

Select Board Meeting Packet

July 11, 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.



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

John F. Reilly, *Chair*
Rebeca H. Pine, *Vice Chair*
Matthew F. Pisani, *Clerk*
Alison S. Manugian, *Member*
Peter S. Cunningham, *Member*

Notes 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.



TOWN OF GROTON

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Select Board

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Rebecca H. Pine, *Vice Chair*
Matthew F. Pisani, *Clerk*
Alison S. Manugian, *Member*
Peter S. Cunningham, *Member*

Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Agenda Update/Report*

Date: *July 11, 2022*

TOWN MANAGER'S REPORT

In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues List, there is one scheduled Agenda Item on Monday's Agenda. The Select Board will be meeting in joint session with the Finance Committee to consider end of the year line-time transfers. Enclosed with this Report is the proposed list of transfers for your consideration.

1. I have made the following appointments and would respectfully request that the Select Board consider ratifying them at Monday's meeting:
 - James Landi – Full Time Dispatcher (see attached Resume)
 - Shayla Watson – Part-Time Dispatcher (see attached Resume)
 - David Trudel – Country Club Grounds Staff
 - Nicholas Scarano – Country Club Lifeguard
 - Sierra Quinty – Country Club Lifeguard
 - Oliver Erz – Country Club Lifeguard
 - Ryan Donahoe – Country Club Lifeguard
 - Regan Donahoe - Country Club Lifeguard
2. The Williams Barn Committee has requested that I nominate Matt Novak for appointment to the Williams Barn Committee. Please consider this as my nomination of said appointment. I would respectfully request that the Select Board accept this nomination and appoint Mr. Novak to the Committee.
3. I have completed the initial Search for Town Clerk. As I had told the Board previously, we had advertised the position in several publications and I formed a Search Committee made up of Mike Bouchard, Jason Kauppi, Bud Robertson, Raquel Majeski and Bruce Easom. We received 19 applicants and the Committee narrowed that list down to five that they wanted to interview. Due to withdrawals, the Committee ended up interviewing three applicants (interviews concluded on Thursday, July 7th). Based on this, I will take the weekend to consider the applicants and plan on announcing the finalists at Monday's meeting. The Department Heads will interview those finalists on Thursday, July 14th and the Select Board will interview the finalists on July 25th (I would like to start that meeting at 6:00 p.m. for that purpose).

Continued on next page – Over >

Select Board
Weekly Agenda Update/Report
July 11, 2022
page two

3. **Continued:**

Once the Select Board decides on the Town Clerk, we will conduct a background investigation and anticipate that the new Town Clerk will start work by the end of August. That said, it is highly unlikely that the new Town Clerk will start before the end of August. Given that Mike Bouchard is set to retire on August 1st, the Select Board will need to appoint a Temporary Town Clerk. I will have a recommendation for you at your July 25th meeting. In addition, with the State Primary scheduled for September 6, 2022, I would like to retain the services of Mike Bouchard as a consultant to help the new Town Clerk (or Temporary Town Clerk) manage the election. I will have a proposed consulting agreement for your review at your July 25th meeting as well. I look forward to discussing this in more detail at Monday's meeting.

4. After our last meeting when we reviewed the Draft Initial Site Assessment of the former Nod Road Landfill, questions were raised as to the condition of the landfill. Based on this, Peter Cunningham, Michelle Collette, Dawn Dunbar and I performed a site walk of the former landfill last week. Based on this site walk, I can confidently tell you that the findings in the Draft ISA performed by Geological Field Services are accurate. There is leachate and some erosion along Nod Brook, but the overall cap of the landfill is in great shape. Before taking any action, I would like to wait for the Board of Health to provide a recommendation. I will schedule this for further discussion either later this month or in August. 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, July 18, 2022	No Meeting
Monday, July 25, 2022	- Interview Town Clerk Finalists
Monday, August 1, 2022	No Meeting
Monday, August 8, 2022	- Broadmeadow Discussion
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. It is that time of year for the Select Board to call for and open the Warrant for the 2022 Fall Town Meeting. According to the Bylaw, the default date for the meeting is the Third Monday of October (October 17th). However, given the success we have had with Saturday Meetings, I would like to propose that the Select Board call for the meeting on either Saturday, October 15th or Saturday, October 22nd. We can discuss the date at Monday's meeting. Regardless of the date you chose, I would like the Board to open the Warrant at Monday's meeting and close it on August 11, 2022. I have provided you with schedules for all three dates with this Report. I look forward to discussing this in more detail at Monday's meeting.
2. The Groton Business Association is requesting a One Day All Alcohol License for Grotonfest to be held on September 24, 2022 at Legion Common from 10:00 a.m. to 4:00 p.m. The rain date would be September 25th. I have asked Jeff Gordon to attend Monday's meeting to answer any questions the Board may have.

MWH/rjb
enclosures

PROPOSED LINE ITEM TRANSFERS FOR YEAR END 2022

FUNDING NEEDED

(Line Items in Deficit)

Line Item Number	Ledger Number	Account	Original Amount Presented 3/14/22	Adj. & New Requests 5/16/22	Adj. & New Requests 6/30/22	Current Amount & New Requests	Notes
1030	5115	124 Town Manager Salaries	\$ 5,038.00			\$ 5,038.00	VBB/Bonus Unbudgeted
1032	5400	124 Town Manager General Expenses	\$ -	7,500.00	8,000.00	\$ 15,500.00	Destination Groton/Nod Rd ISA
1070	5115	145 Treasurer/Collector Salaries	\$ 810.00			\$ 810.00	Treasurer wage budget review
1091	5400	152 Human Resources	\$ 1,000.00	4,000.00	(5,000.00)	\$ -	\$7k received from Reserve Fund
1102	5400	154 IT General Expenses			2,709.00	\$ 2,709.00	SquareReader/NetworkGear/Internet Bills
1140	5120	162 Election Wages		1,000.00	(1,000.00)	\$ -	Election Budget review LIT not needed
1212	5400	175 Planning Board Expenses			1,500.00	\$ 1,500.00	Inv for banners/Legal Notices
1540	5120	192 Municipal Buildings Wages		1,150.00	(229.00)	\$ 921.00	Wage budget review
1541	5400	192 Municipal Bldgs/Property Gen Expenses		1,800.00	(1,800.00)	\$ -	Covid Cleaning - Not Needed
1300	5115	210 Police Salaries	\$ 20,000.00		1,475.00	\$ 21,475.00	Vac Pay Out Retiring EE
1301	5120	210 Police Wages	\$ 39,000.00		(39,000.00)	\$ -	OT reduction
1311	5120	220 Fire Wages	\$ 15,000.00	35,000.00	(12,000.00)	\$ 38,000.00	Training Resumed and OT/IOD
1312	5400	220 Fire General Expenses	\$ 15,000.00		(15,000.00)	\$ -	Vehicle Maint. Projection: not needed
1370	5120	235 Dispatch Wages	\$ 30,000.00		(55.00)	\$ 29,945.00	IOD/OT
1240	5115	241 Building Inspector Salaries		874.00		\$ 874.00	Health Ins Opt Out (new)
1241	5120	241 Building Inspector Wages	\$ 1,200.00	(900.00)	251.00	\$ 551.00	Local Inspector Hours
1242	5400	241 Building Inspection Gen Expenses	\$ 3,000.00			\$ 3,000.00	Fuel Cost Increases
1250	5115	242 Mechanical Inspectors	\$ 5,000.00	3,000.00	3,430.00	\$ 11,430.00	Increased inspection activity
1502	5400	420 Highway General Expenses			2,260.00	\$ 2,260.00	Fuel Cost Increases
939	5860	420 Hwy Pickup Truck FY22 (#939)			10,000.00	\$ 10,000.00	Truck Authorized at Spring Town Meeting FY22
1551	5400	430 Transfer Station			200.00	\$ 200.00	Outstanding invoices June
1275	5620	510 Board of Health Consulting		10,000.00		\$ 10,000.00	Interface Mental Health William James College
1602	5400	541 COA General Expenses	\$ 7,600.00		(500.00)	\$ 7,100.00	Admin Help Outside Contractor
1602	5400	542 COA VAN General Expense			200.00	\$ 200.00	Advertisement
1701	5120	640 Country Club Wages	\$ 22,000.00	5,000.00	(253.00)	\$ 26,747.00	Programming Increases/Ind Contractor now EE
1702	5400	640 Country Club General Expenses	\$ 20,000.00	5,000.00	5,700.00	\$ 30,700.00	Tee Box Project \$\$/Hot Water Heater/FH elec
1561	5400	650 Parks General Expenses			3,100.00	\$ 3,100.00	Parks Outstanding invoices FY22
2007	5925	752 Interest on Short Term Debt		780.00	(780.00)	\$ -	Not Needed
3002	5400	913 Unemployment Compensation	\$ 4,000.00	(4,000.00)		\$ -	Not Needed
3012	5173	916 Medicare	\$ 8,000.00	3,000.00	(3,700.00)	\$ 7,300.00	Varies with Payroll and OT
TOTAL			\$ 196,648.00	\$ 73,204.00	\$ (40,492.00)	\$ 229,360.00	

FUNDING FROM

(Line Items with Surplus)

1062	5400	141 Assessor's Expenses				20,000.00
1071	5400	145 Treasurer/Collector Wages				810.00
1101	5120	154 IT Wages				2,709.00
1301	5120	210 Police Wages				21,475.00
1501	5120	420 Highway Wages				5,000.00
945	5860	420 Hwy Intermediate Truck FY22 (#945)				10,000.00
1503	5464	420 Road Maintenance				2,459.00
1600	5115	541 COA Salaries				6,500.00
1601	5120	541 COA Wages				14,000.00
1610	5120	542 VAN Wages				9,500.00
1622	5475	543 Veterans Benefits				15,000.00
1661	5120	610 Library Wages				44,000.00
920	5400	650 Parks Prop Improvements #920				3,100.00
3010	5400	914 Health Insurance				74,807.00
TOTAL						\$ 229,360.00
Net Transfer						\$ -

James P. Landi

April 26, 2022

Human Resources Department
Town Hall
173 Main Street
Groton, MA 01450

To Whom It May Concern:

I am writing to apply for the position of full-time police and fire communications officer, which was recently posted by the Town of Groton. As you will see on my enclosed resume, I have been employed by the Townsend and Stow Police Departments in various capacities, including dispatcher, reserve officer, and full-time patrolman. I believe my experience would be a good fit for the position you have open.

I would appreciate the opportunity to meet with you to further discuss my qualifications and to learn more about the position. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

James Landi

James P. Landi

James P. Landi

Education

20th ROC Boylston Police Academy, Boylston, MA
Graduated December 7, 2012

25th Reserve Intermittent Police Academy, Boylston, MA
Graduated December 19, 2005

2003 – 2005 Mount Wachusett Community College, Gardner, MA
Associate's Degree in Criminal Justice
Certificate of Law Enforcement

1997 – 2001 North Middlesex Regional High School, Townsend, MA
Diploma

June 2000 Student Trooper Training Program
Successfully Completed

Work experience

11/18 – 6/21 Townsend Police Department Townsend, MA
Full-time Patrolman

1/18 – 11/18 Stow Police Department Stow, MA
Full-time Patrolman

4/12 – 1/18 Townsend Police Department Townsend, MA
Full-time Patrolman

6/07 – 4/12 Townsend Police Department Townsend, MA
Reserve Police Officer

3/06 – 4/12 Townsend Police Department Townsend, MA
Dispatcher

11/07 – 3/09 Fitchburg State University Fitchburg, MA
Campus Police Officer

Professional References

David Profit – Former Deputy Chief of Townsend PD:

Rebecca Borneman – Former Townsend PD dispatcher; current Pepperell PD dispatcher:

Kimberly Mattson – Littleton Police Department Patrolman:

Additional Training

10/17 290th Supervisor Leadership Institute for Law Enforcement Executives – one week class, FBI - LEEDA

10/17 Drug Investigation Class – 2 ½ day class, BBS Narcotics Enforcement Training & Consulting, LLC

2/17 Survival of the Fittest: Nutrition, Health, and Wellness for First Responders – one day class, Boylston Police Academy

Fall/2016 C.O.I.N. Mental Health First Aid – one day class, Groton PD

9/16 Granite State Police Career Counseling: Advanced Patrolman Training – one week class, Hampton, NH Police Department

2016 and 2017 P.A.C.E. Proactive Criminal Enforcement Drug Interdiction Seminar – 3 day class, Sturbridge, MA

Shayla A. Watson

April 27, 2022

Chief Michael Luth

Groton Police Department
99 Pleasant Street
Groton, MA 01450

Chief Michael Luth,

This letter is in response to the Full Time Police and Fire Communications Dispatcher position for the Groton Police Department. As a current Communications Dispatcher at Fitchburg State Campus Police, I believe I am a strong candidate for this position at Groton Police Department.

The tasks I have received throughout my experience as a Communications Dispatcher has given me the ability to work well under pressure, use multitasking skills, organizational skills, and communication skills. Alongside those skills, I am also capable of working with others and performing the administrative tasks that need to be completed amongst our department. My current position has given me the opportunity as an individual to expand on my communication skills, organizational skills and compassion/emotional skills when needed during a call. I believe with my experience and skills; I am a strong and excellent candidate for this position.

As you will see in my enclosed resume, I have several years of work experience working with the public. This experience allows me to relate on various levels with each individual and assure the individual they are getting the proper care they may need. Working as a Communications Dispatcher has given me the skills to work with the public daily in a calm and collected manner. In accordance with my skills, I am also trained in CJIS, CPR, and APCO along with RAVE GUARDIAN. These trainings give me the ability to perform my job on a successful level. Additionally, you may also find on my resume that I have successfully gained a Bachelor of Science in Criminal Justice and an Associate's Degree in Paralegal Studies. Considering my knowledge and experience, I believe I can further my skill set and knowledge by becoming a member of your department. Altogether, I fully believe I would be able to apply these skills to this position and department.

If you have any questions, or would like to schedule an interview, please contact me at .

Thank you for taking the time to review my application and I look forward to hearing from you to further discuss employment opportunities within the Groton Police Department.

Sincerely,

A handwritten signature in dark ink that reads "Shayla Watson". The signature is written in a cursive, flowing style.

Shayla Watson

SHAYLA A. WATSON

SUMMARY: Current Communications Dispatcher at Fitchburg State University Police. Capable of working with others including outside of the campus community with local communication centers while on duty. Highly skilled and attentive to but not limited to, multitasking, communication skills, administrative tasks and more. Ability to have a flexible schedule if needed and always willing to assist with overtime. Seeking to further expand my knowledge and abilities within the first responder field.

EXPERIENCE:

April 2019 – Present

COMMUNICATIONS DISPATCHER, Fitchburg State University

- Assess incoming calls for service and dispatch officers accordingly.
- Monitor and review all cameras on campus for any reviewing needs and suspicious activities.
- Assist officers with call import/export for reporting.
- Assist students and faculty with immediate needs.
- Assign parking passes for overnight student guests.
- Assist student security team/student EMS personnel as they perform their respective duties.
- Assist with any administrative duties utilizing Microsoft Office Software.
- Perform CJIS/IMC related tasks.
- Actively use Rave 911 Suite/SMART911 across campus.

2016 – 2019

BANK TELLER, Lowell Five Cents Savings Bank

- Processed customer requests ranging from simple deposits to assisting in more challenging needs.
- Kept an up-to-date account on customer ID's, the closing/opening of accounts, and more.
- Assured my account balances coincided with the branch's balance, along with balancing the ATM.
- Actively used Microsoft Software like Excel and Word on a day-to-day basis.

2011 – 2016

CASHIER, Hannaford Super Markets

- Cashed out customers as quickly and efficiently as possible.
- Ensured I was providing the best customer service.
- Balanced my cashier drawer at the beginning and end of every shift.

EDUCATION:

Fitchburg State University, Bachelor of Science in Criminal Justice – 2016

Mount Wachusett Community College, Associates Degree in Paralegal Studies – 2014

North Middlesex Regional High School, High School Diploma - 2011



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Peter S. Cunningham, *Member*

Town Manager
Mark W. Haddad

To: *All Departments, Boards, Committees and Commissions*

From: *Mark W. Haddad, Town Manager*

Subject: *Fall Town Meeting- October 15, 2022*

Date: *July 12, 2022*

Please be advised that at the regularly scheduled meeting of the Select Board held on Monday, July 11, 2022, the Board voted to open the Warrant for the 2022 Fall Town Meeting to be held on Saturday, October 15, 2022. The Warrant will close at the close of business on Thursday, August 11, 2022.

All articles should be submitted in writing to the Select Board as soon as possible to allow for as much time for legal and financial review. All articles should be submitted with a written summary. These summaries will be included in the Fall Town Meeting Warrant so they must be submitted with the proposed Article. The following is the timeline:

Monday, July 11, 2022 -	Warrant for 2022 Fall Town Meeting Opens
Thursday, August 11, 2022 -	Warrant for 2022 Fall Town Meeting Closes
Monday, August 22, 2022 -	Select Board conducts first review of Articles
Monday, September 12, 2022 -	SB - FINCOM Public Hearing on Articles
Monday, September 26, 2022 -	Select Board finalizes Warrant
Friday, September 30, 2022 -	Post Warrant
Saturday, October 15, 2022 -	2022 Fall Town Meeting

As has been the case in the past, please plan on attending any meeting of the Select Board in which they review an article you have submitted. I will provide all Departments, Boards, Committees and Commissions with a schedule once it is developed.

Thank you for your attention to this matter. Please feel free to contact me with any additional questions or concerns.

MWH/rjb

cc: Select Board
Michael Bouchard - Town Clerk
Jason Kauppi - Town Moderator
Brian Falk - Town Counsel



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Peter S. Cunningham, *Member*

Town Manager
Mark W. Haddad

To: *All Departments, Boards, Committees and Commissions*

From: *Mark W. Haddad, Town Manager*

Subject: *Fall Town Meeting- October 17, 2022*

Date: *July 12, 2022*

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Monday, October 17, 2022 -	2022 Fall Town Meeting

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Peter S. Cunningham, *Member*

Town Manager
Mark W. Haddad

To: *All Departments, Boards, Committees and Commissions*

From: *Mark W. Haddad, Town Manager*

Subject: *Fall Town Meeting- October 22, 2022*

Date: *July 12, 2022*

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Monday, September 12, 2022 -	SB - FINCOM Public Hearing on Articles
Monday, October 3, 2022 -	Select Board finalizes Warrant
Friday, October 7, 2022 -	Post Warrant
Saturday, October 22, 2022 -	2022 Fall Town Meeting

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Thank you for your attention to this matter. Please feel free to contact me with any additional questions or concerns.

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cc: Select Board
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Jason Kauppi - Town Moderator
Brian Falk - Town Counsel



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SELECT BOARD

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

Town Manager
Mark W. Haddad

SPECIAL ONE DAY LIQUOR LICENSE APPLICATION

Applicant's Name: Patrick Kiley & Dominique Larkin
Applicant's Address: 161 main st groton ma 01452
Applicant's Contact Information: 978-877-3458 Telephone # patrick@grotonfest.com E-Mail Address dominique@grotonfest.com
Organization Name: GBA - Grotonfest
Name of Event: Grotonfest
Description of Event: Med Size Business arts non profit festival w/ live music + performances
The Applicant is: ☒ Non-profit Organization or ☐ For Profit Organization
Date of Event: Sept. 24th 2022 Rain Date Sept. 25th 2022
Hours of Event: 10am - 4pm Beer/cider garden 11am - 3pm
Location of Event: School st / Legion Common groton ma
License For: ☒ All Alcoholic Beverages - Issued only to a non-profit organization
☐ Wine and Malt Beverages Only
Applicant's Signature: [Signature] Date: 06/20/2022

A completed application, along with a copy of the Applicant's Certificate of Insurance naming the Town of Groton as additionally insured, should be submitted to the Select Board's Office along with payment in the form of a bank or certified 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. Groton Select Board approval is required at a public meeting of the Board.

Please submit the application, certificate of insurance and payment at least 3 weeks in advance of the event for which the license is being applied.

**SELECT BOARD MEETING MINUTES
MONDAY, JUNE 27, 2022
UN-APPROVED**

SB Members Present: John F. Reilly, Chair; Rebecca H. Pine, Vice Chair; Matthew F. Pisani, Clerk; Alison S. Manugian, Member (via Zoom); Peter S. Cunningham, Member

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

Mr. Reilly called the meeting to order at 7:00 PM and reviewed the agenda.

ANNOUNCEMENTS

Mr. Haddad said he received a phone call about the great work that was done outside of the Prescott School. He said that former Select Board member Josh Degen volunteered his time to help plant the plants and wanted to make sure people were aware this was done as volunteer time and that he was not paid. He thanked Mr. Degen for the great job and for volunteering is time. Mr. Pisani said that the plantings came out gorgeous.

Ms. Pine said that she wanted to speak about the death of Ron Englade. She said that they served together on the school committee in the late 80s and that he had served two terms on the Board of Selectman after that. She said that he also worked as Bob Hargraves admin for many years while Mr. Hargraves served as State Representative. Mr. Cunningham said that they were a great family adding Groton was a big piece of their life. Mr. Reilly extended the Board's sympathy to the family on behalf of the Town of Groton.

Mr. Tom Orcutt said that the Northeast Region was in a serious drought and because of that, they had to curtail outside water consumption to one day on the weekends only. He was there because he wanted to get the word out adding they were trying to publicize it as best as possible.

Mr. Orcutt said that construction on the new Whitney Well was beginning tomorrow and construction on the new water facility was beginning next week. He said that they were going to be busy with a lot going on.

Mr. Haddad said that the Board directed them to test the wells at the various fields for PFAS. He said that Cutler Field came back with PFAS detected. He said that they were using a shallow well which might be the issue. He said that the Park Commission was going to meet and test for a deeper well and if results came back ok, they would install a deeper well. Ms. Manugian asked if they were to put in a deeper well and didn't detect PFAS, how would they be able to tell that they were not drawing the PFAS down. Mr. Orcutt explained how bedrock wells were sealed.

PUBLIC COMMENT PERIOD

Mr. Robert Pelletier said that he and his wife lived at 79 Pleasant Street and woke up last Thursday morning and noticed there was a communication tower that went up what seemed like overnight on the police station property which is their direct abutter. He said that towers can cause health problems but that the issue was the lack of transparency. He said that his wife spoke with Mr. Tada and Chief McCurdy who said it had been permitted. He asked some questions that he and his wife would like answered. He said he didn't expect any answers that evening but wanted to bring this to the Board's attention. Mr. Haddad said that with the Board's permission, he would draft responses to these questions and get back to Mr. and Mrs. Pelletier. Mr. Reilly asked if his backyard abutted the tower. Mr. Pelletier said his back yard abutted the back of the police station. Mr. Reilly said he understood the concern, but didn't see any way around this.

TOWN FOREST COMMITTEE ANNUAL REPORT

Mr. John Sheedy, Mr. Steve Babin and Mr. Carter Branigan of the Town Forest Committee were present.

Mr. Babin said that the Town Forest didn't need a lot of management at this point adding when they were first formed, they met a couple of times a year. He said that with Covid, they weren't too excited to meet in person and hadn't really had a meeting in over a year and a half now adding there wasn't much to meet about. He said that when they received a request to use to Town Forest, they can approve those requests without a meeting. He said that they had received a phone call from a

movie production company looking to use Town Field for a movie which they spoke to them about. Mr. Babin said that they were working with the Trails committee to move a trail which had been there for a long time because it was on private property. Mr. Babin said that Westford Academy had requested a night hike which they had done in years past which they received permission to do. He said that they the Committee had some old paperwork that was given to him by Harlan Fitch's sister and had turned it over to the Historical Society and had been placed at the Library for display. He said that included meeting minutes that went back to the beginning of the Town Forest. He said that they were working on plans to celebrate the 100th anniversary of the Town Forest. He said that they were also considering a harvest in Town Forest this year adding it had been over 10 years since it was last done.

Ms. Pine asked if there was a specific charge for the committee. Mr. Babin said it was to manage and care for the Town Forest. Ms. Pine asked if they planned to replace. Mr. Babin said that they had not done that in a long time. Ms. Pine asked if they had a budget. Mr. Babin said that they did not receive town funds. He said that when they harvest, those funds were deposited into a town fund. Ms. Dufresne said that they have a gift fund with about \$7k in it and once every 5 or 6 years they put an article on the Town Meeting warrant to move money from their gift fund to operating. Mr. Pisani asked if there was a timeframe on moving that cart path/trail. Mr. Babin said that they needed to schedule a meeting but hoped to do that this summer. Ms. Pine said they should have a vote on record that they allow one person to make a decision to use the Town Forest without it going to a committee vote. Mr. Cunningham said that whomever did the harvesting 10 years ago did a really good job and hoped it would be the same.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that he had made the following appointments and respectfully requested that the Select Board consider ratifying them:

Hannah Pierpont - Council on Aging Departmental Assistant
Lisa Hick- Historic Districts Commission (term to expire on June 30, 2025)
Robert Hamilton - Per Diem Van Driver
Madison Leone - Country Club Lifeguard
Janet Tupua - Election Worker

Ms. Pine made the motion to ratify the Town Manager's appointments as requested. Mr. Cunningham seconded the motion. Roll Call: Pine-aye; Manugian-aye; Pisani-aye; Cunningham-aye; Reilly-aye

2. Mr. Haddad said that the Town hired Geological Field Services, Inc. to provide a Draft Initial Site Assessment of the former Nod Road Landfill. He said that the purpose of the Draft ISA was to determine if the Landfill was capped according to the standards at the time (1976) and identify any issues with the Cap and any further action necessary by the Town. Mr. Haddad said that the Draft ISA states that the *"surface of the Landfill is well vegetated and reportedly capped in 1976 with a final cover meeting the then required regulatory standards....no exposed waste was observed at the surface during the inspection."* Mr. Haddad said that he viewed this as very positive news. He said that the report did say that *"there is evidence of leachate breakout all along the northern edge of the landfill and for a short distance in the northeastern corner of the landfill."* He said that Leachate was defined as any contaminated liquid that was generated from water percolating through a solid waste disposal site, accumulating contaminants, and moving into subsurface areas. He said that the evidence of leachate was the accumulation of iron deposits on the surface. He said he did not take this to be a major problem from the report, however, he was not an expert in this area. He said that the report did provide a scope of work to perform a Final Site Assessment. He said he had asked for a quote for this work, as well as an opinion as to whether or not it is necessary or required. He said he did not have a quote yet and was going to recommend that the Board of Health be given time to review the report and provide their recommendation. Mr. Tada said that he expected to receive a quote for the site assessment shortly.

Ms. Manugian asked if there was a plan for when the landfill was closed originally. Mr. Tada said that the recent report was done based on a recent site walk and didn't perform boring testing or field work. He said that they found a proposed plan from the 1970's but not a final plan. Mr. Haddad said that the landfill was capped and closed under standards at that time. Ms. Pine said that it mostly sounded like there was nothing to be concerned about except in

the place where there was leaching and wondered what they do to address that problem without having to undertake a huge project. Mr. Cunningham said they needed to see the cost estimate for the next phase and go from there. He said that the consultants were mandatory reporters and did not see anything worth reporting. Ms. Manugian said that they could see the leachate without doing any testing. Mr. Cunningham asked if they could ask DEP for a report from 1976. Mr. Reilly said there was something in the report relative to that. Mr. Haddad said he took the report as a positive but would wait to hear from the Board of Health and the consultant.

Mr. Adam Burnett said he was on the Greenway Committee and had spent a lot of time walking on that property and testing of Nod Brook. He said that there was exposed garbage was obviously old near Nod Brook which was meandering more toward the landfill. He said that trees were growing on top of the landfill which the roots were breaking through the cap. He said that the specs were very vague and couldn't find evidence that any post site inspection as performed and a final sign off for the capping. He said that there should also have been a management plan which he could not find evidence of one.

Mr. Haddad suggested they wait from the Board of Health to weigh in and from the consultant to provide a quote.

3. Mr. Haddad provided the Board's meeting schedule for the upcoming couple of weeks.
Mr. Haddad said that the Town Clerk search committee would be interviewing over the next couple of weeks and would be providing the Board with a list of finalists well in advance of the July 25th meeting where he had those interviews penciled in.

SELECT BOARD ITEMS FOR CONSIDERATION

1. Mr. Haddad said that the Diversity Task Force had requested that the Board re-appoint Susan Hughes to the Task Force. He said he would respectfully request that the Board make this appointment

Ms. Pine made a motion to appoint Susan Hughes to the Diversity Task Force. Mr. Pisani seconded the motion. Roll Call: Pine-aye; Reilly-aye; Pisani-aye; Cunningham-aye; Manugian-aye

2. Mr. Haddad said that when the Board decided to rename Redskin Trail to Mountain Lakes Trail, they stated wanting to consider naming another Town property after the Nipmuc Tribe. He said that Select Board Member Pine had been working to identify a worthy property and has identified a potential parcel adjacent to Baddacook Pond for this purpose.

Ms. Pine talked about a property that was called at one time the Shattuck Property then owned by the Lewis Family, which sits along the shore of Baddacook Pond and was one property they walked in consideration of renaming after the Nipmuc Tribe. She said there is no attachment to the name Shattuck and might be worth considering. She said that the Conservation Commission was in favor of renaming this property after the Nipmuc Tribe. She said if the Board was in favor of this, her and Bruce Easom would reach out to members of the Nipmuc Tribe and possibility hold a celebration and put up a plaque. Mr. Reilly said that one of the concerns was that it wasn't worthy enough because it wasn't used or accessed much. Mr. Reilly said that they received emails and concerns about naming it Nipmuc at all. He said he thought they should wait and hear from the Nipmuc members also. Mr. Cunningham said that he was glad this was brought forward and looked forward to hearing more information from the Nipmuc's. Mr. Haddad said he would pass public comments off to the Board also.

3. Mr. Haddad said that it was that time of the year for the Select Board to begin the Annual Review of the Town Manager. He explained that he had provided the Board with the Town Manager Evaluation Policy for their review. He said that the Chair needed to certify which members could participate in the Annual Review and direct the Town Manager to begin his self-evaluation.

Mr. Reilly commenced the review of the Town Manager evaluation and certified Members Cunningham, Pine, Manugian and himself to review the Town Manager and asked Mr. Haddad to provide his portion of the review within the next 15 days to the HR Director.

OTHER BUSINESS

Mr. Cunningham said that the Nashua River Rail Trail was in need of significant improvements and had been working to get DCR to put this on their capital improvement plan. He said that they got an appropriation thanks to Senator Kennedy of \$650K but that DCR had not done much by means of advancing this. He said that he was part of a trail group that had been working to advance this effort quicker. He said that the trail was one of the features people came to appreciate and use quite often. He asked if the Select Board was in favor of working with other Towns who shared access to the Rail Trail to try to get DCR to come out and reconstruct the trail. Mr. Haddad said he and Mr. Cunningham could draft a letter and approach the neighboring towns. The Board was agreeable to this plan.

MINUTES

Mr. Cunningham moved to approve the minutes of the regularly scheduled meeting on June 13, 2022. Mr. Pisani seconded the motion. Roll Call: Pine, aye; Manugian-aye; Pisani-aye; Cunningham-aye; Reilly-aye

The meeting was adjourned at 8:22pm.

Approved: _____
Matthew F. Pisani, Clerk

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

Date Approved: