

Select Board Meeting Packet

August 08, 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 OF GROTON

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

Select Board

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

Town Manager
Mark W. Haddad

SELECT BOARD MEETING
MONDAY, AUGUST 8, 2022
AGENDA
SELECT BOARD MEETING ROOM
2nd 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 Town Manager's Appointment of Victoria Maillett as Tax Collector Assistant
 2. Fiscal Year 2022 Fourth Quarter Financial Review
 3. Update On Fiscal Year 2022 Goals and Objectives
 4. Begin Process to Establish FY 2023 Goals and Objectives
 5. Update on Select Board Meeting Schedule through Labor Day
- II. 7:10 P.M. Items for Select Board Consideration and Action
1. Consider Approving the Annual Performance Review of the Town Manager
 2. Set Fiscal Year 2023 Liaison Assignments
 3. Approve Letter to State Requesting that DCR Initiate Planning Process for the Reconstruction of the Nashua River Rail Trail.
- III. 7:15 P.M. Public Hearing – Determine Stormwater Utility Fee for Fiscal Year 2023
- IV. 7:30 P.M. Public Hearing – Consider Issuing an All-Alcoholic On-Premise Liquor License for Groton Hill Music, Inc., 122 Old Ayer Road, Groton, MA, Lisa Fiorentino, Manager

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

- V. Minutes: Regularly Scheduled Meeting of July 25, 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: *August 8, 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 are two scheduled Agenda Items on Monday's Agenda. First, the Board will conduct a Public Hearing to set the Stormwater Fee for Fiscal Year 2023. Enclosed with this Report is a memorandum from me and the DPW Director recommending the Fee for Board consideration. Second, the Board will conduct another Public Hearing to consider issuing an All-Alcoholic On-Premise License for Groton Hill Music, located at 122 Old Ayer Road.

1. To fill the Tax Collector Assistant vacancy created when Tammi Mickel was appointed as the Assistant Assessor, Hannah Moller is requesting I appoint Victoria Maillett of Groton to the position. I have, in fact, made this appointment and would respectfully request that the Board ratify this appointment at Monday's meeting.
2. Enclosed with this report is the Fiscal Year 2022 Fourth Quarter Financial Report as prepared by the Town Accountant. I would like to spend some time at Monday's meeting reviewing this Report with the Board. In addition, I would like to provide the final accounting of the Country Club for Fiscal Year 2022. To say the least, Fiscal Year 2022 was the most successful year the Groton Country Club has ever had. It is a testament to the strong management that Shawn Campbell has provided the Town during his outstanding tenure in Groton. The following is a breakdown of the FY 2022 Budget and Revenues of the Groton Country Club:

<u>Line Item</u>	<u>Amount</u>
Salaries	\$ 162,123
Wages	\$ 176,746
General Expenses	\$ 180,874
Capital Projects	\$ 51,331
Overhead	\$ 50,541
Total Expenses	\$ 621,615
Total Revenues	\$ 739,701
Profit	\$ 118,086

I could not be more pleased. I would argue that the Fiscal Year 2023 appropriation for the pool deck repair (\$110,000) has already been covered! We can discuss this in more detail at Monday's meeting.

Select Board
Weekly Agenda Update/Report
August 8, 2022
page two

3. As is our practice when reviewing the quarterly financials, I have set aside time for the Board to review the status of your FY 2022 Goals. Enclosed with this report is the final status update on the goals. We can discuss this in more detail at Monday's meeting.
4. Now that the Board has completed your review of your Fiscal Year 2022 Goals, it is time to develop and establish your Fiscal Year 2023 Goals. As we did last year, I would recommend each member provide me with 1 to 3 Goals that you would like to set this year. I will then compile a list of goals for Board review and consideration. I would respectfully request that you provide me with your draft goals by August 18th so that I can include them in your August 22nd Packet for Board Action at that meeting.
5. Please see the update to the meeting schedule that will take the Board through Labor Day:

Monday, August 15, 2022	No Meeting
Monday, August 22, 2022	-Meet with CPC to Discuss Project Process -Set Fiscal Year 2023 Goals and Objectives -Review First Draft of Fall Town Meeting Warrant
Monday, August 29, 2022	No Meeting
Tuesday, September 6, 2021	Regularly Scheduled Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. Enclosed with this report is the Final Annual Performance Review of the Town Manager. It has been posted on the Town's website for public review. The Board needs to formally approve the Review. We can discuss this in more detail at Monday's meeting.
2. At your last meeting, the Board had requested that I provide an update to the Board's Liaison Assignments. Enclosed with this report is the Proposed Liaison Assignments for your review and approval.
3. As you will recall, Select Board Member Cunningham had discussed his intention to work with surrounding Towns to draft a letter to the Governor requesting that DCR start the process of reconstructing the Nashua River Rail Trail. Enclosed with this report is a draft letter that would be submitted on behalf of the Towns of Groton, Ayer, Pepperell, and Dunstable. I would respectfully request that the Board approve this letter at Monday's meeting.

MWH/rjb
enclosures

**LEGAL NOTICE
TOWN OF GROTON
PUBLIC HEARING**

Pursuant to Section 154-5 of the Bylaws of the Town of Groton (Stormwater Utility), the Groton Select Board will hold a public hearing on Monday, August 8, 2022 at 7:15 P.M. at the Groton Town Hall, Second Floor Meeting Room, 173 Main Street, Groton, MA. The purpose of the Hearing will be to receive input so the Select Board may set the Stormwater Utility User Fee sufficient to meet the costs incurred by the Stormwater Facilities Utility for Fiscal Year 2023.

All interested parties are invited to attend.

SELECT BOARD

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

Groton Herald
July 22, 2022
July 29, 2022



TOWN OF GROTON

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Fax: (978) 448-1115

Select Board

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

Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*
R. Thomas Delaney – Director of Public Works

Subject: *Stormwater Fee Proposal for Fiscal Year 2023*

Date: *August 8, 2021*

The purpose of this memorandum is to provide the Board with the proposed Stormwater Fee for Fiscal Year 2023. As you are aware, the 2022 Spring Town Meeting approved the following budget for the Stormwater Utility Enterprise for Fiscal Year 2023:

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
STORMWATER UTILITY					
	Stormwater Wages/Benefits	\$ 31,330	\$ 69,753	\$ 76,995	10.38%
	Stormwater Equipment	\$ -	\$ 20,000	\$ 20,000	0.00%
	Stormwater Capital Outlay	\$ -	\$ 51,000	\$ 51,000	0.00%
	Stormwater Compliance Costs	\$ -	\$ 49,000	\$ 49,000	0.00%
	Stormwater Disposal/Expenses	\$ 27,537	\$ 20,000	\$ 20,000	0.00%
500 DEPARTMENTAL TOTAL		\$ 58,867	\$ 209,753	\$ 216,995	3.45%

That said, since Town Meeting voted the budget, I discovered that I did not include the Enterprise Fund Intergovernmental Cost (total of \$23,000) and the Union Agreement Cost (\$1,100) in the Budget that was approved by Town Meeting. The Budget needs to be adjusted by this amount. I have included an Article on the 2022 Fall Town Meeting Warrant to increase the budget by \$24,100. This will bring the total FY 2023 Stormwater Budget to \$241,095. This is the budget that the Select Board will need to set the Stormwater Fee for Fiscal Year 2023.

Pursuant to Section 154-5 of the Town Bylaws, the Select Board needs to set and approve a User Fee to fund the approved Stormwater Utility Budget. Please note that this fee will be charged to all improved lots in Town. According to our Principal Assistant Assessor Megan Foster, there are 4,004 lots in Town that are considered improved. This is the same parcel count that was used to set the Fiscal Year 2022 Stormwater Fee. Vacant and open space properties are not subject to this fee.

Select Board
Stormwater Fee Proposal for FY 2022
August 8, 2022
page two

Based on last year's budget, the Select Board set the Stormwater Fee at \$52. Based on this year's budget and using the same parcel count as last year, the Fee should be set at \$60.21, or an increase of \$8.21, or 15.8%. Based on this, I am recommending a Stormwater Fee of \$60 for Fiscal Year 2023. If approved by the Board, the Bills will go out in late August.

Tom and I look forward to discussing this year's proposed Stormwater Fee at Monday's public hearing. In the meantime, please feel free to contact either me or Tom with any additional questions or concerns.

MWH/rjb

cc: Finance Committee
Stormwater Committee
Robert Rafferty – Environmental Partners
enclosures



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Town Manager
Mark W. Haddad

July 22, 2022

LEGAL NOTICE TOWN OF GROTON PUBLIC HEARING

The Groton Select Board will hold a public hearing on Monday, August 8, 2022 at 7:30 P.M. at the Groton Town Hall, Second Floor Meeting Room, 173 Main Street, Groton, MA, to discuss and consider a new all alcohol on premise liquor license application submitted by Groton Hill Music, Inc., dba Groton Hill Music Center, with Lisa Fiorentino named as Manager, for a 63,410 sqft Music Hall located at 122 Old Ayer Road, Groton, MA.

All interested parties are encouraged to attend.

SELECT BOARD

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

Groton Herald
7/22/2022
7/29/2022

cc: Assessor's List of all abutters within a 300 Foot Radius



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
<input type="text" value="On-Premises-12"/>	<input type="text" value="\$12 General On-Premises"/>	<input type="text" value="All Alcoholic Beverages"/>	<input type="text" value="Annual"/>

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Groton Hill Music Center is a one hundred twenty-six thousand (126,000) square foot performance center destination rooted in the agricultural communities of North Central Massachusetts. The center features three (3) world-class performance centers, one (1) dining room, five (5) permanent service areas, and on-site accommodations for up to two thousand (2,000) guests daily. The facility anticipate fifty (50) to one hundred (100) performances per year, building over the first three (3) years of operation.

Is this license application pursuant to special legislation?

☐ Yes ☒ No

Chapter

Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name

FEIN

DBA

Manager of Record

Street Address

Phone

Email

Alternative Phone

Website

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

See attached Service Locations/Details attached hereto as Addendum "B".

Total Square Footage:

Number of Entrances:

Seating Capacity:

Number of Floors:

Number of Exits:

Occupancy Number:

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

Phone:

Title:

Email:

104

PASSAGE BLOCKED TO PUBLIC

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Music Center at
Indian Hill

ARCHITECT
BREYER JOHNS ARCHITECTS
25 TOWNHALL STREET
CAMBRIDGE, MASSACHUSETTS 02135
T: 617.883.1765

CIVIL ENGINEER
BLAIS ASSOCIATES, INC.
2 PARK PLAZA #20
BOSTON, MASSACHUSETTS 02115
T: 617.242.1125

LANDSCAPE ARCHITECT
STEPHEN TRUONG ASSOCIATES
281 TOWNHALL ST #5
CAMBRIDGE, MASSACHUSETTS 02135
T: 617.878.0060

STRUCTURAL ENGINEER
BURNS & MCDONALD ENGINEERING, INC.
1223 MINERAL SPRING AVENUE
BROOKLINE, MA 02466
T: 617.734.1771

MECHANICAL ENGINEER
BURNS & MCDONALD ENGINEERING, INC.
1223 MINERAL SPRING AVENUE
BROOKLINE, MA 02466
T: 617.734.1771

ELECTRICAL ENGINEER
BURNS & MCDONALD ENGINEERING, INC.
1223 MINERAL SPRING AVENUE
BROOKLINE, MA 02466
T: 617.734.1771

ACoustical ENGINEER
BURNS & MCDONALD ENGINEERING, INC.
1223 MINERAL SPRING AVENUE
BROOKLINE, MA 02466
T: 617.734.1771

THEATRE CONSULTANT
THEATRE CONSULTANTS COLLABORATIVE
100 WASHINGTON STREET
BOSTON, MA 02108
T: 617.329.7443

FOOD SERVICE CONSULTANT
J.D. HORTON
100 WASHINGTON STREET
BOSTON, MA 02108
T: 617.329.7443

CODE CONSULTANT
J.D. HORTON
100 WASHINGTON STREET
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SCENIC CONSULTANT
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BOSTON, MA 02108
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2021.10.26 Revised
Annotated Exterior
Door Numbering

Drawn By: ET Checked By: Checker

FL-100

Master Plan -
Finishes

Date 2021.09.07

Scale 1/16" = 1'-0"

PAVING LEGEND

Finish Type: Chip Seal
- Chip Seal with brown river stone aggregate

Finish Type: CTS
- option 1: Colored Concrete with brown exposed aggregate

- option 2: Colored and Stamped Concrete

- option 3: Colored Concrete (brown TSD)

- option 4: Chip Seal with brown river stone aggregate

(concrete at thresholds, building edges, and ramp landings)

Finish Type: Concrete

- option 1: Colored Concrete with brown exposed aggregate

- option 2: Colored and Stamped Concrete

- option 3: Colored Concrete (brown TSD)

Finish Type: CT13c

- Perforated Tile (edge restraint at landscape)

Finish Type: Asphalt

- option 1: Chip Seal with brown exposed aggregate

- option 2: Asphalt

Finish Type: River Stone

- Brown River Stone

Finish Type: Gravel

- Gravel Trenches and Landings, with Colored Concrete Slabs

Finish Type: Stone Wall

- Stone veneer retaining wall with Cast Stone Cap

1 FINISH Level 1 Patterns (overall)
SCALE: 1/16" = 1'-0" REF SHEET: FL-11

2021.10.26 PM 1:00:00



TOWN OF GROTON
Office of the Board of Assessors
173 Main Street
Groton, MA 01450
(978) 448-1127
FAX: (978) 448-1115
www.grotonma.gov

Date: 7/12/22

Map: 222 Parcel: 55 Lot: 0

Address: 122 Old Ayer Road

CERTIFICATION OF ABUTTERS

Abutters are within 300 feet of any requested parcel's lot lines. We hereby certify that the enclosed list includes the name and addresses of all parties taken from the Board of Assessor's Real Estate property files per the deeds received as of 7/11/2022. It is with interest under MGL Chapter 40A, Section 11 as amended to the best of our knowledge and belief.

This abutter's list will not satisfy legal requirements for notice, if ninety days have elapsed from the date of request.

Megan Foster – Principal Assistant Assessor
Tammi Mickel - Assistant Assessor



300 foot Abutters List Report

Groton, MA
July 12, 2022

Subject Property:

Parcel Number: 222-55
CAMA Number: 222-55
Property Address: 122 OLD AYER RD

Mailing Address: INDIAN HILL MUSIC, INC.
36 KING ST
LITTLETON, MA 01460

Abutters:

Parcel Number: 221-56
CAMA Number: 221-56
Property Address: SMITH ST

Mailing Address: COMMONWEALTH OF
MASSACHUSETTS, RAIL TRAIL
100 CAMBRIDGE STREET
BOSTON, MA 02204

Parcel Number: 222-25
CAMA Number: 222-25
Property Address: OLD AYER RD

Mailing Address: GROTON CONSERVATION TRUST
P.O. BOX 395
GROTON, MA 01450

Parcel Number: 222-26
CAMA Number: 222-26
Property Address: 133 OLD AYER RD

Mailing Address: INDIAN HILL MUSIC, INC.
36 KING ST
LITTLETON, MA 01460

Parcel Number: 222-53
CAMA Number: 222-53
Property Address: OLD AYER RD

Mailing Address: INDIAN HILL MUSIC, INC.
36 KING ST
LITTLETON, MA 01460

Parcel Number: 222-54
CAMA Number: 222-54
Property Address: 170 OLD AYER RD

Mailing Address: INDIAN HILL MUSIC, INC.
36 KING ST
LITTLETON, MA 01460

Parcel Number: 222-56
CAMA Number: 222-56
Property Address: 106 PEABODY ST

Mailing Address: HOCH, ALAN D.
106 PEABODY STREET
GROTON, MA 01450

Parcel Number: 222-57
CAMA Number: 222-57
Property Address: PEABODY ST

Mailing Address: NEW ENGLAND FORESTRY
FOUNDATION
P.O. BOX 1346 32 FOSTER STREET
LITTLETON, MA 01460

Parcel Number: 222-61
CAMA Number: 222-61
Property Address: HIGLEY ST

Mailing Address: NEW ENGLAND FORESTRY
FOUNDATION
P. O. BOX 1346 32 FOSTER STREET
LITTLETON, MA 01460

Parcel Number: 222-62
CAMA Number: 222-62
Property Address: OLD AYER RD

Mailing Address: COMMONWEALTH OF
MASSACHUSETTS, RAIL TRAIL
100 CAMBRIDGE STREET
BOSTON, MA 02114

Parcel Number: 222-63
CAMA Number: 222-63
Property Address: 125 PEABODY ST

Mailing Address: ROSS, DAVID O. JR.
125 PEABODY ST
GROTON, MA 01450



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Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report.

7/12/2022

Page 1 of 2



300 foot Abutters List Report

Groton, MA
July 12, 2022

Parcel Number: 222-64
CAMA Number: 222-64
Property Address: 13 TEMPLE DR

Mailing Address: ANTONELLIS, JAMES P.
13 TEMPLE DRIVE
GROTON, MA 01450

Parcel Number: 222-66
CAMA Number: 222-66
Property Address: 14 TEMPLE DR

Mailing Address: YOUNG, DALE CHRISTIENE
14 TEMPLE DR
GROTON, MA 01450

Parcel Number: 222-67
CAMA Number: 222-67
Property Address: 135 PEABODY ST

Mailing Address: ROBERTSON, STEPHEN C.
135 PEABODY ST
GROTON, MA 01450

Parcel Number: 222-68
CAMA Number: 222-68
Property Address: 147 PEABODY ST

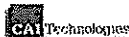
Mailing Address: PALMER, MICHELE G.
147 PEABODY ST
GROTON, MA 01450

Parcel Number: 222-69
CAMA Number: 222-69
Property Address: OLD AYER RD

Mailing Address: SALZMAN FAMILY REALTY TRUST, THE
27 SANDSTONE RD
WESTFORD, MA 01886

Parcel Number: 222-70
CAMA Number: 222-70
Property Address: 78 OLD AYER RD

Mailing Address: STEWART, MELINDA E.
78 OLD AYER ROAD
GROTON, MA 01450



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7/12/2022

Page 2 of 2

Town of Groton
General Fund Statement of Revenues & Expenditures
June 30, 2022

	Current Budget FY22	July - Jun Actual FY22	Variance to FY22 Budget	4th Qtr % of Budget	Final FY21 Budget	July - Jun Actual FY21	4th Qtr Variance to FY21 Budget	4th Qtr % of Budget	% of Budget Change	Notes
Revenue										
State Aid (Lottery/Exempts/Van)	1,014,099	1,039,205	25,106	102.48%	950,546	975,619	25,073	102.64%	99.84%	
Motor Vehicle/Boat Excise	1,738,094	1,844,521	106,427	106.12%	1,555,341	1,837,825	282,484	118.16%	89.81%	
Local Option Meals Tax	175,000	215,759	40,759	123.29%	100,000	144,283	44,283	144.28%	85.45%	
Local Option Room Occupancy Tax	75,000	136,445	61,445	181.93%	50,000	36,958	(13,042)	73.92%	246.12%	
Penalties and Interest on Taxes	120,000	157,400	37,400	131.17%	110,000	140,840	30,840	128.04%	102.44%	
Payments in Lieu of Taxes	265,000	298,231	33,231	112.54%	265,000	399,707	134,707	150.83%	74.61%	LA FY20 Pilot rec'd 1st Qtr FY21
Other Charges for Service (Dunst)	82,000	81,746	(254)	99.69%	82,000	85,246	3,246	103.96%	95.89%	
Country Club Revenue	600,000	739,701	139,701	123.28%	491,045	661,208	170,163	134.65%	91.56%	
Fees (incl Van vouchers)	340,000	428,207	88,207	125.94%	306,000	429,273	123,273	140.29%	89.77%	
Rentals (Cell Towers)	28,000	47,304	19,304	168.94%	40,000	47,190	7,190	117.98%	143.19%	
Library Fines	0	169	169	#DIV/0!	6,000	779	(5,221)	12.98%	#DIV/0!	Library Fines discontinued for FY22
Other Departmental Revenue	775,000	780,772	5,772	100.74%	725,000	884,747	159,747	122.03%	82.55%	GELD 4th Qtr FY20 rec'd 1st Qtr FY21
Licenses and Permits	300,000	537,500	237,500	179.17%	300,000	465,011	165,011	155.00%	115.59%	Alcohol/BOH/Bldg/Mech Permits up in FY22
Fines and Forfeits	20,000	16,120	(3,880)	80.60%	20,000	22,769	2,769	113.85%	70.79%	Court Fines deficit \$3,500
Investment Income	40,000	41,957	1,957	104.89%	40,000	39,470	(530)	98.68%	106.29%	
Misc Non-recurring (State Aid)	0	0	0	#DIV/0!	0	0	0			
Misc (Bond Prem Amort & Other)	0	131,983	131,983	#DIV/0!	894	23,407	22,513	2618.23%	#DIV/0!	FY22 Covid Pay COM/Easement/AgncyReclss
Enterprise Allocation for Indirects	271,148	273,790	2,642	100.97%	256,264	264,578	8,314	103.24%	97.80%	
Real Estate and Personal Prop	36,277,152	36,386,848	109,696	100.30%	34,849,318	34,725,289	(124,029)	99.64%	100.66%	
Total Revenue	42,120,493	43,157,658	1,037,165	102.46%	40,147,408	41,184,199	1,036,791	102.58%	99.88%	
Expenditures (Operating Expenses)										
General Government	2,583,655	2,372,609	211,046	91.83%	2,618,038	2,413,572	204,466	92.19%	99.61%	
Public Safety General Fund**	4,461,664	4,378,645	83,019	98.14%	4,385,631	4,151,814	233,817	94.67%	103.67%	
Department of Public Works	2,256,398	2,360,432	(104,034)	104.61%	2,333,953	2,222,161	111,792	95.21%	109.87%	Snow/Ice Deficit \$161k in FY22
Culture, Rec, & Citizen's Svcs	1,705,507	1,668,759	36,748	97.85%	1,694,400	1,518,866	175,534	89.64%	109.16%	CC prog restoration/Lib Programs/WatrSfty FY22
Employee Benefits and Other*	4,310,992	4,290,300	20,692	99.52%	3,967,369	3,959,726	7,643	99.81%	99.71%	
Total Operating Expenses	15,318,216	15,070,745	247,471	98.38%	14,999,391	14,266,139	733,252	95.11%	103.44%	
**\$301,603 = Dispatch Grants Awarded for FY21, \$219,451 offset to Dispatch Budget thru 3/31/21										
Expenditures (Non -Operating Exp.)										
Special Articles Voted for Current Yr	761,900	453,548	308,352	59.53%	573,870	410,951	162,919	71.61%	83.13%	
PY Articles/Enc(SeeUse of Enc Below)	560,887	227,289	333,598	40.52%	553,519	214,804	338,715	38.81%	104.41%	
Education	25,047,906	25,047,906	0	100.00%	23,680,684	23,680,684	0	100.00%	100.00%	
Debt Service	1,912,869	1,907,807	5,062	99.74%	1,737,302	1,737,209	93	99.99%	99.75%	
Intergovernmental (State Offsets)	97,077	97,077	0	100.00%	94,829	94,829	0	100.00%	100.00%	
Total Non - Operating Expenses	28,380,639	27,733,627	647,012	97.72%	26,640,204	26,138,477	501,727	98.12%	99.59%	
Excess (Deficiency) Before OFS&U	(1,578,362)	353,286	1,931,648	-22.38%	(1,492,187)	779,583	2,271,770	-52.24%	42.84%	
Other Financing Sources										
Transfers from Other Funds	1,145,298	1,207,287	(61,989)	105.41%	1,082,815	1,082,815	0	100.00%	105.41%	CapStab/EMS Receipts/ARPA/Title V Closed
Use of Avail. Funds: Encumbrances	549,285	549,285	0	100.00%	553,045	553,045	0	100.00%	100.00%	Funded in Prior Fiscal Year
Avail. Funds: F. C./Overlay Surplus	595,001	595,001	0	100.00%	528,849	528,849	0	100.00%	100.00%	
Total OFS	2,289,584	2,351,573	(61,989)	102.71%	2,164,709	2,164,709	0	108.52%	94.65%	
Other Financing Uses										
Overlay & Deficits to be Raised	370,954	370,954	0	100.00%	289,466	289,466	0	100.00%	100.00%	Sno/Ice/Library Offset/Overlay/RecapDebt
Transfers to Other Funds	340,268	340,268	0	100.00%	376,718	375,368	1,350	99.64%	100.36%	OPEB/Capital Projects BAN Payments
Total OFU	711,222	711,222	0	100.00%	666,184	664,834	1,350	99.80%	100.20%	
Excess (Deficiency) Incl. OFS&U	0	1,993,637	1,993,637		6,338	2,279,458	2,273,120			

**\$291,620 = Dispatch Grants Awarded for FY22, \$257,751 offset to Dispatch Budget thru 6/30/22

**\$301,603 = Dispatch Grants Awarded for FY21, \$282,050 offset to Dispatch Budget thru 6/30/21

Town of Groton
General Fund Statement of Revenues & Expenditures
June 30, 2022

	Current Budget FY22	July - Jun Actual FY22	Variance to FY22 Budget	4th Qtr % of Budget	Final FY21 Budget	July - Jun Actual FY21	4th Qtr Variance to FY21 Budget	4th Qtr % of Budget	% of Budget Change	Notes
Salaries/Wages Expenditures by Function of Government										
General Government:										
BOS/Town Manager	347,495	346,701	794	99.77%	361,282	360,922	360	99.90%	99.87%	
Accountant	147,273	147,273	0	100.00%	147,020	147,020	0	100.00%	100.00%	
Assessors	142,963	141,149	1,814	98.73%	145,256	139,049	6,207	95.73%	103.13%	Asst hired Feb 2021, 6 mo review in FY22
Treasurer/Collector	215,457	213,870	1,587	99.26%	218,706	218,706	0	100.00%	99.26%	
Personnel	82,822	82,822	0	100.00%	84,313	84,313	0	100.00%	100.00%	
Information Technology	174,801	173,924	877	99.50%	178,120	178,119	1	100.00%	99.50%	
Town Clerk/Elections	162,394	160,650	1,744	98.93%	178,939	177,919	1,020	99.43%	99.50%	
Land Use Conservation Comm.	69,481	69,481	0	100.00%	71,470	70,278	1,192	98.33%	101.70%	
Land Use Inspection Services	198,438	196,327	2,111	98.94%	221,045	215,730	5,315	97.60%	101.37%	\$25k increase for retirement payout in FY21
Land Use (Planning/ZBA)	84,016	84,016	0	100.00%	106,893	106,043	850	99.20%	100.81%	ZBA wage discontinued in FY22
Total General Government	1,625,140	1,616,213	8,927	99.45%	1,713,044	1,698,099	14,945	99.13%	100.32%	
Public Safety:										
Police Department	2,251,172	2,247,609	3,563	99.84%	2,227,198	2,152,993	74,205	96.67%	103.28%	Retirement payout FY22
Fire Department/EMS	1,278,821	1,274,806	4,015	99.69%	1,238,244	1,168,402	69,842	94.36%	105.65%	
Dispatch (paid from Gen Fund) **	453,497	453,495	2	100.00%	416,823	409,095	7,728	98.15%	101.88%	
Animal Cntrl/Dog Officer	19,164	19,164	0	100.00%	19,164	18,667	497	97.41%	102.66%	
Total Public Safety	4,002,654	3,995,074	7,580	99.81%	3,901,429	3,749,157	152,272	96.10%	103.86%	
Department of Public Works:										
Municipal Buildings	150,672	150,671	1	100.00%	150,647	150,647	0	100.00%	100.00%	
Highway	799,241	798,836	405	99.95%	822,518	762,099	60,419	92.65%	107.88%	
Snow & Ice	140,000	154,236	(14,236)	110.17%	140,000	137,133	2,867	97.95%	112.48%	
Parks	21,017	15,817	5,200	75.26%			0	#DIV/0!		Budget Approved at FTM FY22
Solid Waste	142,722	140,322	2,400	98.32%	143,243	138,484	4,759	96.68%	101.70%	
Total DPW	1,253,652	1,259,882	(6,230)	100.50%	1,256,408	1,188,363	68,045	94.58%	106.26%	
Culture, Rec. & Citizen's Svcs:										
COA/COA Van	175,706	174,524	1,182	99.33%	214,783	198,326	16,457	92.34%	107.57%	Personnel Vacancies FY22
Vets Svcs/Water Safety/Graves	10,650	9,369	1,281	87.97%	9,450	6,182	3,268	65.42%	134.47%	Water Safety Activity increased FY22
Library	702,982	701,936	1,046	99.85%	739,323	685,155	54,168	92.67%	107.75%	
Country Club	338,961	338,869	92	99.97%	279,660	279,635	25	99.99%	99.98%	Activity increase FY22
Total Culture, Rec. & Citizen's Svcs	1,228,299	1,224,698	3,601	99.71%	1,243,216	1,169,298	73,918	94.05%	106.02%	
Grand Total Salaries & Wages	8,109,745	8,095,867	13,878	99.83%	8,114,097	7,804,917	309,180	96.19%	103.78%	
Benefits:										
County Retirement	2,385,255	2,385,255	0	100.00%	2,090,289	2,090,289	0	100.00%	100.00%	
Health / Life Insurance *	1,773,437	1,752,862	20,575	98.84%	1,727,080	1,727,021	59	100.00%	98.84%	
Other Benefits (Medicare/Unemplmt)	152,300	152,182	118	99.92%	150,000	142,416	7,584	94.94%	105.25%	Medicare Match increased \$10k for FY22
Total Benefits	4,310,992	4,290,299	20,693	99.52%	3,967,369	3,959,726	7,643	99.81%	99.71%	
Total Salaries/Wages/Benefits	12,420,737	12,386,166	34,571	99.72%	12,081,466	11,764,643	316,823	97.38%	102.40%	

** \$139,440 = Dispatch Wage Grants Awarded for FY22; \$119,126 offset to Dispatch Budget thru 6/30/22

** \$145,245 = Dispatch Wage Grants Awarded for FY21; \$124,331 offset to Dispatch Budget thru 6/30/21

FISCAL YEAR 2022 GOALS OF THE GROTON SELECT BOARD

1. Environmental (Contamination) Issues (PFAS, GEMS Site, Conductorlab, etc.)
Select Board Member Assigned: Peter Cunningham and Joshua Degen

Goal: Monitor/Manage efforts to mitigate contamination and protect public health. Become better informed as a Board to the emerging environmental issues that are/will confront Groton.

Measurable Benchmark: Schedule a workshop with representatives of the Board of Health, Planning Board and/or Conservation Commission and/or Water Commissioners as appropriate by December 1st to discuss any environmental issues facing Groton. Develop monitoring plan to keep Board apprised of steps taken to address said issues.

11-8-21 Update: While we have not scheduled a workshop, the Town has stayed on top of the two most impactful environmental issues facing the Town. The EPA has taken over the testing and monitoring of the former Squannacook Sportsmen Club in West Groton. A Phase II Environmental Site Assessment has been drafted and will be filed with the EPA. With regard to the other impactful environmental issue, the Water Department continues to monitor for PFAS. The most recent testing (within the last two weeks) shows levels well below state and federal standards.

2-7-22 Update: We still have not scheduled the workshop, but work continues on monitoring the Sportsmen's Club in West Groton. On January 5th, we received notification from the EPA that they are waiting on the draft site investigation report from their contractor, which will include the compiled analytical data. We will receive the report when completed. EPA will then make a decision as to the need for a removal action at the property and the scope of the work needed. If the data determines that a removal action is necessary, EPA will plan to conduct the work starting in the Spring. With regard to PFAS, the Water Department continues to monitor these levels at our drinking supply and the Town is still well below state and federal standards. That said, there is an issue at the GDRSD High School where PFAS levels are elevated.

5-16-22 Update: On March 28th, the Select Board met in joint session with the Water Department, School Department and Board of Health to discuss the environmental impact/issue of PFAS in the well that supplies water to the GDRSD High School. The Select Board will be holding a joint meeting with the Dunstable Select Board and Groton Dunstable Regional School District Committee in the near future. The purpose of this meeting will be for the Regional Director of the Mass DEP to discuss and provide additional information on this issue.

8-8-22 Final Update: As stated above, a joint meeting between DEP, Groton Select Board, Dunstable Select Board, Groton Board of Health, Groton Water Commission and GDRSD Committee was held on May 26th to discuss the PFAS Issue at the High School. The meeting was very informative. The Select Board will be holding a meeting on September 19th with Geological Field Services, the Board of Health and the Greenway Committee to discuss the Nod Road Landfill. **GOAL COMPLETE**

2. Taxpayer Burden /Costs of Government
Select Board Member Assigned: Alison Manugian

Goal: Develop Programs to Alleviate Taxpayer Burden, including:

1. Review Potential Home Rule Legislation to assist in providing tax relief for the most vulnerable portions of the population.
2. Review existing PILOT agreements and consider further action and consider negotiating new agreements with other non-profit organizations.
3. Staff new TREAD committee to provide taxpayer relief.
4. Investigate the possibility of taxing short-term rental properties.
5. Develop creative three-year collective bargaining with all units.

Measurable Benchmark: Report back to the Board after meeting with the Select Board, Treasurer/Collector, Principal Assessor, Town Accountant and Finance Committee to discuss developing criteria/ideas for additional sources of revenue to offset property tax burden. The Town Manager and his bargaining teams meets with the Select Board and Finance Committee by October 31, 2021 to receive guidance on the upcoming Collective Bargaining Sessions with all seven (7) bargaining units.

11-8-21 Update: On Monday's Agenda are two items relative to this goal. First, the Board will be appointing the TREAD Committee and establishing a PILOT review working group. In addition, the Town Meeting approved the retail sale of recreational marijuana. The Select Board has authorized issuing a Request for Letters of Interest for companies willing to enter into an HCA with the Town. This could lead to additional operational revenues in FY 2024. In addition, the Select Board and Finance Committee has provided guidance to the Town Manager for Collective Bargaining.

2-7-22 Update: The Select Board has signed two HCAs for recreation marijuana facilities in Groton, one in Four Corners and one at the Mill Run Plaza. In addition, the Select Board has placed a Warrant Article on the 2022 Spring Town Meeting Warrant to amend the Town's Zoning Bylaw to change the 500-foot requirement from property lines to door to door. The Town is on track to receive additional revenues from the sale of recreational marijuana in FY 2024. With regard to collective bargaining, the Town Manager has reached tentative agreements with 5 of the Town's 7 Bargaining Units. The Select Board has ratified one agreement (with the Fire Union) and will consider ratifying the other four in the coming weeks. That leaves two contracts left to settle. With regards to PILOTs, a working group made up of the Finance Team and a member of the Select Board and Finance Committee have been working on this issue. The working group has come up with a proposal to reach out to some of our non-profits in an effort to alleviate some of the tax burden on our residents. The working group have scheduled meetings with those non-profits.

5-16-22 Update: The 2022 Spring Town Meeting approved the zoning amendment to change the 500-foot requirement as discussed during our 2-7 Update. The Town Manager spoke with the owner of United Cultivation and they are moving forward with their application before the CCC to open their establishment in Mill Run Plaza. Both proposed marijuana facilities are preparing their applications to start the local permitting process with the Planning Board. With regard to Collective Bargaining, all seven union contracts have been settled, ratified and funded by Town Meeting. With

regard to PILOTS, Groton Hill Music has agreed to add a \$2 surcharge to all tickets sold for performances at the Center and provide that money to the Town of Groton. In addition, the Groton School has provided the Town with \$35,000 to pay for the engineering/design of the sidewalk on Old Ayer Road, Peabody Street and Higley Street.

8-8-22 Final Update:

GOAL COMPLETE

3. Affordable Housing and Housing Diversity
Select Board Member Assigned: Rebecca Pine

Goal:

Support the work of the Affordable Housing Trust, the Groton Housing Authority, and the Housing Partnership to make tangible progress on increasing the number of Affordable Housing Units on the MA Subsidized Housing Inventory (SHI). Work with the Planning Board to address MBTA Housing Choice Community requirements for increased housing density and housing diversity, and to pass new Zoning which maximizes the number of affordable units required. Facilitate coordination and collaboration between all Groton housing committees and stake holders. Promote public engagement efforts to build community support for Housing Diversity. Support and participate in the next Housing Summit.

Measurable Benchmark:

As this is a two-year goal, the benchmark will be developed as progress is made. Benchmarks may include identifying properties for affordable housing, supporting warrant articles to create more Affordable Housing and issuing RFP's for the creation of affordable housing.

11-8-21 Update:

Originally, the Fall Town Meeting was to amend our zoning bylaw to address the MBTA Housing Choice Community requirements. The Deluxe Property on Main Street was set to be the site covered by this zoning. Due to the timing and the lack of general guidance from the State, the article was withdrawn. The Town will have to revisit this issue once the state issues its guidelines. With regard to the Deluxe Property redevelopment, the new owners are planning a Chapter 40B application that will require 25% of the housing developed to be affordable. At Town Meeting, a Citizens' Petition Article as approved that authorized the Select Board to transfer a parcel to the Housing Authority with the intent of developing affordable housing on that site. That transfer is underway. Finally, the Affordable Housing Trust has begun their review of Town owned parcels that may lead to an affordable housing project.

2-7-22 Update:

The Town has received a 40B application for a new development on Cow Pond Brook Road. This is currently under review. There is no update on the status on the redevelopment of the Deluxe Property on Main Street. However, the Town will be applying for a MassWorks Grant to assist in the redevelopment of this property.

5-16-22 Update:

The Town is still waiting the proponent of the 40B proposal on Cow Pond Brook Road to file with the Zoning Board of Appeals. The owner of the Deluxe Property updated the Select Board on April 25th on the redevelopment plans for the Deluxe Property. They will be filing a 40B application that will create 200 rental units (25% affordable) on that site. Due to timing issues, the Town will not be able to apply for a MassWorks Grant this year, but will plan on filing next year.

8-8-22 Final Update:

The Cow Pond Brook Road Proposed Chapter 40B Project has been approved by Mass Housing to move to Town permitting. An application to the Board of Appeals is due to be filed within the next week. With regard to the Deluxe Property Redevelopment, this project has been submitted to Mass Housing and the Select Board submitted comments to Mass Housing in support of the project. The first year of this two-year goal has been successful with more to come.

4. Promote Economic Development

Select Board Member Assigned: John Reilly and Peter Cunningham

Goal:

Support Economic and Commercial activity related to increased visitor traffic in Groton from Indian Hill Music Center. Develop Overall Transportation Improvements, including:

1. Increase Public Transportation Available in Groton (bus, ride-share, etc.).
2. Update Parking Study and determine if more parking is needed in the Town Center.
3. Create a sidewalk extension to both Gibbet Hill Trailhead and Indian Hill Music Center.

Measurable Benchmark:

To address these various goals, take the following steps:

1. Working in conjunction with our State Senator and State Representative, and the Montachusett Regional Planning Agency and Lowell Regional Transportation Agency, investigate additional public transportation options available to Groton residents and businesses, and report back to the Board by March 1, 2022.
2. Review existing Parking Study and identify current public parking locations/spaces in the Town Center. Identify potential needs and funding sources for increased parking. Take action as necessary.
3. Town Manager to work with DPW Director and Capital Planning Advisory Committee, as well as the Complete Streets Committee, to include sidewalk extensions to Gibbet Hill Trailhead and Indian Hill Music Center to improve pedestrian safety.
4. Meet with the Groton Business Association's *Destination Groton* Planning Group before November 30, 2021 to hear their recommendations and consider supporting/taking action on the recommendations by January 31, 2022.

11-8-21 Update:

The Select Board met with the Destination Groton Committee and voted to create a Destination Groton Committee. A charge was adopted by the Board and the Town is currently seeking applicants to serve on the Committee. The Town resubmitted a Complete Streets Application to install sidewalks on Route 40 extending to the Gibbet Hill Trailhead and West Main Street from West Groton Center to the Groton Center. Select Board Member Degen has reached out to Senator Kennedy's Office to determine the viability of receiving state funding to install a sidewalk on Old Ayer Road from Boston Road to the new Groton Hill Music Center.

2-7-22 Update:

The Town has received two grants for Sidewalk installation. The Complete Streets Committee successfully received a grant to install sidewalks on

West Main Street and Lowell Road. In addition, the Town received an earmark from the State's ARPA Funds to install a sidewalk on Old Ayer Road from Boston Road to the Groton Hill Music Center. The Select Board created a charge and appointed members to the Destination Groton Committee. They are off to a great start to promote the Town of Groton. They have already had two meetings and plan on meeting twice a month.

5-16-22 Update:

The Select Board voted to support funding for the Destination Groton Committee in both Fiscal Years 22 & 23 to assist them in promoting the Town. In addition, the Destination Groton Committee met with Senator Cronin to discuss how the State can help the Committee with funding to help them meet their Charge. As a result of the meeting, the Committee made a formal request for an earmark of \$200,000 in the FY 2023 State Budget that would accomplish two tasks. First, is funding support to engage an Economic and Community Development Consultant in the amount of \$150,000. The ability to hire one or more part time consultants with expertise in transforming the Committee's vision into a series of specific deliverables will be crucial over the next year. These deliverables include Grant Writing and Marketing, among others. In addition, they are requesting \$50,000 to supplement the \$100,000 recently approved at Town Meeting for the Planning Board to complete its Master Plan update.

8-8-22 Final Update:

GOAL COMPLETE

COMPILATION WORKBOOK

Compilation Work Sheet

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Page 1

AM-Member #1			BP-Member #2			PC-Member #3			JR-Member #4			Member #5			Categories
Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Horizontal Rating Total
PD1	4		PD1	4		PD1	4		PD1	4		PD1	0		4.00
PD2	3		PD2	3		PD2	3		PD2	3		PD2	0		3.00
PD3	2		PD3	3		PD3	3		PD3	3		PD3	0		2.75
PD4	3		PD4	4		PD4	4		PD4	4		PD4	0		3.75
PD5	2		PD5	3		PD5	4		PD5	4		PD5	0		3.25
PD6	3		PD6	4		PD6	4		PD6	4		PD6	0		3.75
PD7	3		PD7	3		PD7	4		PD7	3		PD7	0		3.25
3Total	20		3Total	24		3Total	26		3Total	25		3Total	0		3.39
PL1	4		PL1	3		PL1	4		PL1	4		PL1	0		3.75
PL2	3		PL2	3		PL2	4		PL2	4		PL2	0		3.50
PL3	2		PL3	3		PL3	4		PL3	4		PL3	0		3.25
PL4	3		PL4	4		PL4	4		PL4	4		PL4	0		3.75
PL5	3		PL5	4		PL5	4		PL5	4		PL5	0		3.75
PL6	4		PL6	4		PL6	4		PL6	4		PL6	0		4.00
PL7	4		PL7	4		PL7	4		PL7	4		PL7	0		4.00
4Total	23		4Total	25		4Total	28		4Total	28		4Total	0		3.71
TM1	4		TM1	3		TM1	4		TM1	4		TM1	0		3.75
TM2	3		TM2	3		TM2	4		TM2	4		TM2	0		3.50
TM3	3		TM3	4		TM3	4		TM3	4		TM3	0		3.75
TM4	4		TM4	4		TM4	4		TM4	4		TM4	0		4.00
TM5	2		TM5	3		TM5	4		TM5	3		TM5	0		3.00
TM6	4		TM6	4		TM6	4		TM6	4		TM6	0		4.00
5Total	20		5Total	21		5Total	24		5Total	23		5Total	0		3.67
CM1	4		CM1	3		CM1	4		CM1	4		CM1	0		3.75
CM2	3		CM2	4		CM2	4		CM2	4		CM2	0		3.75
CM3	3		CM3	4		CM3	4		CM3	4		CM3	0		3.75
CM4	4		CM4	4		CM4	4		CM4	4		CM4	0		4.00
CM5	3		CM5	4		CM5	4		CM5	4		CM5	0		3.75
CM6	4		CM6	4		CM6	4		CM6	4		CM6	0		4.00

AM-Member #1			BP-Member #2			PC-Member #3			JR-Member #4			Member #5			Categories
Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Line ID	Rating	Left Blank	Horizontal Rating Total
CM7	3		CM7	4		CM7	4		CM7	4		CM7	0		3.75
6Total	24		6Total	27		6Total	28		6Total	28		6Total	0		3.82
CO1	2		CO1	3		CO1	4		CO1	3		CO1	0		3.00
CO2	3		CO2	3		CO2	4		CO2	4		CO2	0		3.50
CO3	3		CO3	3		CO3	4		CO3	4		CO3	0		3.50
CO4	3		CO4	4		CO4	4		CO4	4		CO4	0		3.75
CO5	4		CO5	4		CO5	4		CO5	4		CO5	0		4.00
CO6	4		CO6	4		CO6	4		CO6	4		CO6	0		4.00
CO7	3		CO7	4		CO7	4		CO7	4		CO7	0		3.75
CO8	4		CO8	4		CO8	4		CO8	4		CO8	0		4.00
CO9	4		CO9	4		CO9	4		CO9	4		CO9	0		4.00
CO10	3		CO10	4		CO10	3		CO10	4		CO10	0		3.50
CO11	4		CO11	4		CO11	3		CO11	4		CO11	0		3.75
CO12	4		CO12	4		CO12	4		CO12	4		CO12	0		4.00
7Total	41		7Total	45	0	7Total	46	0	7Total	47	0	7Total	0	0	3.73
															Total
Total	128	0	Total	142	0	Total	152	0	Total	151	0	Total	0	0	573

Compilation Rating Results

By Member	
Rating	Rating Source
128	Member #1
142	Member #2
152	Member #3
151	Member #4
0	Member #5
573	Rating Total

By Member & Evaluation Category	
Blanks	Rating Source
0	Member #1
0	Member #2
0	Member #3
0	Member #4
0	Member #5
0	Blanks Total

By Evaluation Category	
Rating	Rating Source
3.39	Development
3.71	Planning
3.67	Team Player
3.82	Meetings
3.73	Competencies
18.32	Grand Total

Composite Scale for Four (4) Evaluators

Page 4

Composite Evaluation	Composite Rating
Four (4) Members Reporting	
Outstanding (469- 624)	573
Above Expectation (313 to 468)	
Meets Expectation (156- 312)	
Does Not Meet Expectation (1 - 155)	
Unsatisfactory (0)	

Start	End
469	624
313	468
156	312
1	155

How the evaluation sections are determined.

Individual number of rating opportunities	39
Maximum score per evaluator	4
Maximum possible score per evaluator	156
Number of evaluators	4
Maximum possible score for five (4) evaluators	624
Number of performance categories	4
Total points for each performance category	156

Grand Total of Evaluators 573



TOWN OF GROTON

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

Select Board

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

Page 6

Select Board's Performance Evaluation of the Town Manager for Fiscal Year 2022

By Member	
Rating	Rating Source
128	Member #1
142	Member #2
152	Member #3
151	Member #4
0	Member #5
573	Grand Total

Overall Composite Rating	
X	Outstanding
	Above Expectation
	Meets Expectation
	Does Not Meet Expectation
	Unsatisfactory
573	Overall Score

By Evaluation Category	
Rating	Rating Source
3.39	Personal Development
3.71	Planning
3.67	Team Player
3.82	Conduct at Meetings
3.73	Competencies
18.32	Grand Total

I have prepared and discussed this performance evaluation with the Town Manager.

The Town Manager's signature on this form does not necessarily indicate agreement with the evaluation given, but that the Town Manager has been given an opportunity to discuss its contents with the individual evaluators.

Select Board Chair

Date

Town Manager

Date



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Select Board Members' Summary Comments Performance Evaluation of the Town Manager for Fiscal Year 2022

Member #1

I agree that this has been a very strong year for Mark as Groton Town Manager. He continues to put forth great results, personally and with the support of the strong team he has helped create at Town Hall and beyond. The impacts of COVID on employees and the greater community have been extremely well managed; Mark's conservative approach has undoubtedly prevented spread and many other related issues. Mark has handled occasional push back from the community very professionally.

Financially we remain in a very strong position, which is due in part to Mark's conservative approach to budgeting (which I will continue to push back on intermittently). Recent increases in funding, through ARPA and other similarly short term programs, have been well managed and I don't anticipate any fiscal pains for Groton when these are reduced/eliminated in future years.

I encourage Mark to bring concepts to the Select Board for discussion, however brief, prior to action. A recent example is the Nod Road Landfill considerations (on which we are now fully included). Getting our input sooner could prevent confusion internally and in the community and would create shared culpability when the community gets upset.

Overall a fabulous year that I'm confident will continue into the future!

Member #2

Mark has had another excellent year as Town Manager. Despite the ongoing impacts of the Coronavirus Pandemic, Groton's Town Government has continued to function and provide a high degree of professional service to its citizens, due to Mark's leadership. The successful awarding of two HCAs for the sale of Cannabis, and the agreement to create a \$2 ticket surcharge for Groton Hill Music concerts are particularly strong achievements that will provide much needed revenue to the Town. Mark's success at negotiating all seven collective bargaining agreements is somewhat undermined by the fact that the Board needed to add the Juneteenth Holiday after the close of negotiations, effectively requiring the Town to pay for an additional holiday for all employees, without receiving any concession in return. Mark has a very positive working relationship with all of our Town employees. His leadership fosters a high level of morale, positive collaboration among our departments, and outstanding service to our taxpayers. As Chair of the Select Board for FY22, I worked closely with Mark and was pleased with our positive collaborative relationship. I have discussed with Mark the few situations which I think he should have handled differently. I look forward to continuing to work with Mark over the next year. As always, I encourage Mark to err on the side of providing too much information, vs. too little, in writing and ahead of meetings, to the Board members. Most of us do not have Mark's ability to absorb and synthesize numbers and facts as quickly as Mark does. I also encourage Mark to see the Board as an equal partner in decision-making.

Member #3

Personal Development: Mark is a very conscientious worker and is always available to respond to situations or questions even when not working or on personal time. Mark displays a thorough understanding of the need to be responsive to residents, staff and the media. Mark works hard to be tactful in situations that at times can be frustrating. Mark displays a positive approach to his position as TM and seems to enjoy the challenges that the diversity of issues before him presents. Mark works hard to learn from past decisions that could have been handled in a different or more constructive manner. Mark displays a strong work ethic at improving his skill set as TM. Mark does recognize there may be differing perspectives on any given issue and respects them.

Planning: Mark is well prepared is laying out the whole picture to the Select Board on any given decision before it. Mark is consistently mindful of long term planning particularly with regards to budgeting both short and long term. Mark shows the ability to review a current operation or procedure and change it if a more beneficial approach makes sense. Mark's experience in municipal administration makes him fully versed in all relevant planning processes. Mark demonstrates a strong ability to prioritize needs Mark is always cognizant of long term capital needs and stays informed through his department heads of what those needs are. He is consistently improving the capital planning process when needed. Mark has always done an excellent job at recognizing good employees and works hard to retain them.

Team Player: Mark understands that the best process and outcomes are derived from a cohesive team approach. Mark establishes common goals that are rooted in a team approach. Mark is consistently praising the work of others and their contribution to sound municipal management. Mark works hard to build and maintain the team approach which is demonstrated by the outcomes where Groton is recognized as a well run town. In a time when much political divisiveness exists, Mark avoids it completely. Mark fully appreciates the importance all town employees play as part of a larger team that serves all citizens of the community.

Conduct at Meetings: Mark is very conscientious about staying on topic and following the agenda. Mark abides by the protocols of conducting meetings. Mark keeps his comments on matters focused to their substance and will not carry on off topic. Mark's experience as a TM gives him a thorough process of all planning processes. Mark is well prepared for all meetings. Mark is in attendance at all Select Board and other relevant meetings. Mark conveys a professional and competent attitude to those that work with him.

Competencies: Mark demonstrates strong interpersonal skills and works to improve them when necessary. Mark is courteous to co-workers. Mark provides very good customer service and is responsive to issues and inquiries to the Select Board office. Mark is very clear in communicating on matters which he is dealing with. The work Mark produces is always of high quality in explaining what the particular matter may be and making it clear for others to understand. Mark's skill set at municipal management is very high and of great benefit to the town. As noted previously, Mark fully appreciates the effectiveness of a comprehensive team approach. Mark is always in attendance at meetings or events requiring his presence and is always available to Select Board members at other times. Mark is very skilled at problem solving, often when confronted in dealing with unanticipated events such as the COVID pandemic. Mark will take the initiative to restructure town departments if a more productive organization presents itself. Mark is mindful of the importance of safety in his approach to the job as well as those who work for him. Mark is an extremely effective manager which has earned Groton the reputation as a well run town.

Member #4

For this Town Manager's Annual Performance Evaluation I have measured Mr. Haddad's performance as I have observed his work and accomplishments in the past year. This Town Manager's evaluation is the third I have completed during my tenure the Select Board. Having considered this past year and reviewing my last two evaluations there is one component that is noticeable. That component is consistency. I have observed positive consistency in both of my prior annual performances and again during this past year.

During this evaluation period Town government and services continued to be impacted by the pandemic. Many Town employees contracted the virus which caused the Town Hall to go remote. Services were effectually offered at the same level as if the Town Hall was staffed. Virtually all Town Departments were affected by the surge at the time. Our Town Department Heads and TM managed effectively. All of these contingencies come with a myriad of problems, from staffing issues to the financial impacts. It has been my observation that these factors were considered, planned for and communicated to the Town's People and Select Board.

In Mr. Haddad's self evaluation he notes his strongest accomplishment over the last year as the goal, "Develop Programs to Alleviate Taxpayer Burden". I would agree. Two HCA's were negotiated and approved. An agreement with Groton Hill Music to establish a \$2 per ticket surcharge was completed. Due to Mr. Haddad's relationship with the two private schools in Town and his participation on the Florence Roche Construction project we can anticipate these two schools sharing in the project's debt service. Through his efforts, the Groton School gifted \$35,000 to help cover engineering costs for a new sidewalk on Old Ayer Road. Mr. Haddad's rapport with the Town's unions allowed for a fair and reasonable three year contract with all seven. Taxpayer burden is the paramount issue I hear from the people I represent. It is my first priority. I would like to see more initiatives of this sort and other sources yet to be identified. This goal should be continuous.

The Town's AAA bond rating was again recently affirmed. Mr. Haddad's strong point is the finances of this Town. The makeup of the bond rating, in my opinion, is not just dollars. It is management of people, capital, forecasting and planning.



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Town Manager
Mark W. Haddad

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

From: *Mark W. Haddad – Town Manager*

Subject: *2022 Select Board Liaison Assignments*

Date: *July 26, 2022*

**IF YOU HAVE ANY CORRESPONDENCE FOR YOUR LIAISON THROUGHOUT THE YEAR,
PLEASE SUBMIT IT TO THE SELECT BOARD'S OFFICE FOR DISTRIBUTION PURPOSES.**

	PRIMARY	ALTERNATE
PUBLIC SAFETY <ul style="list-style-type: none">Board of Health	Becky Pine	Matt Pisani
LAND USE <ul style="list-style-type: none">Planning Board	Matt Pisani	John Reilly
SCHOOLS <ul style="list-style-type: none">Groton-Dunstable Regional	Alison Manugian	John Reilly
PUBLIC WORKS <ul style="list-style-type: none">Water CommissionSewer CommissionGroton Electric	Peter Cunningham Peter Cunningham John Reilly	
CITIZEN SERVICES <ul style="list-style-type: none">Trustees of Public LibraryPark Department	Becky Pine Peter Cunningham	
FISCAL MANAGEMENT <ul style="list-style-type: none">Board of AssessorsTrust Fund Commission	John Reilly Matt Pisani	
OTHER <ul style="list-style-type: none">Groton Housing Authority	Alison Manugian	

The Honorable Charlie Baker
Governor of the Commonwealth of Massachusetts
State House
24 Beacon St., Room 280
Boston, MA 02133

Dear Governor Baker,

The Nashua River Rail Trail (NRRT) was constructed in 2001 and 21 years later continues to serve as a vital recreational resource in the Nashoba Valley towns of Ayer, Groton, Pepperell and Dunstable.

The trail is owned and maintained by the Department of Conservation & Recreation (DCR) which has demonstrated its inability to provide sufficient maintenance. This situation and the passage of time have left the NRRT in a deteriorated condition with many surface obstructions that impact public safety and user enjoyment. There have been incidents where EMT responses to rider crashes have occurred due to these unsafe conditions.

Despite efforts to work with DCR to schedule the NRRT for reconstruction, the agency has not started the process to access the Federal funds that are available for this purpose. In fact, Senator Ed Kennedy secured an earmark in a recent environmental bond bill which would have funded the engineering and permitting necessary for reconstruction, but DCR failed to submit this project as part of their trail reconstruction capital plan. This is in stark contrast to other areas of the state where DCR has undertaken the reconstruction of rail trails when their age and condition warrants.

The NRRT serves as a vital resource to our residents as well as others who travel to the Nashoba Valley to enjoy its unique and beautiful natural areas. The trail's current condition does not reflect well on DCR, the Commonwealth or on our towns. As the Select Boards of Ayer, Groton, Pepperell and Dunstable, we are respectfully requesting your assistance in directing DCR to initiate the planning process for the reconstruction of the NRRT.

Sincerely yours,

Ayer	Groton	Pepperell	Dunstable
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cc:

Sen. Jamie Eldridge	Middlesex & Worcester District
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Sen. Ed Kennedy	First Middlesex District
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Sen. John Cronin	Worcester & Middlesex District
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Rep. Danillo Sena	37 th Middlesex District
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SELECT BOARD MEETING MINUTES MONDAY, JULY 25, 2022

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

Members Absent:

Also Virtually Present: Mark W. Haddad, Town Manager; Patricia Dufresne, Town Accountant; Michael Bouchard, Town Clerk; Melisa Doig, Human Resources; Takashi Tada, Land Use Director; Hannah Moller, Treasurer; Megan Foster, Principal Assessor; Tammi Mickel, Assistant Assessor

Others Present: Raquel Majeski, Bruce Easom, Bud Robertson, David Zeiler, Rebecca Tabasky, Michelle Collette, Jane Allen, Leslie French, Brian Butler, John Amaral, Jeremy Baldwin

Mr. Reilly called the meeting to order at 5:30 and reviewed the agenda.

Town Clerk Interviews Brynn Durno and Dawn Dunbar

Brynn Durno

JOHN: The Town Clerk needs to manage employees in the Clerk's office, interact and work with all the elected and appointed Town Officials, and deal with the general public. Everyone has good and bad days. Tell us about your management style and skills at dealing with employees, officials and the public?

Mrs. Durno says she thinks the most important about being a manager is having inherent traits of being a leader. She leads with a lot of passion and is more of a collaborative type of manager. She thinks two heads are better than one.

ALISON: The Town Clerk is responsible for the retention of Public Records and responding to requests for Public Records. Please tell us about your familiarity with the laws governing Public Records, and how you would base a decision to deny a request for public records?

Mrs. Durno said you have to have a very good way of managing your public records request. There tends to be a lot of duplicate public records requests. Knowing what constitutes a public records request is the most important.

PETER: The Town Clerks office can be very hectic and busy with things coming and going. Someone could be asking for transfer station sticker and then at the next moment someone from the planning board coming down having a decision that needs to be recorded within a certain time frame. So, there is a lot of stuff going on, the complexity and the ability to lose track of stuff is certainly there and apparent. Can you explain how you manage the dynamic of an office such as that and why she would be the best candidate for the job given that consideration?

Brynn said is all on how you manage yourself and your time. She tends to organize herself based on priority level. She only has an assistant from 10 to 12 hours per week. For 28 of those hours, she is typically by herself. She said it is important to organize your time.

BECKY: Managing elections is one of the most important of the Town Clerk's responsibilities. Since the 2020 Election, our country has seen increased criticism and skepticism about the fairness of our elections, with calls for more scrutiny by partisan poll watchers on election day. Please tell us how you will manage elections to ensure fairness and accuracy, and how you will manage complaints by poll watchers or voters?

Mrs. Durno said the elections laws have changed so dramatically. Voting to a lot of people is one of the most important things you can do as a citizen of the United States. If a resident has a question you need to let them ask that question and its entirety and make them believe in the process. She said she thinks making them believe in the process and all the changes that have happened is key to trust in the system.

MATT: Has a two-part question. The first part is tell us what you consider the most difficult part of the Town Clerk's job, and how you will handle it?

Mrs. Durno said election days are the most challenging role as Town Clerk of Pepperell. A lot of enthusiasm to be given to residents in day-to-day stuff.

MATT: What do you consider the most significant mistakes a Town Clerk can make and how you will prevent these mistakes from happening?

Mrs. Durno said there is a lot that they could do wrong. She can't give you a specific thing that can be done wrong as a Town Clerk. Not just in elections but in general. She said she thinks the better answer to that is can she ask for help if help is needed. She said if she does not know something she is going to ask. She believes in asking for help when help is needed.

Becky: What are the laws as Town clerk have any discretion over issuing a license or permits based on political religious or personal beliefs?

Mrs. Durno said you have to be really natural in this position. You may not always agree with what a resident says but you cannot deny a license or permit based on your beliefs.

PETER: Why do you want to switch to another town?

Mrs. Durno said she is eager to take the next step in her career and work in a community that has a more actively engage local government and continue to grow. She thinks Groton offers so much to their residents and would like to work in a community who offers those resources.

MARK: What is one thing you are going to do as you introduce yourself to the community, what's your plan?

Mrs. Durno said she would like to start contributing to the organization. She would get acclimated with the residents that come in and start to become a familiar face.

MARK: The Votes Act that will be discussed in the town meeting later in the evening, is there anything in there that worries you, any pitfalls, or any good things in there that you would like to call to the board's attention?

Mrs. Durno said The Votes Act is everything we did during the pandemic and making it a more permanent measure and I don't think there are any pitfalls other than the amount of work it puts on the Town Clerks office.

Mrs. Durno: What are your expectations for me if I were your Town Clerk, let's say the first 60-90 days?

John said Mike set high standards and we want someone like Mike. Becky said have 2 elections and a town meeting in the first 60-90 days and we expect them to go flawlessly.

Mrs. Durno: Groton has amazing initiatives, which initiative do you hold close to your heart that Groton has offers the community?

Peter said the community has a lot to offer the community. Functionality of town government works well. Part of it is a team approach and the different department heads and the people in the town are about to communicate well with one another. Alison said customer service provided through the town hall is real reflection of the strength internally of the employees. Matt said Groton is in the top percent of what the services we offer to the citizens of Town of Groton. It's important to continue to offer the services we do because with the changes that are going to happen in the near future it is going to become more challenging and it is going to be challenging to keep those services at the level they are and it is going to take a team effort to make that happen. Becky said our town is full of people who want to contribute who find something special about living in Groton and want to play a part in improving that. Our town is doing a good job in that we offer great services.

John said the Town Clerk search committee and the department heads have met with these two finalists. He reads a letter from the Town Clerk Search Committee. The letter is dated July 20, 2022, the letter recap goes as

Dear Select Board members:

On behalf of the Town Clerk Search Committee members, Michael Bouchard, Bruce Easom, Raquel Majeski, and Bud Robertson, I am pleased to provide the following recap of the committee's process that led to the selection of two finalists for the position.

The Committee received 19 applications for the position. It met on June 22, 2022, at 2 and after discussion and by consensus, selected the top five applicants to invite for interviews. Prior to the interviews, three of the applicants withdrew their names.

The Committee met on June 30, 2022, at 2 p.m., to interview one of the two remaining applicants and to select a third candidate from the original application pool- The remaining two interviews were conducted on July 7, 2022, starting at 1 p.m.

During the interviews, each of the three applicants was asked the same 11 questions plus related follow-up questions by Committee members.

The two finalists before you were among the original five selected by the Committee. It was the consensus of the Committee, at the July 7 meeting, that both finalists are qualified and solid choices to serve as Groton Town Clerk.

Signed Jason Kauppi, Town Moderator

Dawn Dunbar

Dawn Dunbar joined the meeting for her interview at 6:15 pm.

JOHN: The Town Clerk needs to manage employees in the Clerk's office, interact and work with all the elected and appointed Town Officials, and deal with the general public. Everyone has good and bad days. Tell us about your management style and skills at dealing with employees, officials and the public?

Mrs. Dunbar said her management style is teamwork, collaboration and good communication. Hard work and dedication make her a strong leader and a good mentor.

ALISON: The Town Clerk is responsible for the retention of Public Records and responding to requests for Public Records. Please tell us about your familiarity with the laws governing Public Records, and how you would base a decision to deny a request for public records?

Mrs. Dunbar said she has had experience and feels comfortable with public record requests and if she has a question, she knows she has resources available so she can provide information correctly.

PETER: The Town Clerks office can be very hectic and busy with things coming and going. Someone could be coming from the planning board having a decision that needs to be recorded within a certain time frame or someone asking for a dump sticker. So, there is a lot of stuff going on, the complex working dynamics. Why do you think you would be the best candidate working successfully in an environment like that, dealing with all the different things coming at you at a hundred different directions?

Mrs. Dunbar said she feels the department she is working in now are just as busy and the demands are just as high. She said she sets deadlines, is able to multi task well and is very flexible. She said she feels like she can handle the day-to-day tasks.

Becky: What do you think the biggest differences are between the job she is doing now and the town clerk?

Mrs. Dunbar said a lot more customer service with the counter and phone calls would be the biggest difference.

BECKY: Managing elections is one of the most important of the Town Clerk's responsibilities. Since the 2020 Election, our country has seen increased criticism and skepticism about the fairness of our elections, with calls for more scrutiny by partisan poll watchers on election day. Please tell us how you will manage elections to ensure fairness and accuracy, and how you will manage complaints by poll watchers or voters?

Mrs. Dunbar said the biggest thing with elections is transparency. Being open and honest with the public hopefully everything will run smoothly. She said she has done extensive research on elections and worked the election during covid. She said in the first 90 days her primary focus if she were chosen candidate is working on the September 6th primary, meet with key election officials and the November 8th election.

Matt: Has a two-part question. The first part is tell us what you consider the most difficult part of the Town Clerk's job, and how you will handle it?

Mrs. Dunbar said elections is defiantly up there especially with the election law changes recently. There are a lot of prep work and certain deadlines to be met, so she feels that would be the biggest challenge.

MATT: What do you consider the most significant mistakes a Town Clerk can make and how you will prevent these mistakes from happening?

Mrs. Dunbar said attention to detail is important to the job.

Peter: What do you want to be a Town Clerk?

Mrs. Dunbar said she is looking for growth and it is one office she has not worked in yet and is interested in learning.

Alison: What are your thoughts and concerns going through the transition internally with the team and in the eyes of the community?

Mrs. Dunbar said she is a hands-on learner and is ready for the next challenge, the next step and run her own department and show the residents she can succeed as Town Clerk.

John: Are you planning to get certified as a municipal Town Clerk?

Mrs. Dunbar said once she has taken the needed courses and has had the 3 years in the position she will absolutely apply.

John: Are you worried about the election laws where they are constantly changing and how do you plan on keeping up with the changes?

Mrs. Dunbar said there are good resources and bulletins that get put out. She said there is a lot to keep track of so she likes to make lists.

Mrs. Dunbar: Is there anything you are looking to see in the next Town Clerk?

Becky said in the first 90 days we will have 2 elections and a town meeting we expect them to go flawlessly.

John: If you were to get the position and leave the position as the assistant to the town manager, the person that will take your position, would it take up any of your time or would you be willing to help and how would you manage that as well as your own responsibilities?

Mrs. Dunbar said she would take up some of her time and she would be willing to help. She said if she were to get the position, she plans to put together a list of all her current responsibilities with timelines and deadlines to give that person as much information so they are successful.

Mr. Haddad informed the Board that the Town Clerk candidates met with the department heads for an interview. Mrs. Moller said in the department head meeting both candidates were excellent candidates, either one would do a great job. Dawn has worked hard, put in her time and is an excellent employee and hiring within has worked well in the past. She said would pick her as the Town Clerk position. Ms. Foster said she agreed hiring within has worked well in the past. She said she can see Dawn coming into this role doing amazing things and Dawn has always been a big support system. Mrs. Dufresne said sometimes it is hard knowing how someone is going to be long term and in this case with Dawn we know because we have worked with her long term and she is a consummate professional and has been successful. Mrs. Doig agreed with all the what the other department heads comments and added she would not pick anyone other than Dawn to be Town Clerk. Mr. Haddad said we have had great success in promoting from within and also recommends Dawn to the Board. Mr. Robertson said although Brynn looks better on paper, what persuaded him was Dawn has already done a lot of the job, is a fast learner and he agreed Dawn will be the best candidate. Ms. Majeski said Dawn speaks from a place of research and the gap between experience level, there is not much of a gap. She also agreed with choosing Dawn. Mr. Easom said it is important for the Select Board to consider how this may look from the outside in terms of political consideration. Mr. Robertson pointed out of all 19 candidates that applied, not one was a resident from Groton. Mr. Reilly said about election integrity and both candidates answered similarly that the laws are the laws and transparency. Dawn possesses the thing we need. Mr. Bouchard said the Town Clerk needs to follow ridged rules and is not concerned about that. Once Dawn goes through an election cycle, the candidates will be sort of in an equivalent place. He said he also recommends Dawn for the position. Mr. Robertson said this job requires integrity and there was not a big difference in skill set.

REGULAR AGENDA

ANNOUNCEMENTS

Ms. Pine said Jane Allen has lived in Groton for 40 years. She and Jane have shared an interest in Groton civic life. She said Jane has received some disappointing news from her doctors and is not doing well so we have decided to make a proclamation in Jane's honor.

Jane and her family have joined the meeting.

Ms. Pine reads the proclamation as follows

Jane R. Allen has been a resident of Groton for 40 years; and

Whereas: After teaching high school, Jane R. Allen became a realtor serving the town of Groton, introducing many people to the town, and remaining their friend; and

Whereas: Jane R. Allen has donated tirelessly her time to numerous education and civic activities including the Groton Community Theater; and

Whereas: Jane R. Allen has been a Trustee of Groton Public Library since 2005 including service as chair and being instrumental in the installation of a new roof; and

Whereas: Jane R. Allen served, as the only woman, on the Blue-Ribbon Town Governance Committee in 2007, she served on the Town Charter Review

Committee in 2016 to 2017, she served on the School Committee of the Groton Dunstable Regional School District from 1998 to 2004 during the construction of the new high school and served on the Growth Management Advisory Committee from 2005 to 2006; and

Therefore: Be it considered that we John F. Reilly, Rebecca H. Pine, Matthew F. Pisani Alison S. Manugian, and Peter S. Cunningham, the Select Board of the Town of Groton, Commonwealth of Massachusetts, do hereby proclaim: July 26, 2022, "Jane R. Allen Appreciation Day". And urge all citizens of the Town of Groton, together with their family and friends, to join us in thanking and saluting Jane R. Allen for her profound dedication to the Town of Groton. Established this 26th day of July in the year Two Thousand and Twenty-Two.

David Zeiler speaks about Jane Allen and her impact on the Town of Groton. Mr. Cunningham speaks about Jane's legacy in the Town of Groton. Jane Allen speaks and gives thanks.

Public Comment Period:

Rebecca Tabasky speaks about white supremacy groups made a showing in Boston. She stated a person in the group was arrested and is a resident of Pepperell. She is sharing this to bring attention to the issue.

John Amaral - Groton Farms Presentation

John Amaral was present along with Greg Roy from Dillis & Roy, Jeremy Baldwin who is a lead architect at Mangel Destefano Architects and Brian Butler who is a wetland scientist to provide an update on the redevelopment of 500 Main St. Mr. Amaral said they were applying for MGL 40B, moderately affordable housing. He said in this process we are at the very first stage. They have to apply to Mass Housing. Mass Housing's role is to confirm the applicant has legal control of the site. He said we own the site, himself and his partners, it's called 500 LLC, my partners are with Omni properties. Mass Housing will also determine the site meets the requirements for a residential development. He said there is a 30-day opportunity for the town, officials and residents to share comments with the State about the project. The window will end August 2, 2022. He said they have met with the conservation commission, the housing partnership, affordable housing trust and the sewer commission. We have been interviewed by the Groton Herald. The project is 200 units of housing. There will be 3 four story apartment buildings each with 56 units. There will also be 8 townhomes with 4 units each. He said we have elected to apply for all rental. The apartments will range from a studio up to 3 bedrooms and the townhomes will range from 2-3 bedrooms. We have drafted a traffic study which they are reviewing. He said Greg Roy has worked diligently on putting together a very good stormwater management system.

Mr. Roy said they have worked to make a development that would work with the natural features such as the wetlands. We worked with the conservation commission so we could design the plan around the wetlands. He said we will bring the site up to current compliance with stormwater management practices.

We will preserve as many trees along the entrance as possible. We will be creating pedestrian access to the interior site as well as the businesses across the street and the rail trail.

Jeremy Baldwin state that accessibility and adaptability are important things to design to. All the units are either fully accessible or designed for aging in place.

Mr. Amaral said they are at the very early stages and have a long way to go. We expect several months of hearings. We will address concerns and comments from the town and the public.

Mrs. Pine said we received a letter that they hoped this development would not be using fossil fuels. She said you were looking to do all electric. Does that mean you would not be using oil and gas?

Mr. Amaral said we will be studying that. One of the requirements for any 40B project is that it must be financially viable. He said I cannot commit to 100% electric but they are looking into how much they can do.

Mrs. Pine said we received a letter from the board of sewer commission that said there needs to be improvement to the Nod Rd. pumping station. It has been represented earlier in public meeting that your company will contribute to the cost of that.

Mr. Amaral said the connection fees to the sewer are quite large and to his understanding the pump station that has already been determined in needing substantial upgrades or be replaced.

Mr. Haddad the connection fees and money the town has put aside as well as some grants we are looking into will contribute to the upgrade of the pump station.

Mr. Cunningham said he does not think this project will create more traffic than when the previous business Deluxe was on the property and in business. He said the previous talk in regards to this project to be a MBTA community, although it may be premature and depending on the guidelines, as it comes clearer, he thinks it's important to identify an area that may qualify to be set up for the MBTA community.

Mr. Amaral said he will support the prospect of this development to being a MBTA community.

Mr. Pisani said he would like to remind people how Deluxe was a thriving community and there was a significant amount of traffic. He said this is a great project and what it opens up for the community, definitely need to get on board with it.

Mr. Haddad asks the board if they would like him to draft a letter in support of the Groton Farms 40B application.

Ms. Pine made a motion to authorize the Town Manager to draft a letter in support of the Groton Farms 40B application. Mr. Pisani second the motion. Roll call: Pine-aye; Manugian-aye; Cunningham-aye; Pisani- aye; Reilly-aye.

TOWN MANAGERS REPORT

1. Mr. Bouchard would like the board to consider designate the Middle School South as the Precinct 2 and 3 polling location.

Ms. Pine made a motion to designate the Middle School South Gymnasium as the polling location for Precincts 2 and 3 for elections going forward. Mr. Cunningham seconded the motion. Roll call: Manugian-aye; Pine-aye; Cunningham-aye; Pisani- aye; Reilly-aye.

Mr. Bouchard gives an overview of some of the changes in the Votes Act. The law changed the responsibility of assigning police offices at voting locations from the police chief to the Select Board. Chief Luth recommends one officer inside the polling locations. He also recommends one police officer to be assigned to the outside grounds at the Middle School, in addition to the normally assigned SRO. This officer could help with directing new voter traffic patterns when available. Mr. Bouchard agrees with that and suggest designated the police chief the ability to assign police officers to the polls.

Mr. Cunningham moved to approve that a sufficient number of police officers, but not less than 1, be assigned at each polling location at every future election to preserve order and to protect the election officers and supervisors from any interference with their duties. Further, these Officers shall aid in enforcing the laws relating to elections, as required by Section 72 of MGL Chapter 55 which was amended by section 13 of Chapter 92 of the Acts of 2022. And, finally, move to designate the Police Chief as the authority to assign specific police officers according to scheduling and availability. The

Town Clerk will advise the Police Chief on the location and time the officers are needed. Ms. Manugian seconds the motion. Roll call: Manugian-aye; Pine-aye; Cunningham-aye; Pisani-aye; Reilly-aye.

Mr. Bouchard asks the Select Board members to stop by the Town Manager's office to sign the warrant for the primary election. Mr. Haddad adds the expense warrant is also at the office, if they could sign that as well.

Mrs. Pine said she read through the pages of changes from the state and asks Mr. Bouchard in regards to opting out of the check out table at the election. Mr. Bouchard said he recommends they continue to use the check-out tables.

Mr. Bouchard said there will be 4 ways to vote for the primary election and general election.

1. At the polls. The polls are open from 7:00am to 8:00pm
2. Early in person voting at the Town Hall during regular business hours from August 29 thru September 2
3. Early voting by mail
4. Absentee balloting

Mr. Bouchard explains early voting by mail is going to become permeant feature of all state elections and primaries. It will also be permeant for local elections unless the town opts out. He recommends not to opt out. Early voting in person is required by state election going forward, the town can opt in for town election to do early voting in person. He recommends discussing that with the new Town Clerk. All voting hours are on the town website.

2. Mr. Haddad said Mr. Bouchard has agreed to help with the September primary. Mr. Bouchard will be a consultant throughout the primary and will stay on to assist the new Town Clerk as necessary through the transition. The Board was given a copy of the consulting agreement.
3. Mr. Haddad said the Board of Health met on July 18; Michelle is here to discuss the former Nod Road Landfill. Their recommendation is The Board of Health reviewed the report and recommendations from Luke Fabbri of Geological Field Services at its meeting on July 18, 2022. The Board is satisfied that the report was very comprehensive. Members thought the observed leachate should be tested to ascertain what contaminants may be on the site. They also wondered about the possibility that there may be PEAS. They also note Mr. Fabbri offered to present their finding to the town board and residents to answer questions. He asked the Select Board if they would like him to set up the meeting with Mr. Fabri. The Board agreed to set up the meeting. Ms. Collette said it would be a good idea to the Greenway committee and the abutter's notified. She said the Board of Health was very satisfied by the report submitted by Geological Services. Mrs. Pine asked are we still in the position there was never any closure at the state level on work that was done and what are we supposed to be meeting. Mr. Cunningham said if you go to the DEP website, it shows it's not officially closed as it is with Cow Pond Brook landfill. He said maybe Mr. Fabbri can give a better explanation on the process of officially closing. Mrs. Pine said it would be helpful to know what standards we need to meet at the time it was done. Mr. Haddad said his concern with that is they list Cow Pond Brook not closed and it certainly is as we have been testing and providing reports to the state. He said he would like to do research on why either location is not closed. Mr. Haddad said he will schedule that meeting.
4. Mr. Haddad said the next meeting is August 8 with an agenda to discuss the liquor license at the Groton Hill Music, the public hearing to set the stormwater utility fee and complete the annual review of the Town Manager. He asked the Board to extend the time to get the reviews done to August 1st.

Mr. Cunningham moved to motion to extend the review period to August 1st. Mr. Pisani seconded the motion. Roll call: Manugian-aye; Cunningham-aye; Pisani-aye; Pine-aye; Reilly-aye.

5. Mr. Haddad said the meeting of August 22nd we will meet with the CPC to discuss the project process and will also have the first draft of the warrant for the 2022 fall meeting for the Board's review. Mr. Haddad said he would like to inform the public the warrant is open and will close on August 11.
6. Mr. Haddad said as you know, Town Clerk Michael Bouchard is set to retire on July 31, 2022. As there will be a gap between this date and when the new Town Clerk will commence duties, the Select Board needs to appoint a Temporary Town Clerk to perform the duties of the Office. Mr. Bouchard and I have discussed this and it is our recommendation that the Board appoint Assistant Town Clerk Nancy Pierce as Temporary Town Clerk effective August 1, 2022, until such time as the new Town Clerk is sworn into office. To compensate Ms. Pierce for the added responsibilities, I am recommending a \$250 weekly stipend. Ms. Pierce is currently scheduled to work 25 hours per week. She has agreed to work a minimum of 35 hours through the transition and will be paid her current hourly rate for those additional hours.

Ms. Manugian made a motion to appoint Nancy Pierce as the temporary Town Clerk effective August 1, 2022. Mrs. Pine seconds the motion. Roll call: Manugian-aye; Pine-aye; Cunningham-aye; Pisani- aye; Reilly-aye.

7. With Michael Bouchard serving as a Paid Consultant to assist the Town with the September 6, 2022 State Primary, there are certain conflicts of interest that have to be addressed since he is also serving as an elected member of the Sewer Commission and an appointed member of the Council on Aging. Mr. Bouchard and I have discussed this in detail with Town Counsel and to address these conflicts, Mr. Bouchard needs to file various Disclosures with the Town. He has taken these steps. One additional matter that needs to be addressed by the Select Board would address Mr. Bouchard's service on the Council on Aging. To address the potential conflict, Town Counsel has recommended that the Select Board designate the Council on Aging as Special Municipal Employees, pursuant to Massachusetts General Law, c. 268A. I would respectfully request that the Board take this action and make that designation. Ms. Manugian asked is this designation temporary or permanent. Mr. Haddad said once you designate someone as a special municipal employee, it is a permanent designation.

Ms. Manugian made a motion to designate the Council on Aging as special municipal employees. Mr. Cunningham seconded the motion. Roll Call: Manugian-aye; Pine-aye; Cunningham-aye; Pisani- aye; Reilly-aye

8. Mr. Haddad said in regards to the PFAS issue, he sent out a notice last week from the water superintendent there was some testing done where there had been non detect levels at the well site, now there are detectable levels, not over the standard. It could be due to the new pump or a variety of reasons. He said he wanted to make the Board aware and there is another test coming up next month and look at those carefully to see if there are any issues.
9. Mr. Haddad said he will put an updated liaison list, goals for next year and 4th quarter financials put on the next agenda.

MEETING MINUTES

Mrs. Pine moved to approve the minutes of the regularly scheduled meeting on July 11, 2022. Mr. Pisani seconded the motion. Roll call: Manugian-aye; Pine-aye; Cunningham-aye; Pisani- aye; Reilly-aye.

DECISION ON TOWN CLERK POSITION

Mr. Cunningham said kudos to the screening committee for two very qualified candidates. We know Dawn and how she interacts with the public, department heads and very confident Dawn take on the responsibilities and duties in the Town Clerk office.

Mr. Cunningham moved that Dawn Dunbar be appointed as Town Clerk for the Town of Groton. Ms. Manugian seconded the motion for discussion.

Ms. Manugian said after all they have heard she feels very comfortable moving forward with Dawn. The two candidates were not far off one to the other. Dawn has showed herself in managing herself with the Select Board and Town Manager and promoting within and rewarding the excellence is the way to go. Mr. Pisani said clearly two great candidates. He said Dawn will need Mr. Bouchard's help with the election but down the road we will need less of Mr. Bouchard's assistance with Dawn's capabilities. Mrs. Pine said this has been a difficult decision as both candidates are so well qualified. She said has worried about the perception issue and on paper Mrs. Durno had the qualifications having being a Town Clerk and that was more favorable. After watching the interviews and listening to the discussion, she is inclined to support Dawn. She said in regards to perception that we hired within due to influence and choosing someone who does not have experience as working as a Town Clerk is not true. Both candidates' interviews were held fairly and were transparent and there was not a candidate who had a shoe in from the start. We chose Dawn due to her experience and after the next two elections she will essentially have the same experience. Mr. Robertson said in regards to influence question, we spent a lot of time on that question because of internal, external. He said it's the integrity of the person. The influencing question was already addressed, when the voters voted to change the process from elected to appointed. Mr. Haddad said it was addressed three times (Town Meeting, State Legislature/Governor, Voters at a General Election).

Mr. Haddad said he would like the Board to refine the motion to appoint Dawn Dunbar as Town Clerk subject to contract negotiations with the Town Manager per the state's statue, police background investigation, start date to be determined and effective upon completion of the contract through June 30, 2025.

Mr. Cunningham accepts the amendments to his main motion. Ms. Manugian seconds the motion.

Roll call: Manugian-aye; Pine-aye; Cunningham-aye; Pisani- aye; Reilly-aye.

Mr. Reilly adjourned the meeting at 8:46pm.

Approved: _____

Matthew F. Pisani, Clerk

Respectfully submitted: Tammi Mickel,
Assistant Assessor

Date Approved: