

# Select Board Meeting Packet

November 22, 2021

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



**Town Manager**  
Mark W. Haddad

## TOWN OF GROTON

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

## Select Board

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

**SELECT BOARD MEETING  
MONDAY, NOVEMBER 22, 2021  
AGENDA  
SELECT BOARD MEETING ROOM  
2<sup>nd</sup> FLOOR  
GROTON TOWN HALL**

- 7:00 P.M.      Announcements and Review Agenda for the Public
- 7:05 P.M.      Public Comment Period
- I.      7:06 P.M.      Town Manager's Report
1. Town Manager's Explanation of Agenda Items
  2. Consider Ratifying the Town Manager's Appointment of Jessica Watson as the Police Department Senior Administrative Assistant and Perry Sisombath as the IT Desk Top and Server Support
  3. Consider Ratifying the Town Manager's Appointment of Brian Cartier as an Alternate to the Historic Districts Commission
  4. Update on Fiscal Year 2023 Proposed Operating Budget
  5. 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 a One Day Beer and Wine License for Friends of Prescott for Felt and Sip Event to be held on December 16, 2021 from 6:30 p.m. to 8:30 p.m.
  2. Consider Appointing Phil Francisco, Ginger Vollmar, Deborah Schwartz, Jim Simko, and James Allen to the Sustainability Commission
  3. Consider Appointing Phil Francisco to the Affordable Housing Trust
  4. Discuss Board of Health Recommendation on Mask Mandate
- III.      7:15 P.M.      Public Hearing – Annual Tax Classification Hearing
- IV.      7:20 P.M.      Annual Report from the Local Cultural Council

### 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
- D. Bystander Training
- E. Mask Mandate
- F. Electric Car Charging Stations

### SELECT BOARD LIAISON REPORTS

- V.      Minutes:      Regularly Scheduled Meeting of November 15, 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:** *November 22, 2021*

### TOWN MANAGER'S REPORT

1. In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues, there are two items scheduled on Monday's Agenda. We had advertised the Annual Tax Classification Hearing on Monday's Agenda. However, we will need to continue it until December 6, 2021 at 7:15 p.m. According to Principal Assistant Assessor Megan Foster the Town had received preliminary LA4 (Overall Town Value) certification on November 5, 2021 and concluded public disclosure on Friday, November 12, 2021. During public disclosure there were several parcels that have more than a 10% change in value. Due to this, the Board of Assessors have to approve the change in these values before the final LA4 can be approved by the Department of Revenue. The Board of Assessors made their final approval decision on Friday, November 19<sup>th</sup>. There is not enough time to get the final approval from DOR in time for the meeting Monday night. The Board will need to vote to continue the hearing as described above. Second, we have invited the Local Cultural Council to the meeting to provide their annual report to the Board.
2. After serving the Town for over 20 years, Kathy Newell has decided to retire her position as Senior Administrative Assistant to the Police Chief. We wish Kathy the best in her retirement. To fill the position, we advertised the vacancy and received 38 applications. An interview committee made up of the Police Chief, Deputy Police Chief and Human Resources Director interviewed several of the applicants and asked me to appoint Jessica Watson of Townsend to this position. Enclosed with this report is a copy of Ms. Watson's resume for your review. I have, in fact, made this appointment and would respectfully request that the Board consider ratifying this appointment. In addition, after serving the Town for five years, Nick Batchelder has resigned his position as IT Desktop and Server Support. To fill this vacancy, we advertised the position and received 37 applications. IT Director Michael Chiasson and Human Resources Director Melisa Doig interviewed several of the applicants and have asked me to appoint Perry Sisombath of Fitchburg to the position. As with Ms. Watson, I have, in fact, made this appointment and would respectfully request that the Board consider ratifying this appointment as well.

**Select Board  
Weekly Agenda Update/Report  
November 22, 2021  
page two**

3. At the request of the Historic Districts Commission, I have appointed Brian Cartier as an Alternate Member of the HDC. I would respectfully request that the Board ratify this appointment at Monday's meeting.
4. With regard to the Fiscal Year 2023 Budget, I have no specific update as of the writing of this report. I will update the Board of any new information at Monday's meeting.
5. Please see the update to the Select Board's Meeting Schedule through the end of the year:

|                           |  |
|---------------------------|--|
| Monday, November 29, 2021 | No Meeting (Holiday)   |
| Monday, December 6, 2021  | - Continuation of Tax Classification Hearing<br>- Review Letters of Interest on Adult Recreational Marijuana Facilities – Determine Decision Process |
| Monday, December 13, 2021 | - Consider New Name for Redskin Trail<br>- Update/Discussion – Electric Car Charging   |
| 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 Friends of Prescott have requested a one-day Beer and Wine License for a Felt and Sip event to be held on December 16, 2021 from 6:30 p.m. to 8:30 p.m. I would respectfully request that the Board approve this license at Monday's meeting.
2. The Sustainability Commission has requested that the Board appoint Phil Francisco, Ginger Vollmar, Deborah Schwartz, Jim Simko, and James Allen to the Sustainability Commission. I would respectfully request that the Board make these appointments at Monday's meeting. The terms will expire on June 30, 2022.
3. The Affordable Housing Trust has requested that the Board appoint Phil Francisco to the Trust. I would respectfully request that the Board make this appointment. The term will expire on June 30, 2022.
4. The Board of Health discussed the Mask Mandate at their meeting last week. They voted to recommend that the Board leave the mask mandate in place until at least January 31, 2022 and that the criteria for the removal of the mask mandate be something that should be discussed further. We can discuss this at Monday's meeting.

MWH/rjb  
enclosures

**LEGAL NOTICE**  
**TOWN OF GROTON**  
**Tax Classification Hearing**

The Select Board has scheduled a public hearing with the Board of Assessors, within a regular Select Board meeting, on Monday, November 22, 2021, at 7:15 p.m. at the Groton Town Hall, 173 Main Street, 2<sup>nd</sup> Floor Meeting Room. The purpose of this hearing is to receive comments on the issue of adopting a tax levy percentage for Fiscal Year 2022. All interested parties are encouraged to attend.

**SELECT BOARD**

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

Groton Herald  
11/5/2021  
11/12/2021

## Local Cultural Council

| Number of Members | Method of Selection | Length of Term | Remuneration |
|-------------------|---------------------|----------------|--------------|
| 5                 | Appointed*          | *              | None         |

The Local Cultural Council (LCC) functions under guidelines established by the Massachusetts Cultural Council (MCC), which allocates funding to each community. The purpose of the Local Cultural Council is to

- “support public projects that promote access, education, diversity, and excellence in the arts, humanities, and interpretive sciences in the community”

The Council “regrants” the state funds to individuals and organizations in the Town as part of a two-tiered process in which the LCC acts on applications, which are then reviewed by the MCC for adherence to guidelines set forth in the state law and regulations.

### Appointing Authority

Board of Selectmen

### Legal Authority

State: MGL Chapters 10C, S. 58  
962CMR 2.00

Local: None

\*By state law, members are initially appointed for a six-year term, may be reappointed for two three-year terms, then must go off for at least a year before they are eligible for reappointment. In Groton, the terms have been shorter, two or three years.

## Local Cultural Council Membership

| <u>Member Name</u> | <u>Term End Date</u> |
|--------------------|----------------------|
| John Wiesner       | June 30, 2021        |
| Christine Brooks   | June 30, 2021        |
| Kathleen Phelps    | April 19, 2022       |
| Jacquie Waters     | June 25, 2022        |
| David Zeiler       | June 30, 2022        |
| Cynthia Thompson   | April 12, 2023       |
| Kim Henry          | June 14, 2023        |
| Tiffany Doggett    | February 1, 2024     |

**Groton Cultural Council Annual Meeting  
February 8, 2021  
4:30- 6:00 PM**

The Meeting was called to order at 4:42 PM by the Chair, David Zeiler

In attendance: Tiffany Dogget, Kim Henry, Kathleen Phelps, John Wiesner (Until 5:30), David Zeiler. Absent: Christine Brooks, Cynthia Thompson, Jacquie Waters

Introductory Remarks and introductions were made before the meeting began. The Chair forgot to call the meeting to order before jumping into the introductions!

4:42 Discussion of grant applications and awarding of grants The Council discussed the 16 grant applications in sequence, debating the merits of each application. It was decided to fund 12 of the applications as follows.

| <b>Applicant</b>                      | <b>Project Title</b>                               | <b>App #</b> | <b>Requested</b>   | <b>Granted</b> |
|---------------------------------------|--|--------------|--------------------|----------------|
| Discovery Museum                      | Open Door Connections                              | 40432        | \$ 300.00          | \$ 300.00      |
| Katrina Tedstone                      | Theater Production of "Trap" at the Parker School  | 40539        | \$ 250.00          | \$ 250.00      |
| Jon Swift                             | A Christmas Carol - Radio Play                     | 40709        | \$ 500.00          | \$ 500.00      |
| Fitchburg Art Museum                  | 85th Regional Exhibition of Art and Craft          | 41854        | \$ 350.00          | \$ 350.00      |
| Groton History Center                 | Sense of Place                                     | 42206        | \$ 2,000.00        | 2,000.00       |
| Jim Manning,                          | Tails and Tales Summer Reading Magic Show          | 42227        | \$ 658.00          | \$ 658.00      |
| Nashoba Valley Concert Band           | Seven Hills Concert - NVCB                         | 42794        | \$ 250.00          | \$ 250.00      |
| Virginia Thurston Healing Garden      | Writing for Wellness                               | 42996        | \$ 500.00          | \$ 500.00      |
| Ann-Marie LaBollita,                  | Beginner Fabric Dyeing                             | 43328        | \$ 300.00          | \$ 300.00      |
| Clear Path for Veterans New England   | Arts from the Heart                                | 44095        | \$ 500.00          | \$ 500.00      |
| The Cannon Theatre                    | Online Show Equipment Lending Library              | 44972        | \$ 300.00          | \$ 400.00      |
| ArtsNashoba                           | Virtually Unstoppable!                             | 45513        | \$ 500.00          | \$ 579.00      |
| Contemporary Arts International (CAI) | 2021 Stone Carving Symposium                       | 40855        | \$ 600.00          | \$ -           |
| John Root,                            | Attracting Birds, Butterflies, Bees, and Other Ben | 41436        | \$ 450.00          | \$ -           |
| Kirk Whipple,                         | Duo Pianists, Composers & Educators Whipple & Mora | 44957        | \$ 750.00          | \$ -           |
| DR. "THE MACHINE" JESSE GREEN,        | CHAINSAWS, CHEESEBURGERS AND ROCK N' ROLL- LIVE!   | 45201        | \$ 500.00          | \$ -           |
|                                       |  |              | <b>\$ 8,708.00</b> | <b>\$</b>      |



**6,587.00**

The Council declined to fund 4 applications and the secretary will inform them of our decision. The secretary will inform grant recipients of awards two (2) weeks after rejection letters have been mailed.

There was also a discussion of broadening our outreach to solicit more applications for the next grant cycle.

5:50 Discussion of officers for next year. It was agreed that the current slate of officers would continue.

Chair: David Zeiler

Treasurer: Kathleen Phelps

Secretary: Jacquie Waters

6:00 Adjournment

Respectfully submitted,  
David Zeiler, Chair

## **LOCAL CULTURAL COUNCIL**

(978) 448-1100

The Groton Cultural Council seeks to support a wide variety of arts programming in the community to serve all the citizens from toddlers to seniors. In the past we have contributed to musical events, humanities programs, lectures, art shows, history exhibits, and environmental activities, among many others.

For the year 2019, the State of Massachusetts awarded over \$6,000 in funds to the Groton Local Cultural Council for distribution through the Massachusetts Cultural Council. Twenty applications for grant requests were reviewed, and fourteen applications were granted all or a portion of the amount requested. These individuals/groups include:

| Applicant                         | Project Title                              | Decision |
|-----------------------------------|--|----------|
| Nashoba Valley Concert Band, Inc. | NVCB                                       | \$250    |
| Jon Swift                         | The House Of The Seven Gables              | \$500    |
| Katrina Tedstone                  | Twelve Angry Jurors theater production     | \$300    |
| Rosie Latto                       | Nashoba Valley Chorale Winter Concert      | \$1,000  |
| Indian Hill Music Inc.            | Bach's Lunch Concert Series                | \$500    |
| Jeyanthi R Ghatraju               | Story telling through visual art and dance | \$250    |
| ArtsNashoba                       | Sensory Sensitive Performances             | \$500    |
| Contemporary Arts International   | 2020 Stone Carving Symposium               | \$600    |
| Discovery Museum                  | Open Door Connections: Groton              | \$250    |
| Janet Applefield                  | Combating Hate and Prejudice               | \$350    |
| John Root                         | Majesty and Mystery of Crop Circles        | \$200    |
| Nashua River Watershed Assoc.     | Capturing the Early History of the NRWA    | \$500    |
| Rebecca Wright                    | 85th Regional Exhibition of Art and Craft  | \$300    |
| Virginia Thurston Healing Garden  | Mind-Body Sound Therapy Series             | \$300    |

Groton Cultural Council considers the following priorities when reviewing grants:

- Who or what organization is sponsoring the grant, particularly in the case of an individual's application?
- Whether the proposal has broad appeal.
- How the activity will benefit the Town of Groton.
- What are the administrative costs related to the proposal?
- Is the artist or sponsor a local person or organization?

Current membership for the upcoming year includes:

Ray Ciemny, Chair  
Tiffany Doggett, Co-Chair  
Jacquie Waters, Secretary  
Christine Brooks  
Kim Henry  
Kathleen Phelps  
Cynthia Thompson  
John Wiesner  
David Zeiler  
Student Rep: TBD

Respectfully submitted,  
Ray Ciemny, Chair

## LOCAL CULTURAL COUNCIL

The Groton Cultural Council seeks to support a wide variety of arts programming in the community to serve all the citizens from toddlers to seniors. In the past we have contributed to musical events, humanities programs, lectures, art shows, history exhibits, and environmental activities, among many others.

For the year 2018, the State of Massachusetts awarded \$5,100 in funds to the Groton Local Cultural Council for distribution through the Massachusetts Cultural Council. Twenty applications totaling \$8,753 in grant requests were reviewed, and fourteen applications were granted all or a portion of the amount requested for a total of \$5,448. These individuals/groups include:

| <b>Applicant</b>            | <b>Project Title</b>                         | <b>Decision</b> |
|-----------------------------|--|-----------------|
| New England Brass Band      | Joint Concert with Lawrence Academy          | \$500           |
| Linda Hoffman               | Plein Air Poetry Chapbook 2018               | \$100           |
| Discovery Museum            | Open Door Connections: Groton                | \$250           |
| The Sizer Foundation/Parker | A Mid-Summer Night's Dream                   | \$300           |
| Nashoba Valley Concert Band | NVCB Concert in Groton                       | \$250           |
| Fitchburg Art Museum        | 84th Regional Exhibition of Art & Craft Show | \$300           |
| Janet Applefield            | Combatting Hate and Prejudice                | \$350           |
| Rita McKinley               | Women of Note Concert Series                 | \$400           |
| Gregory Maichack (GPL)      | Sail Away on the Craft of Pastel Painting    | \$498           |
| Jon Swift/Dunstable Theatre | Don't Dress for Dinner                       | \$500           |
| Natya Nostalgia             | Indian Dance for All                         | \$500           |
| Indian Hill Music Inc.      | Bach's Lunch Concert Series                  | \$500           |
| Nashoba Valley Chorale      | Emerging Artists Initiative                  | \$500           |
| Groton Greenway             | River Festival                               | \$500           |

Groton Cultural Council considers the following priorities when reviewing grants:

1. Who or what organization is sponsoring the grant, particularly in the case of an individual's application
2. Whether the proposal has broad appeal
3. How the activity will benefit the Town of Groton
4. What are the administrative costs related to the proposal?
5. Is the artist or sponsor a local person or organization?

Current membership for the upcoming year include:

Chair: Ray Ciemny  
Secretary: TBD  
Treasurer: Jenny Cooper  
Dave Zeiler  
John Wiesner  
Christine Brooks  
Student Rep: TBD

The Council met November 27, 2018 to finalize decisions on grants for FY2019. The annual report was filed with the Massachusetts Cultural Council on January 3, 2019 and can be found at [www.mass-culture.org](http://www.mass-culture.org).

Respectfully submitted,

Karen Riggert, GCC Treasurer (Outgoing)

## **LOCAL CULTURAL COUNCIL**

For the year 2017, the State of Massachusetts awarded \$4,600 in funds to the Groton Local Cultural Council for distribution through the Massachusetts Cultural Council. Twenty-one applications totaling \$10,250 in grant requests were reviewed, and fifteen applications were granted all or a portion of the amount requested. These individuals/groups include:

| <b>Applicant</b>             | <b>Project Title</b>                    | <b>Decision</b> |
|------------------------------|---|-----------------|
| Kathy Shelp                  | Irish Voices                            | \$300           |
| Nashoba Valley Chorale       | "Thus We Sing"                          | \$350           |
| Janet Applefield             | Combatting Hate and Prejudice           | \$350           |
| Jon Swift                    | Barefoot In The Park/Dunstable Theatre  | \$500           |
| John Root                    | Songbirds of the Northeast              | \$250           |
| The Sizer Foundation, Inc    | She Kills Monsters Theater Production   | \$100           |
| Linda Hoffman                | Plein Air Poetry Chapbook 2018          | \$150           |
| Nashua River Watershed Assoc | Sustainable Living                      | \$350           |
| Nashoba Valley Concert Band  | NVCB Concert in Groton                  | \$250           |
| Fitchburg Art Museum         | 83rd Regional Exhibition of Art & Craft | \$250           |
| Anna Eliot                   | Groton Civil Discourse Project          | \$400           |
| Groton Historical Society    | Edmund Tarbell Painting Conservation    | \$400           |
| Indian Hill Music Inc.       | Bach's Lunch Concert Series             | \$400           |
| ArtsNashoba                  | Autism/Special Needs Opportunities      | \$300           |
| Peter Carson                 | Groton Greenway River Festival          | \$400           |

Groton Cultural Council considers the following priorities when reviewing grants:

1. Who or what organization is sponsoring the grant, particularly in the case of an individual's application
2. Whether the proposal has broad appeal
3. How the activity will benefit the Town of Groton
4. What are the administrative costs related to the proposal?
5. Is the artist or sponsor a local person or organization?

2017 saw a change in membership and leadership of the Council. Pat Lawrence, Monica Hinojos, and Gretchen Hummon retired from the council. Cathy Dulaney and Dave Zeiler were appointed as new members this year. Current membership for the coming year include:

Chair: Cathy Dulaney  
Secretary: Dina Mordeno  
Treasurer: Karen Riggert  
Mary Athey Jennings  
John Weisner  
Dave Zeiler  
Susan Randazzo Schulman  
John Wiesner  
Student Rep: Jessie Trainor

The Council met January 11, 2018 to finalize decisions on grants for the 2018 year. The annual report was filed with the Massachusetts Cultural Council on January 12, 2018 and can be found at [www.mass-culture.org](http://www.mass-culture.org).

Respectfully submitted

Karen Riggert, GCC Treasurer

## LOCAL CULTURAL COUNCIL

For the year 2015, the State of Massachusetts awarded \$5,125 in funds to the Groton Local Cultural Council for distribution through the Massachusetts Cultural Council. Twenty-four applications totaling \$9,145 in grant requests were reviewed, and fourteen applications were granted all or a portion of the amount requested. These individuals/groups include:

| <u>Applicant</u>                       | <u>Decision</u> |
|--|-----------------|
| Arts Nashoba                           | \$500           |
| First Parish Church of Groton          | \$500           |
| Groton Greenway                        | \$500           |
| Groton Historical Society              | \$500           |
| Nashua River Watershed Association     | \$500           |
| Nashoba Valley Chorale                 | \$500           |
| Indian Hill Music Center               | \$500           |
| Fruitlands Museum                      | \$300           |
| United Native American Cultural Center | \$300           |
| The Virginia Thurston Healing Garden   | \$300           |
| Nashoba Valley Concert Band            | \$250           |
| Groton Public Library                  | \$225           |
| Fitchburg Art Museum                   | \$150           |
| Old Frog Pond                          | \$100           |

The Groton Cultural Council based its decisions for approval of grants using the following criteria:

1. Sponsorship of grant by a local organization
2. Broad appeal
3. Benefit to Groton
4. Administrative costs
5. Local artist

2015 saw a change in membership and leadership of the Council. Lili Ott, Ann Wilson and Frank Conahan retired from the council. Karen Riggert, Pat Lawrence and John Weidner were appointed as new members this year. Current membership includes:

Chair: Mary Jennings  
Secretary: Pat Hartvigsen  
Treasurer: Gretchen Hummon  
Monica Hinojos  
Pat Lawrence  
Dina Mordeno  
Joni Parker-Roach  
Susan Randazzo  
Karen Riggert  
John Weidner

The Council met October 22, 2015 to decide on grants for the 2016 year. At that time the Council also decided to request the Town of Groton provide matching funds for the 2017 grant year and will request that from the Town as part of the 2017-2018-budget process. The annual report was filed with the Massachusetts Cultural Council on November 23, 2015 and can be found at [www.mass-culture.org](http://www.mass-culture.org).

Respectfully submitted,  
Mary Athey Jennings, Chair

## **LOCAL CULTURAL COUNCIL**

For the year 2015, the State of Massachusetts awarded \$5125 in funds to the Groton Local Cultural Council for distribution through the Massachusetts Cultural Council. Twenty-four applications totaling \$9145 in grant requests were reviewed, and fourteen applications were granted all or a portion of the amount requested. These individuals/groups include:

| <b><u>Applicant</u></b>                | <b><u>Decision</u></b> |
|--|------------------------|
| Arts Nashoba                           | \$500                  |
| First Parish Church of Groton          | \$500                  |
| Groton Greenway                        | \$500                  |
| Groton Historical Society              | \$500                  |
| Nashua River Watershed Association     | \$500                  |
| Nashoba Valley Chorale                 | \$500                  |
| Indian Hill Music Center               | \$500                  |
| Fruitlands Museum                      | \$300                  |
| United Native American Cultural Center | \$300                  |
| The Virginia Thurston Healing Garden   | \$300                  |
| Nashoba Valley Concert Band            | \$250                  |
| Groton Public Library                  | \$225                  |
| Fitchburg Art Museum                   | \$150                  |
| Old Frog Pond                          | \$100                  |

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1. Sponsorship of grant by a local organization
2. Broad appeal
3. Benefit to Groton
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Monica Hinojos  
Pat Lawrence  
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Respectfully submitted  
Mary Athey Jennings  
Chair

Jessica D. Watson  
[REDACTED]  
[REDACTED]  
[REDACTED]

**October 12, 2021**

Chief Michael Luth  
Groton Police Department  
99 Pleasant Street  
Groton, MA 01450

Chief Michael Luth,

This letter is in response to the full-time Senior Administrative Assistant to the Police Chief position opening within the Groton Police Department. As a current Administrative Assistant and MBA graduate, I believe I am a strong candidate for this position at the Groton Police Department.

The tasks I have received throughout my schooling and job experience have given me the ability to be efficient, reliable, and accurate when managing responsibilities. I offer strong communication skills with co-workers and the community. Electronically, I have experience with Microsoft Office and Google Applications and have taken extensive college courses that have used Microsoft Excel, Word, and PowerPoint. Additionally, I have used various social media platforms for both professional and personal business use. I believe my professional experience and college degree make me an excellent candidate for this position.

As you will see from my enclosed resume, I have several years of work experience as well as an extensive background in business studies. Working as an Administrative Assistant has given me the skills necessary to perform various administrative tasks. My schooling and professional experience have helped me gain experience in data collection using MS Excel and other forms of data entry, coordinating with others, reviewing, and collecting documentation, and implementing programs and procedures to improve in the day-to-day functions of my position. The several years of carrying out these responsibilities makes me believe that I would be able to apply these skills and experiences to this position within your department.

If you have any questions, or would like to schedule an interview, please contact me at 978-833-7024. Thank you for taking the time to review my application and I look forward to hearing from you to further discuss the employment opportunities within the Groton Police Department.

Sincerely,

*Jessica Watson*

Jessica Watson

## Jessica D. Watson

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### SUMMARY:

Business Management graduate with experience in management related job positions. Successfully collaborates with others in achieving a common goal. Highly organized, efficient, and reliable individual. Proficiency in Microsoft Office skills, Google Applications, and record keeping. Excellent relations within the workplace, writing, digital and phone communication skills as well as flexibility within the workplace.

### EXPERIENCE:

2021-Present

#### **Benjamin Builders, Lunenburg, MA**

##### *Administrative Assistant*

- Schedule and coordinate with subcontractors for construction sites.
- Manage the accounts payable for the business.
- Purchase construction site supplies, while staying within budget.
- Provide ongoing administrative support to the business owner through the management of daily operations and construction sites.
- Serve as a primary point of contact for tenants, addressing inquiries, and resolving concerns.
- Verify and process tenant applications while maintaining strict confidentiality.

Jan 21-Apr 21

#### **Fitchburg State University Admissions, Fitchburg, MA**

##### *GPA Recalculator: Contract/Temporary Position*

- Reviewed transcripts of potential incoming Freshmen students.
- Input transcript information/data into information system database, Slate, to recalculate GPA.
- Worked closely with the Director of Admissions and Assistant Director of Freshman Recruitment.
- Made phone calls to incoming Freshmen students.
- Maintained utmost discretion when dealing with sensitive topics.

2017 - 2021

#### **Fitchburg State University Admissions, Fitchburg, MA**

##### *Lead Tour Guide*

- Scheduled tour guides into weekly, group visit, and department tours.
- Managed the hiring, training, and payroll of tour guides.
- Assigned the role of a management personnel.
- Answered multi-phone line and emails in the admissions office.
- Documenting and reporting using various Microsoft Office platforms.
- Organized on campus events for the Admissions office, like Accepted Students Day and Open House.
- Co-managed the Admission's office social media accounts, Instagram and Facebook.

2019 - 2020

#### **Montachusett Region Pest Control Inc., Townsend, MA**

##### *Intern*

- Coordinated and managed the daily scheduling of technicians and appointments with a master calendar within the processing system, Structural Pest Control System.
- Served as a customer service relations, relaying information for incoming inquiries.
- Updated service records for individual customers.
- Processed accounts payable and receivable.
- Reported chemical usage to the Commonwealth of Massachusetts.
- Relayed the process and results of treatments to customers.
- Assisted in contract formatting and management.

### EDUCATION:

#### **Fitchburg State University, Fitchburg, MA**

Master's in Business Administration, Concentration in Human Resource Management – 2021

Bachelor of Science in Business Administration, Concentration in Management – 2020

#### **Nashoba Valley Technical High School, Westford, MA**

High School Diploma and Certificate of Proficiency in Banking, Marketing and Retail– 2016

References Attached



# Perry Sisombath



## Skills

- Knowledgeable with PC hardware, configuration, and troubleshooting, professionally and as a hobbyist.
  - Proficient with Microsoft Office Suite including, Word, Excel, and PowerPoint.
  - A+ Google search research skills, as well as the occasional Bing search.
  - Excellent communication, adept people/networking expertise with ability to learn new skills quickly.
  - 8 years administrative exp., 4+ years technical exp., and 5+ years exp. as a nightclub music coordinator.
- Also, not too shabby with acoustic guitar or turning a wrench on a car.

## Experience

### **Dom's Mobile Detailing LLC**

*Technical Support*

May 2020 - Current

- Maintain social media/website.
- Troubleshoot shop desktop, laptops, phone, and network.

### **Moran Leasing & Rentals**

*Asst. Loaner Manager/Desktop Support*

2011 – Oct 2019

- Assisted Acton Toyota of Littleton rental dept. lead in management of 60+ Toyota loaner vehicles, 10+ U-Haul trucks, and 450+ unit storage facility.
- Desktop Support for Moran Leasing & Acton Toyota of Littleton & Acton Personal Storage.
- Installed and supported computers, laptops, tablets, and printers on premises.
- Oversaw the project for upgrading department payment terminals to EMV chip readers.

### **Affiliated Computer Services**

*Technical Support Representative*

2008 - 2009

- Level 1 tech. support troubleshooting enterprise smart phones, i.e. Blackberry, Palm, etc.
- Provided help desk support for enterprise workstations and deployed and configured Windows desktops.

### **Quanta Computer Inc.**

*PC Support Specialist*

2007 - 2008

- Performed diagnostics on PC components such as CPU, GPU, Motherboards, and RAM.
- Installed/tested software such as Windows and Microsoft Office and configured hardware.

### **Asurion**

*Electronic Device Repair Technician*

2006 - 2007

- Focused mainly on warranty work for handheld devices by assessing functionality to determine part repair.
- Replaced defective part when applicable.

## Education

### **Southern New Hampshire University 2020**

Bachelor of Science: Computer Information Technology

### **Mount Wachusett Community College 2013**

Associate of Science: Computer Information Systems

**SELECT BOARD MEETING MINUTES  
MONDAY, NOVEMBER 15, 2021  
UN-APPROVED**

**SB Members Present:** Rebecca H. Pine, Chair; Alison S. Manugian, Vice Chair (via Zoom); Peter S. Cunningham, Clerk; Joshua A. Degen, Member (via Zoom); John F. Reilly, Member  
**Also Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Steele McCurdy, Fire Chief; Art Cheeks, Deputy Fire Chief

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

**ANNOUNCEMENTS**

Ms. Pine said that 2 members were participating remotely that evening.

Mr. Cunningham said that the Veteran's Day ceremony held the previous Thursday was very well done and expressed gratitude to Don Black for organizing it. Ms. Pine said she had only hoped more people had attended adding it was a very nice ceremony for the Veterans. Mr. Cunningham said that they also unveiled the naming of Sawyer Way.

Mr. Cunningham said that the tunnel lighting project was completed on the Rail Trail by the Friends of the Rail Trail adding it turned out really well.

Ms. Pine said that the CPA funding calculations were completed adding they learned Groton would be receiving a 57.6% match which calculated to \$470,128 from the State. Ms. Pine added that they would be making the final debt service payment on Surrenden Farm exactly a month from now.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that at the request of Town Clerk Michael Bouchard, he had appointed John Sopka as an Election Worker. He respectfully requested that the Board ratify this appointment.

*Mr. Cunningham made a motion to ratify the Town Manager's appointment of John Sopka as an Election Worker term to end June 30, 2022. Mr. Reilly seconded the motion. Roll Call: Cunningham-aye; Reilly-aye; Pine-aye; Manugian-aye; Degen-aye*

2. Mr. Haddad said that the Great Ponds Advisory Committee had recommended that he nominate Art Prest for appointment to the Committee. He asked the Board to accept this as his nomination and respectfully requested that they consider appointing Mr. Prest to the Great Ponds Advisory Committee.

*Mr. Cunningham moved that they accept the nomination of Art Prest to the Great Ponds Advisory Committee and appoint Mr. Prest, term to end June 30, 2022. Ms. Manugian seconded the motion. Roll Call: Cunningham-aye; Reilly-aye; Pine-aye; Manugian-aye; Degen-aye*

3. Mr. Haddad said that budgets were due on November 22<sup>nd</sup> with budget meetings to be held the following week. He said that he would send out a schedule to the Board and Finance Committee.
4. Mr. Haddad said that they would hold their tax classification hearing next week and would get an update on the mask mandate from the Board of Health. Mr. Haddad said that they were at 23 cases over the past couple of weeks but went up to 24 cases, so trending higher but not much higher.

Mr. Haddad reviewed the schedule for the Board's upcoming meetings in December.

**FIRE DEPARTMENT STAFFING STUDY UPDATE**

Chief McCurdy and Deputy Chief Cheeks were present.

Chief McCurdy said that they wanted to give the Board the first update on their staffing review since they met with the Board in June. He said that they had a glaring shortfall, upon initial review, in Fire Prevention or community risk reduction. He said

that community risk reduction helped reduce risks within the community such as preventing falls in the home to making sure folks had their medications in line. He said that since 2016, the fire prevention piece had been an ongoing challenge for them. He said that they rearranged personnel in 2017 to help try to reduce community risk prevention measures which temporarily bridged that gap. He said that as the community grew and more challenging projects were being developed in town, required inspections were being pushed off because of lack of time and personnel. Chief McCurdy cited an example of a commercial building in Town that should be inspected annually. He said that because they are unable to perform those inspections, they found that 3 out of 4 exits in the building were blocked off due an unpermitted renovation. He said that in order to be able to focus on community risk reduction and inspections, they would need to spend less time maintaining their equipment, and perform less training as examples. He said that their fire code was changing at the beginning of 2022 which was going to require them to perform these commercial inspections yearly if not quarterly not just suggest that they be done. Chief McCurdy said that with the changes in the codes, there was going to be time required for personnel to learn and implement the changes.

Deputy Chief Cheeks said that life safety played a large role in this and with the changes being made within their codes. He said that trying to find the answers in their codes, was like trying to find the fire through all the smoke. He said that there was not just plan review when building a new home as an example, but time in the field to review the smoke detector locations and the install of them. He said that they were often called to emergency calls while trying to perform inspections which further delayed other inspections those days and subsequent days. He said that they were really being stretched thin in these areas.

Chief McCurdy said that over the last 10 years, their inspections grew from 306 in 2010 to 633 in 2020. He said that they charge to the maximum amount they could ask for under MGL Chapter 148, Section 10A which was a \$50 permitting fee. He said that the theory was that the building permit fee should encompass even the fire departments time. He said that they bring in about \$17,700 in permit fees which didn't include burn permit fees which brought in about \$4,800.

Chief McCurdy said that the children and older folks in town were the most susceptible to fire injuries and fatalities. He said that their SAFE program allowed them to go into the schools and teach the children what to do if there is an emergency, about changing smoke detector batteries, etc. He said that the senior SAFE program got them into the houses of the seniors, to replace their smoke detectors or batteries, check for trip hazard, check on their medications, etc. He said that this also helped them form a connection with the community and provide a safety net.

Chief McCurdy said that they were approached earlier this year by Dunstable about the possibility of merging the 2 departments. He said that they talked about this in 2015 which wasn't the right time they learned. He said that their Chief was retiring and an interim was just hired until June. He said that they were going to be exploring a regionalization grant in January to hire a consultant to look at the 2 departments and about the possibility of regionalizing. Chief McCurdy said that grants would be pursued over the next few years, for various things, as they had been doing. He said that they received a \$19K grant last year for equipment and also had obtained grants for personnel. He said that there was a grant possibility for fire prevention/community risk reduction also that they would be exploring.

Ms. Manugian asked if those that did home inspections needed to be an active firefighter. Chief McCurdy said that it was always better to have a firefighter in that role who was up to date on all training and codes in order to be thorough, which an active person might not be.

Mr. Degen said that the presentation was very well but added it mattered financially what they were looking for. He said that if they applied coverage to Dunstable, it was more than just labor. He said that wear and tear on the vehicles needed to be taken into account also. Mr. Haddad said that the consultant they were hoping to hire through a grant would look into all that. Chief McCurdy said that all those questions were being tossed around within the department also. Mr. Degen asked how long a study would take. Chief McCurdy said that the study would take about 6 months. He said that the timeframe for making this decision had not been discussed or determined adding both towns wanted to give this its due diligence. Chief McCurdy said that if Groton didn't take on both ambulance and fire, it wasn't worth it for them. He said that the EMS portion was the key piece for them because of receipts they'd receive from calls. Deputy Chief Cheeks said that this wasn't going to be rushed. He said that it needed to be studied and had to be beneficial for both towns.

Mr. Degen said that they wanted to add one additional FTE and asked when. Chief McCurdy said that they wanted to add one in the next budget cycle. Mr. Haddad said that it would be about \$90K plus additional outfit of a new employee for a total of \$102K. Mr. Degen asked if there were grant opportunities for this position for either 1, 2 or 3 years. Chief McCurdy said that there was a grant opportunity which would cover a portion of it but had not details about it because the guidance had not come out yet from FEMA but said that they would pursue this grant opportunity. He said that the Deputy Chief would be moved into the community risk reduction side of things and they would hire a new fulltime firefighter to backfill the Deputy Chief's role in responding to calls during the day.

Mr. Reilly said that getting their own house in order was the easier part in his opinion and the Dunstable piece would be harder. He said that consistency was so important and was all for this. Mr. Reilly asked if they saw Dunstable being staffed like Groton FD was. Mr. Haddad said that this was why the study was so important.

Mr. Cunningham said that the biggest revelation to him was the education and safety aspect. He said it's more than telling kids not to use matches. He asked if there was one place within their code they could look up an issue and have it tell you where to cross-reference. Deputy Chief Cheeks said that the answer was a yes and no answer and explained why. He said that finding answers was very time consuming. Mr. Cunningham said that the study would provide them with answers to the questions they all had right now.

Ms. Pine said that the regionalization matter needed to be explored. Ms. Pine asked how having another firefighter would help with the example of blocked exits. Chief McCurdy said that the fire code recommended they inspect these commercial buildings annually adding they were lucky to get there every 2-3 years. He said that they had to prioritize annual inspections because of lack of personnel and time. He said that once change to the code was inspections would be required and if they didn't conduct those inspections, there was increased liability on the departments part. Ms. Pine said that the budget and taxpayers needed to be considered before adding personnel. She said she thought the inspections were a higher priority than preventative based on what was said. Chief McCurdy said that they partnered with the Senior Center on home visits. Ms. Pine asked about maybe making this a part time position. Mr. Haddad said that he had to put together a balanced budget and see where priorities were. He said that he had to figure out how to make it all work while keeping it affordable for the tax payers. He said that the Chief and Deputy Chief did a great job justifying their needs that night.

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

1. Ms. Dunbar provided information relative to Bystander Training offered through Hollaback based on her research.

Mr. Cunningham asked if this was something they might want to do in conjunction with the school department. Ms. Pine said that with up to 1,000 participants they could decide to open it up if they wanted to. Ms. Manugian said that it made sense to look at the customized program. She said that if they attended all courses, it would cost them \$10k and could open it up to the community also. Ms. Pine said that she thought they might consider starting with the training in public places and de-escalation for the 2-hour course. Mr. Cunningham asked if Mr. Haddad could reach out to the Superintendent to see if they had interest. Ms. Manugian said that she thought they could start with the implicit bias as a starter course before jumping into the other ones. Mr. Degen asked about what other towns had used them and about reference checks.

An attendee, Megan Cotter, asked if this was going to be required of town employees. Ms. Pine said she didn't want to target their employees but instead make it a larger community issue.

2. Ms. Dunbar provided information on No Hate for Place Communities based on research she did. Ms. Pine talked about information she found online about stating they were a no place for hate. Ms. Pine said that both organizations, the ADL and the Southern Poverty Law Center, had some torrid history that they seemed to have risen above.

Mr. Degen said that the Town of Plymouth had a website and minutes adding he thought theirs made a lot of sense. He said that this had nothing to do with being a sanctuary city but instead about making a community inclusive. Mr. Haddad said he didn't see how this was different than what the Diversity Task Force was doing. He said that they could adopt it and make it part of their task. Mr. Degen said that the Diversity Task Force should be asked if they want the added responsibility. Ms. Manugian said that she also wondered about the difference from the Diversity Task Force and also whether they take the training and see where that brought them.

Ms. Pine said that they should pursue the bystander training and keep thinking about the no place for hate. Mr. Degen said that they were kicking the can down the road. He said that everyone could read the all are welcome stones, but needed to create a no place for hate committee that would be an advocate for the victim. He thought it should be brought back for discussion in December. Mr. Cunningham said that there were some loose threads they needed to pull together with all of these topics in order to provide focus to the issues. He said that no one was saying they should kick the can down the road. Ms. Pine said that they were on a path of educating themselves.

3. Mr. Haddad said that he did a little research on victim advocacy and found that the costs are around \$300 and didn't know how they wanted to proceed on it. Mr. Degen said that he didn't like some of the things he was hearing adding there was a lot of nastiness being heard throughout town. He said that there was concern about retribution, about their children being called out in school, etc. He said that he told those that approached him that they were trying to educate the public and make Groton better. He said that some were even afraid to go to the police department. He said that they needed to put something in place for those victims so they had somewhere to go and who could help. Ms. Manugian said she thought they needed to do something but didn't have enough familiarity on what to do or where to go with this. Ms. Pine said that she didn't think this should be structured as a committee because of OML. She said she thought the police should be the first stop especially if it was crime related. She said if it wasn't a crime, she wasn't sure what the appropriate channel was. She said she thought they needed to pursue these conversations. Mr. Cunningham said that the courts did have a victim advocate program for crime related incidents. Mr. Reilly said that if the victims were afraid to go to the police department, he asked what a victim advocate would do. Ms. Pine said that they were getting ahead of themselves. Mr. Degen said that there were professionally trained individuals who could handle these circumstances.

Megan Cotter said that the purpose of victim advocacy was just listening and suggested seeing what other towns did.

#### **OTHER BUSINESS**

Mr. Haddad said that the Board needed to discuss whether it wanted to reorganize after 3 months as the Board said that would do back in June. Mr. Cunningham said he asked that this be put on the agenda. He said that Ms. Pine asked for a steady hand to assist during the transition adding she had done a good job as chair. Mr. Cunningham advanced Mr. Reilly's name for consideration of Vice Chair.

Mr. Haddad said that someone would need to make a motion to reorganize the Vice Chair position. Mr. Degen said he was happy where he was. Ms. Manugian said she was happy to continue but was happy to reorganize should someone want to be vice chair. Mr. Reilly said he didn't have a problem either way and was good where they were.

Mr. Cunningham moved that the reorganize the position of Vice Chair. There was no second.

There was a brief discussion about charging stations and request for an update and more information on where Groton was at with the charging stations install.

Mr. Cunningham said that there was an alert from the MMA on a provision of the ARPA funding that local boards of health spend money on initiatives relative to unfunded mandates to provide certain services. He asked the Board to review email sent out and reach out to their local representatives. Mr. Haddad said he would draft something for Ms. Pine to sign to behalf of the Board.

#### **MINUTES**

*Mr. Cunningham moved to approve the minutes of the regularly scheduled meeting of November 8, 2021. Mr. Reilly seconded the motion. Roll Call: Cunningham-aye; Reilly-aye; Pine-aye; Manugian-aye; Degen-aye*

Ms. Pine adjourned the meeting at 8:59pm.

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

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

Date Approved: