gardening and harvesting of crops | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 26 | Forestry | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 27 | Nonresidential buildings and structures ³ such as: | | | Y | | | | | | |
| 28 | Barns or stables for breeding, boarding, hiring or sale of animals | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 29 | Barns, stables, or other farm buildings for the shelter of animals and for the storage of crops raised on the premises | Y | Y | Y | Y | Y | Y | N | Y | Y |
| 30 | Conservation of water, plants and wildlife | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 31 | Roadside stand for sale of principally local farm produce raised in the Town, set back at least 50 feet from the street line, | Y | Y | N | Y | Y | Y | Y | Y | Y |

| | | | | | | | | | | |
|-----|--|----|----|---|----|----|----|---|---|---|
| | and provided that space for customers' cars is available off the right-of-way of the street and is so arranged as not to permit backing of automobiles onto a public or traveled way | | | | | | | | | |
| 32 | Commercial Greenhouse | Y | Y | N | Y | Y | Y | Y | Y | Y |
| 33 | Residential: | | | Y | | | | | | |
| 34 | Single-family detached dwelling | Y | Y | N | Y | Y | Y | N | N | N |
| 35 | Conversion of a seasonal residence to a year-round residence | SP | SP | N | SP | SP | SP | N | N | N |
| 36 | Two-family attached dwelling, provided that its external appearance is not significantly different from a single-family dwelling | Y | Y | N | Y | Y | Y | N | N | N |
| 37 | Dwelling unit above the street level floor of a commercial building | N | Y | Y | Y | Y | PB | N | N | N |
| 38A | Multifamily use, as allowed by the provisions of § 218-9.3. A through C | PB | PB | N | PB | PB | PB | N | N | N |
| 38B | Multi-Family Development as allowed by the provisions of Section 218-9.3.D and Section 218-2.5 | N | N | Y | N | N | N | N | N | N |
| 39 | The taking of not more than 4 lodgers in an owner-occupied single-family detached dwelling | Y | Y | N | Y | Y | Y | N | N | N |
| 40 | The taking of more than 4 lodgers in an owner-occupied, single-family detached dwelling | SP | SP | N | SP | SP | SP | N | N | N |
| 41 | Flexible development pursuant to § 218-9.1 | PB | N | N | N | N | N | N | N | N |
| 42 | Business: | | | | | | | | | |
| 43 | For restrictions on the following uses, see § 218-5.5, performance standards for the R-B, VCB, NB, GB, and I Districts | | | | | | | | | |

| | | | | | | | | | | |
|----|--|---|----|----|----|----|----|----|---|---|
| 44 | Retail store | | | | | | | | | |
| 45 | Store with up to 2,500 square feet gross floor area | N | Y | PB | Y | Y | Y | N | N | N |
| 46 | Store with more than 2,500 square feet gross floor area or more but less than 5,000 square feet gross floor area | N | PB | PB | PB | PB | Y | N | N | N |
| 47 | Store with 5,000 square feet gross floor area or more but less than 10,000 square feet gross floor area | N | N | N | PB | PB | Y | N | N | N |
| 48 | Store with 10,000 square feet gross floor area or more | N | N | N | N | N | PB | N | N | N |
| 49 | Craft shop | N | Y | PB | Y | Y | Y | N | N | N |
| 50 | Personal service establishment | N | SP | PB | Y | Y | Y | N | N | N |
| 51 | Repair shop for bicycles, small household appliances, or other light equipment, not including vehicles | N | SP | PB | Y | Y | Y | SP | N | N |
| 52 | Restaurant serving food for consumption indoors on the premises, but may include accessory outdoor service on a patio or seating area | N | SP | PB | Y | Y | PB | N | N | N |
| 53 | Take-out food service establishment, e.g., an ice cream shop or deli, bakery or coffee shop, but no drive-through service, up to 2,500 square feet gross floor area | N | N | N | Y | Y | Y | N | N | N |
| 54 | Take-out food service establishment, e.g., an ice cream shop or deli, bakery or coffee shop, but no drive-through service, of more than 2,500 square feet gross floor area | N | N | N | PB | PB | PB | N | N | N |
| 55 | Business or professional office, not including medical office | N | SP | PB | Y | Y | Y | Y | N | N |

| | | | | | | | | | | |
|----|--|----|----|----|----|----|----|----|---|---|
| 56 | Bank, credit union | N | N | PB | Y | Y | Y | SP | N | N |
| 57 | Automatic teller machines as free-standing structure or with exterior access | N | N | PB | PB | PB | PB | PB | N | N |
| 58 | Medical, dental, or mental health care office, excluding a clinic | N | N | PB | Y | PB | Y | Y | N | N |
| 59 | Health care clinic for outpatient services, or ambulatory care center, with or without laboratory | N | N | N | PB | PB | PB | N | N | N |
| 60 | Veterinarian | N | N | N | SP | SP | SP | Y | N | N |
| 61 | Kennel or overnight boarding facility for household pets, pet grooming facility and daytime pet care establishment | N | N | N | SP | N | SP | SP | N | N |
| 62 | Funeral home | N | N | N | SP | SP | SP | N | N | N |
| 63 | Hotel, motel, or inn | N | N | N | PB | PB | PB | N | N | N |
| 64 | Bed and breakfast | SP | SP | N | SP | SP | SP | N | N | N |
| 65 | Theatre or cinema | N | N | N | PB | PB | PB | N | N | N |
| 66 | Commercial recreation up to 2,500 square feet gross floor area.; indoor | N | N | PB | Y | Y | Y | N | N | N |
| 67 | Commercial recreation of more than 2,500 square feet gross floor area; indoor | N | N | N | SP | SP | PB | N | N | N |
| 68 | Commercial recreation; outdoor | SP | N | N | SP | N | PB | N | N | N |
| 69 | Auto sales | N | N | N | SP | N | SP | N | N | N |
| 70 | Service station, including sale of fuel, motor oil, and related automotive products (no repair services) | N | N | N | SP | SP | SP | SP | N | N |
| 71 | Retail sale of auto parts and accessories, not for installation on the premises | N | N | N | SP | SP | SP | Y | N | N |
| 72 | Retail sale and installation of auto parts, e.g., tires, mufflers, or brakes | N | N | N | SP | N | SP | Y | N | N |
| 73 | Auto repair, auto body shop and marine repair | N | N | N | SP | N | SP | Y | N | N |
| 74 | Car wash and auto | N | N | N | SP | N | SP | SP | N | N |

| | | | | | | | | | | |
|----|---|----|----|---|----|----|----|----|----|---|
| | detailing | | | | | | | | | |
| 75 | Small-scale wind energy conversion device | Y | Y | Y | Y | Y | Y | Y | Y | N |
| 76 | Large-scale wind energy conversion device | PB | PB | N | PB | PB | PB | PB | PB | N |
| 77 | Wind monitoring or meteorological ("test" or "met") tower | Y | Y | N | Y | Y | Y | Y | Y | N |
| 78 | Windmills | Y | Y | N | Y | Y | Y | Y | Y | N |
| 79 | Large-scale ground-mounted solar photovoltaic installation | PB | PB | N | PB | PB | PB | PB | PB | N |
| 80 | On-site solar photovoltaic installation | Y | Y | Y | Y | Y | Y | Y | Y | N |
| 81 | Industrial: | | | | | | | | | |
| 82 | For restrictions on the following uses, see § 218-5.5, performance standards for the R-B, VCB, NB, GB, and I Districts | | | | | | | | | |
| 83 | Research and development | N | N | N | SP | SP | SP | Y | N | N |
| 84 | Manufacturing | N | N | N | N | N | N | Y | N | N |
| 85 | Contractor's shop | N | N | N | SP | SP | SP | Y | N | N |
| 86 | Contractor's storage yard, including office, yard, and storage facilities for construction or landscape contractor, or similar establishment as a principal use | N | N | N | SP | N | SP | Y | N | N |
| 87 | Sale of building materials and supplies, which may include outdoor storage of lumber products as a principal use | N | N | N | N | N | N | Y | N | N |
| 88 | Outdoor storage of fuel supplies and fuel products | N | N | N | N | N | N | SP | N | N |
| 89 | Wholesale establishment, including preparation, storage, transfer, or distribution of goods, with incidental display space | N | N | N | N | N | SP | Y | N | N |
| 90 | Rail or bus station, or bus terminal | N | N | N | SP | SP | SP | Y | N | N |
| 91 | Commuter parking facility as a principal use | N | N | N | N | N | SP | Y | SP | N |

| | | | | | | | | | | |
|-----|---|----|----|----|----|----|----|----|----|---|
| 92 | Parking or maintenance facility for commercial vehicles | N | N | N | N | N | N | SP | N | N |
| 93 | Personal wireless service facility | PB | PB | PB | PB | PB | PB | PB | PB | N |
| 94 | Commercial radio, television studio, with or without transmitting or receiving tower | N | N | N | N | N | N | SP | N | N |
| 95 | Noncommercial airfield or noncommercial heliport | SP | N | N | N | N | N | SP | N | N |
| 96 | Registered medical marijuana dispensary, up to 25,000 square feet gross floor area, see § 218-10.4 | N | N | N | N | N | N | PB | N | N |
| 97 | Off-site registered medical marijuana dispensary, up to 2,500 square feet gross floor area, see § 218-10.4 | N | N | N | N | N | PB | PB | N | N |
| 98 | Accessory (see § 218-5.3): | | | | | | | | | |
| 99 | Uses customarily incidental to any principal use on the same premises, and including but not limited to private garages, boathouses, and to activities associated with agriculture, such as barns, stables, and other farm buildings, provided that no building for the keeping of horses, goats, sheep, cattle, pigs or poultry shall be nearer than 25 feet to any lot line | Y | Y | Y | Y | Y | Y | Y | Y | N |
| 100 | Uses customarily incidental to any principal use on the same premises, including off-street parking in accordance with § 218-8.1 | Y | Y | Y | Y | Y | Y | Y | Y | N |
| 101 | Home occupation, see § 218-5.3.B | | | | | | | | | |
| 102 | Family dependent care, see § 218-5.3.C | | | | | | | | | |
| 103 | Accessory apartment, as regulated under § 218-9.4 | | | | | | | | | |

| | | | | | | | | | | |
|-----|---|----|----|---|----|----|----|---|---|----|
| A | Attached Accessory Apartment | Y | Y | N | N | N | N | N | N | N |
| B | Detached Accessory Apartment | SP | SP | N | N | N | N | N | N | N |
| 104 | Family day care home for up to 6 children | Y | Y | Y | SP | SP | SP | N | N | N |
| 105 | Dwelling unit, whether detached or attached, accessory to business or industrial use, solely for use as living quarters by security, maintenance, or administrative employee | N | N | N | SP | SP | SP | Y | N | N |
| 106 | Cafeteria, dining hall, conference or function facilities for exclusive use by employees and clientele of a principal nonresidential use | N | N | N | SP | N | Y | Y | N | N |
| 107 | Temporary outdoor storage of materials or equipment accessory to a nonresidential use | N | N | N | SP | SP | SP | Y | N | N |
| 108 | Temporary outdoor display and sale of merchandise accessory to a retail use | N | N | N | Y | Y | Y | N | N | N |
| 109 | Miscellaneous: | | | | | | | | | |
| 110 | Removal of soil, loam, sand and other earth material | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |
| 111 | Driveway or road, provided that there will be adequate drainage and that such driveway or road will not interfere adversely with the natural flow of water in the area (Driveway curb cuts are subject to permits issued by Director of Public Works in accordance with the provisions of § 180-3 of the Groton Code.) | Y | Y | Y | Y | Y | Y | Y | Y | PB |
| 112 | Marijuana establishments; any other type of licensed marijuana-related | | | | | | | | | |

business:

| | | | | | | | | | | |
|-----|--|----|----|----|----|----|----|----|---|---|
| | Marijuana cultivator, but not including craft marijuana cultivator cooperative | N | N | N | N | N | PB | PB | N | N |
| | Marijuana product manufacturer | N | N | N | N | N | N | N | N | N |
| | Marijuana retailer | N | N | N | N | N | N | N | N | N |
| | Marijuana testing facility | N | N | N | N | N | PB | PB | N | N |
| | Marijuana transportation or distribution facility | N | N | N | N | N | N | N | N | N |
| | Marijuana research facility | N | 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 | N | N | N | N |
| | On-site consumption of marijuana at licensed marijuana establishment | N | N | N | N | N | N | N | N | N |
| 113 | Off-site off-street parking | PB | PB | PB | PB | PB | PB | PB | N | N |

NOTES:

³No building for the keeping of horses, goats, sheep, cattle, pigs or poultry shall be nearer than 25 feet to any lot line.

⁴ Uses in the MFD district are pursuant to the provisions of Section 218-9.3.D Multi-Family Development

⁹The removal of soil, loam, sand, or other earth material is subject to permits issued by the Select Board in accordance with the provisions of Ch. **134**, Earth Removal.

¹⁰For additional uses which may be permitted in those portions of the R-A, R-B, VCB and P Districts which underlie the Town Center Overlay District, see § **218-7.3**.

3. Amend Section 218-6 Schedule of Intensity Regulations by adding the row titled “MFD” after the Row labeled R-B to read as follows:

| District | Minimum Dimensions | | LotMaximum Height | | Maximum Impervious Coverage (percentage) | Minimum Setback | | |
|------------------------|-----------------------|--------------------|-------------------|----------|--|---------------------------|-----------------------|-----------------------|
| | Area (square feet) | Frontage (feet) | Feet | Stories | | Max. or Min. Front (feet) | Min. Side (feet) | Min. Rear (feet) |
| R-A5 | 80,000 ¹ | 2254 | 35 | 3 | 25 | 50 min. | 15 | 15 |
| R-B5 | 40,000 ^{1,2} | 1752, ⁴ | 35 | 3 | 25 | 50 min. | 15 | 15 |
| MFD⁷ | 100,000 | 150 | 60 | 5 | 65 | 50min⁷ | 50⁷ | 50⁷ |
| VCB5 | 10,000 ^{1,2} | 1502 | 35 | 3 | 75 | 106 | 106 | 106 |
| NB | 20,000 ^{1,2} | 1502 | 35 | 3 | 65 | max. 156 | 156 | 156 |
| GB | 40,000 ^{1,2} | 1752 | 35 | 3 | 50 | max. 206 | 156 | 156 |
| I | 40,000 ² | 1752 | 35 | 3 | 75 | 50 min. | 15 | 15 |
| O | — | — | 35 | 3 | 25 | 50 min. | 15 | 15 |
| P5 | 40,000 ^{1,2} | 1752 | 35 | 3 | 50 | 50 min. | 15 | 15 |

NOTES:

- 1 For planned multifamily/residential development, see § **218-9.3.C**. For age-restricted housing, see instead § **218-9.3.B**. For multifamily use by conversion, see instead § **218-9.3.A**. For flexible development, see § **218-9.1.F.(1)**. For hammerhead lots, see § **218-6.4**.
- 2 No minimum for nonresidential uses.
- 3 Includes principal and accessory buildings, parking lots, access roads and other impervious surfaces. See § **218-6.3** for supplementary regulations.
- 4 Lots shown on a residential compound plan (as described in Chapter **381**, Part **1**, Subdivision of Land) endorsed by the Planning Board pursuant to the Subdivision Control Law may, upon the grant of a special permit by the Planning Board, reduce lot frontage to 50 feet.
- 5 For dimensions applicable to Town Center Overlay District developments, see § **218-7.3**
- 6 Maximum and minimum building setbacks may be waived by special permit from the Planning Board, where it finds such waiver to be harmonious with the intent of the district and the character and scale of the building's location.
- 7 For Multi-Family Development See Section 218-9.3.D

4. **Insert a new Section 218-9.3 D Multi Family Development District to read as follows:**

218-9.3.D – MULTI-FAMILY DEVELOPMENT DISTRICT

(1) Purpose

- To transition from a case by case permitting process for Multi-Family Development and establish a transparent and predictable process for the permitting of Multi-Family Development (MFD) with specific guidelines and criteria.
- To encourage Multi-Family Development in sensible locations in terms of services, infrastructure, economic opportunity and compatibility with surrounding uses.
- To accommodate compatible uses that serve primarily residents and are open to the general public.
- To increase housing choice and diversity and address the local and regional need for additional housing.

(2) General.

Multi-Family Development (MFD), if built in accordance with the following requirements, shall be allowed in the MFD District as set forth in the Table of Use Regulations by right pursuant to Section 218-2.5 Site Plan Review by the Planning Board.

(3) Eligible Locations

In order for a property to qualify as an eligible location it must satisfy the criteria of an "Area of Concentrated Development" pursuant Massachusetts Department of Housing and Community Development (DHCD) Regulations 760 CMR 59 Smart Growth Zoning Districts.

(4) Permitted Uses

Any or combination of residential uses are permitted as of right pursuant to Section 218-5.2 Schedule of Use Regulations including but not limited to the following uses:

- **Townhouses**
- **Garden Flats**

(5) Standards.

- a. Multi-Family Development District shall require a minimum lot area of 100,000 square feet
- b. No structure shall exceed five (5) stories, fifty-five (60) feet in height, measured from the mean finished grade.
- c. No structure or group of structures, except one-story garages or carports, shall be nearer to each other than twenty (20) feet. Carports or garages, if not directly attached, shall be at least ten (10) feet from the main buildings.
- d. The maximum permitted density shall not exceed 15 (fifteen) dwelling units per acre
- e. There shall be a buffer zone of fifty (50) feet from any building or structure on an adjacent lot where said lot is not under the same ownership. The Planning Board may waive or reduce the buffer requirement for the reuse of an existing structure or where the Planning Board determines that a smaller buffer will not adversely affect adjoining property.

- f. Multi-Family Developments shall conform with the provisions of Section 218-8.2. Parking areas shall otherwise comply with the provisions of Section 218-8.2 unless the applicant provides sufficient justification for a waiver and the Planning Board determines the grant of such waiver will not adversely affect the neighborhood.
- g. Sewage shall be disposed of by means of adequate connections to the municipal sewer system.

(6) Affordable Component

- (a) As a condition of the grant of any special permit for a Multi-Family Development, affordable units shall be required as follows:
 - (i) Fifteen (15%) percent of the units shall be affordable to persons or families qualifying as low or moderate income.
 - (ii) Affordable Units shall be dispersed throughout the project. The Affordable Units shall be indistinguishable in external appearance from any market-rate housing units in the MFD.
 - (iii) In computing this requirement, the total number of dwelling units shall be used. Numbers shall be rounded up in the computation of this requirement.

(7) Other Uses.

Certain other non-exempt and non-residential principal uses, as set forth in Section 218-9.3.D (8), will be allowed by special permit within a Multi-Family Development where such uses comply with the following requirements.

- a. All nonresidential uses shall be determined to be appropriate by the Planning Board in its sole discretion considering the scale and performance characteristics of such uses and locations relative to the MFD and surrounding uses. Such uses may be located within multi-family structures or in standalone structures.
- b. All non-residential uses shall require a special permit from the Planning Board
- c. The areas required for such special permit occupancy shall be specifically identified on the Site Plan so as to prevent locating such businesses in a haphazard manner. It is the intention of this provision to concentrate the business into one (1) general area to create a "local business area" within the development area.
- d. It is the intention of this Section 218-9.3.D (6), to allow certain business uses within the development area to provide services for the residents of the development and are open to the general public. Parking and loading spaces conforming to the provisions of Sections 218-8.2 herein shall apply, in addition to the regular parking spaces required for multi-family development dwellings, shall be provided.
- e. Said other non-residential uses shall be determined to be subordinate and accessory to the Multi-Family Development and shall not exceed xx% of the total gross floor area or occupy xx % of the total site area.

(8) Eligible Uses.

Eligible special permit uses for a Multi-Family Development complying with the Section 218-9.3.D (7) and Section 218-5.2 Schedule of Use Regulations include but are not limited to:

- a. Delicatessen stores, including specialty food stores, but not including regular grocery stores or variety stores.
- b. Fitness facilities.
- c. Book, stationery, or gift shops.
- d. Florist shops but excluding greenhouses.
- e. Personal Service Establishments

- f. Self-service laundry and dry cleaning
- g. Professional offices
- h. Medical and dental offices, but excluding clinics.
- i. Adult and child daycare.
- j. Outdoor swimming pools which conform with the State Building Code.
- k. Banks and savings and loan institutions

6. Amend Section 218-2.5 Site Plan Review By inserting a new subsection (e) under Section 218-2.5.C.(2) Threshold of Review Major Project to read as follows:

“(e) Multi-Family Development pursuant to Section 218-9.3.D”

or take any action relative thereto.

PLANNING BOARD

Select Board:

Finance Committee:

Planning Board:

Summary: *The purpose of this article is to establish a new zoning district to encourage the development of Multi-Family Housing by right, in accordance with specific guidelines and criteria. The zoning district would encourage Multi-Family Development in sensible locations in terms of services, infrastructure, economic opportunity, and compatibility with surrounding uses. Such development would accommodate compatible uses that serve primarily residents and would be open to the general public, and would address the local/regional need for additional housing choices. Adoption of this article would ensure Groton complies with the new Section 3A of the Zoning Act, M.G.L. Chapter 40A, which is applicable to MBTA communities.*

ARTICLE 15: ZONING MAP AMENDMENT

To see if the Town will vote to amend the Zoning Map established under Chapter 218 of the Code of the Town of Groton to rezone five adjoining parcels of land from General Business (GB) to Multi-Family Development (MFD), said parcels of land located at 500 Main Street consisting of approximately 36.5 acres, being shown on Assessors' Map 216, Parcels 94, 95, 96, 97, and 102, or take any action relative thereto.

PLANNING BOARD

Select Board:

Finance Committee:

Planning Board:

Summary: *This article is contingent upon approval of the proposed zoning amendment to establish a Multi-Family Development (MFD) zoning district. The five parcels that are subject to this Zoning Map change were previously owned by Deluxe Corporation. These parcels are located adjacent to areas of concentrated residential and commercial development, and are in proximity to other services and amenities such as the Groton Dunstable Regional Elementary and Middle Schools, the Town Center, and the Nashua River Rail Trail. Pedestrian access to the schools and the Town Center is possible via the existing Main Street sidewalk from Mill Run Plaza. The subject parcels are served by Town water and sewer. These attributes make the subject parcels ideally suited to be rezoned for the purpose of multi-family housing development.*

ARTICLE 16: 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 17: ZONING AMENDMENT – CLARIFICATION, UPDATE, CORRECTION

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

1. In Section 218-9.3 Multifamily Use, Subsections 218-9.3. B. (3) and 218-9.3. B. (5), delete the words "**Board of Appeals**" and insert the words "**Planning Board**".
2. In Section 218-3 Definitions, delete the existing definitions for **Dwelling** and **Dwelling Unit**, and replace with the following:
 - a. Dwelling – A building that contains one or two dwelling units used, intended or designed to be used, rented, leased, let or hired out to be occupied for living purposes.
 - b. Dwelling Unit – A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

or to take any other action relative thereto.

PLANNING BOARD

Select Board:

Finance Committee:

Summary: *The proposed amendment corrects an internal inconsistency in the Zoning Bylaw that dates to the adoption of Article 19 at the 2014 Annual Town Meeting. As part of a comprehensive update of the Zoning Bylaws to implement the recommendations of the Comprehensive Master Plan adopted in 2012, the Schedule of Use Regulations was amended. Among the various amendments, the Planning Board was designated as the Special Permit Granting Authority (SPGA) for "Multifamily Uses as allowed by the provisions of Sections 218-27A through 27C" (now Sections 218-9.3 A through C). However, Article 19 failed to update the corresponding language of the cross-referenced Sections A and B, leaving intact the SPGA reference in those subsections as the Zoning Board of Appeals and not the Planning Board as intended in the Schedule of Use amendment. The proposed amendment to Subsections 218-9.3.B.(3) and 218-9.3.B.(5) remedies the regulatory inconsistency by inserting the correct SPGA as intended by the adoption of Article 19 at the 2014 Annual Town Meeting.*

ARTICLE 18: 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 non-binding referendum questions 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 a 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 a business in 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 19: 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, and to authorize the Town Clerk to take any action necessary to carry out the changes to the Town Seal authorized under this Article, 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 20: 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



TOWN OF GROTON

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

Select Board

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

Town Manager

Mark W. Haddad

To: *Select Board
Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *2021 Fall Town Meeting Expenditures*

Date: *September 8, 2021*

The purpose of this memorandum is to provide the Select Board and Finance Committee with information and recommendations for the various money articles contained in the 2021 Fall Town Meeting Warrant. Please note that following balances in our various reserve accounts:

| | |
|-----------------------------------|-------------|
| Stabilization Fund: | \$2,140,794 |
| Capital Stabilization Fund: | \$ 80,214 |
| GDRSD Capital Stabilization Fund: | \$ 18,136 |
| Unexpended Tax Capacity: | \$ 90,680 |
| Certified Free Cash: | \$2,347,087 |

These balances are important as we determine how to address the various requests. Please consider the following:

Article 1: Unpaid Bills

At this time there are no unpaid bills. This article will most likely be withdrawn from consideration.

Article 2: Amend the Fiscal Year 2022 Town Operating Budget

We have been reviewing the various budgets for any potential additions/reductions. At this time, we would request the following adjustments:

1. Board of Assessors Salaries – We had inadvertently left of the 1.5% one-time cash payment for the Principal Assistant Assessor. This will require a Free Cash Transfer of \$1,200.
2. Treasurer/Tax Collector Salaries and Wages – When we promoted Hannah Moller to Treasurer-Collector and Mike Hartnett became the Assistant Treasurer-Collector, we put Mike Hartnett's pay under wages, but we are paying him a weekly salary. Therefore, we need to transfer the funds from the Wage Account to the Salary Account (\$43,818). In addition, we had agreed to let Mr. Hartnett carry over his accrued vacation to Fiscal Year 2022 so we did not have to pay it out all at once and we inadvertently left off the 1.5% one-time cash payment to the Treasurer-Collector. Since all of these are one-time payments, we will need to transfer \$9,320 (\$8,045 for Hartnett and \$1,275 for Moller.) from Free Cash to cover these costs. Finally, there was a calculation error in the Assistant to the Treasurer/Payroll Clerk's Wage Account. We will need to raise \$352 from taxation for this.

Continued on next page – Over >

**Select Board
Finance Committee
2021 Fall Town Meeting Expenditures
September 8, 2021
page two**

Article 2 – Continued:

3. Zoning Board of Appeals Wages/Park Commission Wages – As you will recall, when Margot Hammer retired, we transferred her duties to the Land Use Administrative Assistant and hired a 15 hour per week Park Commission Clerk. We will need to transfer the Wage Appropriation from the ZBA Wage Account to the Park Commission Wage Account (\$21,017).
4. Highway Department Wages – The Select Board has voted to authorize filling the vacancy within the Highway Department. Funding for this position will come from Coronavirus Recovery Relief Funds (\$70,000).
5. Veteran's Service Officer Wages – Due to an overlap of Veteran's Agents (I have asked the current VSO to work for two weeks with the new VSO), we will need an appropriation from Free Cash of \$600.
6. Library Wages – As voted by the Select Board (subject to approval by the Finance Committee), we have restored the \$55,000 cut from the Library Wage Budget to restore Sunday Hours and the Summer Reading Program. This will allow us to maintain funding levels required by the State to maintain Certification. This funding will come from taxation.
7. Health Insurance – Due to changes during Open Enrollment and Qualifying Events, we will need an additional \$35,000 to cover those costs and \$20,000 for the restoration of the Highway Department Laborer (total increase of \$55,000). To fund this, \$35,000 will come from taxation and \$20,000 from the Coronavirus Funds.
8. Debt Service – Based on the \$8 million bond issue approved for the Florence Roche Elementary School Project, the Town will have an interest payment of \$115,156 due in March, 2022. This amount will be raised through taxation outside the levy limit as excluded debt.

Article 3: Transfer Within the Water Enterprise Fund

The Water Department will need to transfer \$150,000 out of their excess and deficiency fund to cover additional expenses in Fiscal Year 2022. Specifically, \$95,000 is to cover wages and benefits for the new Water Department employee and for another employee who has worked out of class. \$30,000 is for their Manganese Line Item in the Budget for GELD to purchase and install new power poles and a transformer for the new treatment plant. Finally, \$25,000 is for the Whitney Well #3 Building/Shed (Nashoba Tech is constructing the building and we are purchasing the materials and doing some minor sitework).

Article 4: Transfer Money into the Capital Stabilization Fund

The current balance in this fund is \$80,214. The anticipated Capital Plan for Fiscal Year 2023 is approximately \$600,000. The Town's Financial Policies call for a balance in this Fund of 1.5% of the Operating Budget. If all the transfers and appropriations are approved under Article 2 of this Warrant, the total Fiscal Year Operating Budget will be \$42,583,462. This would require a Capital Stabilization Fund Balance of \$638,752. Therefore, I am recommending that we transfer \$600,000 from Free Cash to add to this Fund.

Article 5: Transfer Money into the Stabilization Fund

The current balance in the Stabilization Fund is \$2,140,794. Our Financial Policies state that this Fund should have a balance of five (5%) percent of our Operating Budget \$42,583,295. This would require a balance of \$2,129,165. We do not need to add to this fund this year. However, we can discuss whether or not we want to increase the Fund in more detail during the Warrant Public Hearing.

Article 6: Transfer Money into the GDRSD Capital Stabilization Fund

The current balance in the GDRSD Capital Stabilization Fund is \$18,136. The FY 2023 Capital Plan for the District is \$553,411. Therefore, I am recommending that we transfer \$560,000 Free Cash to be added to this Fund.

Article 7: Capital Purchase – Fire Chief’s Vehicle

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. It is recommended that this be appropriated from Free Cash

Article 8: Assessing Software

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. It is recommended that this be appropriated from Free Cash.

Article 9: Community Preservation Funding Accounts

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 as follows:

Continued on next page – Over >

**Select Board
Finance Committee
2021 Fall Town Meeting Expenditures
September 8, 2021
page four**

Article 9 – Continued:

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

Article 10: Amend Article 14, Motion 8 of the 2021 Spring Town Meeting

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 11: Whitney Pond Well Construction

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 the Select Board and Finance Committee at the Public Hearing.

Article 12: Water Treatment Facility Construction

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 to comply with the Iron and Manganese Issue as ordered by the Department of Environmental Protection through a Consent Order located at the Whitney Pond Well Site. The exact cost of construction will be provided to the Select Board and Finance Committee at the Public Hearing.

Select Board
Finance Committee
2021 Fall Town Meeting Expenditures
September 8, 2021
page five

Should the Select Board and Finance Committee agree with all the proposed Free Cash Transfers, we will need to use \$1,276,120, leaving an anticipated Free Cash balance of \$1,070,967. In the Spring of 2022, we will need about \$600,000 in Free Cash to cover Fire Ambulance Transfer, Debt Service, OPEB Trust Fund and Department Head Performance Incentives, leaving a balance of \$470,000 in Free Cash. For the line items that are reoccurring and will be funded through taxation, we will use all of our unexpended tax capacity and be right at the anticipated Levy Limit for Fiscal Year 2023. We had estimated a tax rate of \$18.09 at the Spring Town Meeting. Based on the changes at the Fall Town Meeting that we are recommending and the increase in the excluded debt budget, the anticipated tax rate is \$18.15. The following chart is a breakdown of the anticipated rate:

| | <u>Actual FY 2021</u> | <u>Proposed FY 2022</u> | <u>Dollar Change</u> | <u>Percent Change</u> |
|--------------------------------|---------------------------|-----------------------------|--------------------------|---------------------------|
| Levy Capacity Used* | \$ 32,727,034 | \$ 34,070,485 | \$ 1,343,451 | 4.11% |
| Tax Rate on Levy Capacity Used | \$ 16.53 | \$ 17.08 | \$ 0.55 | 3.33% |
| Average Tax Bill | \$ 8,381 | \$ 8,660 | \$ 279 | 3.33% |
| Excluded Debt | \$ 2,122,284 | \$ 2,140,459 | \$ 18,175 | 0.86% |
| Tax Rate on Excluded Debt | \$ 1.07 | \$ 1.07 | \$ - | 0.00% |
| Average Tax Bill | \$ 542 | \$ 542 | \$ - | 0.00% |
| Final Levy Used | \$ 34,849,318 | \$ 36,210,944 | \$ 1,361,626 | 3.91% |
| Final Tax Rate | \$ 17.60 | \$ 18.15 | \$ 0.55 | 3.12% |
| Average Tax Bill | \$ 8,923 | \$ 9,202 | \$ 279 | 3.12% |

*The FY 2022 Levy Limit includes FY 2021 unexpended tax capacity of \$280,997 and \$14.8 million in New Growth.

I look forward to discussing this in more detail with the Select Board and Finance Committee at Monday's Public Hearing.

MWH/rjb

cc: Patricia DuFresne – Town Accountant
Hannah Moller – Treasurer/Tax Collector
Megan Foster – Principal Assistant Assessor
Michael Bouchard – Town Clerk
Melisa Doig – Human Resources Director
Dawn Dunbar – Executive Assistant

FISCAL YEAR 2022 LEVY LIMIT CALCULATION

Revised: 9/7/2021

I. TO CALCULATE THE FY 2021 LEVY LIMIT

| | | | | |
|-----|--------------------------------|----|------------|--------------------|
| A. | FY 2020 LEVY LIMIT | \$ | 31,932,418 | |
| A1. | ADD AMENDED FY 2020 NEW GROWTH | \$ | - | |
| B. | ADD TWO AND ONE HALF PERCENT | \$ | 798,310 | |
| C. | ADD FY 2021 NEW GROWTH | \$ | 254,642 | |
| D. | ADD FY 2021 OVERRIDE | \$ | - | |
| E. | FY 2021 SUBTOTAL | \$ | 32,985,370 | \$ 32,985,370 |
| F. | FY 2021 LEVY CEILING | \$ | 49,501,872 | FY 2021 LEVY LIMIT |

II. TO CALCULATE THE FY 2022 LEVY LIMIT

| | | | | |
|-----|--------------------------------|----|------------|--------------------|
| A. | FY 2021 LEVY LIMIT | \$ | 32,985,370 | |
| A1. | ADD AMENDED FY 2021 NEW GROWTH | \$ | - | |
| B. | ADD TWO AND ONE HALF PERCENT | \$ | 824,634 | |
| C. | ADD FY 2022 NEW GROWTH | \$ | 260,480 | |
| D. | ADD FY 2022 OVERRIDE | | | |
| E. | FY 2022 SUBTOTAL | \$ | 34,070,485 | \$ 34,070,485 |
| F. | FY 2022 LEVY CEILING | \$ | 49,501,872 | FY 2022 LEVY LIMIT |

Based on \$14.8 million
in New Growth

Revised: 9/7/2021

TOWN OF GROTON, MASSACHUSETTS FY 2022 TOTAL TAX LEVY CALCULATION

| | | |
|---------------------------------|----|------------|
| FY 2022 LEVY LIMIT | \$ | 34,070,485 |
| CAPITAL EXCLUSION | \$ | - |
| DEBT EXCLUSION - TOWN | \$ | 1,656,908 |
| FY 2022 EXCLUDED BOND REDUCTION | \$ | (1,875) |
| DEBT EXCLUSION - SEWER | \$ | - |
| DEBT EXCLUSION - WATER | \$ | - |
| DEBT EXCLUSION - GDRSD | \$ | 485,426 |
| SUB-TOTAL - EXCLUSIONS | \$ | 2,140,459 |
| TOTAL TAX LEVY | \$ | 36,210,944 |

Increased by \$115,156
to reflect first interest
payment on \$8 million
Bond.

Revised: 9/7/2021

**TOWN OF GROTON
FISCAL YEAR 2022
REVENUE ESTIMATES**

| | BUDGETED FY 2021 | ESTIMATED FY 2022 | CHANGE | Final Cherry Sheet Approved for FY 2022 |
|--|----------------------|----------------------|---------------------|---|
| PROPERTY TAX REVENUE | \$ 32,985,370 | \$ 34,070,485 | \$ 1,085,114 | |
| DEBT EXCLUSIONS | \$ 2,070,421 | \$ 2,140,459 | \$ 70,038 | |
| CHERRY SHEET - STATE AID | \$ 950,546 | \$ 1,014,099 | \$ 63,553 | |
| UNEXPENDED TAX CAPACITY | \$ 280,997 | \$ - | \$ (280,997) | |
| LOCAL RECEIPTS: | | | | |
| General Revenue: | | | | |
| Motor Vehicle Excise Taxes | \$ 1,555,341 | \$ 1,750,602 | \$ 195,261 | Increased by \$85,290 to reflect new estimate based on Final FY 2021 Income. |
| Meals Tax and Room Occupancy Tax | \$ 150,000 | \$ 250,000 | \$ 100,000 | |
| Penalties & Interest on Taxes | \$ 110,000 | \$ 120,000 | \$ 10,000 | |
| Payments in Lieu of Taxes | \$ 265,000 | \$ 265,000 | \$ - | |
| Other Charges for Services | \$ 82,000 | \$ 82,000 | \$ - | |
| Fees | \$ 300,000 | \$ 340,000 | \$ 40,000 | |
| Rentals | \$ 40,000 | \$ 28,000 | \$ (12,000) | Eliminated as a Revenue Source (\$5,000) to reflect Trustees Decision to eliminate fines. |
| Library Revenues | \$ 12,000 | \$ - | \$ (12,000) | |
| Other Departmental Revenue | \$ 725,000 | \$ 775,000 | \$ 50,000 | |
| Licenses and Permits | \$ 300,000 | \$ 300,000 | \$ - | |
| Fines and Forfeits | \$ 20,000 | \$ 20,000 | \$ - | |
| Investment Income | \$ 40,000 | \$ 40,000 | \$ - | |
| Recreation Revenues | \$ 491,939 | \$ 600,000 | \$ 108,061 | |
| Miscellaneous Non-Recurring | \$ - | \$ - | \$ - | |
| Sub-total - General Revenue | \$ 4,091,280 | \$ 4,570,602 | \$ 479,322 | Increased by \$11,200 to reflect one time adjustments in the Operating Budget |
| Other Revenue: | | | | |
| Free Cash | \$ 297,090 | \$ 478,799 | \$ 181,709 | |
| Capital Stabilization Fund for GDRSD | \$ 265,172 | \$ 217,298 | \$ (47,874) | |
| Stabilization Fund for Tax Rate Relief | \$ - | \$ - | \$ - | |
| Capital Asset Stabilization Fund | \$ 125,100 | \$ 475,000 | \$ 349,900 | |
| EMS/Conservation Fund Receipts Reserve | \$ 625,000 | \$ 300,000 | \$ (325,000) | |
| Community Preservation Funds | \$ - | \$ - | \$ - | |
| Water Department Surplus | \$ - | \$ - | \$ - | |
| Sewer Department Surplus | \$ - | \$ - | \$ - | |
| Insurance Reimbursements | \$ - | \$ - | \$ - | |
| Coronavirus Recovery Funds | \$ - | \$ 90,000 | \$ 90,000 | To fund Highway Department Employee (salary and benefits) |
| Sub-total - Other Revenue | \$ 1,312,362 | \$ 1,561,097 | \$ 248,735 | |
| WATER DEPARTMENT ENTERPRISE | \$ 1,388,916 | \$ 1,404,564 | \$ 15,648 | |
| SEWER DEPARTMENT ENTERPRISE | \$ 763,301 | \$ 798,747 | \$ 35,446 | |
| LOCAL ACCESS CABLE ENTERPRISE | \$ 214,804 | \$ 215,905 | \$ 1,101 | |
| FOUR CORNER SEWER ENTERPRISE | \$ 32,805 | \$ 68,769 | \$ 35,964 | |
| STORMWATER UTILITY ENTERPRISE | \$ 188,800 | \$ 209,753 | \$ 20,953 | |
| TOTAL ESTIMATED REVENUE | \$ 44,090,804 | \$ 46,054,480 | \$ 1,963,677 | |

TOWN OF GROTON
FISCAL YEAR 2022
TAX LEVY CALCULATIONS

Revised: 9/7/2021

FY 2022 PROPOSED EXPENDITURES

TOWN MANAGER - Proposed Budget

General Government
Land Use Departments
Protection of Persons and Property
Regional School Districts
Department of Public Works
Library and Citizen Services
Debt Service
Employee Benefits

\$ 2,164,282
\$ 431,839
\$ 4,362,268
\$ 25,047,906
\$ 2,293,376
\$ 1,716,160
\$ 1,996,043
\$ 4,571,593

Increased by \$10,872
for adjustments in the
Assessor's and
Treasurer's Budget

Reduced by \$21,017 to
reflect moving ZBA
Wages to Park Budget

Increased by \$91,017
for adding Highway
Department Employee
and moving ZBA Wages
to Parks.

Increased by \$55,600 to
reflect increase in
Library Budget and VSO
Budget.

Sub-Total - Operating Budget

\$ 42,583,467
\$ 42,583,467
\$ 625,000
\$ 2,426,591

Increased by \$55,000 to
reflect FY 22 Shortage
and New Highway
Employee.

Increased by \$115,156
to reflect Bond
Payment.

- A. TOTAL DEPARTMENTAL BUDGET REQUESTS
B. CAPITAL BUDGET REQUESTS
C. ENTERPRISE FUND REQUESTS
D. COMMUNITY PRESERVATION REQUEST

OTHER AMOUNTS TO BE RAISED

1. Amounts certified for tax title purposes
2. Debt and interest charges not included
3. Final court judgments
4. Total Overlay deficits of prior years
5. Total cherry sheet offsets
6. Revenue deficits
7. Offset Receipts
8. Authorized deferral of Teachers' Pay
9. Snow and Ice deficit
10. Other

\$ -
\$ -
\$ -
\$ -
\$ 22,346
\$ -
\$ -
\$ -
\$ -
\$ 100,000

Final Offset for Library
Aid as approved in the
FY 2022 State Budget

- E. TOTAL OTHER AMOUNTS TO BE RAISED
F. STATE AND COUNTY CHERRY SHEET CHARGES
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS

\$ 122,346
\$ 97,077
\$ 200,000

Final State Cherry Sheet
Charges as approved in
the FY 2022 State
Budget

TOTAL PROPOSED EXPENDITURES

\$ 46,054,480

FY 2022 ESTIMATED RECEIPTS

| | | | |
|------------------------------------|----|------------|-------------------|
| ESTIMATED TAX LEVY | | | |
| Levy Limit | \$ | 34,070,485 | |
| Debt Exclusion | \$ | 2,140,459 | |
| | | | |
| A. ESTIMATED TAX LEVY | | \$ | 36,210,944 |
| | | | |
| B. CHERRY SHEET ESTIMATED RECEIPTS | | \$ | 1,014,099 |
| C. LOCAL RECEIPTS NOT ALLOCATED | | \$ | 4,570,602 |
| D. OFFSET RECEIPTS | | \$ | - |
| E. ENTERPRISE FUNDS | | \$ | 2,697,739 |
| F. COMMUNITY PRESERVATION FUNDS | | \$ | - |
| G. FREE CASH | | \$ | 478,799 |
| | | | |
| OTHER AVAILABLE FUNDS | | | |
| 1. Stabilization Fund | | | |
| 2. Capital Asset Fund | \$ | 475,000 | |
| 3. GDRSD Capital Asset Fund | \$ | 217,298 | |
| 4. EMS/Conservation Fund | \$ | 300,000 | |
| 5. Coronavirus Recovery Funds | \$ | 90,000 | |
| | | | |
| H. OTHER AVAILABLE FUNDS | | \$ | 1,082,298 |
| | | | |
| TOTAL ESTIMATED RECEIPTS | | \$ | 46,054,480 |
| | | | |
| FY 2022 SURPLUS/(DEFICIT) | | \$ | (0) |

Revised: 9/7/2021

**TOWN OF GROTON, MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION**

FISCAL YEAR 2022

I. TAX RATE SUMMARY

| | |
|--|------------------|
| la. Total amount to be raised (from IIe) | \$ 46,054,480.45 |
| lb. Total estimated receipts and other revenue sources (from IIIe) | \$ 9,843,536.70 |
| lc. Tax levy (la minus lb) | \$ 36,210,943.76 |
| ld. Distribution of Tax Rates and Levies | |

Increased by \$0.06 to
reflect all changes in
Budget and Receipts

| CLASS | (b) Levy Percentage (from LA -5) | (c) IC above times each percent in col (b) | (d) Valuation by Class (from LA - 4) | (e) Tax Rates (c) x (d) x 1000 | (f) Levy by Class (d) x (e)/1000 |
|---------------|---|---|---|--------------------------------------|--|
| RESIDENTIAL | 94.3682% | \$ 34,171,614.71 | \$ 1,882,527,460.00 | \$ 18.15 | \$ 34,171,614.71 |
| NET OF EXEMPT | | | | | \$ - |
| OPEN SPACE | 0.0000% | \$ - | \$ - | | \$ - |
| COMMERCIAL | 3.7633% | \$ 1,362,718.98 | \$ 75,072,715.00 | \$ 18.15 | \$ 1,362,718.98 |
| NET OF EXEMPT | | | | | \$ - |
| INDUSTRIAL | 0.7170% | \$ 259,646.03 | \$ 14,304,000.00 | \$ 18.15 | \$ 259,646.03 |
| SUBTOTAL | 98.8485% | | \$ 1,971,904,175.00 | | \$ 35,793,979.72 |
| PERSONAL | 1.1515% | \$ 416,964.04 | \$ 22,970,710.00 | \$ 18.15 | \$ 416,964.04 |
| TOTAL | 100.0000% | | \$ 1,994,874,885.00 | | \$ 36,210,943.76 |

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2022

II. AMOUNTS TO BE RAISED

| | | | |
|---|----|---------|------------|
| II a. Appropriations | | \$ | 45,635,057 |
| II b. Other amounts to be raised | | | |
| 1. Amounts certified for tax title purposes | \$ | - | |
| 2. Debt and interest charges not included | \$ | - | |
| 3. Final court judgments | \$ | - | |
| 4. Total overlay deficits of prior years | \$ | - | |
| 5. Total cherry sheet offsets | \$ | 22,346 | |
| 6. Revenue deficits | \$ | - | |
| 7. Offset receipts deficits | \$ | - | |
| 8. Authorized Deferral of Teachers' Pay | \$ | - | |
| 9. Snow and Ice deficit | \$ | 100,000 | |
| 10. Other | | | |
| TOTAL II b. | | \$ | 122,346 |
| II c. State and County Cherry Sheet Charges | | \$ | 97,077 |
| II d. Allowance for Abatements and Exemptions (overlay) | | \$ | 200,000 |
| II e. TOTAL AMOUNT TO BE RAISED | | \$ | 46,054,480 |

III. Estimated Receipts and Other Revenue Sources

III a. Estimated Receipts - State

| | | | |
|---|----|-----------|-----------|
| 1. Cherry Sheet Estimated Receipts | \$ | 1,014,099 | |
| 2. Massachusetts School Building Authority Payments | \$ | - | |
| TOTAL III a. | | \$ | 1,014,099 |

III b. Estimated Receipts - Local

| | | | |
|---------------------------------|----|-----------|-----------|
| 1. Local Receipts Not Allocated | \$ | 4,570,602 | |
| 2. Offset Receipts | \$ | - | |
| 3. Enterprise Funds | \$ | 2,697,739 | |
| 4. Community Preservation Funds | \$ | - | |
| TOTAL III b. | | \$ | 7,268,341 |

III c. Revenue Sources Appropriated for Particular Purposes

| | | | |
|-------------------------------|----|---------|-----------|
| 1. Free Cash | \$ | 478,799 | |
| 2. Other Available Funds | \$ | 992,298 | |
| 3. Coronavirus Recovery Funds | \$ | 90,000 | |
| TOTAL III c. | | \$ | 1,561,097 |

III d. Other Revenue Sources Appropriated Specifically to Reduce the Tax Rate

- 1a. Free Cash...appropriated on or before June 30, 2020
- 1b. Free Cash...appropriated on or after July 1, 2020
2. Municipal Light Source
3. Teachers' Pay Deferral
4. Other Source:

| | | | |
|--------------|--|----|---|
| TOTAL III d. | | \$ | - |
|--------------|--|----|---|

| | | | |
|---|--|----|-----------|
| III e. Total Estimated Receipts and Other Revenue Sources | | \$ | 9,843,537 |
|---|--|----|-----------|

IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

| | | | |
|---|----|------------|------------|
| a. Total Amount to be Raised | | \$ | 46,054,480 |
| b. Total Estimated Receipts and Other Revenue Sources | \$ | 9,843,537 | |
| c. Total Real and Personal Property Tax Levy | \$ | 36,210,944 | |
| d. Total Receipts from All Sources | | \$ | 46,054,480 |

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2022

LOCAL RECEIPTS NOT ALLOCATED

| | | BUDGETED RECEIPTS FY 2021 | ESTIMATED RECEIPTS FY 2022 |
|----|---------------------------------------|--|---|
| 1 | MOTOR VEHICLE EXCISE | \$ 1,555,341 | \$ 1,750,602 |
| 2 | OTHER EXCISE | \$ 150,000 | \$ 250,000 |
| 3 | PENALTIES AND INTEREST ON TAXES | \$ 110,000 | \$ 120,000 |
| 4 | PAYMENTS IN LIEU OF TAXES | \$ 265,000 | \$ 265,000 |
| 5 | CHARGES FOR SERVICES - WATER | \$ - | \$ - |
| 6 | CHARGES FOR SERVICES - SEWER | \$ - | \$ - |
| 7 | CHARGES FOR SERVICES - HOSPITAL | \$ - | \$ - |
| 8 | CHARGES FOR SERVICES - TRASH DISPOSAL | \$ - | \$ - |
| 9 | OTHER CHARGES FROM SERVICES | \$ 82,000 | \$ 82,000 |
| 10 | FEES | \$ 300,000 | \$ 340,000 |
| 11 | RENTAL | \$ 40,000 | \$ 28,000 |
| 12 | DEPARTMENTAL REVENUE - SCHOOLS | \$ - | \$ - |
| 13 | DEPARTMENTAL REVENUE - LIBRARIES | \$ 12,000 | \$ - |
| 14 | DEPARTMENTAL REVENUE - CEMETERIES | \$ - | \$ - |
| 15 | DEPARTMENTAL REVENUE - RECREATION | \$ 491,939 | \$ 600,000 |
| 16 | OTHER DEPARTMENTAL REVENUE | \$ 725,000 | \$ 775,000 |
| 17 | LICENSES AND PERMITS | \$ 300,000 | \$ 300,000 |
| 18 | SPECIAL ASSESSMENTS | \$ - | \$ - |
| 19 | FINES AND FORFEITS | \$ 20,000 | \$ 20,000 |
| 20 | INVESTMENT INCOME | \$ 40,000 | \$ 40,000 |
| 21 | MISCELLANEOUS RECURRING | \$ - | \$ - |
| 22 | MISCELLANEOUS NON-RECURRING | \$ - | \$ - |
| | TOTAL | \$ 4,091,280 | \$ 4,570,602 |

**SELECT BOARD MEETING MINUTES
VIRTUAL MEETING
MONDAY, AUGUST 30, 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; Melisa Doig, HR Director; Patricia Dufresne, Town Accountant

Ms. Pine called the meeting to order at 6:30pm.

6:30PM –REGIONAL TRANSPORTATION DISCUSSION - JOINT MEETING WITH PEPPERELL SELECT BOARD AND SENATOR EDWARD KENNEDY

Senator Edward Kennedy and Ms. Patricia Kirwin-Keilty, Chief of Staff were present along with Mr. David Bradley, Director of LRTA, Mr. Andrew MacLean, Pepperell Town Administrator and Pepperell Select Board Chairperson, Margaret Scarsdale.

Mr. Bradley introduced himself as the Director of the LRTA. He said that he and the Senator had talked about ways in which they could provide public transportation to residents from Groton and Pepperell to the commuter rail in Ayer. Mr. Bradley started by saying that Groton did not expend its full LRTA budget like Pepperell had. He said that Groton was about \$30K under budget right now. Mr. Haddad asked if Groton would use its vans or have LRTA run buses. Mr. Bradley said that he wouldn't envision their buses running through the Towns but more so a transit service. Senator Kennedy asked how many riders Pepperell and Groton anticipated. Mr. Haddad said that was hard to answer adding they hadn't done any research on this. Mr. Cunningham said that their vans had not provided trips to the commuter rail to his knowledge. Mr. Cunningham asked about the roadrunner that used to run throughout Town. Mr. Bradley said that the roadrunner would have been dispatched through the city of Lowell and would have been used more for ADA customers. Mr. Bradley asked if these rides would be during peak travel hours. Mr. Haddad explained the Towns goal of increasing transportation but were beginning the discussion. Ms. Pine explained what the intent of increasing transportation for Groton residents was.

Mr. Degen said he thought the only way to gauge usage would be to run 2 trips from Pepperell and Groton in both the morning and evening. He said that with Indian Hill coming online next year, transportation might be important for concerts also. Senator Kennedy said he thought it would be hard to estimate what ridership would be but thought they could run a pilot program for 6 months and reassess. He asked if this would be possible. Mr. Bradley said that because the funding for Groton was there, the Town should run it through the COA for now. Mr. Haddad asked if they had the drivers available now to do that. Mr. Cunningham said they would have to check with the COA Director. Ms. Pine said she thought the label of it being a COA van would be difficult to get people to see it as anything different.

Mr. MacLean said he thought a pilot plan was a good idea and said that from his experience in Maynard, a program like Cross Town Connect might work best for them. He said that they researched and studied just this same thing in Maynard for 3 years before finalizing the Cross Town Connect program adding he thought they needed to do some research first before piloting a program. He said that Pepperell needed transportation to medical appointments but did not have a demand for commuter transportation. Mr. Bradley said that he thought Mr. MacLean's suggestion was a good one.

Senator Kennedy said that it sounded like they needed to continue these conversations, explore funding and research program such as Cross Town Connect. Senator Kennedy asked if it made sense to meet again in 3 weeks after doing some research. There was a brief discussion about outreach and about the path moving forward.

Mr. Haddad said that before the start of the meeting, it was pointed out that Groton did not have a rep to the LRTA and asked the Board to appoint Ashley Shaheen as the rep to the LRTA.

Mr. Cunningham made a motion to appoint Ashley Shaheen as the Rep to the LRTA. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Cunningham-aye

Ms. Pine read through the agenda items for the remainder of the meeting beginning at 7:20pm.

ANNOUNCEMENTS

Mr. Haddad said that the Board was not meeting next week and asked the Board to consider allowing the Town Manager and one member to sign warrants for the next 2 weeks. Mr. Haddad said he would also be giving an update on the vaccination status of employees.

Mr. Cunningham asked the public to get in touch with the Town Manager's office if interested in commuter rail transportation. Ms. Pine added also seeking comments on an increase in public transportation also.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that he had received a memorandum from the Historical Commission requesting that Joshua Vollmar be appointed to the Historical Commission. Mr. Haddad said he was nominating Mr. Vollmar for appointment and respectfully requested that the Select Board accept this nomination and appoint Mr. Vollmar to the Commission. Ms. Pine said she thought this was an excellent appointment to make and was happy to see he was nominated. Mr. Cunningham agreed.

Mr. Cunningham moved to accept the Town Manager's nomination of Joshua Vollmar and that they appoint him to the Historical Commission. Ms. Manugian seconded the motion. Mr. Haddad said that the appointment was going to be through June 30, 2024. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Cunningham-aye

2. Mr. Haddad said he had appointed Elizabeth Harris as a Lifeguard at the Groton Country Club through Labor Day and respectfully requested that the Select Board consider ratifying this appointment.

Ms. Manugian moved to affirm the Town Manager's appointment of Elizabeth Harris as a Lifeguard at the Country Club. Mr. Degen seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Cunningham-aye

3. Mr. Haddad said that the Public Hearing on the Warrant was scheduled for Monday, September 13, 2021. He said he had still not received the Articles from the Planning Board, but expected them within the next week.

Mr. Haddad said that the Board needed to make a final determination on whether or not to go forward with the Article proposed by the Diversity Task Force to amend the Town Seal by removing the words "Holy Bible" from the Book on the Seal. Mr. Haddad said it was currently on the warrant as a placeholder. Ms. Pine said she spoke with the Chair of the Diversity Task Force and debated bringing this forward or waiting but decided it was best to bring it forward to the Fall Town Meeting. Mr. Cunningham said he wasn't keen on bringing this forward at this time adding because he thought it would be somewhat divisive, they should wait until the spring. Ms. Manugian said she favored putting this on the Fall Town Meeting warrant and thought the timing was right. Mr. Degen said he was in favor of the concept of the Town debating this but thought public outreach and education needed to be done first. He said that they needed to have that and should therefore defer until the spring. Ms. Pine said that it was unclear how, who, when that should happen and asked if the Diversity Task Force should do that. Mr. Degen said that if they brought it back to the Task Force for their discussion on how best this be done was the right thing to do. Ms. Pine said if they were postponing this because it was controversial, she didn't think that was the best way to go. Ms. Pine said she had heard people say that they should keep bringing this up until it was passed adding she wasn't sure people would change their minds between now and the spring. Mr. Cunningham said he wasn't sure how far they were going to go to sanitize history and didn't relate this to examples Ms. Pine provided such as some statutes that had been looked at and ultimately taken down across the country. He said that the Bible was not a bad book adding it talked about other religions within it. Mr. Degen said that Mr. Cunningham's statement about the Bible talking about diversity and other religions had changed his mind adding there was also a lot of negative in the Bible. He said he wanted to see this brought forward in the fall. Mr. Reilly said he didn't want to see this brought to Town Meeting at all.

Ms. Manugian moved to bring forward the article removing the words Holy Bible from the Town Seal to the Fall Town Meeting. Mr. Degen seconded the motion.

Mr. Degen cited Mr. Green's intent of the Town Seal when he originally developed it. Mr. Reilly said he thought they should remove the plow from the seal and should also bring that forward to the Town Meeting adding he was not a farmer which the plow historically had represented. He said he thought they were throwing away a lot of history by bringing this change forward.

Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-nay; Cunningham-nay. The motion carried 3-2 in favor.

Mr. Haddad said that the Board also needed to make a determination on whether or not to require that masks be worn during Town Meeting adding that the meeting would be held indoors at the Performing Arts Center.

Ms. Manugian moved that they require that masks be worn indoors at Town Meeting. Mr. Cunningham seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Cunningham-aye

Ms. Pine asked if there were going to be distancing requirements if they held it inside. Mr. Haddad said that the PAC sat 800 people if they filled each seat, but could look at distancing people. There was a discussion about holding this outside and if distancing was required.

Mr. Degen moved that the Select Board hold the Fall Town Meeting on October 23rd beginning at 9am outdoors with the rain date being on Saturday, October 30th. Ms. Manugian seconded the motion.

Mr. Degen amended his motion for the rain date to be Sunday, October 24th. Ms. Manugian seconded the amended motion.

Ms. Pine said she was prepared to wait before voting on this allowing additional time to see what the Delta variant did. Mr. Cunningham asked if they could change their mind as time and information presented itself. Mr. Haddad asked if masks would be required outdoors. The Board said they would be required.

Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Cunningham-aye

There was a brief discussion about the Planning Board articles and whether public hearings by the Planning Board were forth coming.

4. Mr. Haddad said that he attended the Planning Board meeting last Thursday with Ms. Pine and Mr. Reilly to discuss the intersection redesign of Prescott Common. He said that Tom Delaney was able to work out a plan to address all concerns and hoped to have a final draft plan at the end of this week for final approval.
5. Mr. Haddad said that he wanted to let the Select Board know that they had now received fifty (50%) percent of the Coronavirus Relief Funds (\$1.6 mill). He said that the first expenditures of these funds would be for the School Department and the Communications Tower Project. He said that because they also had the County allotment, they could go forward with the payment to their employees in December as voted by the Board. Mr. Haddad said that he was wondering if they could also spend the money on adding a new Highway employee. Mr. Haddad said he would continue to update the Board on the Coronavirus Relief Budget as more information became available.

Mr. Degen asked if Dunstable had voted to allocate matching funds to the GDRSD. Mr. Haddad said he wasn't sure. Mr. Degen said he would vote contingent on finding that out. Ms. Manugian asked about the plan for the Highway position moving forward. Mr. Haddad said that \$360K would be the max amount they would use for this position with the goal of working this position in the budget so that at the end of 4 years it would be included in the budget. Mr. Degen asked what other projects were planned for with this ARPA funding. Mr. Cunningham said he just received word Dunstable was going to be setting aside matching funds. Ms. Manugian said there was no harm in making it contingent.

Mr. Haddad asked the Board to authorize them to spend half the ARPA funding on the payment to GDRSD contingent on Dunstable authorizing its share, money for the tower project, the DPW position, and employee pay in December. Mr. Degen made the motion as stated by Mr. Haddad with a limit not to exceed \$1.12M. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Cunningham-aye

6. Mr. Haddad reviewed the Board's meeting schedule through the beginning of January 2022. He said that they would be meeting pretty much every week with a couple of exceptions.

SELECT BOARD ITEMS FOR CONSIDERATION

1. Mr. Haddad said he had provided the Board with a final draft lease with the Friends of Prescott for Prescott School. He said that it would take effect on September 1, 2021 and would last for three years. Mr. Haddad said that since the Board approved the Lease last Fall, they changed 3 items.

- a. Included the front and rear lawn areas to the Premises Description (Section 1.1). Added wording that the Select Board has the right to revoke the use of the rear lawn should the Town decide to put in a municipal lot (Section 2.1).
- b. Added wording that should the Friends wish to extend the lease for an additional three (3) year period, they need to notify the Select Board at least six months prior the expiration (Section 3.1).
- c. Added Select Board Member Peter Cunningham to the signature page.

Mr. Haddad respectfully requested that the Select Board approve this Lease adding it would go into effect on September 1, 2021.

Ms. Manugian moved that they approve the 3-year lease with the Friends of Prescott as amended and presented. Mr. Cunningham seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Cunningham-aye

OTHER BUSINESS

1. Mr. Haddad asked the Board to authorize a member of the Board and the Town Manager sign off on the warrants for the next 30 days.

Mr. Degen made the motion that he and the Town Manager be designated to sign warrants for up to the next 30 days. Mr. Cunningham seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-abstain; Reilly-aye; Cunningham-aye

2. Mr. Haddad said that he thought when he brought up the mandatory vaccination a few weeks ago but was wrong adding they were the leaders. He said that based on the vote, they had been working with their employees but going into tomorrow all but one employee had either scheduled their vaccine or would be fully vaccinated by tomorrow. He congratulated their employees and thanked them. He said that should this one employee not follow through; they would be terminated on Wednesday.
3. Mr. Robertson said that the Select Board and Finance Committee needed to talk about the FY23 budget guidance before the end of October. Mr. Haddad said he would talk to the Chair and plan a date to have this joint meeting adding he was waiting for a final new growth number before they could look at revenue projections.

MINUTES

Mr. Cunningham moved to approve minutes of regularly scheduled meeting of August 23, 2021. Mr. Reilly seconded the motion. Roll Call: Pine-aye; Manugian-abstain; Degen-abstain; Reilly-aye; Cunningham-aye

Mr. Cunningham said that the Fire Department was holding their drive-thru chicken dinner on Labor Day and encouraged people to sign up to purchase one. Ms. Pine said that the boy scouts would still be holding their annual yard sale on Labor Day.

Ms. Pine adjourned the meeting at 8:17pm.

Approved: _____
Peter S. Cunningham, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: