

# Select Board Meeting Packet

June 6, 2022

*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*  
John F. Reilly, *Member*  
Matthew F. Pisani, *Member*

**SELECT BOARD MEETING**  
**MONDAY, JUNE 6, 2022**  
**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. Consider Ratifying the Annual Appointments of the Town Manager
2. Consider Accepting and Appointing the Annual Nominations of the Town Manager
3. Update from Town Manager on Town Clerk Search
4. Update from Town Manager on Broadmeadow RFP
5. Update on Select Board Meeting Schedule through the Labor Day

**II. 7:10 P.M.**      **Items for Select Board Consideration and Action**

1. Consider Designating a Member of the Board to Serve on Prescott Oversight Committee
2. Consider Approving a Common Victualler License for Groton Wine and Spirits
3. Consider Approving One Day Beer and Wine License for the Groton Neighbors for an Event at the Groton Center on Saturday, September 10, 2022 from 4:00 p.m. to 6:00 p.m.
4. Vote to Rescind One Day Beer and Wine Licenses for Summer Concert Series

### OTHER BUSINESS

**ON-GOING ISSUES – Review and Informational Purposes – Brief Comments - Items May or May Not Be Discussed**

- A. Water Department – Manganese Issue
- B. PFAS Issue
- C. Green Communities Application and Implementation
- D. Florence Roche Elementary School Construction Project
- E. ARPA Funding

### SELECT BOARD LIAISON REPORTS

**III. Minutes:**      **Regularly Scheduled Meeting of May 23, 2022**

### 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:** *June 6, 2022*

### TOWN MANAGER'S REPORT

Other than the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues, there are no specific Agenda Items scheduled on Monday's Agenda.

1. It is that time of year for the Town Manager to make his annual appointments. Enclosed with this report is a list of my proposed appointments. I would ask the Board to consider ratifying these appointments at Monday's meeting.
2. In addition, also enclosed with this report is a list of my proposed nominations for appointment. I would ask the Board to accept these nominations and make the appointments as recommended.
3. Now that the Annual Election has approved the legislation changing the Town Clerk's position from elected to appointed, we need to start the search for a new Town Clerk in anticipation of Michael Bouchard's retirement at the end of July. As you know, the Charter sets forth the process to fill this position. Basically, the Town Manager is responsible for the initial search for a new Town Clerk. The Town Manager is responsible to bring at least two candidates to the Select Board for their consideration. To that end, I have set up the following process for me to bring forth those finalists. Please note the following:
  - a. The position has been advertised in the MMA Beacon, Lowell Sun (which includes Indeed), Groton Herald and Mass Town Clerk's Association.
  - b. I have established a Town Manager's Search Committee to review and interview applicants. The Committee is made up of the following individuals:

Jason Kauppi  
Bud Robertson  
Raquel Majeski  
Bruce Easom  
Michael Bouchard

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**Select Board**  
**Weekly Agenda Update/Report**  
**June 6, 2022**  
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**3. Continued:**

- c. After the Search Committee narrows down the applicant pool to a number of semi-finalists, I plan on having the Department Heads interview them to receive their input as well. I believe this is an important step in helping me determine who to bring forward to the Select Board.
- d. I will then bring at least two finalists to the Board for public interviews. I anticipate being able to bring the finalists to the Board by the second week of July.
- e. After the Board conducts their interviews, we can have the Police Department conduct a background check on the Board's preferred candidate as we do with all Department Head positions. The Board can then make the official appointment.

I look forward to discussing this with the Board in more detail at Monday's meeting.

4. As I told the Board at your last meeting, we received three (3) proposals in response to the Broadmeadow Study Request for Proposals. I have established a review Committee made up of myself, Dawn Dunbar, Tom Delaney, Takashi Tada, Nik Gualco and Michelle Collette. We held an initial meeting and eliminated one proposal and decided to interview two firms. They are Environmental Partners and Nitsch Engineering. We are interviewing them on Tuesday, June 7<sup>th</sup>. Regardless of who we choose, we will need an additional \$100,000 in ARPA Funds to pay for the Study. Enclosed with this report is the latest ARPA budget for your review. I would respectfully request that the Board vote to approve the use of an additional \$100,000 for this purpose. We can discuss this in more detail at Monday's meeting.

5. Please see the update to the meeting schedule that will take the Board through Labor Day:

Monday, June 13, 2022	-Annual Reorganization of the Board -Annual Appointments of the Select Board
Monday, June 20, 2022	No Meeting (Juneteenth)
Monday, June 27, 2022	-Report of the Town Forest Committee
Monday, July 4, 2022	-No Meeting (Fourth of July)
Monday, July 11, 2022	-Approve FY 2022 Line-Item Transfers -Interview Town Clerk Finalists (Potentially) -Call for 2022 Fall Town Meeting
Monday, July 18, 2022	No Meeting
Monday, July 25, 2022	Regularly Scheduled Meeting
Monday, August 1, 2022	No Meeting
Monday, August 8, 2022	Regularly Scheduled Meeting
Monday, August 15, 2022	No Meeting

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**Select Board**  
**Weekly Agenda Update/Report**  
**June 6, 2022**  
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**5. Continued:**

Monday, August 22, 2022	-Meet with CPC to Discuss Project Process
Monday, August 29, 2022	No Meeting
Tuesday, September 6, 2021	Regularly Scheduled Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

1. Josh Degen has resigned as a member of the Town Manager's Prescott Oversight Committee. I would respectfully request that the Select Board designate John Reilly to replace him on the Committee.
2. Groton Wine and Spirits has applied for a Common Victualler's License (through December 31, 2022) for their location at 768 Boston Road. Hours of operation will be Monday through Saturday from 8:00 a.m. to 11 p.m. and Sunday from 10:00 a.m. to 10:00 p.m. I would respectfully request that the Board approve this license at Monday's meeting.
3. The Groton Neighbors have requested a one-day beer and wine license for a celebration of their organization (five-year anniversary) on Saturday, September 10, 2022 at the Groton Center from 4:00 p.m. to 6:00 p.m. I would respectfully request that the Board approve this license at Monday's meeting.
4. The Board approved four (4) one day beer and wine licenses for the Summer Concert Series at Town Field subject to Town Counsel's opinion relative to the Town's Alcohol Bylaw. Please see the enclosed opinion from Brian Falk. Attorney Falk believes the issuance of these licenses is in violation of the bylaw and cannot be issued. Therefore, I would respectfully request that the Board vote to rescind these licenses. I would ask the Board if you would like me to draft an amendment to the Bylaw that would allow this in the future. We can discuss this in more detail at Monday's meeting.

MWH/rjb  
enclosures



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**Town Manager**  
Mark W. Haddad

### MEMORANDUM

*TO: Mark Haddad, Town Manager*  
*FROM: Dawn Dunbar, Executive Assistant to the Town Manager*  
*DATE: June 3, 2022*  
*RE: Town Manager 2022 Annual Appointments*

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#### **I. OFFICIALS APPOINTED BY THE TOWN MANAGER**

##### **ADA COORDINATOR**

Michelle Collette 2023

##### **ANIMAL CONTROL OFFICER**

R. Thomas Delaney, Jr. 2023  
John Greenhalgh 2023

##### **ANIMAL INSPECTOR**

George Moore 2023

##### **BUILDING COMMISSIONER**

Robert Garside 2023

##### **BUILDING INSPECTOR**

Daniel Britko 2023

##### **COMMUNICATIONS OFFICERS**

Warren Gibson 2023  
Catherine Myers 2023  
Samuel Welch 2023  
Christopher Cotter 2023  
John Weix 2023  
Edward J. Bushnoe (Part time) 2023  
Michael MacGregor (Relief) 2023  
Leah Pierce (Relief) 2023

##### **CONSERVATION ADMINISTRATOR**

Nikolis Gualco 2023

##### **CONSTABLES**

Brian O. Downes 2025  
George Moore 2025  
Michele Giso 2025

##### **COUNCIL ON AGING DIRECTOR**

Ashley Shaheen 2023

**COUNTRY CLUB GM / HEAD GOLF PROFESSIONAL**

Shawn Campbell 2023

**DATABASE COORDINATOR**

Vacancy

**DOG OFFICER**

R. Thomas Delaney, Jr. 2023

John Greenhalgh 2023

**EARTH REMOVAL INSPECTOR**

Michelle Collette 2023

**ELECTION WORKERS**

Judith Anderson 2023

John Barnard 2023

Alicia Black 2023

Michael Bouchard 2023

Jennifer Cacciola 2023

Marvin Caldwell 2023

Gail Chalmers 2023

Carole Clark 2023

Michelle Collette 2023

Joan Croteau 2023

Carol Daigle 2023

Charlene Dapolito 2023

Janis Discipio 2023

Michael Discipio 2023

Julianna Elmasri 2023

Daniel Emerson 2023

Alberta Erickson 2023

Pat Fairchild 2023

Al French 2023

Lindsey Goranson 2023

Barbara Griffin 2023

Joan Guimond 2023

Andreas Hartmann 2023

Aneeqa Hashimi 2023

Valerie Heim

Jacquelyn Jackson 2023

Wendy Jones 2023

Margaret Knight 2023

Michael Koza 2023

Michael Lapin 2023

Michael LaTerz 2023

Stephen Legge 2023

Cindy Martell 2023

Paula Martin 2023

Richard Marton 2023

Michael McCoy 2023

Kate Mceleny 2023

Sarah Miller 2023

Patti Modzelewski 2023

Lynda Moore 2023

Dina Mordeno 2023

Emily Navetta	2023
Sue Norberg	2023
Lisa O'Neill	2023
Kris O'Reilly	2023
James O'Reilly	2023
Edward Perkins	2023
Donna Piche	2023
Robert Piche	2023
Nancy Pierce	2023
David Posner	2023
Katrina Posner	2023
Virginia Reinap	2023
Diana Rice	2023
Gina Ryan	2023
Susan Ryan	2023
Suzanne Sanders	2023
Harold Sandford	2023
Molly Sawdy	2023
Fran Seager	2023
Stuart Shuman	2023
Andrew Smith	2023
Cathy Smith	2023
Fran Stanley	2023
Alberta Steed	2023
Rena Swezey	2023
Ramona Tolles	2023
Jeffrey Upton	2023
John Valentine	2023
Richard Van Doren	2023
Bronwen Wallens	2023
Charlotte Weigel	2023
Margaret Wheatley	2023
Claire Wilson	2023
Lois Young	2023

**ELECTRICAL INSPECTOR**

Edward Doucette	2023
John Dee III (Alternate)	2023

**EXECUTIVE ASSISTANT TO THE TOWN MANAGER**

Dawn Dunbar	2023
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**FENCE VIEWER**

George Moore	2023
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**FIELD DRIVER**

George Moore	2023
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**GRAVES REGISTRATION OFFICER**

Deborah Beal Normandin	2023
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**HARBOR MASTER**

Michael F. Luth	2023
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**HAZ-MAT COORDINATOR**

Steele McCurdy 2023

**HEALTH INSURANCE PORTABILITY  
& ACCOUNTIBILITY OFFICER**

Melisa Doig 2022

**HUMAN RESOURCES DIRECTOR**

Melisa Doig 2023

**IT DIRECTOR**

Michael Chiasson 2023

**KEEPER OF THE TOWN CLOCK**

Paul Matisse 2023

**LAND USE DIRECTOR / TOWN PLANNER**

Takashi Tada 2023

**LOCAL LICENSING AGENT**

Michael F. Luth 2023

Rachel Bielecki 2023

**MEASURER OF WOOD AND BARK**

Evan C. Owen 2023

**MOTH SUPERINTENDENT**

R. Thomas Delaney, Jr. 2023

**NIMS COORDINATOR**

Michael F. Luth 2023

**PARKING CLERK**

Dawn Dunbar 2023

**PLUMBING AND GAS INSPECTOR**

Norm Card 2023

Jeremy Pierce (Alternate) 2023

**POLICE DEPARTMENT****Deputy Chief**

Rachel Bielecki 2023

**Matrons**

Catherine Myers 2023

Jessica Watson 2023

**Officers**

Matthew Beal 2023

Nicholas Beltz 2023

Robert Breault 2023

Peter Breslin 2023

Gordon Candow 2023

Paul Connell 2023

Omar Conner 2023

Andrew Davis	2023
Derrick Gemos	2023
Kevin Henehan	2023
Adam Hyde	2023
Michael Lynn	2023
Casey O'Connor	2023
Dale Rose	2023
Gregory Steward	2023
Patrick Timmins	2023
Peter Violette	2023
Robert Wayne	2023

**Reserve Officers**

Frank Mastrangelo	2023
Emily Ramos	2023
Michael Ratte	2023
Steven Tully	2023

**Special Police Officers**

Pepperell, MA	2023
Townsend, MA	2023
Dunstable, MA	2023
Tyngsboro, MA	2023
Westford, MA	2023
Ayer, MA	2023
Shirley, MA	2023
Littleton, MA	2023
Chelmsford, MA	2023
Lunenburg, MA	2023

**PUBLIC WORKS DIRECTOR**

R. Thomas Delaney, Jr.	2023
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**ROAD KILL OFFICER**

R. Thomas Delaney, Jr.	2023
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**SEALER WEIGHTS & MEASURES**

Eric Aaltonen	2023
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**SURVEYOR OF WOOD/LUMBER**

R. Thomas Delaney, Jr.	2023
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**TOWN DIARIST**

M. Constance Sartini	2023
Robert L. Collins	2023

**TREE WARDEN**

R. Thomas Delaney, Jr.	2023
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**VETERANS' SERVICE OFFICER**

Maureen Heard	2023
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**WATER SUPERINTENDENT**

Thomas Orcutt	2023
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## **II. BOARDS, COMMITTEES & COMMISSIONS APPOINTED BY THE TOWN MANAGER**

### **CABLE ADVISORY COMMITTEE**

Neil Colicchio	2023
Eric Fisher	2023
John Macleod	2023
Robert Piché	2023
Vacancy	

### **HISTORIC DISTRICTS COMMISSION**

Brian Cartier	2025
Vacancy	

### **INSURANCE ADVISORY COMMITTEE**

Gordon Candow	2023
Barbara Cronin	2023
Melisa Doig	2023
Derrick Gemos	2023
Warren Gibson	2023
Paul McBrearty	2023
Rena Swezey	2023
DPW Representative	2023
Supervisors Rep	2023
Fran Stanley	2023

## **III. BOARDS, COMMITTEES & COMMISSIONS NOMINATED FOR APPOINTMENT BY THE TOWN MANAGER**

### **AGRICULTURAL COMMISSION**

Sally Smith	2025
Vacancy	

### **BOARD OF SURVEY**

Robert Garside – Bldg. Comm.	2023
Steele McCurdy – Fire Chief	2023
Evan C. Owen	2023

### **COMMISSION ON ACCESSIBILITY**

Judith Anderson	2023
Robert Fleischer	2023
Lynne Pistorino	2023
Thomas Pistorino	2023
Alan Taylor	2023

### **COMMUNITY EMERGENCY RESPONSE COORDINATOR**

R. Thomas Delaney, Jr.	2023
Michael F. Luth	2023
Steele McCurdy	2023

### **CONDUCTORLAB COMMITTEE**

Michelle Collette	2023
Mark Deuger	2023
Robert Hanninen	2023
Takashi Tada	2023
Evan Thackaberry	2023

**EARTH REMOVAL STORMWATER ADVISORY COMMITTEE**

George Barringer	2023
R. Thomas Delaney, Jr.	2023
Robert Hanninen	2023
Steven Savage	2023
Vacancy – Cons Com Rep	2023

**GREAT POND ADVISORY COMMITTEE**

Ronald Hersch	2023
Larry Hurley	2023
Remigiusz Kaleta	2023
James Luening	2023
Rick Salon	2023
George Wheatley	2023
Alexander Woodle	2023
3 Vacancies	

**GREENWAY COMMITTEE**

Adam Burnett	2023
Pete Carson	2023
Carol Coutrier	2023
Marina Khabituyeva	2023
David Pitkin	2023

**HISTORICAL COMMISSION**

George Wheatley	2023
Michael Danti	2023
Robert DeGroot	2023
Allen King	2023
Michael LaTerz, II	2023
Joshua Vollmar	2023
Vacancy	

**OLD BURYING GROUND COMMISSION**

Don Black	2023
Gail Chalmers	2023
Debbie Beal Normandin	2023
2 Vacancies	

**RECYCLING COMMITTEE**

Tessa David	2023
R. Thomas Delaney, Jr.	2023
Diana Keaney	2023
Jamie E. King	2023
Nancy Ohringer	2023

**REGIONAL EMERGENCY PLANNING  
COMMITTEE**

Michael F. Luth	2023
Steele McCurdy	2023

**SIGN COMMITTEE**

Mark W. Haddad	2023
Carolyn Perkins	2023
Connie Sartini	2023

**TOWN FOREST COMMITTEE**

John Sheedy 2023

**TRAILS COMMITTEE**

Adam Burnett 2023  
Heidi Charlebois 2023  
Derek Cianci 2023  
Laura DeGroot 2023  
Darlene Deschambeault 2023  
Sheila Devereaux 2023  
Paul Funch 2023  
Stephen Legge 2023  
Harris McWade 2023  
Wanfang Murray 2023  
James Peregoy 2023

**WEED HARVESTER COMMITTEE**

Steve Beard 2023  
Gerrett Durling 2023  
Erich Garger 2023  
Bradley D. Harper 2023  
James Luening 2023  
2 Vacancies

**WILLIAMS BARN COMMITTEE**

Lori Brackett 2023  
Christopher Darling 2023  
Bruce Eason 2023  
Robert Kniffen 2023  
Joseph Twomey 2023  
Sandra Tobies 2023  
Steve Woodin 2023  
2 Vacancies

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**IV. ADDITIONAL TOWN MANAGER APPOINTMENTS –Effective Immediately****Per Diem Van Driver - Council on Aging**

- Donald McKinney

**Country Club Camp Staff**

- Mathieu Guay
- Neil Prestia
- Sarah Stevens
- Ava Metzger

**Country Club Lifeguards**

- Sebastian Torre-Nieto
- Grace Hanss
- Ro Dudevoir
- Niamh Fallon
- Kiera Fallon
- Hayden Fallon

Proposed Budget for Town of Groton												revised	6/1/2022
Coronavirus State and Local Fiscal Recovery Funds													
Spending Date	Allotment	Projects:	AR1	AR2	AR7	AR3	AR7	AR6	AR4	AR9	AR5	AR8	
			GDRSD	Comm Towers	Employee Retention	Public Safety Ops & Dispatch Center FY23	DPW FTE Replacement	Taylor St Water Mains	Sewer Pump Station - MassWorks	Interface Mental Health	BroadMeadow Rd. Engineering	Admin/ Consulting	Avail Funds
						*300k & 150k & 19,600							
	3,385,120		900,000	650,000	170,000	469,600	38,000	244,869	520,000	18,000	200,000	9,000	165,651
Sep-21	(7,000)								(7,000)				
Oct-21	(44,000)						(38,000)		(6,000)				
Nov-21	(5,000)								(5,000)				
Dec-21	(584,333)		(442,495)		(138,398)				(2,000)			(1,440)	
Jan-22	(80)											(80)	
Feb-22	0												
Mar-22	(80)											(80)	
Apr-22	(1,480)			(1,400)								(80)	
May-22	0												
Jun-22	0												
Jul-22	0												
Aug-22	0												
Sep-22	0												
Oct-22	0												
Nov-22	0												
Dec-22	0												
Jan-23	0												
Total Spending	(641,973)		(442,495)	(1,400)	(138,398)	0	(38,000)	0	(20,000)	0	0	(1,680)	0
	(641,973)	xft											
Avail Budget	2,743,147		457,505	648,600	31,602	469,600	0	244,869	500,000	18,000	200,000	7,320	165,651
	2,743,147	xft											



Select Board  
Groton, MA

## LICENSE FORM

This application must be clearly filled out, duly signed and returned to the Select Board's office. Please note that the Town has adopted a bylaw (*per M.G.L. Chapter 40, Section 57*) which states a license or permit may be denied, revoked, or suspended for non-payment of local tax betterments or assessments.

**Please check all relevant transactions: Make Checks Payable to The Town of Groton**

☒ Common Victualler License-\$25

☐ Class II License-\$100

☐ Entertainment License-\$100

☐ Auctioneer License-\$10

☐ Sunday Entertainment License-\$24

*\*Sunday Entertainment State Fee \$100*

*Made out to Commonwealth of MA*

Shree Hari OM LLC

Name of Company

Groton Wine & Spirits

Doing Business As

Utsav Patel

Manager

25 Navajo Terr. Westford, MA 01886

Mailing Address of Company

768 Boston Rd

Business Mailing Address

MA

State

01450

ZIP

978-876-7216

Phone number business

Phone number of company (if different)

Mon - Sat : 8 - 11 pm

Sun : 10 am - 10 pm

Hours of Operation

87-2520716

Seating Capacity (if applicable)

Federal I.D. Number

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state and local tax returns and paid all state and local taxes required under law. This license will not be issued unless the applicant signs this certification clause.

Patel RA

Signature of Individual or Corporate Name (Mandatory)

Signature of Corporate Officer (Mandatory if Applicable)

For Office Use Only:

Date Received: \_\_\_\_\_ Check#: \_\_\_\_\_ Amount: \_\_\_\_\_





# TOWN OF GROTON

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## SELECT BOARD

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Joshua A. Degen, *Member*  
John F. Reilly, *Member*

**Town Manager**  
Mark W. Haddad

### SPECIAL ONE DAY LIQUOR LICENSE APPLICATION

Applicant's Name:

*Pat Hartigsen / 29 Pleasant St / Groton*  
*on behalf of Groton Neighbors*

Applicant's Address:

*7 P.O. Box 1006 / Groton, MA*

Applicant's Contact Information:

*Pat's:*

Telephone #

E-Mail Address

*/ pathartigson@gmail.com*

Organization Name:

*Groton Neighbors (978-272-0123)*

Name of Event:

*Saturday 9/10/2022 / Groton Neighbors Celebration / Anniversary*

Description of Event:

*a celebration of our organization on the anniversary of passing 5 years in operation*

The Applicant is:

☒ Non-profit Organization

or

☐ For Profit Organization

Date of Event:

*Saturday 9/10/2022 \* set up: 2:30-4:00*

Hours of Event:

*event: 4:00-6:00 / \* clean up: 6:00-7:15*

Location of Event:

*The Groton Center*

*\* total: 2:30-7:15*

License For:

☐ All Alcoholic Beverages - Issued only to a non-profit organization

☒ Wine and Malt Beverages Only

Applicant's Signature:

*Pat Hartigsen*

Date:

*5/13/2022*

A completed application, along with a copy of the Applicants Certificate of Insurance naming the Town of Groton as additionally insured, should be submitted to the Select Board Office along with payment in the form of a check in the amount of \$50.00 for All Alcohol License or \$40.00 for Wine and Malt Beverages Only made payable to the Town of Groton. The Groton Select Board's approval is required at a public meeting of the Select Board.

Please submit the application, certificate of insurance and payment 30 days in advance of the event for which the license is being applied.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/04/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Markham Group, Inc. 20 Central Ave.  Ayer MA 01432	<b>CONTACT NAME:</b> Ellen Jordan <b>PHONE (A/C, No, Ext):</b> (978) 772-0800 <b>E-MAIL ADDRESS:</b> ellenj@markham-group.com <b>FAX (A/C, No):</b> (978) 772-9506
<b>INSURED</b> Groton Neighbors, Inc. PO Box 1006  Groton MA 01450	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Mt. Vernon Fire Insurance <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** CL225404736**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NPP2565606E	01/17/2022	01/17/2023	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 2,000,000
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						PRODUCTS - COMP/OP AGG \$ Included
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							EACH OCCURRENCE \$
							AGGREGATE \$
							PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Non-profit organization  
The Town of Groton is an additional insured.  
Liquor Liability is included in the \$1,000,000 General Liability limit.  
One Day Event 9-10-2022

**CERTIFICATE HOLDER****CANCELLATION**

Town of Groton  
173 Main Street

Groton

MA 01450

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## Mark Haddad

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**From:** Falk, Brian R. <bfalk@MirickOConnell.com>  
**Sent:** Wednesday, June 1, 2022 11:09 AM  
**To:** Mark Haddad  
**Cc:** Dawn Dunbar  
**Subject:** RE: Opinion Requested

Mark,

I believe the one-day licenses for alcoholic beverage sales at the Summer Concert Series, as described in your email below, should not be issued because the licensee and its patrons would be in violation of the Town's open container bylaw and subject to enforcement by the Police Department.

The open container bylaw lists four separate areas where a person may not possess an open container of an alcoholic beverage. One such area is "any public common, park or playground." From our phone call it is my understanding that Town Field, the site of the Summer Concert Series, is a public park.

A separate area identified in the open contain bylaw is "any place to which members of the public have access as invitees or licensees", which has a caveat that open containers may be allowed in such an area with the consent of the owner or person in control. The "park" category does not contain such a caveat, suggesting that the prohibition on open containers in parks may not be modified with the permission of the Park Commission (which controls Town Field).

In addition, the open container bylaw was amended in 2012 to create a caveat for any Town-owned property for a "farmers' market type event." This further suggests that the prohibition on open containers in parks may not be modified except for farmers' market events.

Based on the forgoing, it is my interpretation that the open container bylaw prohibits open containers of alcoholic beverages at Town Field, and the prohibition may not be modified for the Summer Concert Series. I believe the open container bylaw would need to be amended by Town Meeting to accommodate alcoholic beverage sales and consumption at the Summer Concert Series, as was done for farmers' market events.

If the open container bylaw only pertained to property owners, the Town might determine that it would not enforce the bylaw's prohibitions with respect to Town Field for the Summer Concert Series. The bylaw, however, pertains to individuals and violators may be subject to criminal penalties or non-criminal fines. I do not believe that the Board, through a one-day licensing decision, or the Park Commission as custodian of Town Field, have authority to direct the Police Department not to enforce the open container bylaw with respect to the Summer Concert Series.

The one-day licenses for the Summer Concert Series would put the licensee and its patrons in violation of the open container bylaw. Because the licensee cannot operate under the licenses without violating the open container bylaw, the licenses should not be issued.

Please let me know if you have any additional questions.

Brian

## Dawn Dunbar

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**From:** Fran Stanley  
**Sent:** Thursday, June 2, 2022 11:31 AM  
**To:** Dawn Dunbar; Lisa Larrabee (office@grotonha.org); Raquel Majeski; Peter Cunningham-home  
**Cc:** Mark Haddad; Takashi Tada  
**Subject:** Invitation to Housing Partnership, Groton Housing Authority, Select Board & Diversity Task Force

**RE: Meeting of Housing Committees**  
Date/Time: Wednesday, June 22, 2022 at 7 pm  
Place: The Center, 163 West Main Street

Dear Select Board, Groton Housing Authority, Housing Partnership and Diversity Task Force:

The Affordable Housing Trust invites you to gather at The Center on June 22 to discuss affordable housing in Groton. Please share this invitation with your Committee if you support or chair one of the listed invitees. The focus of the meeting will be for members of housing committees to share information about their activities with one another. This meeting will be open to the public.

The agenda will start with an update from each housing committee on their activities and priorities.

Other agenda items may include:

- MBTA Communities Multi-Family zoning,
- 40B applications, and
- other efforts to create affordable housing.

Thank you for your attention to this matter.

Best wishes,  
-Fran

Fran Stanley  
Housing Coordinator  
Land Use Department  
Town of Groton  
173 Main Street  
Groton, MA 01450  
fstanley@grotonma.gov  
work 978.732.1913  
fax 978.448.1113

Please note that the Massachusetts Attorney General has determined that emails are a public record. Privacy should not be expected.

**SELECT BOARD MEETING MINUTES  
MONDAY, MAY 23, 2022  
UN-APPROVED**

**SB Members Present:** Rebecca H. Pine, Chair (via Zoom); 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 to the Town Manager

Ms. Manugian called the meeting to order at 7:00 PM and reviewed the agenda.

**ANNOUNCEMENTS**

Mr. Haddad said that tomorrow, May 24<sup>th</sup> was election day with polls open from 7am-8pm with polling locations at the Center and GD Middle School.

Mr. Haddad said that the Groton Destination Committee was holding forums to receive input on their plans. He said that the second forum was being held on June 12<sup>th</sup> at the Center from 2-4pm.

Mr. Haddad said that the Memorial Day parade would take place on Monday, May 30<sup>th</sup> beginning at 9:00am with kickoff at Legion Hall. Mr. Black asked the Board to consider participating in the parade and thanked them.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said that the deadline for RFP proposals on the Broadmeadow Engineering yielded 3 proposals from CEI, Nitsch Engineering and Environmental Partners. He said that the \$100K set aside from ARPA funds was not going to be enough adding he set up a small team to review the proposals. Mr. Haddad asked if they wanted a representative from the Board to also review them. Mr. Degen said he would like to be that person should he be reelected tomorrow. Mr. Degen would be the representative regardless of the election tomorrow.
2. Mr. Haddad reviewed the Board's meeting schedule for the next few weeks.

**SELECT BOARD ITEMS FOR CONSIDERATION**

1. Mr. Haddad said that the Sustainability Commission has requested that Andrew Scott be appointed to the Commission. Mr. Haddad respectfully requested that the Board consider making this appointment.

*Mr. Cunningham made the motion through June 30, 2022. Mr. Degen seconded the motion. Roll Call: all ayes*

2. Mr. Haddad said that the Board asked how the sale of beer and wine would be regulated and what the Park Commission had granted for the River Styx Brewing / Rollstone Concert Series.

Ms. Jackie Cullen of River Styx Brewing said that she would bring cans and could have a section of some sort where sale and consumption would be allowed. She said that there would be one entrance and exit to contain the alcohol and be able to card people. Ms. Manugian asked if there was a limit on how much one could purchase. Ms. Cullen said that they would shut people off like they would if they appeared intoxicated. She said that they would only allow them to purchase 1 beverage per person to consume. Mr. Degen said if there was a section in the middle where one section was non-alcoholic, that might make it more family friendly around the bandstand. Ms. Cullen said that their brewery was family friendly adding at events they had done before in Fitchburg, that was what they had done. Ms. Pine said she was curious about the whole origin of these band concerts. Ms. Cullen said she was approached by Rollstone Bank. Mr. Reilly asked if River Styx Brewing has done this before. Ms. Cullen said they had in Fitchburg and Leominster before. Ms. Manugian said her concern was the field use permit of the Park Department and their local bylaw said no alcohol was allowed. Mr. Cunningham said that he thought they were covered here.

*Mr. Degen offered a motion to grant a one day beer and wine license for Thursday, June 16, 2022 from 6:30 p.m. to 8:30 p.m. (Rain Date: Thursday, June 23rd) Thursday, July 21, 2022 from 6:30 p.m. to 8:30 p.m. (Rain Date: Thursday, July 28th) Thursday, Aug 18, 2022 from 6:30 p.m. to 8:30 p.m. (Rain Date: Thursday, August 25th) Thursday, Sept 15, 2022 from 6:30 p.m. to 8:30 p.m. (Rain Date: Thursday, September 22nd) subject to review by Town Counsel for applicability and submission of a revised layout. Mr. Reilly seconded the motion. Roll Call: Reilly-aye; Degen-aye; Cunningham-aye; Manugian-aye; Pine-aye*

3. Mr. Haddad said that at last week's meeting, the Friends of Prescott requested permission to change the sign on the front facade of Prescott School to read "Prescott Community Center". He said that the Board delayed making a decision on this request until such time as they received feedback from the Historic Districts Commission (HDC). He said that the Friends of Prescott met with the HDC last week and the HDC gave preliminary approval to change the sign, subject to submitting a formal application for the change. Mr. Haddad respectfully requested that the Board consider approving the name change.

*Mr. Degen moved that the Select Board grant permission for the building name to be changed from Prescott School to Prescott Community Center subject to a formal application and HDC approval. Ms. Pine seconded the motion.*

Mr. Cunningham said he was going to vote against this adding he didn't see any issue with leaving it further adding people knew that it was the Prescott School and that the Community Center was also well known. Mr. Reilly said he had a little issue with it as the landowner was not making the request but the tenant. Ms. Pine said that the tenant was advertising who they were adding that was common practice. Ms. Pine gave examples of other properties around town where the tenant was not the owner of a particular property but the signage represented the tenant's business. She said she saw no issue changing the name of the building. Ms. Pine asked if anyone had registered a comment about this. Mr. Haddad said he received one call in opposition of this proposed change. Mr. Degen said that the Board had no input into the restaurant at the Country Club when they named the restaurant and put signage out by the street. He said that the legacy of the Prescott School was still there. Ms. Manugian said that the signs at the Country Club were out by the road and not on the building which was different. Mr. Cunningham said that the Tarbell School was still named the Tarbell School even though there was housing there. He said that the Community Center had a beautiful sign out front that told people what they were and did there and didn't see it as confusing.

Mr. Steve Lane said that the Friends of Prescott voted to drop the word school from their name and call it Prescott Community Center. He said people were afraid of change but wanted to change it to what it was. Mr. Cunningham said that the Friends had done a great job identifying themselves but didn't think the building name was going to confuse people.

*Roll Call: Reilly-nay; Degen-aye; Pine-aye; Cunningham-nay; Manugian-nay – The motion failed 3-2.*

*Mr. Degen moved to authorize the name of the building to be Prescott School Community Center. There was no second.*

4. Mr. Haddad said that they had a bond rating call last week to go over the Town's finances. He said that the bond rating agent was happy with the meeting and felt confident their bond rating would remain a AAA bond rating.

#### **ON-GOING ISSUES**

B: Mr. Haddad said that DEP was coming out on Thursday night, May 31<sup>st</sup> at 6:30pm at the MS South Library to discuss PFAS in joint session with GDRSC and Dunstable Board of Selectmen. He said that they would be there to discuss causes, solutions and answer any questions.

D: Mr. Haddad said that June 1<sup>st</sup> at 4pm was the groundbreaking for the Florence Roche Elementary School.

**MINUTES**

*Mr. Cunningham moved to approve the minutes of the regularly scheduled meeting on May 16, 2022. Mr. Degen seconded the motion. The motion carried unanimously.*

The meeting was adjourned at 7:38pm.

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

\_\_\_\_\_ respectfully submitted: Dawn Dunbar,  
Executive Assistant to the Town Manager

Date Approved: