



# TOWN OF GROTON

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

## Select Board

John F. Reilly, *Chair*  
Rebeca 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, NOVEMBER 14, 2022  
AGENDA  
SELECT BOARD MEETING ROOM  
2<sup>nd</sup> FLOOR  
GROTON TOWN HALL**

- 6:00 P.M. Executive Session – Pursuant to M.G.L., c. 30A, §21(a), Clause 2 – “To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel” – Purpose – Department Head Contract Negotiations
- 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 Ashley Hartenstein as a Communications Officer for the Town of Groton
  2. Fiscal Year 2024 Budget Development Update
  3. Update on Select Board Meeting Schedule through the End of the Year
- II. 7:10 P.M. Items for Select Board Consideration and Action
1. NONE
- III. 7:15 P.M. In Joint Session with the Board of Library Trustees – Consider Appointing Helena Fruscio Altsman to Fill a Vacancy on the Board of Library Trustees Until Next Spring’s Annual Town Election

### 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

- IV. Minutes: Regularly Scheduled Meeting of November 7, 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:** *November 14, 2022*

### TOWN MANAGER'S REPORT

Please note that Monday's meeting will begin at 6:00 p.m. with an Executive Session in Joint Session with the Finance Committee to discuss Non-Union Personnel Contract Negotiations. Information relative to this Executive Session has been sent to the Board under separate cover. The Regular Meeting will commence at 7:00 p.m. In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues List, there is one scheduled item on Monday's Agenda. The Select Board will be meeting in Joint Session with the Board of Library Trustees to consider the appointment of Helena Fruscio Altsman to the Board of Library Trustees until next Spring's Annual Election to fill the vacancy caused by the death of Jane Allen. Enclosed with this Report are the minutes from the October 20, 2022 Board of Library Trustees Meeting recommending that this appointment be made.

1. At the request of Police Chief Michael Luth, I have appointed Ashley Hartenstein of Townsend as a Communications Officer for the Town of Groton. Ms. Hartenstein has been a Public Safety Telecommunicator with the Town of Westford since 2008. She will be a welcomed addition to our Communications Department. I would respectfully request that the Board ratify this appointment at Monday's meeting.
2. As is our custom, I have set aside time on the Agenda to provide the Board with an update on the development of the Fiscal Year 2024 Operating Budget. I will keep this as a standard agenda item over the next several months. As for an update this week, please note that we have kicked off the FY 24 Budget Process. All Budgets are due in my office on Monday, November 21, 2022. I will provide any additional update at Monday's meeting.

**Select Board**  
**Weekly Agenda Update/Report**  
**November 14, 2022**  
**page two**

3. Please see the update to the meeting schedule that will take the Board through the end of the year:

Monday, November 21, 2022	-Tax Classification Hearing -Destination Groton Committee Update
Monday, November 28, 2022	No Meeting
Monday, December 5, 2022	-Annual License Renewals
Monday, December 12, 2022	-Sustainability Commission Report
Monday, December 19, 2022	-Finance Team Update on New Growth, etc.
Monday, December 26, 2022	No Meeting (Christmas Holiday)
Monday, January 2, 2023	No Meeting (New Year Holiday)
Monday, January 9, 2023	-FY 2024 Town Manager's Budget Presentation

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

NONE

MWH/rjb  
Enclosures

**Groton Public Library Board of Trustees Meeting Minutes**  
Thursday, October 20, 2022, at 6:45 pm, Library Historical Room  
Approved, 11/xx/2022

**Attending in Person:** Trustees Kate Bettencourt, Mark Gerath, Kristen von Campe, Nancy Wilder, David Zeiler, and Library Director Vanessa Abraham.

**Call to Order:**

Mark Gerath, Chair, called the meeting to order at 6:57 pm.

**Vote Summary**

- Kristen moved, Dave seconded, to recommend Helena Fruscio Altsman to the Select Board on Nov. 14, 2022, for appointment to fill the open seat until the spring election, and the vote was unanimous.

**Action Items**

- Mark will call our candidate
- Kate will notify our other candidates
- Mark will let Mark Haddad and the Select Board know the Trustee's decision

**New Business**

**Trustee Vacancy Candidate Interviews**

The Trustees interviewed four of seven candidates as potential Trustees to fill the vacancy left by the passing of long-time Trustee Jane Allen in August. Three candidates were interviewed last night.

A very sincere thank you to Helena Fruscio Altsman, Jean-Marc Appolon, Kate Ferriola, and Jennifer Petersen for their interest in serving on the GPL Board of Trustees. They all brought a wealth of experiences to the table, each unique and full of possible value to the GPL Trustees. Each candidate was asked the same stock questions as well as additional questions resulting from their answers of those questions and/or their letters of interest.

After a lengthy discussion, the Trustees agreed to nominate Helena Fruscio Altsman to fill the empty Trustee seat. The Trustees will present Helena to the Select Board on November 14, 2022, for joint meeting appointment.

**Unfinished Business**

-

**Other Business**

-

Adjournment at 9:15 pm – see vote summary.

# Helena Fruscio Altsman

58 Culver Road Groton, MA 01450

fruscior@gmail.com 413-281-1637

September 15, 2022

Dear Trustees and Director of the Groton Library,

The moment I read about the Library Trustee vacancy in the Groton Library newsletter, I decided to apply for the position. As a young mother and new resident of Groton (since summer of 2021), I feel strongly that I have skills and insights that would strengthen and support the library.

I come to the position with multiple degrees and years of experience in public sector management that I would like to use to support the library. First, I am an artist and have a degree in Fine Art with a concentration in Art History. Through my deep love of art and creativity, I bring a perspective of fun, creative, inspiring, and unusual ideas. In groups I regularly lead the way in developing out of the box ideas and helping in their execution. Additionally, through my degree in public administration from the Harvard Kennedy School and career in government I bring sound fiscal and procedural oversight. Through my numerous years in public service, I have advised and overseen hundreds of millions of public dollars being implemented in communities, and I will bring that experience and insight to work for the library.

During our year in Groton, the library has become one of our family's main connections to the community. Our young family is at the library regularly and find it engaging, supportive and a cultivating environment. I will also bring the perspective of a patron and mother, as a person that is regularly engaged with the library's work.

It would be an honor to support my fellow Trustees in the growth and preservation of the library's work in Groton. I would greatly appreciate your consideration for the position. Please do not hesitate to contact me with questions.

No matter the outcome of this process, I also wanted to take the opportunity to thank you for your incredible work within the community. All libraries should aspire to be as wonderful as the Groton Library. Again, thank you for your consideration and I hope to put my skills to work on behalf of your institution.

Sincerely,



Helena Altsman

Background: I am the mother of Penelope (5) and Owen (1) and reside at 58 Culver Road in Groton. I am a former library employee, an artist, quilter, and avid reader (historical fiction and every book in the children's section). My day job is as the Assistant Secretary of Program and Performance and Senior Finance Director at the Executive Office of Housing and Economic Development, Commonwealth of Massachusetts.

# Ashley Hartenstein

10 Warren Rd, Townsend, MA 01469  
(978) 302-4863  
apiche75@gmail.com

## CAREER OBJECTIVE

Efficient professional with 14+ years of experience and a proven knowledge of back office operations, customer service, and data entry. Aiming to leverage my skills to successfully fill the Public Safety Dispatcher role at your agency.

## WORK EXPERIENCE

### WESTFORD PUBLIC SAFETY DEPARTMENT, Westford, MA

*Public Safety Telecommunicator, Jan 2008 – Present*

- Question callers to determine their locations, and the nature of their problems to determine type of response needed.
- Determine response requirements and relative priorities of situations, and dispatch units in accordance with established procedures.
- Receive incoming telephone or alarm system calls regarding emergency and non-emergency police and fire service, emergency ambulance service, information and after hours calls for departments within a city.
- Record details of calls, dispatches, and messages.
- Enter, update, and retrieve information from teletype networks and computerized data systems regarding such things as wanted persons, stolen property, vehicle registration, and stolen vehicles.
- Maintain access to, and security of, highly sensitive materials.
- Relay information and messages to and from emergency sites, to law enforcement agencies, and to all other individuals or groups requiring notification.
- Scan status charts and computer screens, and contact emergency response field units to determine emergency units available for dispatch.
- Observe alarm registers and scan maps to determine whether a specific emergency is in the dispatch service area.
- Maintain files of information relating to emergency calls such as personnel rosters, and emergency call-out and pager files.
- Monitor various radio frequencies such as those used by public works departments, school security, and civil defense to keep apprised of developing situations.
- Learn material and pass required tests for certification.
- Read and effectively interpret small-scale maps and information from a computer screen to determine locations and provide directions.
- Answer routine inquiries, and refer calls not requiring dispatches to appropriate departments and agencies.
- Test and adjust communication and alarm systems, and report malfunctions to maintenance units.
- Provide emergency medical instructions to callers.
- Monitor alarm systems to detect emergencies such as fires and illegal entry into establishments.
- Operate and maintain mobile dispatch vehicles and equipment.
- Scheduling overtime for public safety telecommunicators in the absence of the Operations Administrator

## **EDUCATION**

**Groton Dunstable Regional High School**  
**Groton, MA**  
*High School Diploma (Jun 2004)*

## **CREDENTIALS AND LICENSES**

- Emergency Medical Dispatch Certification
- EMD Q
- Basic Emergency Telecommunications Certification
- CJIS Operator Certification
- E-911 Operator Certification
- CPR Certified

## **REFERENCES**

References available upon request

**SELECT BOARD MEETING MINUTES**  
**MONDAY, November 7, 2022**  
**Via Zoom**  
**UN-APPROVED**

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

**SB Members Absent:** Rebecca H. Pine, Vice Chair; Alison S. Manugian, Member

**Also Present:** Mark W. Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Hannah Moller, Treasurer/Tax Collector; Patricia Dufresne, Town Accountant, Bud Robertson, Finance Committee Chairman; Megan Foster, Principal Assessor; Melisa Doig, Human Resource Director

John Reilly called the meeting to order at 7:00 PM and announced the meeting is being recorded and on The Groton Channel. Mr. Reilly reviewed the agenda.

**ANNOUNCEMENTS**

Mr. Haddad announced Election Day is tomorrow, November 8, 2022. He urges everyone to go out and vote. Polls are open 7:00AM to 8:00PM.

Mr. Reilly Announced this Friday, November 11, 2022 is Veterans Day. Our Annual Veterans Day Ceremony will be held at the Groton Fire Station on Farmers Row at 11:00AM.

**PUBLIC COMMENTS**

No public comments were made.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad advised that someone provided the Department of Environmental Protections with a copy of the Initial Site Assessment that was conducted by Geological Field Services on the former Nod Road Landfill. Based on this, DEP will be conducting an inspection of the Former Landfill. This may lead to the Town having to do a complete Site Assessment. The DEP was scheduled to do an inspection on Wednesday but they rescheduled. Mr. Haddad shared his feeling of being concerned. Mr. Cunningham said the report was good from Geological Field Services, so he is not as concerned and does not think they will order the recapping of the Landfill. Mr. Haddad will let everyone know when they reschedule a date and time.
2. The Town Manager provided the Fiscal Year 2023 First Quarter Financial Report that was prepared by the Town Accountant, Ms. Patricia Dufresne. Mr. Haddad said she did a great job putting a summary together. Mr. Haddad explained he wanted to take some time to review the report with the board.

Motor Vehicle Excise is down, at this time, from last year at this time but Mr. Haddad said he is watching this. The Country Club continues to perform well. Their Revenues are up over \$21,000 from last year. Building permits are up \$221,000 from last year, new homes and developments being built have generated income. Over all, we are just slightly behind from last year. Meals Tax and Local Occupancy Tax are high at this time. For Operating Expenses, Ms. Dufresne said we are right where we



were last year. A lot of the Operating Expenses are driven by the Council on Aging Van and the Country Club.

### **Mr. Haddad Reviewed Goals of the Groton Select Board for FY 2023**

Mr. Haddad provided the following updates on the Select Board Goals for FY 2023

#### **1. Environmental Contamination Issues**

A meeting was held with representatives from DEP, Groton, Groton Water, Dunstable, Groton Dunstable Regional School District, Pepperell DPW and Consulting Engineers to review the PFAS Issue at the High School. The Consulting Engineers will develop various plans to bring municipal water to the High School as well as surrounding homes. It is anticipated that a draft of options will be available in mid-December. The Select Board held two meetings to review the Nod Road Landfill and decided to do no further testing and to post the property as No Trespassing. DEP was informed of the Draft Initial Site Assessment by members of the Greenway Committee and will conduct an inspection of the Former Landfill. What further action needs to be taken will be discussed at a future meeting. The cleanup of the former Squanacook Sportsmen's Club by the EPA continues to go well. The Town needs to conduct an asbestos review of the building before it can take it down.

#### **2. Climate Change**

The Sustainability Commission is scheduled to come to the December 12th Select Board Meeting for a workshop on Climate Change.

#### **3. Reducing Costs of Government**

The Select Board met in Joint Session with the Finance Committee and Capital Planning Advisory Committee to review the Capital Plan and deterring how to address the long-term capital needs. The Finance Team and Capital Planning Committee met with the department heads earlier in the evening to review their proposed Capital Budget. Mr. Haddad thought it was a successful meeting. He will also schedule a meeting with the Finance Team and Select Board to review tax policy and new growth.

#### **4. Affordable Housing and Housing Diversity**

Both the Town Manager and Affordable Housing Trust have had conversations with the Community Preservation Committee about providing funding to the Affordable Housing Trust to provide them with the necessary capital to pursue creating affordable housing. Initial feedback has been positive and an application will be made to the CPC for funding. The Affordable Housing Trust will be meeting with FinCom on November 22, 2022 to discuss funding levels.

#### **5. Diversity, Equality and Inclusion**

There was no specific update for this item.

3. Update on the Select Board Meeting Schedule Through the End of the Year  
Mr. Haddad would like to update the meeting schedule that will take the Board through the end of the year.

Monday, November 14, 2022	Meet in Joint Session with the Library Trustees
Monday, November 21, 2022	Tax Classification Hearing
Monday, November 28, 2022	No Meeting
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### **SELECT BOARD ITEMS FOR CONSIDERATION**

NO ITEMS TO CONSIDER

### **ONGOING ISSUES**

Mr. Haddad wanted to talk briefly about the Flo Ro construction project. Fran Stanley saw a letter on Twitter from the MSBA and Mr. Haddad forwarded the letter to the Select Board members. The letter stated The MSBA is delaying all projects that are not new school construction to keep as much money in the hopper as possible. He believes this is due to inflationary cost increases and supply chain issues. Mr. Haddad is hoping to see additional funding. Mr. Cunningham and Mr. Haddad are meeting with the State Representatives as a follow up to the letter requesting more funding for this project. The meeting will be held this Wednesday to talk about those issues and how they can help us with funding. There will be a report next week as a follow up to the meeting.

Mr. Haddad reported the Water treatment plant is going well for completion next December (2023).

### **OTHER BUSINESS**

Mr. Haddad would like to request extending the ability for the Town Manager and One Select Board Member to sign warrants through December 5<sup>th</sup>, 2022.

*Mr. Pisani made a motion to extend authorize the signing of Warrants by the Town Manager and One Select Board Member through December 5, 2022. Mr. Cunningham seconded the motion. Roll Call; Pisani-aye; Cunningham-aye; Reilly-aye.*

**MINUTES**

*Mr. Cunningham made a motion to approve the minutes of the regularly scheduled meeting on October 24, 2022. Mr. Pisani seconded the motion. Roll Call; Pisani-aye; Cunningham-aye; Reilly-aye.*

The meeting was adjourned at 7:24 PM.

Approved: \_\_\_\_\_  
Matthew F. Pisani, Clerk

\_\_\_\_\_ respectfully submitted: Kara Cruikshank,  
Executive Assistant to the Town Manager

Date Approved: