

# Select Board Meeting Packet

June 13, 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, *Member*  
Alison S. Manugian, *Member*  
Peter S. Cunningham, *Member*  
John F. Reilly, *Member*  
Matthew F. Pisani, *Member*

**SELECT BOARD MEETING**  
**MONDAY, JUNE 13, 2022**  
**AGENDA**  
**SELECT BOARD MEETING ROOM**  
**2<sup>nd</sup> FLOOR**  
**GROTON TOWN HALL**

- 7:00 P.M.      Annual Reorganization of the Select Board – Per Select Board Operational Policy, Town Manager Calls Meeting to Order and Calls for Nominations for Chair
- 7:05 P.M.      Announcements and Review Agenda for the Public
- 7:06 P.M.      Public Comment Period
- I.      7:07 P.M.      Town Manager's Report
- 1. Approve Various Bond Issues
  - 2. Update from Town Manager on Broadmeadow RFP
  - 3. Update on Select Board Meeting Schedule through the Labor Day
- II.      7:10 P.M.      Items for Select Board Consideration and Action
- 1. Consider Making Annual Appointments of the Select Board

### 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 June 6, 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 13, 2022*

### TOWN MANAGER'S REPORT

This will be the meeting that the Board conducts in Annual Reorganization. To that end and per Board policy, the Town Manager will call the meeting to order and accept nominations for Chair. Once the new Chair is selected, a Vice Chair and Clerk will need to be chosen. In addition to the Town Manager's Report and a review of the On-going Issues List, there are no scheduled Agenda Items on Monday's Agenda.

1. The Town recently went out to the Bond Market on two issues. The first was a renewal of a Bond Anticipation Note (BAN) in the amount of \$1,207,300. This BAN was for the Engineering of the two Water Department Projects (new Whitney Pond Well and new Whitney Pond Treatment Plant) and the new dump truck for the Highway Department. The low Bid for this BAN was from Oppenheimer & Company with an interest rate of 2.5%. The second was for the permanent borrowing of \$20,000,000 for the next phase of the Florence Roche Elementary School Construction Project. The low bid was received from UBS Financial Services coming in with an interest rate of 3.59%, including a premium of \$1,552,632.00, meaning the Town will only be borrowing \$18,655,000 (less premium, plus bond costs, etc) for this project. Town Treasurer Hannah Moller will be in attendance at Monday's meeting to review these issues and request that the Board accept these bids and sign off on the borrowing. I hope to provide the Board with the actual vote required and information concerning these borrowings under separate cover in advance of the meeting.
2. Last week, a Review Committee made up of me, Dawn Dunbar, Tom Delaney, Takashi Tada, Nikolas Gualco, Michelle Collette and Becky Pine interviewed Environmental Partners and Nitsch Engineering to determine which firm we would hire in response to our Broadmeadow RFP. Based on the interviews, the Committee determined that Environmental Partners was best suited to conduct the work. To that end, it is my intention to enter into a contract with them for this purpose. They will start work immediately. I will provide the Board with periodic updates, including when we schedule a joint meeting with the Select Board, Planning Board, Conservation Commission, Earth Removal Stormwater Committee and the public to gain input into the final solution to address the flooding of Broadmeadow Road. I am very excited of this project and look forward to working with all of you as we develop the best solution.

**Select Board**  
**Weekly Agenda Update/Report**  
**June 13, 2022**  
**page three**

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

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
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. Attached with this Report are the proposed Annual Appointments of the Select Board. I would respectfully request that the Select Board consider making these appointments at Monday's meeting.

MWH/rjb  
enclosures



UNIBANK FISCAL ADVISORY SERVICES, INC.  
A SUBSIDIARY OF UNIBANK

**Municipality:** Town of Groton  
Hannah Moller, Treasurer/Collector  
173 Main St.  
Groton, MA 01450

**Issue Dated:** June 25, 2022

**Special Instructions:** 30/360 (358/360)

**Purpose:** Bond Anticipation Note - Municipal Purpose Loan

<i>Due Date</i>	<i>Paying Agent</i>	<i>Purchaser</i>	<i>Interest Rate</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
6/23/2023	Town of Groton	Oppenheimer & Co.	2.500	\$1,207,300.00	\$30,014.82	\$1,237,314.82
Total				\$1,207,300.00	\$30,014.82	\$1,237,314.82

*This notice is to remind you that the paying agent should be provided with good funds on or before the due date. **All funds must be received by 12:00 p.m.** In the event that your check has been forwarded or you have authorized us to charge your account, please disregard this reminder. If you have any questions, please call the Financial Advisory Office at 1-(800)-678-1635.*

## Municipal Purpose Loan

### Town of Groton

This attachment must be included with all Municipal Purpose Loans issued through the State House Note Program.

*(A municipal purpose loan is one which combines two or more authorizations for different purposes in one loan.)*

Date	Date 2	Article #	Purpose	Amount Authorized	Previous New Issues	Paydowns This Issue	This Issue New	This Issue Renewal	Unissued Balance
5/1/2021		10	Engineering-Whitney Pond Well #3	\$300,000.00	\$300,000.00	\$0.00	\$0.00	\$300,000.00	\$0.00
5/1/2021		6-6A	Dump Truck	\$185,000.00	\$185,000.00	\$0.00	\$0.00	\$185,000.00	\$0.00
5/1/2021		9	Engineering-Whitney Pond Manganese	\$722,300.00	\$722,300.00	\$0.00	\$0.00	\$722,300.00	\$0.00
<b>Totals</b>				\$1,207,300.00	\$1,207,300.00	\$0.00	\$0.00	\$1,207,300.00	\$0.00
Carry these figures over to the Clerk/Secretary's Certificate				Must Equal Line 3	Must Equal Line 4	Must Equal Line 5	Total of these columns must equal line 6		Must equal Line 7

*Note: Amount Authorized minus Previous New Issues minus This Issue New will equal Unissued Balance.*

*(Revised: May 1997)*

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF GROTON  
RENEWAL ANTICIPATION SERIAL LOAN  
*Municipal Purpose Loan***

No. 720-1  
CUSIP: 399316 TS7

\$1,207,300.00  
Date of Issue: June 25, 2022

For Value Received, the inhabitants of the Town of Groton by their Treasurer hereto duly authorized by vote of said Town passed on May 1, 2021 and Chapter 44, Section 7(1) and 8(3A)(4) of the General Laws promise to pay to Cede & Co. or order upon presentation and surrender thereof at Town of Groton, 173 Main Street, Groton, MA 01450, the sum of

ONE MILLION TWO HUNDRED SEVEN THOUSAND THREE HUNDRED DOLLARS (\$1,207,300.00)

on June 23, 2023, with interest at the rate of 2.500 percent per annum, payable at maturity calculated on the basis of a numerator using 30 days and a denominator using a 360 day year (30/360).

Countersigned and Approved

Signed

_____	Majority of	_____	Treasurer
_____	the	Town of _____	
_____	Select Board		
_____			
_____			

*Town Seal*  
*To be affixed here*

I certify that this note was countersigned and approved by the Select Board in my presence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

The Commonwealth of Massachusetts  
Department of Revenue, Boston

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the Massachusetts General Laws per the attached Director of Accounts Approval Letter.

# The Commonwealth of Massachusetts

## Certificate of Town Clerk

Note Number(s): 720-1

### Town Treasurer's Record

#### Town of Groton

1. Date of Town Meeting Authorizing Loan May 1, 2021

2. Purpose of Loan BAN - Municipal Purpose Loan

*Note: Attach a Municipal Purpose Loan Form for lines 1 to 7 for all multiple purpose loans.*

3. Total Amount of Loan Authorized \$1,207,300.00

4. Amount of Previous New Issues of this Loan \$1,207,300.00

5. Paydowns on this Issue (if required) \$0.00

6. Amount of this Issue \$1,207,300.00

7. Balance of this Loan Unissued \$0.00

*Note: Amount Authorized minus Previous New Issues minus This Issue (New Money) equals Unissued Balance.*

8. Issue Date June 25, 2022 Date Due June 23, 2023

9. Payable to Cede & Co. (Oppenheimer & Co.)

10. Payable at Town of Groton

11. Rate of Interest 2.500% Payable At Maturity (Annually, semi-annually or at maturity)

12. Signed by \_\_\_\_\_, Town Treasurer

*TO THE DIRECTOR OF ACCOUNTS: THIS CONSTITUTES OUR AUTHORIZATION TO DELIVER THE NOTE(S), WHEN CERTIFIED, TO THE PURCHASER(S) SPECIFIED ON LINE 9 ABOVE.*

COUNTERSIGNED AND APPROVED BY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board  
and a  
majority  
thereof

In the presence of: \_\_\_\_\_, Town Clerk



(complete right side)

(Revised: December 2003)



## VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Groton, Massachusetts (the "Town"), certify that at a meeting of the board held June 13, 2022, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were passed by a vote of \_\_\_ in favor, \_\_\_ against, and \_\_\_ abstaining, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$18,655,000 General Obligation School Project Loan, Chapter 70B Bonds of the Town dated June 21, 2022 (the "Bonds"), to UBS Financial Services Inc. at the price of \$20,103,579.22 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on April 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2023	\$750,000	5.00%	2036	\$745,000	4.00%
2024	750,000	5.00	2037	745,000	4.00
2025	750,000	5.00	2038	745,000	4.00
2026	750,000	5.00	2039	745,000	4.00
2027	750,000	5.00	2040	745,000	4.00
2028	750,000	5.00	2041	745,000	4.00
2029	745,000	5.00	2042	745,000	4.00
2030	745,000	5.00	2043	745,000	4.00
2031	745,000	5.00	2044	745,000	4.00
2032	745,000	5.00	2045	745,000	4.00
2033	745,000	5.00	2046	745,000	4.00
2034	745,000	4.00	2047	745,000	4.00
2035	745,000	4.00			

Further Voted: to approve the sale of a \$1,207,300 2.50 percent general obligation bond anticipation note being issued as State House Notes of the Town dated June 25, 2022, and payable June 23, 2023 (the "Notes"), to Oppenheimer & Co., Inc. at par and accrued interest, if any, plus a premium of \$4,025.00.

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 27, 2022, and a final Official Statement dated June 6, 2022 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds and the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds or Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: June 13, 2022

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Clerk of the Select Board



## TOWN OF GROTON

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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*

**Town Manager**  
Mark W. Haddad

### MEMORANDUM

*TO: Mark Haddad, Town Manager*  
*FROM: Dawn Dunbar, Executive Assistant to the Town Manager*  
*DATE: June 10, 2022*  
*RE: Select Board 2022 Annual Appointments*

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### **BOARDS, COMMITTEES & COMMISSIONS APPOINTED BY THE SELECT BOARD**

#### **TOWN MANAGER**

Mark W. Haddad 2025

#### **AFFORDABLE HOUSING TRUST FUND**

Carolyn Perkins 2024  
Phil Francisco 2024

#### **CAPITAL PLANNING ADVISORY COMMITTEE**

John Croteau 2023  
David Manugian 2023  
Jamie McDonald 2023  
Michael O'Rourke 2023  
Michael Sulprizio 2023

#### **COMMEMORATIONS & CELEBRATIONS COMMITTEE**

Donald Black 2023  
Gail Chalmers 2023  
Michael F. Luth 2023  
Steele McCurdy 2023  
Vacancy

#### **COMPLETE STREETS COMMITTEE**

George Barringer (Planning Board) 2023  
Michelle Collette (At Large) 2023  
Peter Cunningham (Select Board) 2023  
R. Thomas Delaney Jr. (DPW Dir.) 2023  
Stephen Legge (Trails Comm.) 2023  
Takashi Tada (Land Use Dir.) 2023  
Kristen Von Campe (At Large) 2023

#### **CONSERVATION COMMISSION**

Eileen McHugh 2025  
Peter A. Morrison 2025  
Larry Hurley 2025

**COUNCIL ON AGING**

Mihran Keoseian	2025
Michael Bouchard	2025
Michelle Collette	2025

**DESTINATION GROTON COMMITTEE**

Mairi Elliott	2023
Jeff Gordon	2023
Julie Platt	2023
Joni Parker-Roach	2023
Greg Sheldon	2023

**DIVERSITY TASK FORCE**

Gordon Candow	2023
Michelle Collette	2023
Bhaskar Gupta Karpurapu	2023
Raquel Majeski	2023
Deidre Slavin-Mitchell	2023
James Moore	2023
Fran Stanley	2023
2 Vacancies	

**HOUSING PARTNERSHIP**

Peter S. Cunningham	2023
Anna Eliot	2023
Richard Perini	2023
Carolyn A. Perkins	2023
Vacancy	

**INVASIVE SPECIES COMMITTEE**

Jonathan Basch	2023
Brian Bettencourt	2023
Adam Burnett	2023
Richard Hewitt	2023
Olin Lathrop	2023
Ron Strohsahl	2023
Charlotte Weigel	2023
Ben Wolfe	2023
Vacancy	

**LOCAL CULTURAL COUNCIL**

Kathleen Phelps	2025
Jacque Waters	2025

**LOWELL REGIONAL TRANSIT AUTHORITY**

Ashley Shaheen	2023
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**MBTA ADVISORY BOARD**

John Reilly	2023
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**MONTACHUSETT JOINT TRANSPORTATION COMMITTEE**

Russell Burke (Planning Board)	2023
Joshua A. Degen	2023

**MONTACHUSETT REGIONAL PLANNING COMMITTEE**

Russell Burke – PB Rep	2023
Peter Cunningham – SB Rep	2023

**PERSONNEL BOARD**

Norman “Bud” Robertson	2025
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**SARGISSON BEACH COMMITTEE**

Andrew Davis	2025
Cheney Harper	2025
John Reilly (SB Rep)	2025

**SCHOLARSHIP COMMITTEE**

Geoffrey Kromer	2025
Erica McConnell	2025
2 Vacancies	

**SUSTAINABILITY COMMISSION**

James Allen	2023
Bruce Easom	2023
Phil Francisco	2023
Alison Peterson	2023
Katrina Posner	2023
Deborah Schwartz	2023
Jim Simko	2023
David Southwick	2023
Virginia Vollmar	2023

**TAX RELIEF FOR ELDERS AND THE DISABLED COMMITTEE**

Garrett Boles	2023
Louis Dimola	2023
Charles Vander Linden	2023
Paul Martin	2023
Hannah Moller	2023

**ZONING BOARD OF APPEALS**

Jay Prager	2025
Bruce Easom	2025
Krzysztof Jesak (Associate)	2023
Michael McCoy (Associate)	2023
Tom Peisel (Associate)	2023
Vacancy (Associate)	

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**BOARD OF REGISTRARS**

Please see attached memo from Michael Bouchard, Town Clerk

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**TOWN MANAGER APPOINTMENTS –Effective Immediately**

**Election Workers**

- Ellen Paxton
- Connie Sartini

**Country Club Lifeguards**

- Madison Chase
- Nathaniel Philbin
- Joseph Kennedy



Town of Groton  
173 Main Street  
Groton, MA 01450

Phone: 978-448-1100  
FAX: 978-448-2030  
mbouchard@townofgroton.org

Office of the Town Clerk – Notary Public

Michael F. Bouchard, *Town Clerk*

June 1, 2022

To: Select Board Members, Mark Haddad, Town Manager  
From: Michael Bouchard, Town Clerk  
Subject: Board of Registrars Appointment

Please accept this letter as a request to appoint a member to the Board of Registrars.

Each year, the term of one member of the Board of Registrars expires. In 2022, the term of Marvin Caldwell (D) expires.

Under Mass General Law Chapter 51 Section 15, "the selectmen (select board) or the appointing authority shall so appoint their successors that as nearly as possible the members of the board shall represent the two leading political parties". The current makeup of the Board is 1 Republican member, 2 Democratic members, and 1 Unenrolled (Michael Bouchard). Please note that only the Town Clerk may be an "unenrolled" member.

The current composition of the Board of Registrars is:

Marvin Caldwell (D)	– Expiring term (2022)
Jane Fry (D)	- Term to expire in 2023
Gregory Baran (R)	– Term to expire in 2024
Michael Bouchard (U)	– as Town Clerk (MGL 51:15)

The Democratic and Republican Town Committees have submitted nominations for consideration by the Select Board for appointment to Registrar position expiring in 2022:

- The Democratic Town Committee has nominated
  - Marvin Caldwell, 28 Court Street
- The Republican Town Committee has nominated
  - Paul Martel, 7 Arrow Trail
  - Martina Calnan, 716 Lowell Road
  - Carrie Kneeland, 13 Anthony Drive

I thank the Select Board for its consideration of this request.

Respectfully,

Michael Bouchard



Town of Groton  
173 Main Street  
Groton, MA 01450

Phone: 978-448-1100  
FAX: 978-448-2030  
[mbouchard@townofgroton.org](mailto:mbouchard@townofgroton.org)

Office of the Town Clerk – Notary Public

Michael F. Bouchard, *Town Clerk*

#### Board of Registrars - History of Board membership by party

	Democratic Members	Republican Members
2013 to 2022	2	1
2001 to 2012	1	2

#### Groton Voter Demographics

	April, 2022	June 2021	August, 2020	April, 2019
Unenrolled	5714 (66.2%)	5572 (65.2%)	5493 (64.0%)	5203 (63.6%)
Democratic	1845 (21.3%)	1877 (21.9%)	1885 (22.0%)	1771 (21.6%)
Republican	1003 (11.6%)	1030 (12.0%)	1118 (13.0%)	1149 (14.0%)
Other	67 (<1%)	66 (<1%)	65 (~ 1%)	58 (~ 1%)



**SELECT BOARD MEETING MINUTES  
MONDAY, JUNE 6, 2022  
UN-APPROVED**

**SB Members Present:** Rebecca H. Pine, Chair; Peter S. Cunningham, Clerk; John F. Reilly, Member; Matthew F. Pisani, Member

**Members Absent:** Alison S. Manugian, Vice Chair

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

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

**ANNOUNCEMENTS**

Ms. Pine said that even though this was the first meeting since the election, they would not be reorganizing that evening because Ms. Manugian could not be present. She said that they would be reorganizing next week.

Mr. Haddad said that the Destination Groton Committee would be holding an information session at the Center on Sunday, June 12, 2022 from 2-4pm.

Mr. Haddad said that the Senate filed a bill with their budget to extend remote meeting through December 15, 2023 adding if this extension did not go through, it would end on July 15, 2022.

Mr. Haddad said that some people were upset with him because of his decision to close the Center when the staff had Covid. He said that he wanted to thank the seniors and would be hosting a luncheon for them at the Center from June 16, 2022 from 12-2pm. He said it was free and had about 70 people signed up so far. He thanked the Police, Fire and Town Supervisors Unions for helping him with this event.

Mr. Cunningham said that Riverfest was being held on Sunday, June 12, 2022 at Petapawag Boat Launch at 11am with parking at the Deluxe property.

Mr. Cunningham said that there was a housing summit coming up in a few weeks at the Center. Ms. Pine said that it was Wednesday, June 22<sup>nd</sup> at 7pm.

Ms. Pine said that they attended a very informative meeting two weeks ago about PFAS and encouraged people to watch the meeting.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said it was the time of year to make annual appointments and presented the appointments by page. (see attached)

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 1. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 2. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 3. Mr. Pisani seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 4. Mr. Pisani seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 5. Mr. Pisani seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 6, II. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to appoint the individuals listed on page 6 under section III. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to appoint the individuals listed on page 7 with Ms. Sartini's appointment to the Sign Committee effective immediately. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to appoint the individuals listed on page 8, under section III. Mr. Reilly seconded the motion. The motion carried unanimously.*

Mr. Haddad said that they advertised a vacancy in the Assessors Office for an Assistant Assessor. He said that Tammi Mickel, who currently worked in the Tax Office rose to the top of the applicants. He said that he was making that appointment effective June 13, 2022 and asked the Board to ratify that appointment. Ms. Foster said that she liked Ms. Mickel's work ethic and her eagerness to learn as they had worked together between their two offices. She said she was excited to bring Ms. Mickel into her office and train her. Ms. Foster said that Ms. Mickel would be allowed and encouraged to take courses related to the Assessors Office. Mr. Haddad said that Ms. Mickel comes into work everyday and works hard. He said she would be a good asset to Ms. Foster and the department. Mr. Reilly said that they would have a vacancy to fill in the Tax office now. Mr. Haddad said that they were advertising for a part time administrative position the Senior Center right now and would look at those resumes to see if there was a qualified applicant for the Tax office.

*Mr. Cunningham moved to affirm the Town Manager's appointment of Tammi Mickel as Assistant Assessor. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Reilly moved to ratify the appointments of the Town Manager listed on page 8, under section IV. Mr. Cunningham seconded the motion. The motion carried unanimously.*

2. Mr. Haddad said that now that the annual election was over, and the Town Clerk was now an appointed position, they needed to start the process of replacing the Town Clerk upon his retirement in July. He said that the Charter set forth the process to fill this position. He said that the Town Manager was responsible for the initial search for a new Town Clerk and was responsible to bring at least two candidates to the Select Board for their consideration. Mr. Haddad said that he had set up the following process to bring forth those finalists. He said that:
  - a. The position had been advertised in the MMA Beacon, Lowell Sun (which includes Indeed), Groton Herald and Mass Town Clerk's Association.
  - b. He established a Town Manager's Search Committee to review and interview applicants adding that the Committee was made up of the following individuals:

Jason Kauppi  
Bud Robertson  
Raquel Majeski  
Bruce Easom  
Michael Bouchard
  - c. After the Search Committee narrowed down the applicant pool to a number of semi-finalists, he planned on having the Department Heads interview them to receive their input as well. He said he believed this was an important step in helping determine who to bring forward to the Select Board.
  - d. He said he would then bring at least two finalists to the Board for public interviews. Mr. Haddad said he anticipated being able to bring the finalists to the Board by the second week of July.
  - e. After the Board conducted their interviews, they could have the Police Department conduct a background check on the Board's preferred candidate as they do with all Department Head positions. The Board can then make the official appointment.

Ms. Pine said that they were off to a good start adding she and Mr. Haddad worked to come up with the makeup of the committee. Mr. Haddad said he would keep the Board updated.

3. Mr. Haddad said that they received three (3) proposals in response to the Broadmeadow Study Request for Proposals. He said that he established a review Committee made up of myself, Dawn Dunbar, Tom Delaney, Takashi Tada, Nik Gualco and Michelle Collette. He said that they held an initial meeting and eliminated one proposal and decided to interview two firms; Environmental Partners and Nitsch Engineering. He said that they were interviewing them on Tuesday, June 7th.

Mr. Haddad said that regardless of who they chose, they would need an additional \$100,000 in ARPA Funds to pay for the Study. Mr. Haddad respectfully requested that the Board vote to approve the use of an additional \$100,000 for this purpose. He reviewed the ARPA budget adding there was still \$165,651 that would be left in ARPA should they increase their request to \$200K.

Mr. Cunningham asked about the Nod Road dump. Mr. Haddad said that he had heard preliminarily that they might be okay on the Nod Road dump. Ms. Pine said that Broadmeadow Road was a major problem they needed to look at and was okay with this. Mr. Cunningham said he agreed but asked if their uses of ARPA funds were acceptable. Mr. Haddad said that they hired a consultant to help them adding they were in compliance.

*Mr. Reilly moved that they designate an additional \$100,000 out of ARPA funds to fund the Broadmeadow Engineering. Mr. Cunningham seconded the motion. The motion carried unanimously.*

4. Mr. Haddad reviewed the Board's schedule for the summer.

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

1. Mr. Haddad said that Mr. Josh Degen had resigned as a member of the Town Manager's Prescott Oversight Committee. He respectfully requested that the Select Board designate John Reilly to replace him on the Committee.

*Mr. Cunningham moved that they designate John Reilly to serve on the Prescott Oversight Committee. Mr. Pisani seconded the motion. The motion carried 3-0-1 with Mr. Reilly abstaining.*

2. Mr. Haddad said that Groton Wine and Spirits had applied for a Common Victualler's License (through December 31, 2022) for their location at 768 Boston Road. He said that the hours of operation would 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. He respectfully requested that the Board approve this license.

Mr. Reilly asked when they were opening. Mr. Haddad said that their bylaw required a major site plan review which had slowed them down.

*Mr. Cunningham moved to approve the Common Victualler license for Groton Wine and Spirits as presented. Mr. Pisani seconded the motion. The motion carried unanimously.*

3. Mr. Haddad said that the Groton Neighbors had 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. He respectfully requested that the Board approve this license.

*Mr. Cunningham moved to approve the one-day beer and wine license for Groton Neighbors as requested. Mr. Reilly seconded the motion. The motion carried unanimously.*

4. Mr. Haddad said that Marigold had requested a one day all alcohol liquor license for an Open House they were holding on Friday, June 10<sup>th</sup> from 4:00 p.m. to 8:00 p.m. at the Prescott Community Center. He respectfully requested that the Board approve this license.

*Mr. Cunningham moved to approve the one-day all alcohol license for Marigold as requested. Mr. Pisani seconded the motion. The motion carried unanimously.*

5. Mr. Haddad said that 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. He said that Attorney Falk believed the issuance of these licenses was in violation of the bylaw and could not be issued. Mr. Haddad said that he was respectfully requesting that the Board vote to rescind these licenses and asked the Board to allow him to draft an amendment to the Bylaw that would allow this in the future.

Mr. Cunningham said Ms. Manugian was right to question this and agreed with the bylaw amendment.

*Mr. Cunningham moved to rescind the vote taken on May 23, 2022 of the 4 licenses for the Summer Concert Series. Mr. Reilly seconded the motion and apologize. The motion carried unanimously.*

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

C: Mr. Haddad said that they were working on the lighting at the Fire Station and the Library adding they needed sealed bids for the library portion. He said that they were probably going to have to wait until the next round in the Spring before applying for more Green Communities funding and didn't think they were going to get this done by the fall.

D: Mr. Haddad said that they had an excellent ground breaking ceremony at Florence Roche today. He said his favorite part of the event was the kids. He said that they had kicked off construction and as they saw today, they were moving along.

Mr. Haddad said that they opened up bids on the BAN's today and the rates came in at 2.164%. He said that the rate on the \$20M came in right where they thought with a nice premium. He said he was hoping the rates would have come in lower but rates were going through the roof right now.

#### **MINUTES**

*Mr. Cunningham moved to approve the minutes of the regularly scheduled meeting on May 23, 2022. Mr. Reilly seconded the motion. The motion carried unanimously.*

Ms. Pine said that this Thursday, June 9<sup>th</sup> at General Field was the annual sunset event hosted by the Conservation Trust at 6:30pm.

The meeting was adjourned at 7:50pm.

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

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

Date Approved:



## 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*

**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 – Effective Immediately

**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 Easom 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****Assistant Assessor**

- Tammi Mickel

**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