



## 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, OCTOBER 18, 2021  
AGENDA  
SELECT BOARD MEETING ROOM  
2<sup>nd</sup> FLOOR  
GROTON TOWN HALL**

6:00 P.M.      Executive Session – In Joint Session with the Finance Committee – Pursuant to M.G.L., c. 30A, §21(a), Clause 3 – “To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares – Purpose – Collective Bargaining Preparation

7:00 P.M.      Regular Meeting Commences - Announcements and Review Agenda for the Public

7:05 P.M.      Public Comment Period

I.      7:06 P.M.      Town Manager’s Report

1. Town Manager’s Explanation of Agenda Items
2. Consider Ratifying the Town Manager’s Appointment of Gale Risdon as a Custodian for the Department of Public Works
3. Review Last Minute Town Meeting Preparation Including Review of Motions and Article Assignments
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 Approving an Earth Removal Exemption for the Whitney Pond Wells Water Treatment Plan

III.      7:15 P.M.      In Joint Session with the Finance Committee – Develop and Approve Budget Guidance for the Town Manager to Prepare the Fiscal Year 2023 Proposed Operating Budget

### 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 October 4, 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:** *October 18, 2021*

### TOWN MANAGER'S REPORT

1. Please note that Monday's meeting will begin at 6:00 p.m. with an Executive Session in joint session with the Finance Committee to discuss strategy with respect to the upcoming negotiations with all seven of our Unions. The regular meeting will commence at 7:00 p.m. 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 continue its joint session with the Finance Committee to provide the Town Manager with guidance with respect to the development of the Fiscal Year 2023 Operating Budget. Enclosed with this report is a memorandum I prepared that provides the Board with the Finance Team's current revenue projections and budget priorities for FY 2023. Members of the Finance Team will be present at Monday's meeting to discuss this in more detail with both the Select Board and Finance Committee.
2. As you know, there is a vacancy in one of our custodial positions. We have advertised for the vacancy and both Melisa Doig and Tom Delaney are recommending that I appoint Gale Risdon of Groton to this vacancy. Enclosed with this report is a copy of Ms. Risdon's application for your review and consideration. I have in fact made this appointment and would respectfully request that the Board consider ratifying this appointment at Monday's meeting.
3. As you know, the 2021 Fall Town Meeting is scheduled to take place on Saturday, October 23, 2021 at 9:00 a.m. The meeting is currently scheduled to take place outdoors at the Middle School Track behind the Florence Roche Elementary School. The Select Board will be meeting with Moderator Jason Kauppi on Thursday, October 21<sup>st</sup> at 10:00 a.m. (by Zoom) to determine whether or not to stay outdoors, or move the meeting inside to the Performing Arts Center. In addition, enclosed with this report are the final motions for your review, along with the proposed article assignments. We can discuss all of this in more detail at Monday's meeting.

**Select Board**  
**Weekly Agenda Update/Report**  
**October 4, 2021**  
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4. Please see the update to the Select Board's Meeting Schedule through the end of the year:

Thursday, October 21, 2021	- Meet with Moderator to Determine Location of Town Meeting (10:00 a.m. by Zoom)
Saturday, October 23, 2021	2021 Fall Town Meeting
Monday, October 25, 2021	No Meeting (after Town Meeting)
Monday, November 1, 2021	- Review Town Manager's Budget Guidance
Monday, November 8, 2021	Regularly Scheduled Meeting
Monday, November 15, 2021	Regularly Scheduled Meeting
Monday, November 22, 2021	- Potential Date for Tax Classification Hearing
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. The Groton Water Department is seeking a Certificate of Exemption to remove 2250 cubic yards of earth material associated with the construction of the Whitney Pond Wells Water Treatment Plant. Enclosed with this report is a memorandum from the Earth Removal Inspector providing the Board with a recommendation to approve the exemption (with conditions) based on a determination from the Earth Removal Stormwater Advisory Committee. I would respectfully request that the Board consider approving this exemption at Monday's meeting.

MWH/rjb  
enclosures



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board  
Finance Committee*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Budget Guidance – Fiscal Year 2023*

**Date:** *October 7, 2021*

The purpose of this memorandum is to provide information to the Select Board and Finance Committee to assist in setting the Town Manager's Budget Guidance for Fiscal Year 2023.

In setting the anticipated levy limit for FY 2023, we first need to figure out the final FY 2022 Levy Limit. At this time, new growth has not been certified by the Department of Revenue, so we cannot give you the final levy for FY 2022 and need to use our best estimates. To that end, the Assessors have informed me that they believe that new growth for FY 2022 will be certified at \$15.8 million, which will add \$278,080 to the Fiscal Year 2022 Levy. The following is the calculation that will need to be updated (if necessary) once the new growth and values are certified by the Department of Revenue:

### TO CALCULATE THE FY 2022 LEVY LIMIT

FY 2021 LEVY LIMIT	\$	32,985,370
ADD AMENDED FY 2021 NEW GROWTH	\$	-
ADD TWO AND ONE HALF PERCENT	\$	824,634
ADD FY 2022 NEW GROWTH	\$	278,080
ADD FY 2022 OVERRIDE	\$	-
FY 2022 SUBTOTAL	\$	34,088,084

The FY 2022 subtotal of \$34,088,085 will be the basis for calculating the estimated Fiscal Year 2023 Levy Limit to assist the Select Board and Finance Committee in providing Budget Guidance to the Town Manager.

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**Finance Committee**  
**Budget Guidance – Fiscal Year 2023**  
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In order to determine budget estimates for next year, I met with the Town's Finance Team, which is made up of me, Town Accountant Patricia DuFresne, Town Treasurer/Tax Collector Hannah Moller, Assistant Town Treasurer/Tax Collector Michael Hartnett, Principal Assistant Assessor Megan Foster, Town Clerk Michael Bouchard, Human Resources Director Melisa Doig and Executive Assistant Dawn Dunbar.

The first item we addressed was a State Aid Estimate. Given the fact that we are five months from the Governor submitting his budget and nine months from the Legislature debating and approving the budget, we have decided to level fund State Aid (\$1,014,099) at this time. Next, we addressed developing a new growth estimate for Fiscal Year 2023. To assist us in this review, we asked Land Use Director/Town Planner Takashi Tada, Building Commissioner Robert Garside and Assistant Assessor Ravilla Garthe to join us to discuss various projects before the Planning Board and Building Department to determine what we can expect for new growth in Fiscal Year 2023. Some of the projects that have either been approved by the Planning Board, or are in the process of being approved, include:

1. Shepley Hill
2. Hayes Woods
3. Village Meadows
4. Redevelopment of Deluxe Property
5. Completion of Robin Hill Subdivision

This is a short list of projects that we reviewed in developing our new growth estimate. Based on this, we are comfortable with estimating at least \$15 million in new growth, which will generate approximately \$272,000 in tax revenue for FY 2023 based on the current estimated tax rate for FY 2022. The following is our preliminary calculation in the FY 2023 Levy Limit:

**TO CALCULATE THE FY 2023 LEVY LIMIT**

FY 2022 LEVY LIMIT	\$	34,088,084
ADD AMENDED FY 2022 NEW GROWTH	\$	-
ADD TWO AND ONE HALF PERCENT	\$	852,202
ADD FY 2023 NEW GROWTH	\$	272,250
ADD FY 2023 OVERRIDE		
FY 2023 SUBTOTAL	\$	35,212,536

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The final area of review was estimated receipts. In Fiscal Year 2022, we estimated \$4,558,094. In developing our estimated receipts for FY 2023, we reviewed the actual receipts based on a three-year, five-year and ten-year average. I have attached a copy of this spreadsheet to this memorandum for your review and consideration. Based on this review, we made the following adjustments to estimated receipts in FY 2023:

1. **Motor Vehicle Excise Taxes** – While the five-year average is \$1,774,069, we decided to level fund this estimate for FY 2023 at this time. The main reason for this decision is what is going on industry wide with the manufacturing of new vehicles. There is a shortage in computer chips and other similar items that have made it very difficult to build new cars. We are worried that this has limited the number of new vehicles purchased in 2021, which will impact the first commitment of 2022. We can revisit this once the first commitment is released in January, 2022.
2. **Meals Tax/Room Occupancy Tax** – We have seen a significant rebound in both these categories. Based on this, we have increased this estimate by \$100,000 in FY 23 to \$350,000.
3. **Penalties & Interest on Taxes** – This is a double edge sword. Due to our high tax collection rate, we have seen this estimate go down over the last three years (five-year average \$140,367 – three-year average \$114,769). Based on this, we reduced this line item by \$10,000 to \$110,000.
4. **Payments in Lieu of Taxes** – We have increased this line item by \$35,000 to \$300,000 in anticipation of negotiations with our non-profits. This should be considered a placeholder at this time.
5. **Other Departmental Revenue** – This line item has been increased by \$25,000 to \$800,000 in anticipation of the reimbursement from the Enterprise Funds increasing due to an anticipated increase in Health Insurance.
6. **Fines and Forfeits** – We have increased this line item by \$5,000 to \$25,000 based on the average receipts over the last three years.
7. **Investment Income** – We have increased this estimate by \$10,000 to \$50,000 in anticipation of an increase in interest based on the amount held from the bonding of the Florence Roche Elementary School Project.

All told, we are anticipating an increase in Estimated Receipts in FY 2023 of \$173,000 and are estimating a total of \$4,731,094. The following chart shows a comparison of the current FY 2022 Estimated Receipts and our anticipated revenues for FY 2023:

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	BUDGETED FY 2022	ESTIMATED FY 2023	CHANGE
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,738,094	\$ 1,738,094	\$ -
Meals Tax and Room Occupancy Tax	\$ 250,000	\$ 350,000	\$ 100,000
Penalties & Interest on Taxes	\$ 120,000	\$ 110,000	\$ (10,000)
Payments in Lieu of Taxes	\$ 265,000	\$ 300,000	\$ 35,000
Other Charges for Services	\$ 82,000	\$ 90,000	\$ 8,000
Fees	\$ 340,000	\$ 340,000	\$ -
Rentals	\$ 28,000	\$ 28,000	\$ -
Library Revenues	\$ -	\$ -	\$ -
Other Departmental Revenue	\$ 775,000	\$ 800,000	\$ 25,000
Licenses and Permits	\$ 300,000	\$ 300,000	\$ -
Fines and Forfeits	\$ 20,000	\$ 25,000	\$ 5,000
Investment Income	\$ 40,000	\$ 50,000	\$ 10,000
Recreation Revenues	\$ 600,000	\$ 600,000	\$ -
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
<b>Sub-total - General Revenue</b>	<b>\$ 4,558,094</b>	<b>\$ 4,731,094</b>	<b>\$ 173,000</b>

Taking all of this into consideration, we are anticipating an increase in revenues in Fiscal Year 2023 of \$1,297,451, or 3.18%, which is in line with previous years' estimates developed this early in the process.

The approved FY 2022 Operating Budget (including proposed appropriations at the 2021 Fall Town Meeting) is \$39,836,071 (this excludes debt, capital and one-time free cash appropriations). Our estimated revenues would allow an overall increase in the budget of 3.25%.

Prior to the Select Board and Finance Committee developing your budget guidance for Fiscal Year 2023, I would like to call to your attention to the actual municipal and school spending over the last five Fiscal Years (FY 2017 through FY 2022). The following is an analysis of the Municipal Operating Budget from FY 2017 through FY 2022; the Groton Dunstable Operational Assessment from FY 2017 through FY 2022; and the actual Groton Dunstable Operating Budget from FY 2017 through FY 2022. Please note that Debt and Capital spending has been removed from these budgets:

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<u>Fiscal Year</u>	<u>Municipal Operating</u>	<u>Increase</u>	<u>Percent Change</u>	<u>GDRSD Operating*</u>	<u>Increase</u>	<u>Percent Change</u>
2017	\$ 13,399,033			\$ 18,399,093		
2018	\$ 13,816,235	\$ 417,202	3.11%	\$ 19,038,970	\$ 639,877	3.48%
2019**	\$ 14,516,266	\$ 700,031	5.07%	\$ 20,215,428	\$ 1,176,458	6.18%
2020	\$ 14,868,033	\$ 351,767	2.42%	\$ 21,264,294	\$ 1,048,866	5.19%
2021	\$ 15,175,486	\$ 307,453	2.07%	\$ 22,020,595	\$ 756,301	3.56%
2022	\$ 15,348,045	\$ 172,559	1.14%	\$ 23,481,350	\$ 1,460,755	6.63%
<b>Grand Total Increase</b>		<b>\$ 1,949,012</b>			<b>\$ 5,082,257</b>	
<b>Average Yearly Increase</b>		<b>\$ 389,802</b>			<b>\$ 1,016,451</b>	
<b>Average Percentage Increase</b>		<b>2.76%</b>			<b>5.01%</b>	

\* Town of Groton Assessment (78% of Total Operating Assessments)

\*\* Major Municipal increase based on adding four (4) additional full time Firefighters

<u>Fiscal Year</u>	<u>GDRSD Total Operating</u>	<u>Increase</u>	<u>Percent Change</u>
2017	\$ 33,308,614		
2018	\$ 34,195,742	\$ 887,128	2.66%
2019	\$ 35,937,670	\$ 1,741,928	5.09%
2020	\$ 38,067,577	\$ 2,129,907	5.93%
2021	\$ 39,430,292	\$ 1,362,715	3.58%
2022	\$ 41,326,909	\$ 1,896,617	4.81%
<b>Grand Total Increase</b>		<b>\$ 8,018,295</b>	
<b>Average Yearly Increase</b>		<b>\$ 1,603,659</b>	
<b>Average Percentage Increase</b>		<b>4.41%</b>	



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As I have stated over the last month, I am recommending that the Select Board and Finance Committee make a commitment to the Municipal Budget in Fiscal Year 2023 and allow for a greater than two and one half (2½%) percent increase in spending. There are five specific areas that I would like the Select Board and Finance Committee to focus on prior to setting budget guidance. They are as follows:

1. **Collective Bargaining** – The Select Board and Finance Committee will be meeting in Executive Session on October 18<sup>th</sup> prior to meeting in open session. Given the sensitive nature of this item, I will provide both the Select Board and Finance Committee with a specific recommendation during the Executive Session.
2. **Fire Department** – In both his Fiscal Year 2021 and Fiscal Year 2022 budget messages, Chief Steele McCurdy has stated that the Fire Department *“needs to continue its efforts to recruit on-call personnel, but simultaneously add career personnel at key times to best serve the community.”* In his FY 2022 Budget Message, Chief McCurdy stated that *“with fire prevention activities remaining high for the department, the need for a fire prevention specialist exists. This would be an additional position working a weekday schedule to ensure that public education and code enforcement issues are handled in a timely fashion. This position would concentrate on the notion that some of the most effective public safety measures are accomplished through preventing emergencies before they even happen. Ideally the fire prevention position would be in place by 2025, however if major development whether commercial or residential such apartments could dictate a quicker timeline. The dwindling availability of call firefighters will also continue to pressure the department. As development continues, the community needs to keep in mind that additional career staffing will likely be needed. The exact timeframe will really be determined by the availability of call firefighters and EMT’s coupled with the growth in calls within the community.”* Based on this, and with the potential redevelopment of the Deluxe Property, coupled with the complex work needed to close out Groton Hill Music, the need for additional fire prevention personnel is of paramount importance. I would like to add this to the FY 2023 budget. The cost of this position (with benefits) would be around \$100,000.
3. **Council on Aging** - As you know, we recently hired Ashley Shaheen as our new Council on Aging Director. I asked her to do a top to bottom review of the organization and inform me of any changes that she felt would be in the best interest of the Council on Aging Department moving forward. When she began, there was a vacancy in the Activity/Volunteer Coordinator Position. We purposely did not fill that position to allow Ashley the opportunity to review and determine if any changes in the job description would be needed. Ashley recently finished her review and has recommended that the job of Volunteer Coordinator be eliminated and a new position entitled Community Engagement Specialist be instituted.

**Continued on next page – Over >**

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**Budget Guidance – Fiscal Year 2023**  
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3. **Council on Aging - Continued:**

For your information, I have attached a copy of the new job description to this memorandum. This new position will allow for enhanced community connection and to provide more programming and services to our residents. I enthusiastically support this new position. The Activity/Volunteer Coordinator's position was a 30 hour per week position and classified as a Grade 4 position. Given the additional responsibilities of the new position, Ashley would like to see this position increased to 40 hours. In addition, it has been graded as a Grade 8 position. In Fiscal Year 2022, we have sufficient funding to pay for this new position as the Activity/Volunteer Coordinator's Position has been vacant for the last three months. In Fiscal Year 2023, it will require an additional appropriation of \$20,000 to pay the anticipated annual salary of the new position.

In addition, Ashley believes that coverage for part-time administrative duties needs to be added to the budget. The Council on Aging is the only Department in Town that does not have this kind of support. I would like to add a 19 hour per week Departmental Assistant to the COA Budget in FY 2023. This position will cost an additional \$21,000 annually (it will not be a benefited position). Since the Groton Center opened to the public, its use increased and the added hours is crucial to allowing the Department to best serve the public. Ashley is developing a more detailed justification for these two new positions. I will provide this to the Board under separate cover. Currently, the Council on Aging and Senior Van Budget is 0.6% of the overall budget, yet seniors make up the fastest growing segment of our population. An additional \$41,000 to support our seniors is a crucial and important use of new revenues.

4. **Health Insurance** – At this time, we are planning on setting aside eight (8%) percent for Health Insurance increases in FY 2023, or \$148,844.
5. **County Retirement** – According to the Middlesex County Retirement Board, Groton can expect an increase of 6.3%, or \$150,272 in FY 2023.
6. **Groton Dunstable Regional School District Assessment** – I have not had the opportunity to meet with the School Superintendent and Business Manager to discuss their anticipated needs for Fiscal Year 2023. That said, as shown in the Chart above, the average increase of the School District's Assessment over the last five years has been 5.01%. If this trend continues, that would require an increase in the Assessment in FY 2023 of \$1,176,416, which would take most of the anticipated new revenues to fund and leave the Municipal Budget needing to be level funded for the second consecutive year.

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The following chart shows our best estimate at what spending in FY 2023 looks like at this time to assist you in developing your guidance:

<b><u>Category</u></b>	<b><u>Amount Needed</u></b>
Collective Bargaining	TBD
Fire Department	\$ 100,000
Council on Aging	\$ 41,000
Health Insurance	\$ 148,844
County Retirement	\$ 150,272
GDRSD Operational Assessment (5.01%)	\$ 1,176,416
<b>Total Needed</b>	<b>\$ 1,616,532</b>
Anticipated New Revenues	<b>\$ 1,297,451</b>
Current Deficit*	<b>\$ 319,081</b>

\*The Deficit does not include funding that will be needed for collective bargaining.

I hope you find this information helpful as you deliberate on developing FY 23 Budget Guidance for the Town Manager. The Finance Team and I look forward to discussing this with you in more detail at your joint meeting of October 18<sup>th</sup>. In the meantime, please feel free to reach out to me with any additional questions or concerns in advance of the meeting.

MWH/rjb

cc: Patricia DuFresne – Town Accountant  
Hannah Moller – Town Treasurer/Tax Collector  
Michael Hartnett – Assistant Town Treasurer/Tax Collector  
Megan Foster – Principal Assistant Assessor  
Michael Bouchard – Town Clerk  
Melisa Doig – Human Resources Director  
Dawn Dunbar – Executive Assistant  
Dr. Laura Chesson – Superintendent of Schools  
Sherry Kersey – School Business Manager

enclosures

G/F Revenue Tracking															2022 Budget	2023 Proposed
ACTUAL Revenue	2017		2018		2019		2020		2021		3 year Avg	5 year Avg	10 year Avg	% of budget		
Personal Property Tax	\$372,355		\$411,731		\$401,867		\$391,899		\$399,334		\$397,700	395,437	401,361	48.85%	404,284.50	404,284.50
Real Estate Tax	\$29,471,239		\$30,620,558		\$31,496,759		\$32,874,890		\$34,266,733		\$32,879,461	31,746,036	28,837,919	47.40%	35,824,259.50	36,948,710.50
Bond Premium Amort Exc Debt																
Tax Title	\$146,623		\$378,762		\$99,310		\$53,191		\$59,182		\$70,561	147,413	137,456			
Foreclosures/Deferrals	\$12,556				\$30,765		\$12,049				\$14,271	11,074	10,023			
Rollback Taxes	\$9,678				\$25,037						\$8,346	6,943	5,862			
Taxes: Subtotals	\$30,012,451		\$31,411,051		\$32,053,738		\$33,332,029		\$34,725,249		\$33,370,339	32,306,904	29,392,622	47.54%	\$36,228,544	\$37,352,995
Motor Vehicle Excise	\$1,717,507		\$1,807,342		\$1,791,544		\$1,718,243		\$1,835,708		\$1,781,832	1,774,069	1,634,310	15.70%	1,738,094.00	1,738,094
Boat Excise Tax (FY18 start date)			\$1,179		\$1,717		\$58		\$2,101		\$1,292	1,011	505			
Misc Taxes : Local Room Tax							\$45,994		\$36,958		\$27,651	16,591	8,295		75,000.00	100,000
Misc Taxes : Local Meals Tax	\$133,961		\$138,384		\$168,570		\$172,096		\$144,283		\$161,650	151,459	90,909	25.88%	175,000.00	250,000
Penalties and Interest on Taxes	\$113,583		\$243,944		\$109,578		\$93,835		\$140,895		\$114,769	140,367	126,579	52.25%	120,000.00	110,000
PILOTS	\$225,690		\$279,194		\$281,907		\$242,168		\$399,707		\$307,927	285,733	249,436	28.47%	265,000.00	300,000
CC Lease	\$0		\$7,969		\$3,475		\$0				\$1,158	2,289	1,544			
Pub Safety (dunstable) Other Chgs	\$67,000		\$69,542		\$68,815		\$79,319		\$85,246		\$77,793	73,984	71,475	0.55%	82,000.00	90,000
Fees:																
Gen Govt	\$88,975		\$86,435		\$100,669		\$84,147		\$124,009		\$102,942	96,847	84,915	55.13%	76,000	76,000
Pub Safety	\$2,691		\$1,640		\$2,205		\$2,340		\$300		\$1,615	1,835	2,610	5.33%	3,000	3,000
DPW	\$307,877		\$329,283		\$284,536		\$249,980		\$304,752		\$279,756	295,285	301,794	64.08%	257,000	257,000
Health Services( includes Van Rides)	\$3,151		\$3,364		\$2,571		\$2,011		\$211		\$1,598	2,262	2,373	3.95%	2,000	2,000
Library	\$3,166		\$2,871		\$2,176		\$1,850		\$0		\$1,342	2,013	2,245	0.00%	2,000	2,000
Fees - Subtotals	\$405,859		\$423,593		\$392,157		\$340,328		\$429,273		\$387,252	398,242	393,938	60.47%	\$340,000	340,000
Recreation (Colub)	\$442,346		\$462,714		\$552,570		\$323,711		\$661,208		\$512,496	488,510	491,797	40.23%	600,000.00	600,000
Rental:	\$43,481		\$45,301		\$49,291		\$49,900		\$47,190		\$48,794	47,033	39,912	55.10%	28,000.00	28,000
Fines:																
Gen Govt	\$3,856		\$5,830		\$5,355		\$5,191		\$7,705		\$6,084	5,587	6,735	61.70%	5,000.00	10,000
Pub Safety	\$20,140		\$15,448		\$12,333		\$14,593		\$15,064		\$13,997	15,516	19,855	34.37%	15,000.00	15,000
Library	\$11,095		\$11,072		\$10,395		\$7,620		\$779		\$6,265	8,192	11,011	7.00%	0.00	
Fines - Subtotals	\$35,090		\$32,350		\$28,083		\$27,404		\$23,548		\$26,345	29,295	37,601	33.31%	\$20,000	\$25,000
Licenses & Permits:																
Gen Govt	\$2,613		\$2,352		\$1,912		\$5,606		\$7,224		\$4,914	3,941	3,796	0.83%	3,000	3,000
Alcohol	\$22,650		\$31,145		\$28,130		\$27,950		\$27,750		\$27,943	27,525	23,162	0.00%	18,000	18,000
Pub Safety&Bldg	\$474,857		\$672,306		\$372,895		\$411,684		\$429,062		\$404,547	472,161	400,041	52.94%	271,500	271,500
Health/DPW	\$10,042		\$13,864		\$10,406		\$9,995		\$975		\$7,125	9,056	9,018	9.67%	7,500	7,500
Public Beach	\$0		\$0		\$0		\$0								0	0
L & P - Subtotals	\$510,162		\$719,667		\$413,343		\$455,235		\$465,011		\$444,530	512,683	436,017	48.16%	\$300,000	\$300,000
Interest/Investment Income:	\$19,916		\$28,830		\$94,991		\$44,398		\$39,470		\$59,620	45,521	30,024	35.80%	40,000.00	50,000
Other Depts: benefit reimburse	\$646,736		\$966,347		\$911,930		\$750,831		\$1,149,325		\$937,362	885,034	766,730	54.93%	775,000.00	800,000
Miscellaneous non-recurring	\$400		\$602		\$28,705		\$21,887		\$23,407		\$24,666	15,000	43,050			
State:																
Lottery	\$744,520		\$773,847		\$741,811		\$881,378		\$822,557		\$815,249	792,823	735,486	40.73%	851,347	851,347
Loss of Taxes	\$64,962		\$64,900		\$62,117		\$83,627		\$80,008		\$75,251	71,123	68,445	41.51%	92,782	92,782
Quinn																
Reimb Exemptions for Elderly	\$26,185		\$18,072		\$17,976		\$14,558		\$14,558		\$15,697	18,270	17,524	26.29%	19,744	19,744
Misc. Non-Recurring State Aid	\$241		\$1,174		\$59,241				\$19,747		\$19,747	12,131	6,066			
Veteran Welfare	\$27,659		\$25,348		\$27,017		\$37,460		\$25,893		\$30,123	28,675	30,263	40.59%	27,880	27,880
LRTA Van Reimb/Library Aid	\$49,481		\$44,313		\$52,890		\$62,188		\$32,603		\$49,227	48,295	43,847		22,346	22,346
State - Subtotals	\$913,049		\$927,654		\$961,052		\$1,079,211		\$975,619		\$1,005,294	971,317	901,631	40.75%	\$1,014,099	\$1,014,099
Total ALL Actual Revenue	\$35,287,229		\$37,565,662		\$37,911,466		\$38,776,646		\$41,184,200		\$39,289,479	\$38,144,030	\$34,715,870		\$41,800,737	\$43,098,188
Schedule A filing:	\$35,287,229	3.71%	37,565,662	6.46%	37,911,466	0.92%	38,776,647	2.28%	41,184,201	6.21%						
crossfoot	\$0		\$0		(\$0)		(\$1)		(\$1)							
Local Receipts Actuals	\$4,361,330		\$5,226,958											33.81%	\$4,558,094	\$4,731,094

**The Groton Center  
Council on Aging  
Community Engagement Specialist**

**Statement of Duties:**

The Community Engagement Specialist supports the Director in the planning and management of all social, educational, recreational, fitness, volunteer programs and trips organized by The Groton Center. The Community Engagement Specialist's main responsibility is to develop new programming opportunities while maintaining existing ones by identifying and engaging community partners in line with the mission/vision of the Council on Aging.

**Supervision:**

Works under the general supervision of the Council on Aging Director.

Performs varied and responsible duties that require initiative and independent judgment in conducting service programs, supervising volunteers, and assisting and supporting participants.

**Job Environment:**

Work is generally performed at The Groton Center

Operates computer, telephone and standard office machines.

Makes frequent contact with COA Staff, program participants, volunteers, and community organizations which may require perceptiveness and persuasion.

Employee has access to confidential information regarding program participants.

Errors in judgment could result in loss of service, lower standards of service to the participants and negative public relations for the town.

**Essential Duties:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Makes all arrangements for presentations, events, and outings; and will supervise events to ensure they run smoothly

The Community Engagement Specialist through community feedback, interactions with colleagues, research, and training, recommends; and develops popular as well as evidenced based programs and activities based on best practices and reflecting the diverse needs, interests and abilities of older adults

Recruits qualified instructors; paid and volunteer. Fills identified positions at The Groton Center under direction of Council on Aging Director. May lead certain activities if appropriate, needed and time permitting.

Observes and assists in evaluating instructors and programs using personal observation, class feedback, attendance reports and other means

Coordinates, organizes, and maintains activity supply closets and inventory

Develops volunteer opportunities within the Groton Center and connects within the larger community

Works collaboratively with the Council on Aging Staff to develop ideas for involving the community in the work of The Groton Center

Produce weekly write-ups for the Council on Aging news columns of local newspapers and develops in collaboration with The Council on Aging Director the bi-monthly newsletter, and assists with the overall marketing of programs and events

Proficient knowledge of Excel, Word, Publisher and MySeniorCenter preferred

Strict adherence to confidentiality

Candidate must be available to work some evenings and occasional weekend hours

In addition to these essential duties, it is expectation of all COA Staff to handle heavy telephone and walk-in traffic; greet visitors, provide tours and answer questions; provide clients with information and assists with registration for all Groton Center events and programs via My Senior Center/ My Active Center (online database), provide support as needed to all of the COA Staff to ensure successful events and programs, and a positive experience for all visitors/callers/instructors; engage in periodic training related to Senior Center operations and team approach to day-to-day operations and overall functions

Other duties as assigned by the Council on Aging Director

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Associate's degree (A.A.) or Bachelors (B.S.) in health or social services, or equivalent from a two-year college or technical school preferred; or one to three years related experience and/or training as an activity professional. Previous experience developing programs, managing volunteers or working with community organizations is preferred.

#### **Knowledge, Ability and Skill:**

**Knowledge:** Knowledge of recreational, educational and wellness activity planning.



**Ability:** Ability to work in fast-paced and often demanding environment. Ability to develop effective and constructive working relationships with program participants, volunteers/instructors, service providers, and the general public in both a group and private setting. Ability to assess the needs of participants and design and coordinate appropriate programs. Ability to manage crises and sensitive issues. Ability to maintain confidential participant information and work in a team relationship with the Council on Aging Staff.

**Skill:** Detailed oriented and proficient in a variety of computer applications including Microsoft Office, Powerpoint, Publisher, Spreadsheets. Strong planning and organizational skills. Strong interpersonal and problem-solving skills. Exhibit high public relation skills.

### **Physical Requirements:**

Frequent physical activity throughout the workday is required; strength and agility to participate in carrying out all activities, including exercise. Must be able to reach, stand and walk for long periods of time. The employee is occasionally required to climb or balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move more than 50 pounds. All physical senses i.e., smell, sight, etc., must be adequate.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

Updated 8/2018

To: Mark Haddad, Town Manager

CC: Melisa Doig, Human Resources Director

From: Ashley Shaheen, Council on Aging Director

Date: August 27, 2021

Memo: Justification for Increased Staffing

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In the fall of 2019, The Groton Center opened as the key venue to home the Groton Council on Aging (Town Department) and to provide a space for citizen groups, non-profit organizations and for-profit groups to conduct meetings and events.

According to the Town Clerk based on the 2020 federal census (including minors) the population of Groton is 11,315 and 25% of the Town's residents are aged 60 and over and an additional 1914 residents are between 50-59 age demographic. The primary user group of The Groton Center is older adults. The Groton Council on Aging (COA) serves as the community focal point promoting independence of older adults, through information and referral, support, health and wellness, socialization and education. We provide opportunities for all individuals as they age by leveraging resources, developing a sustainable future and engaging in strong partnerships and collaborations.

In addition to the Groton COA, The Groton Center provides opportunity for community groups and organizations to utilize the building and is the venue for a community-wide (all ages) speakers series co-sponsored by the Groton COA and Rivercourt Residences.

When The Groton Center opened in fall of 2019, we witnessed a 58.9% increase of duplicated users and a 45.9% increase of unduplicated users. *(Statistics based on a 4-month comparison as shortly after the building opened, the building closed due to the pandemic)*. The COA's growth is comparable to many other COAs that have moved into stand-a-lone centers. For example, in Wellesley, when the Wellesley COA moved into the stand-a-lone Tolles Parsons Center, the data captured at the 6-month mark indicated participation rates increased by 63% and the event occurrences increased by 41%. The same holds true for the Needham COA once they moved into the Center at the Heights as they had significant program registration within their first full year at the Center; their Line Dancing Class increased by 48%; Senior Strength increased by 50%; and Zumba increased by 50%. Even though Council on Aging Departments throughout the commonwealth operated differently over the past 18+ months, we continued to provide essential services to those we serve. To combat the effects of the pandemic the Groton COA, along with support from Representative Sheila Harrington, Friends of the Groton Elders and Friends of Nashoba Hospital, initiated a community-wide campaign, Groton Connects: "Together We Can End Loneliness", to raise awareness of the impact of loneliness and isolation. The Groton Center is open and we are continuing to scale up by reimagining



programming and developing additional opportunities for residents. With a “bricks and clicks” model in mind COA programming and services will continued to be offered on multiple platforms.

Based in research the request for increased staffing is justified as the projected growth of the aging population and the trajectory of continued success of The Groton Center is clearly evident. I am asking for your support to elevate the former Activity/Volunteer Coordinator position at 30 hours per week to a Community Engagement Specialist at 40 hour per week position for this current fiscal year and a 19-hour per week Departmental Assistant in FY23 as we re-build the staff infrastructure for a renewed Groton Center. These positions are essential to optimally carry out the mission of our work.

This move forward is an example of our belief to be forward thinking, innovative and inventive; and to address the aging services challenges of the present day while projecting into the future. Over the next year, the COA will be working hard to further expand program offerings and anticipates steady increases in program participation, volunteerism, social service (*which is an important aspect of what we do especially with the emotional trauma and financial upheaval some people are experiencing due to the continuing effects of the pandemic*), and overall enhanced community outreach and connection.

Ashley Shaheen

Groton Council on Aging Director



## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450  
978-448-1145

### Application for Employment

Please read before filling out this application

Thank you for your interest in employment with the Town of Groton. The Town of Groton is an Equal Opportunity/Affirmative Action Employer. The Town affords equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, age, military status, veteran status, disability, sexual preference, or gender.

Date: 9/9/2021

#### PERSONAL INFORMATION

Name: Gale Risdon

Address: [REDACTED]

City/Town: [REDACTED] State: Ma Zip Code: 01450

Telephone: [REDACTED]

Cell phone: [REDACTED]

Email address: [REDACTED]

#### GENERAL INFORMATION

Position applying for: Dept of Public Works Custodian II

Date available to start: 9/13/2021

Are you available: ☒ Full Time ☒ Part Time ☐ Temp until \_\_\_\_\_

☒ Days ☐ Evenings ☐ Weekends ☐ Year Round ☐ Seasonal \_\_\_\_\_

Referral source: ☐ Newspaper ad ☐ Online ad ☐ Walk-in

☐ Bulletin board ☐ School ☒ Town website ☐ Other

Name of source: \_\_\_\_\_

Are you over the age of 18? ☒ Yes ☐ No

Have you filed an application here before? ☐ Yes ☒ No If yes, give date \_\_\_\_\_

Have you ever volunteered for the Town of Groton before? ☐ Yes ☒ No

Have you ever been employed here before? ☐ Yes ☒ No If yes, give date \_\_\_\_\_

Were you in the U.S. Armed Forces? ☐ Yes ☒ No

If yes, which branch? \_\_\_\_\_ Dates of service: From: \_\_\_\_\_ To: \_\_\_\_\_

## EDUCATION

High School <u>Groton-Dunstable Regional High</u>	Circle Last Year Completed 1 2 3 <u>4</u>	
Complete Address		
	Graduated <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Major Course
College	Major Course of Study	Circle Last Year Completed 1 2 3 4
Complete Address		
	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Certificate Received
Other Schools or Specialized Training	Major Course of Study	Circle Last Year Completed 1 2 3 4
Complete Address		
	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Certificate Received

Scholastic Honors, Scholarships, Etc. \_\_\_\_\_

Do you intend to continue your Education? ☐ Yes ☒ No

If yes, give details: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Complete all information in full. A resume may not be substituted but may be included as a supplement.

Begin with your most recent employment, including any present employment. Your present employer will not be contacted without your permission. You may include any verifiable work performed such as military service or volunteer activities. Any gaps in employment must be briefly explained.

Employer Name, Address, Phone: Deluxe 500 main st Groton ma.

Job Title & Work Performed: office support clerk / helped Carl  
with facilities: picked up mail snow removal / furniture moving

Supervisor: Norm McCoy

Dates Employed: 12/18/1978 / 11/23/2022 Scheduled hours per week: 40

Reason for Leaving: Building shut Down May we contact? ☒ Yes ☐ No

Employer Name, Address, Phone: \_\_\_\_\_

Job Title & Work Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Scheduled hours per week: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact? ☐ Yes ☐ No

Employer Name, Address, Phone: \_\_\_\_\_

Job Title & Work Performed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Scheduled hours per week: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact? ☐ Yes ☐ No

May we contact your present employer? ☐ Immediately ☐ After acceptance of employment

☒ No If no, please explain: not working

*If you need additional space please attach an additional page.*

#### REFERENCES (Please exclude relatives)

Give the name of three professional or work-related references:

Name	Company	Title	Years Acquainted	Telephone No.
Norm McCoy	Deluxe	management facilities		[REDACTED]
Carl Amador	Deluxe Bio Services	facilities		[REDACTED]
Richard Aguerkis	Hales Village	Landscaper with my Dad		[REDACTED]
Lillian Racicot				[REDACTED]

## Job-Related Skills and Aptitudes

List computer skills:

basic

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Please list professional, trade or organizations of which you are a member. You may omit those which indicate race, color, religion, sex, national origin, or any other legally protected status.

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Certification and Licenses: List any professional licenses, registrations or certifications that you possess.

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### Driver's Licenses

Please list all licenses you possess that relate to the position you seek. A valid license is a condition of employment where required.

License	Yes/No	If yes, enter state of issue, number, and expiration date
Valid driver's license (Class D Auto)	Yes	MASS / [REDACTED] [REDACTED]
Valid CDL license (Class A or B)	no	
Valid Hydraulic License	no	
Other:		

## Other Information

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? Yes: ☒ No: ☐

## POLYGRAPH TESTS

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability." MGL Ch. 149, Section 19B

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## **AGREEMENT / AUTHORIZATION**

NOTE: If you have any questions regarding the following statements, please ask before signing.

I hereby certify that the information on this application and all other information otherwise provided is true and correct. I understand that any misrepresentation or omissions will result in denial or termination of employment at any time.

I understand that receipt of this application and the granting of an interview does not imply that a job offer be extended. I agree that the Town of Groton shall not be liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions or answers made by me on this application

If employed, I understand and agree that unless I am hired into a position falling within a bargaining unit, or unless otherwise provided by law, I would be employed on an at-will basis. This means that either the Town of Groton or I may end the employment relationship at any time for any or no reason.

I authorize the Town of Groton to verify statements on my employment application and/or resume and any other information I have provided, to make inquiries regarding my employment, education, and criminal or driving record and to obtain any and all information it deems necessary in order to evaluate my application for employment. I authorize any employer, school, and/or other individual or entity that has knowledge of me or my records to release such information to and communicate freely with The Town of Groton. In consideration of the Town of Groton's review of my application for employment, I hereby release any individual, entity, and the Town of Groton from all claims or liabilities whatever that might arise from the inquiry into or disclosure of such information, including claims under any federal, state, or local civil rights law and any claims for defamation or invasion of privacy.

I am submitting this application with the full knowledge that any offer of employment may be contingent upon my successfully passing any screening test specifically required by local, state or federal law. Such testing may include, but is not limited to, drug screening and fitness for duty. I freely and voluntarily agree to participate in such screenings as required.

Public Law 99-603 requires the Town of Groton to demonstrate a "good faith effort" in complying with the illegal alien employment statutes. Should you be hired for a position with the Town of Groton, you will be required to present evidence of employment eligibility.

Signature of Applicant: Gale Rison Date: 9/9/2021

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*Town of Groton is an Equal Opportunity Employer.*

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Final 11/21/2006  
Updated 8/2011  
Updated 9/2017

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

**ARTICLE 1: PRIOR YEAR BILLS**

**Mover: Alison Manugian**

**MOTION:** I move that the sum of \$11,601.72 be transferred from the Excess and Deficiency Fund (Free Cash) for the purpose of paying a prior year fiscal bill from Nitsch Engineering.

**Quantum of Town Meeting Vote:** 4/5th's Majority

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**ARTICLES 2, 3, 4, 5, 6, 7, 8, 9 & 10 – CONSENT MOTION**

**Mover: Joshua Degen**

**MOTION:** I move that the town take affirmative action on Articles 2, 3, 4, 5, 6, 7, 8, 9 & 10, pursuant to the motions as set forth in the Town Meeting Information Handout for this Meeting, without debate and in accordance with the action proposed under each motion, provided however that if any voter requests the right to debate a specific motion, then said motion shall be debated and voted upon separately.

**Quantum of Town Meeting Vote:** Majority

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**ARTICLE 2: AMEND FY 2022 TOWN OPERATING BUDGET**

**BUDGET MOTIONS:**

**MOTION 1:** I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:

**GENERAL GOVERNMENT:** By increasing the General Government Appropriation from \$2,153,410 to \$2,169,374 so as to: increase Line Item 1060 – "Board of Assessors Salaries" by \$1,200, from \$80,000 to \$81,200; increase Line Item 1070 – "Treasurer/Tax Collector Salaries" by \$53,138 from \$85,000 to \$138,138; and decrease Line Item 1071 – "Treasurer/Tax Collector Wages" by \$38,374 from \$115,693 to \$77,319; And to transfer the sum of \$10,520 from the Excess and Deficiency Fund (Free Cash), and, further, to raise and appropriate from the Fiscal Year 2022 tax levy and other general revenues of the Town the sum of \$5,444 to fund said increases.

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**MOTION 2:** I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:

**LAND USE DEPARTMENTS:** By decreasing the Land Use Departments Appropriation from \$452,856 to \$431,839 so as to decrease Line Item 1220 – “Zoning Board of Appeals Wages by \$21,017 from \$21,017 to \$0.

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**MOTION 3:** I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:

**DEPARTMENT OF PUBLIC WORKS:** By increasing the Department of Public Works from \$2,202,359 to \$2,293,376 so as to: increase Line Item 1501 – “Highway Department Wages” by \$70,000 from \$656,364 to \$726,364; and increase Line Item 1560 “Parks Department Wages by \$21,017 from \$0 to \$21,017; And to transfer the sum of \$70,000 from the American Rescue Plan Act Appropriation, and, further to raise and appropriate from the Fiscal Year 2022 tax levy and other general revenues of the Town the sum of \$21,017 to fund said increases.

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**MOTION 4:** I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:

**LIBRARY AND CITIZEN’S SERVICES:** By increasing the Library and Citizen’s Services Appropriation from \$1,660,560 to \$1,715,760 so as to: increase Line Item 1620 – “Veteran’s Service Officer Salary by \$200 from \$6,000 to \$6,200; and increase Line Item 1661 – “Library Wages” by \$55,000 from \$279,389 to \$334,389; And to transfer the sum of \$200 from the Excess and Deficiency Fund (Free Cash), and, further, to raise and appropriate from the Fiscal Year 2022 tax levy and other general revenues of the Town the sum of \$55,000 to fund said increases.

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**MOTION 5:** I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:

**DEBT SERVICE:** By Increasing the Debt Service Appropriation from \$1,880,887 to \$1,996,043 so as to increase Line Item 2002 – “Debt Service – Long Term Debt – Interest – Excluded” by \$115,156 from \$471,752 to \$586,908; And to raise and appropriate from the Fiscal Year 2022 tax levy and other general revenues of the Town the sum of \$115,156 to fund said increase.

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**MOTION 6:** I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:



**EMPLOYEE BENEFITS:** By Increasing the Employee Benefits Appropriation from \$4,516,593 to \$4,571,593 by increasing Line Item 3010 – “Employee Benefits – Health Insurance/Employee Expenses by \$55,000 from \$1,805,544 to \$1,860,544; And to transfer the sum of \$20,000 from the American Rescue Plan Act Appropriation, and, further to raise and appropriate from the Fiscal Year 2022 tax levy and other general revenues of the Town the sum of \$35,000 to fund said increases.

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**ARTICLE 3: TRANSFER – WITHIN WATER ENTERPRISE FUND**

**MOTION:** I move that the sum of \$150,000 be transferred from the Water Enterprise Fund Surplus to the Fiscal Year 2022 Water Enterprise Department Budget for general expenses.

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**ARTICLE 4: TRANSFER – CAPITAL STABILIZATION FUND**

**MOTION:** I move that the sum of \$600,000 be transferred from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Capital Stabilization Fund.

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**ARTICLE 5: TRANSFER – STABILIZATION FUND**

**MOTION:** I move that Article 5 be Indefinitely Postponed.

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**ARTICLE 6: TRANSFER – GDRSD CAPITAL STABILIZATION FUND**

**MOTION:** I move that the sum of \$560,000 be transferred from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Groton Dunstable Regional School District Capital Stabilization Fund.

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**ARTICLE 7: CAPITAL PURCHASE – FIRE CHIEF’S VEHICLE**

**MOTION:** I move that the sum of \$70,000 be transferred from the Excess and Deficiency Fund (Free Cash), 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.

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**ARTICLE 8: ASSESSING SOFTWARE**

**MOTION:** I move that the sum of \$35,000 be transferred from the Excess and Deficiency Fund (Free Cash), 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.

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## **ARTICLE 9: COMMUNITY PRESERVATION FUNDING ACCOUNTS**

**MOTION:** I move 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

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## **ARTICLE 10: AMEND ARTICLE 14, MOTION 8 OF 2021 SPRING TOWN MEETING**

**MOTION:** I move 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.

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## **ARTICLE 11: WHITNEY POND WELL SITE CONSTRUCTION Mover: Tom Orcutt**

**MOTION:** I move that Seven Hundred Thousand Dollars (\$700,000) be appropriated, 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; that to meet this appropriation, the Treasurer, with the approval of the Select Board, be authorized to borrow the sum of \$700,000, under and pursuant to G.L. c. 44, §8(5), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and, further, that the Town Manager be authorized to contract for the accomplishment of the foregoing purpose, including the expenditure of all appropriated funds and any funds received from any source for such purchase, and, further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Quantum of Town Meeting Vote: 2/3's Majority**

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**ARTICLE 12: WATER FACILITY CONSTRUCTION****Mover: Tom Orcutt**

**MOTION:** I move that Ten Million Eighty-Two Thousand Dollars (\$10,082,000) be appropriated, 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, that to meet this appropriation, the Treasurer, with the approval of the Select Board, be authorized to borrow the sum of \$10,082,000, under and pursuant to G.L. c. 44, §8(4) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and, further, that the Town Manager be authorized to contract for the accomplishment of the foregoing purpose, including the expenditure of all appropriated funds and any funds received from any source for such purchase, and, further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Quantum of Town Meeting Vote: 2/3's Majority**

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**ARTICLE 13: SPECIAL LEGISLATION – TOWN CLERK****Mover: Rebecca Pine**

**MOTION:** I move 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 set forth under Article 13 in the Warrant for the 2021 Fall Town Meeting.

**Quantum of Town Meeting Vote: Majority**

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**ARTICLE 14: EXTEND CENTER SEWER DISTRICT****Mover: John Reilly**

**MOTION:** I move 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.

**Quantum of Town Meeting Vote: Majority**

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**ARTICLE 15: ZONING AMENDMENT – UDPATE**

**Mover: Russell Burke**

**MOTION:** I move to amend the Code of the Town of Groton, Chapter 218, Zoning, as set forth under Article 15 in the Warrant for the 2021 Fall Town Meeting.

**Quantum of Town Meeting Vote: 2/3's Majority**

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**ARTICLE 16: ZONING AMENDMENT – MARIJUANA**

**Mover: Peter Cunningham**

**MOTION:** I move to amend the Code of the Town of Groton, Chapter 218, Zoning, as set forth under Article 16 in the Warrant for the 2021 Fall Town Meeting.

**Quantum of Town Meeting Vote: 2/3's Majority**

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**ARTICLE 17: CITIZENS' PETITION**

**Mover: Don Black**

**MOTION:** I move 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.

**Quantum of Town Meeting Vote: 2/3's Majority**

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**TOWN OF GROTON**  
**Earth Removal Stormwater Advisory Committee**  
173 Main Street  
Groton, Massachusetts 01450  
Telephone (978) 448-1105  
FAX: (978) 448-1113

**MEMORANDUM**

**DATE:** October 13, 2021

**TO:** Select Board

**FROM:** *mc*  
Michelle Collette, Earth Removal Stormwater Inspector

**RE:** Whitney Pond Wells Water Treatment Plant  
Earth Removal Exemption

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The Earth Removal Stormwater Advisory Committee reviewed the Request for a Certificate of Exemption the Town of Groton Water Department to remove 2250 cubic yards of earth material associated with the construction of the Whitney Pond Wells Water Treatment Plant. The Committee determined that the removal of material qualifies as an exemption under Chapter 134, Section 10, of the Code of the Town of Groton, because the excess material results from construction of the water treatment plant. The Committee granted Stormwater Management Permit #2021-03 for the project on September 9, 2021.

The Committee voted unanimously to recommend that the Select Board grant the exemption to remove up to 2250 cubic yards of earth material from the site with the following standard conditions:

1. No operating on site before 7:00 AM or after 5:00 PM unless the Select Board determine otherwise.
2. Loaded trucks shall depart from the site only within such hours as the Select Board, after consultation with the Police Chief, may prescribe in the interest of public safety.
3. The public roadway must be cleaned at the end of the workday.
4. Applicant shall notify the Earth Removal Stormwater Inspector prior to commencement of activity.
5. Slope of stockpiles shall not exceed 2:1.
6. Stockpiles shall be stabilized with non-invasive, fast-germinated seed such as annual rye.
7. Appropriate dust control measures to be undertaken at all times.

# ENVIRONMENTAL PARTNERS

October 1, 2021

Rebecca Pine, Chair  
Select Board

Attn. Request for Certificate of Exemption: Earth Removal By-Law  
173 Main Street  
Groton, MA 01450

**RE: Whitney Pond Wells Water Treatment Plant  
Request for Certificate of Exemption: Earth Removal By-Law  
Town of Groton, MA**

Dear Ms. Pine,

Environmental Partners (EP), on behalf of the Town of Groton (Town) Water Department, enclosed herein a Request for Certificate of Exemption from Section 10 of the Earth Removal By-Law (Chapter 134). EP respectfully requests approval for a General Contractor to perform earthwork necessary to construct the proposed water treatment plant (WTP) and associated site features on 864 Lowell Road, Groton, MA (Map 250, Lot 96). The 22.45 acre site selected for the WTP currently contains two existing groundwater wells and pumping stations used for the Town's public water supply. The site is located to the northeast of Whitney Pond. This letter is supported with the following attachments:

- Request for Certificate of Exemption
- Civil Existing Conditions Plan (Drawing C-2)
- Civil Demolition and Erosion Control Plan (Drawing C-3)
- Civil Utility Site Plan (Drawing C-4)
- Civil Grading and Layout Plan (Drawing C-6)

## PROJECT DESCRIPTION

The proposed project includes the construction of a new water treatment plant to address elevated levels of manganese (Mn) at the Whitney Pond Wells. The proposed 1.73 million gallon per day (MGD) WTP will be located on 864 Lowell Road, along the access road to the north of the existing well pumping stations. Some of the major elements of the proposed WTP include a pre-engineered metal building with control room, toilet, and breakroom/kitchen; backwash waste pumping station; two residuals handling lagoons; a stormwater infiltration system; and a 2,000 gallon underground precast tight tank.

## EARTHWORK & CALCULATIONS

The construction of the proposed WTP project will require approximately 2,250 cubic yards of earth to be removed from the site. Per the Town of Groton's request, this material will be excavated and

then reused or hauled off site during construction to the Groton Department of Public Works site at 600 Cow Pond Brook Road.

Earthwork analysis was completed using AutoCAD Civil 3D. The existing grade surface was compared to the finished grade surface, resulting in a fill volume of 2,360 cubic yards and a cut volume of 4,150 cubic yards. This surface-to-surface comparison did not factor in the earth removal required for the building foundation footings or the backwash waste pumping station. Therefore, the earth removal required for these items were calculated separately and added to the cut volume. The earth removal required for the building foundation footings and the backwash waste pumping station was 50 cubic yards and 410 cubic yards, respectively. This resulted in a total cut volume of 4,610 cubic yards. Therefore, the final estimated earthwork required for the proposed construction resulted in a net cut of 2,250 CY ( $4,150 + 410 + 50 - 2,360 = 2,250$ ). As previously stated, this excess material will be disposed of at the Department of Public Works site.

If you have any questions or need any additional information, please contact me at 617-657-0977 or by email at [cpg@envpartners.com](mailto:cpg@envpartners.com).

Sincerely,



Environmental Partners Group, Inc.

Christopher P. Grillo, P.E.

Project Manager

O: 617.657.0977

E: [cpg@envpartners.com](mailto:cpg@envpartners.com)

Cc: Dave Patangia, P.E., Environmental Partners  
Bob Rafferty, P.E., Environmental Partners  
Michael Ohl, P.E., Comprehensive Environmental, Inc. (Project OPM)  
Thomas Orcutt, Town of Groton Water Superintendent

**REQUEST FOR CERTIFICATE OF EXEMPTION  
EARTH REMOVAL BY-LAW, CHAPTER 134, SECTION 10 EXEMPTIONS**

Name of Landowner: Town of Groton Water Department  
(Tom Orcutt, Water Superintendent)

Address: 173 Main Street  
Groton, MA 01450

Telephone Number: (978) 448-1122

Location of Property: 864 Lowell Road

Assessor's Lot: Map 250, Lot 96 Zoning District: P

Definitive Subdivision plan, if any:

N/A

Quantity (in cubic yards) of material to be removed: 2,250 CY - see cover letter for calculations  
(Please attach supporting calculations)

Type of earth material to be removed: Sand and gravel  
(sand, gravel, rock, loam, muck, peat)

Reason for earth removal and why you believe it qualifies as an exemption:

Earth removal is required to accommodate the installation of the proposed water treatment plant  
(WTP) building foundation, backwash waste pump station, stormwater infiltration basin, and  
residuals-handling lagoons. These design features are vital for the proper functioning of the  
WTP and were required for various local/state permitting efforts.

Destination of material to be removed: Groton Department of Public Works (Tom Delaney)  
600 Cow Pond Brook Road, Groton, MA 01450

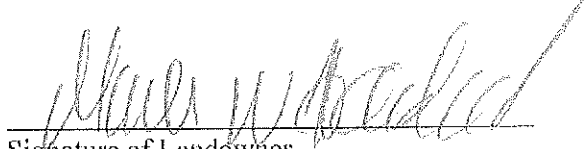
Description of reclamation plan: N/A



(over)

Please attach 1 original and 9 copies of the sketch plan (with dimensions) showing Items 1 – 8 in the regulations.

I, Mark Haddad, hereby agree that removal of earth materials from the above-referenced property shall be done in conformance with the Earth Removal By-Law, Chapter 134, Section 10 Exemptions, the Earth Removal Regulations, and with this application. I have read and agree to comply with the Earth Removal By-Law and Earth Removal Regulations.

  
Signature of Landowner

10/4/21  
Date

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**For Selectmen's Office Use**

Date application received: \_\_\_\_\_

Application forwarded to departments for comment: \_\_\_\_\_

Comments received from:

Earth Removal Inspector: \_\_\_\_\_ Building Inspector: \_\_\_\_\_

Planning Board: \_\_\_\_\_ Conservation Commission: \_\_\_\_\_

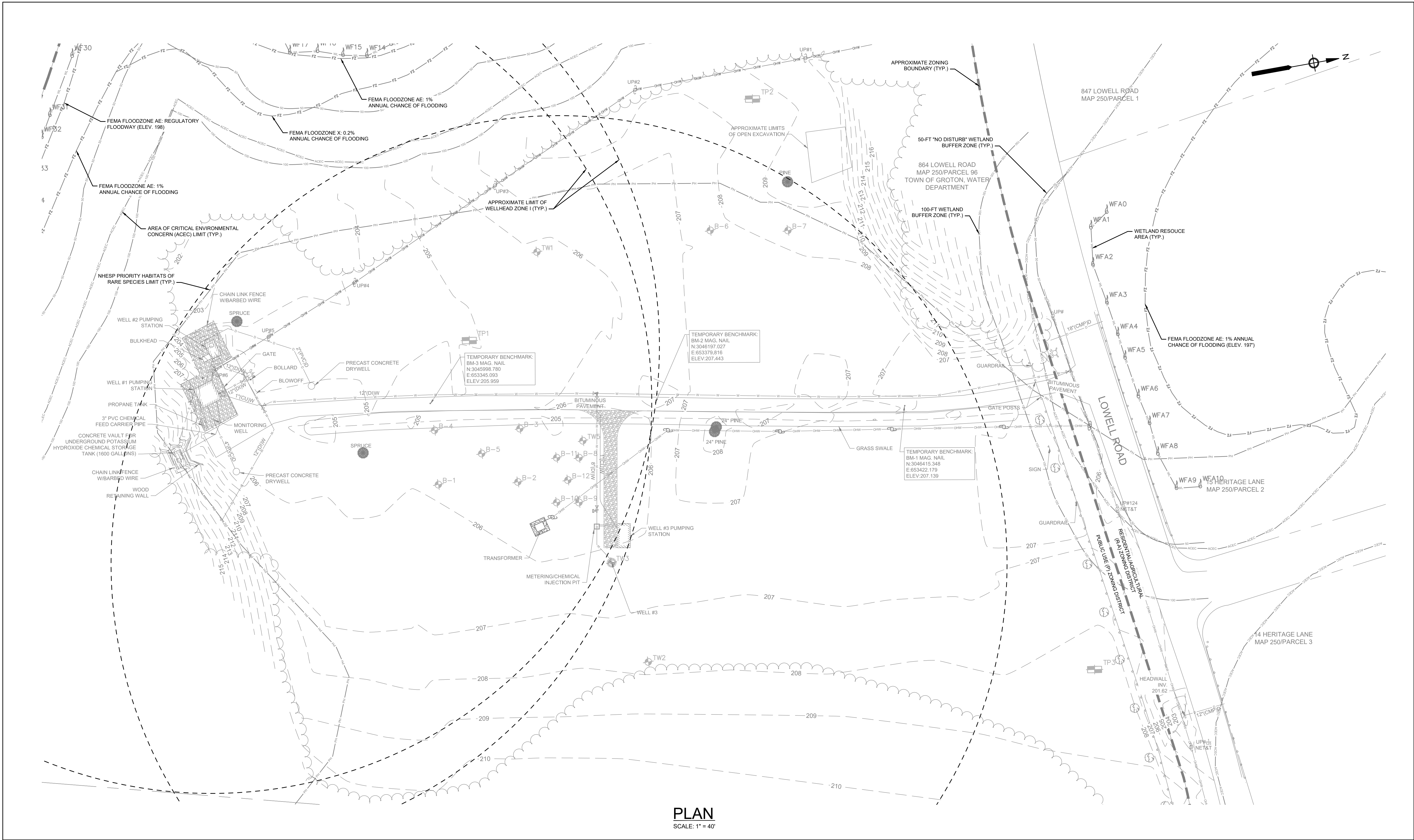
Board of Health: \_\_\_\_\_ Highway Surveyor: \_\_\_\_\_

Police Chief: \_\_\_\_\_ Fire Chief: \_\_\_\_\_



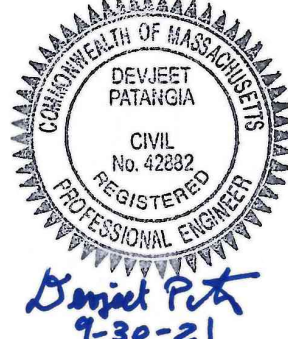
Water Department: \_\_\_\_\_ Others: \_\_\_\_\_

Date of issuance of Certificate of Exemption: \_\_\_\_\_

Expiration date (one year from date of issuance): \_\_\_\_\_



PLAN  
SCALE: 1" = 40'

			<table><tr><td>MARK</td><td>DATE</td><td>DESCRIPTION</td></tr><tr><td> </td><td> </td><td> </td></tr></table>	MARK	DATE	DESCRIPTION				<table><tr><td>Scale</td><td>1" = 40'</td></tr><tr><td>Date</td><td>OCTOBER 2021</td></tr><tr><td>Job No.</td><td>306-2005</td></tr><tr><td>Designed by</td><td>MEPA</td></tr><tr><td>Drawn by</td><td>MEPA</td></tr><tr><td>Checked by</td><td>DNRP</td></tr><tr><td>Approved by</td><td>RJR</td></tr></table>	Scale	1" = 40'	Date	OCTOBER 2021	Job No.	306-2005	Designed by	MEPA	Drawn by	MEPA	Checked by	DNRP	Approved by	RJR	<div>THIS LINE IS ONE INCH LONG WHEN PLOTTED AT FULL SCALE ON A 22" X 34" DRAWING</div>	<table><tr><td colspan="2">WHITNEY POND WELLS WATER TREATMENT PLANT TOWN OF GROTON, MA</td></tr><tr><td colspan="2">CIVIL EXISTING CONDITIONS PLAN</td></tr></table>	WHITNEY POND WELLS WATER TREATMENT PLANT TOWN OF GROTON, MA		CIVIL EXISTING CONDITIONS PLAN		<table><tr><td>FOR PERMITTING</td></tr><tr><td>Sheet No.</td></tr><tr><td>C-2</td></tr></table>	FOR PERMITTING	Sheet No.	C-2
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**SELECT BOARD MEETING MINUTES  
FROM THE CENTER  
MONDAY, OCTOBER 4, 2021  
UN-APPROVED**

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

**Also Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant

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

**ANNOUNCEMENTS**

Ms. Manugian shared an email from Marlena Gilbert.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that the Trails Committee had requested that he nominate Jeanne Ciampa for membership on the Trails Committee. He asked the Board to please consider this as his nomination of Ms. Ciampa for appointment and respectfully requested that the Board make this appointment through June 30, 2022.

*Mr. Cunningham made a motion to accept the Town Manager's nomination of Jeanne Ciampa to the Trails Committee, term to end June 30, 2022. Ms. Manugian seconded the motion. The motion carried unanimously.*

2. Mr. Haddad said that he and Mr. Reilly met with Mr. Sheldon and Mr. Gordon to develop a charge for the Destination Groton Committee. Mr. Haddad said that Mr. Sheldon provided them with an excellent draft for consideration. Mr. Haddad said that both he and Mr. Reilly were in support of the proposed Charge and respectfully requested that the Board consider adopting this Charge.

*Mr. Cunningham moved to adopt the charge of the Destination Groton Committee as presented that evening. Mr. Degen seconded the motion. The motion carried unanimously.*

**FUEL STORAGE LICENSE HEARING**

Mr. Haddad read the public hearing notice into record.

*Mr. Degen made a motion to open the public hearing. Ms. Manugian seconded the motion. The motion carried unanimously.*

Mr. Haddad said that Mr. Bob Collins was here to answer any questions. Mr. Collins said that the new tank was replacing an existing underground fuel bunker that would be decommissioned adding the new tank was above ground and double walled. He said this needed to be put in place before decommissioning the bunker. He said that the Cons Com and Historic District Commission had both approved the tank and location which was behind the boiler house and not visible from the road. Mr. Cunningham said that this was a good thing adding the old one was only single walled and also was going to have a better, cleaner fuel stored in it.

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

*Mr. Cunningham moved to approve the fuel tank storage application as presented. Mr. Reilly seconded the motion.*

There was a brief discussion about the process in which an application is brought forward.

*The motion carried unanimously.*

**DISCUSSION - HOW TO RESPOND TO INCIDENTS OF HATE AND DISCRIMINATION; REVIEW/CONSIDER ACTION ON MOTIONS SUBMITTED BY SELECT BOARD MEMBER DEGEN ON HATE CRIMES/SPEECH; CONSIDER SCHEDULING BYSTANDER TRAINING; CONSIDER APPOINTING ALISON MANUGIAN AS THE SELECT BOARD REPRESENTATIVE ON THE DIVERSITY TASK FORCE**

Ms. Pine read the following statement into the record:



*The purpose of tonight's discussion, as the agenda says, is to open a dialogue about how we as a town should handle incidents of graffiti and hate. This is coming up now, in part because there have been several incidents of anti-semitic graffiti in the recent past, most recently one in the middle school this past Friday. Anti-semitic incidents are targeted at, and especially painful for, our Jewish neighbors. We are all justifiably horrified that such acts are happening in our town and we want to figure out to respond to them and how to stop them.*

*It's important that we also recognize the larger background in which these incidents have occurred. Groton, and our entire country, have been involved in a reckoning and re-examination of issues around race, triggered in part by the murder of George Floyd in May of last year. Groton has taken steps to address racial injustice, and in fact, formed a Diversity Task Force a year ago, in response to incidents of disturbing racist graffiti.*

*Determining the best way to respond to anti-semitic or racist incidents is just one part of a larger conversation around how we interact with each other as we become a more diverse community - a discussion about how we retain our sense of community as we recognize the differences between us - differences in religion, race, ethnicity, level of ability, age, gender identity, and sexual preference, income level, political beliefs, and personal experience.*

*It's a lot!*

*I think we have to start with listening.*

*The conversation may be hard, because diversity includes diversity of opinions, and we probably will not all agree.*

*I read recently that many of us were taught to avoid conversations about religion and politics, and the result of that may be a general lack of understanding about different religions and political beliefs. We would have been better served if we'd been taught how to have civil conversations about difficult topics, rather than avoid them.*

*But most of us were not taught this, so we're all still learning how to do it. Let's give it our best effort! We're all neighbors and we all love Groton. Our goal is to have a constructive conversation. Let's commit to speaking thoughtfully and listening to each other in order to understand and find common ground where we can work together.*

## **1 – How to respond to hate and discrimination:**

Chief Luth said that in situations they had dealt with in Town, there were incidents that had not risen to the level of prosecution. He said that they worked very closely with the DA's office on these incidents. He said he thought an educational component would be beneficial to the Town. He said that there had been a couple of hate incidents with many of them not rising to the level of hate crime. He said people were held accountable but were not hate crimes according to the DA's office. He said that with the swastika incident in August, he had reached out to the Antidefamation League (ADL) about having them provide some educational training and soon learned the school district was already doing this.

Ms. Pine said that if something like a swastika was found, the course of action would be to leave it and report it to the police department because it was considered a crime scene. Mr. Haddad said that was the way the graffiti at the Country Club and other places around Town was handled. Mr. Reilly said that the Chief stated some of the crimes weren't hate crimes and asked who classified them. Chief Luth said that they ran them by the DA's office who makes that determination. Chief Luth said that the swastika wasn't directed specifically at someone and why it wasn't considered a hate crime. Mr. Reilly said he had a problem with that. Chief Luth said it was very difficult to charge juveniles with crimes, with the exception of violence, especially if it's their first offense adding this was due to recent reform.

Ms. Pine said that the next step was how the community could get involved. Mr. Cunningham said that by engaging in outreach and educating the community adding this discussion was a start to that. Mr. Degen said that education was very important in understanding that words and graffiti hurt. He said that the education component lacked in the schools and intensity. He said that you could educate the adults but couldn't fix bigotry. He said that 2,000 members from a Facebook group said nothing about seeing a swastika carved into a tree which was unacceptable. He said that fairness and equity mattered. Ms. Manugian asked what the first steps would look like. She said that no one accidentally carved a swastika into a tree and shared his frustration. Mr. Degen said that "see something, say something" was what they should be following. Ms. Pine said she didn't want them to say there was no hope in changing people. She said that they had to keep it local and focus on what they could do and where they should start their efforts. Mr. Cunningham said he agreed with a lot of what Mr. Degen said but said it was disheartening to hear there was no value in education. He said if they didn't believe there was hope in changing people, he wasn't sure there was much they could do. Mr. Degen said he didn't say they shouldn't educate but that it only went so far.

Mr. Robert Dolins of Boathouse Road said that he was Jewish and very involved in the Jewish community. He said that what Mr. Cunningham said at a recent Select Board meeting was really hurtful. He said that he forgave Mr. Cunningham and appreciated the apologies he had made at various meetings. He said he did not forgive the other members who sat by and said nothing. Mr. Dolins said that Mr. Degen's first motion would cost the Town a lot of money and did not agree with Mr. Degen on that.

Ms. Anita Recci said she was a minister at one of the local churches. She said that this broke her heart.

Ms. Joanne Schorn of Paquawket Path asked about the juveniles and the process for educating them after incidents like this occurred so they don't do it again.

Mr. Alex Woodle said that he was born a Jew but was also a citizen of this community and the United States. He said that when he was younger, he didn't learn about these things in school. He said that he thought education was important and to begin at a young age about who they are as a people for all groups of people.

Ms. Lee Kinby (sp) of Hollis Street said that these issues were deeply important to her like everyone else. She talked about a pyramid of hate and how it was all related to what their responsibility was to filter their thoughts. She said that they needed to open their hearts also and take care of each other, something that had not been said.

Ms. Leslie Lathrop of Sunset Road said that she was a member of an invisible minority which was not easy. She said that education was important but also thought it was important to keep the community aware of the incidents that occur. She said that the schools were not doing enough and thought a single diversity day was ludicrous. She said that so much had been swept under the rug and couldn't keep happening. Ms. Pine said that this was a large part of why they were there today.

Mr. James Moore introduced himself as a member of the Diversity Task Force. He said that many of them had isolated themselves and said that they needed to establish programs that reached out to their community members. He said that they needed to make connections with marginalized groups and establish friendships, relationships.

## **2 – Mr. Degen's Proposed Motions**

Ms. Pine said that they sent the motions, as written, to Town Counsel and found out they were not legal as written. She said that Mr. Degen provided some revised motions based on Town's Counsel's comments. Mr. Degen said that they had a strong chief in Groton who made policy for this department. He said that they had no right to instruct the Chief. He said that came up with wording for motion 1 that requested the Chief monitor the Rotten in Groton Facebook page. Mr. Haddad said that it was important to note that it would be in conjunction with the DA's office. Mr. Degen said that motion 2 had to be stricken. Mr. Haddad said that was because there were state and federal laws that covered that. Mr. Degen said that most of motion 3 could be done as worded. Chief Luth said that they were already doing what motion 3 was asking. Mr. Degen said that it would be redundant then. Chief Luth said that they could make those statistics public. Mr. Degen said that he would remove the third motion if the Chief was agreeing to publish those statistics.

*Mr. Degen moved that the Board request the Chief of Police, Michael Luth, to consider monitoring the Rotten in Groton Facebook page for anything that can be construed as a hate crime and further if such a situation occurs, determine, in conjunction with the Office of the Middlesex County District Attorney, whether or not said crime can be prosecuted. Ms. Manugian seconded the motion.*

Chief Luth said that Town Counsel didn't reference the 4<sup>th</sup> amendment and thought they would be violating that amendment. He said he didn't have probable cause to go into that Facebook page. Ms. Pine said that people on that page should notify the Chief if they saw something. Mr. Cunningham asked if they would investigate social media if they were made aware of something. Chief Luth said that they would but would have to show a level of probable cause which was very tough to do sometimes. Mr. Reilly said that he had a problem thinking that was the only site hate speech was being written about on. He thought they needed to be careful singling out one group. He said that the law was there and incidents should be reported. He said that this was a huge violation of first amendment rights. Ms. Pine asked if anything different would happen then what had been happening. Mr. Degen said that he hoped that the members of that group were a little more cognizant of what they were posting.

Ms. Fran Stanley said she suggested they not vote in favor of this adding they had community policing. She said they didn't want to do anything to get in the way of what the police department does in conjunction with the DA's office. She said it was the Select Board's role to say that they cared about these things but to leave it to the police department to do their jobs. Mr. James Moore said that he understood Mr. Degen's frustration but said they needed to speak up. Mr. Dolins said that he

appreciated the revised motion. He said that the department was required to report hate crimes to the State police. He said that they hired the Chief to do his job and should let him. Ms. Rebecca Tabasky said that they hadn't talked about the consequence to what one says. She said that speaking up against hate was going to be very important. Mr. Mark Presti thanked them for diving into this topic. He suggested that they support the Diversity Task Force from a board level and community level and pay attention to what they were doing. He said that education was important and wouldn't get all the old dogs but thought they could and should teach the young children about diversity and inclusion.

Mr. Degen said that they should urge the Groton Dunstable DEI Committee to meet more than once. Mr. Degen said that he had that right to stick up his finger at the White House and would do it again under the first amendment adding he never threatened the man but was simply expressing himself. He said that the motion was different and should the Chief see anything worth investigating he should. Ms. Pine said that there was risk in monitoring one single site. She said that she thought they were sending a message. Mr. Degen said that this motion simply was requesting that the Chief monitor this page. He said that by passing this, people would be put on notice.

Ms. Manugian said she was thinking about making a motion that would not be enforceable but instead asking that all members of the community be active in monitoring social media, life in Groton and take a more active role in communicating incidents and potential crimes to the Groton Police Department for follow-up. Mr. Degen said that could be a separate motion in itself but thought that they were reaching out to the public which made it separate.

Mr. Dolins said that the position they were putting the Chief in was terrible. Ms. Deb Busser said she agreed with the spirit but was concerned they were asking the Chief to do something he couldn't do. She said she appreciated what Ms. Manugian said but valued what the Chief was doing about these issues already.

Mr. Degen said he would withdraw his motion if Ms. Manugian would come up with something as she mentioned. He said he didn't want to see them in a lawsuit further down the road. Mr. Degen withdrew his motion.

Mr. Haddad read a text from Ms. Marlana Gilbert relative to DEI Committee at GDRSD and invited people to watch their calendar for regular meetings.

*Ms. Manugian moved that the Select Board request that all members of the public, adult and juvenile, step forward to report hate speech and incidents in Groton, both in real life and in digital forums to the Police Department for review, logging and potential action. Mr. Cunningham seconded the motion. The motion carried unanimously.*

Chief Luth said that people could make a report anonymously.

### **3 - Bystander Training**

Ms. Pine said that Ms. Raquel Majeski provided the Board with some information on Bystander training for the Board. She asked if they wanted to purchase this training. Ms. Pine said that they should find out how much it would cost, how it is conducted and if it could be done for a larger audience. Ms. Manugian asked them to find out about training the trainer. Mr. Haddad said he would inquire and report back to the Board. Ms. Manugian said that per the GDRSD Chair, the ADL also had trainings for municipalities.

### **4 – Etched in Glass – the Legend of Steve Ross**

Ms. Pine said that the Interfaith Council had asked the Select Board to co-sponsor a movie. She said it was called Etched in Glass – The Legend of Steve Ross, on November 9th at 7pm in the PAC. She said that the police department had already agreed to co-sponsor also.

Mr. Degen recused himself and left the room at 8:57pm.

Mr. Haddad asked if there was a cost associated with this. Ms. Pine said she was unaware of that other than they would be applying to the Trust Funds.

*Mr. Cunningham moved that they co-sponsor the movie showing, Etched in Glass – the Legend of Steve Ross, on November 9<sup>th</sup>. Mr. Reilly seconded the motion. The motion carried unanimously.*

## 5 – Select Board Rep on Diversity Task Force

Mr. Haddad said that Mr. Degen had resigned from the Diversity Task Force (DTF) but added that the DTF had recommended to the Select Board that a Board designee not be replaced. Mr. James Moore said that they felt comfortable not having a Select Board rep on the Task Force. He said that Mr. Degen suggested trouble voting on something more than once being on both boards. Ms. Pine said that they also discussed that at the Board level a few meetings ago. Mr. Degen said that was one of the reasons he resigned. Ms. Pine suggested they appoint Ms. Manugian as their liaison. Mr. Haddad said that they didn't have liaisons to appointed Boards.

*Mr. Degen moved to amend the make up of the Diversity Task Force to eliminate a member of the Select Board. Mr. Cunningham seconded the motion. The motion carried unanimously.*

Ms. Pine thanked Mr. Degen and his wife for being instrumental in developing the Task Force.

### **TOWN MANAGER'S REPORT – Cont.**

3. Mr. Haddad said that the warrant was done and had updated the front page to include location and timing information. Mr. Haddad said he had updated the consent agenda to exclude article 1 and asked the Board to take a position on that article. Mr. Haddad said that there was one unpaid bill from a previous Fiscal Year. He said that the Planning Board owed Nitsch Engineering \$11,602 for Peer Review Services adding the Developer of Red Pepper Lane and Olivia Way failed to replenish funds for this service and the Town needed to cover the expense. He added that this Article was originally planned to be part of the Consent Agenda but was going to be considered separately now. Ms. Manugian asked if they could go back after the developer to pay this bill. The Board supported article 1.

Mr. Haddad said that article 14 requested to add a parcel to the sewer district which was next to the former Deluxe property. The Board was 4 in favor 1 opposed (Mr. Degen) to supporting the article. Mr. Degen said he didn't understand why they would allow this when they didn't know what development was coming. Mr. Cunningham said that they knew what the zoning was. Ms. Manugian said that this was one property and thought it was a scrivener's error because everything else there was connected to town sewer already.

Mr. Haddad said that article 16 was about zoning on marijuana. Mr. Haddad said that the Planning Board did not take a position on the article adding they wanted to not sway the Town Meeting voters one way or another. Mr. Cunningham said that they were hearing that the taxpayers were being overly burdened and this was a way to help out the residents by bringing in additional revenue. Ms. Manugian said she was concerned about putting this toward operating expenses adding if the market became saturated, this could be reduced. The Board supported this article. Ms. Pine said she was leery to support something that wasn't beneficial toward someone's health and wanted the Town to make their decision.

*Mr. Haddad asked the Board to issue the warrant for the Fall Town Meeting to be held on Saturday, October 23<sup>rd</sup> at 9am.*

*Ms. Manugian made the motion. Mr. Degen seconded the motion. The motion carried unanimously.*

### **SELECT BOARD ITEMS FOR CONSIDERATION**

1. Mr. Haddad said that Paul Fitzgerald was the current Republican Representative on the Board of Registrars. He said that Mr. Fitzgerald was recently elected as the Chair of the Republican Town Committee adding as an officer of a Town political committee, he was no longer eligible to serve on the Board of Registrars. Mr. Haddad said that the Republican Town Committee had nominated Greg Baran (716 Lowell Road) to serve as a Republican member of the Board of Registrars. He said that the current makeup of the Board of Registrars was two Democratic members, one Unenrolled (Town Clerk) and the now open seat. He said that there was no reason to solicit nominations from the Democratic Town Committee for this open seat, as it must be a Republican appointee. Mr. Haddad respectfully requested that the Board appoint Mr. Baran to the Board of Registrars through June 30, 2024.

*Mr. Degen moved to appoint Greg Baran to the Board of Registrars through June 30, 2024. Ms. Manugian seconded. The motion carried unanimously.*

2. Mr. Haddad reminded the Board they were meeting on October 18<sup>th</sup> at 6pm in Executive Session to discuss collective bargaining guidance with their regular session beginning at 7pm in joint session with the Finance Committee.

### **OTHER BUSINESS**

*Mr. Degen moved to approve a One Day Beer and Wine Liquor License for the Friends of Prescott for the Felt & Sip Event on Thursday, October 14, 2021 from 6:30 p.m. to 8:30 p.m. and a One Day Beer and Wine Liquor License for the Friends of Prescott for the Annual Meeting Event on Thursday, October 21, 2021 from 6:30 p.m. to 8:30 p.m. Mr. Reilly seconded the motion.*

Ms. Manugian asked if they had the ability to limit the number of licenses they issued. Mr. Haddad said that they could as the licensing authority.

*The motion carried unanimously.*

### **ON-GOING ISSUES**

B: Mr. Haddad said that the Green Communities application was due on Friday. He said that they planned on applying for \$500K worth of projects but could only apply for \$200K in projects. Mr. Haddad said that Mr. Tada had been working tirelessly on this application.

C: Mr. Haddad said that Land Use Departments were going to be holding a meeting on October 18<sup>th</sup> to sit down with the CM and OPM to discuss the Florence Roche project.

### **MINUTES**

*Mr. Degen moved to approve minutes of regularly scheduled meeting of September 27, 2021 as amended. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Degen-aye; Reilly-aye; Cunningham-aye*

Ms. Pine adjourned the meeting at 9:35pm.

Approved: \_\_\_\_\_  
Peter S. Cunningham, Clerk

\_\_\_\_\_ respectfully submitted:  
Dawn Dunbar, Executive Assistant

Date Approved: