



Town Manager
Mark W. Haddad

TOWN OF GROTON

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

Select Board

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

SELECT BOARD MEETING
MONDAY, JANUARY 30, 2023
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. Pursuant to M.G.L. c.41, §10 Vote to Add Vacancies on the Park Commission and Trustees of the Groton Public Library to the May 23, 2023 Annual Election Ballot
2. Pursuant to M.G.L. c.54, Section 25B(c)(1) Determine Whether or Not to Have Early Voting for the May 23, 2023 Annual Town Election
3. Fiscal Year 2024 Budget Development Update
4. Update on Select Board Meeting Schedule Through 2023 Spring Town Meeting

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

1. Consider Approving Memorandum of Understanding to Join North Central Climate Change Coalition (NC4)

III. 7:15 P.M. **Public Hearing – Pursuant to M.G.L. c.54, §25B(a)(1) – Consider Opting Out of Vote by Mail for the May 23, 2023 Annual Town Election**

IV. 7:30 P.M. **Legislative Update – Senator John Cronin, Representative Margaret Scarsdale, Representative Danillo Sena**

V. 8:00 P.M. **Destination Groton Committee Update**

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

VI. Minutes: **Regularly Scheduled Meeting of January 23, 2023**

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: *January 30, 2023*

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 three scheduled Items on Monday's Agenda. First, Town Clerk Dawn Dunbar will be in attendance for the Select Board to hold a public hearing to determine whether or not to opt out of "vote by mail" for the May 23, 2023 Annual Town Election. M.G.L. c.54, §25B(a)(1) reads as follows:

*"Section 25B. (a)(1) The election officers and registrars of every city or town shall allow any registered voter qualified under section 1 of chapter 51 to vote early by mail for any municipal preliminary or election or presidential or state primary or election, including any such special preliminary, primary or election, or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; **provided, however, that the select board, board of selectmen, town council or city council of each city and town may, after a public hearing and by recorded and public vote not less than 45 days prior to the date of the preliminary or election, opt out of the provisions of this subsection for any regular or special municipal preliminary or municipal election;** provided further, that any registered voter qualified under section 1 of chapter 51 shall be allowed to vote early by mail for any municipal preliminary or municipal election held on the same day as any presidential or state primary or election or any primary or election held pursuant to section 140 to fill a vacancy for senator or representative in congress; and provided further, that this subsection shall not apply to an annual or special town meeting."*

Second, Senator John Cronin, Representative Margaret Scarsdale and Representative Danillo Sena will be in attendance for a Legislative Update. Some of the topics of discussion with our State Delegation can include:

Continued on next page – Over >

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- a. Florence Roche Funding (follow-up on 1-27-23 Meeting with State Delegation for the rest of the Board).
- b. State Aid – Unrestricted Local Aid, Chapter 70 and Chapter 71 (Can we expect an increase?).
- c. Broadmeadow Road Improvements – State Funding Earmark to alleviate flooding on the Road.
- d. PFAS at Groton Dunstable Regional High School – State Funding to help pay for \$8 million water connection.
- e. Open Meeting Law Update (Current Virtual Meeting Authorization ends on March 31, 2023)
- f. What are the individual priorities of our State Senator and State Representatives.

Third, the Destination Groton Committee will be in to provide an update on their activities. Contained in the packet are materials from the Committee for your review, including a proposed letter to the MRPC requesting grant writing services.

1. Currently, there are two vacancies on elected Boards. One, on the Board of Library Trustees, has been filled until the Spring Election, while the second one is a vacancy on the Park Commission. M.G.L., c.41, §10 reads, in part, as follows:

“No election shall be held for any office pursuant to this section unless the selectmen file with the town clerk notice of an election for such office not less than fifteen days before the last day to submit nomination papers to the registrars of voters for certification, before the election or any preceding primary, caucus, or preliminary election.”

I would respectfully request that the Select Board vote to file notice with the Town Clerk that these two vacancies exist and need to be added to the May 23, 2023 Annual Election Ballot.

2. In addition to determining whether or not to have “vote by mail” at the Annual Town Election, the Select Board needs to determine whether or not to have early voting. M.G.L., c.54, §25(c)(1) reads as follows:

“The select board, board of selectmen, town council or city council of each city and town may vote to authorize early in-person voting for any other city or town preliminary or election not included in subsection (b). Such vote may only be taken after a request from not less than 50 percent of the registrars of the city or town recommending in-person early voting; provided, however, that such vote shall occur not less than 5 business days prior to the proposed beginning of early voting.”

The Board of Registrars is not recommending that early voting take place at the May 23, 2023 Annual Town Election. I agree with the Board of Registrars. The cost to implement early voting at the Annual Election is not budgeted and I am not in favor of this expenditure. I would respectfully request that the Board take no action on this matter.

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3. At the time of the writing of this report, I have no specific update with regard to the FY 2024 Proposed Operating Budget. I will provide any necessary update at Monday's meeting.
4. Please see the update to the meeting schedule that will take the Board through the 2023 Spring Town Meeting:

Monday, February 6, 2023	-Affordable Housing Trust Update/Report
Wednesday, February 8, 2023	-GDRSD Committee Meeting – Superintendent Presents Preliminary Budget
Monday, February 13, 2023	-Diversity, Equity and Inclusion Committee Update
Monday, February 20, 2023	-No Meeting (President's Day Holiday)
Monday, February 27, 2023	-Executive Session to Review Collective Bargaining Budgeting Related Issues -Review First Draft of 2023 Spring Town Meeting Warrant
Monday, March 6, 2023	-Regularly Scheduled Meeting
Monday, March 13, 2023	-Public Hearing on 2023 Spring Town Meeting Warrant Regularly Scheduled Meeting
Wednesday, March 15, 2023	-School Committee Approves Budget
Monday, March 20, 2023	-No Meeting
Monday, March 27, 2023	-Regularly Scheduled Meeting
Monday, April 3, 2023	-Regularly Scheduled Meeting
Monday, April 10, 2023	-Approve Warrant for Posting
Monday, April 17, 2023	-No Meeting (Patriot's Day)
Monday, April 24, 2023	-Regularly Scheduled Meeting
Saturday, April 29, 2023	-2023 Spring Town Meeting

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ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. Phil Francisco will attend Monday's meeting to review the request of the North Central Climate Change Coalition (NC4) to sign a Memorandum of Understanding with NC4. Enclosed in the packet is a letter from NC4 explaining the request, along with a draft MOU. We can discuss this in more detail at Monday's meeting.

MWH/rjb

enclosures

**TOWN OF GROTON
SELECT BOARD
PUBLIC HEARING NOTICE**

Pursuant to Massachusetts General Law, Chapter 54, Section 25B (a)(1), the Groton Select Board will hold a public hearing on Monday, January 30, 2023 at 7:15pm in the Second Floor Meeting Room, Groton Town Hall, 173 Main Street, Groton, to consider opting out of vote by mail for the Municipal Town Election scheduled for Tuesday, May 23, 2023.

All interested parties are encouraged to attend.

GROTON 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

January 20, 2023

January 27, 2023



Office of the Town Clerk – Notary Public
Town of Groton
173 Main Street
Groton, MA 01450

Dawn E. Dunbar, Town Clerk
Phone: 978-448-1100
FAX: 978-448-2030
ddunbar@grotonma.gov

TO: Mark W. Haddad, Town Manager
FROM: Dawn Dunbar, Town Clerk
Date: January 26, 2023
RE: Vote by Mail and In Person Early Voting – May 23, 2023 Annual Election

Vote by Mail

As you and the Select Board are aware, the Votes Act of 2022 has permanently placed a mostly unfunded mandate on cities and towns across the Commonwealth when it comes to elections. This includes the permanent addition of Vote by Mail and In Person Early Voting for federal and state primaries and elections. Local elections are a little different, in that, the Town has the option to offer voting by mail and in person early voting one week in advance of the election.

Early Voting by Mail is required for all local elections unless the Town chooses to opt out. This is not a blanket vote for all town elections moving forward. The Select Board will be required to hold a public hearing at least 45 days prior to each town election to discuss this.

Because the Votes Act did not go into effect until after the FY23 budget was voted on by the Spring Town Meeting, this is not something that was budgeted for. The approximate cost to offer Vote by Mail for the Annual Town Election would be \$7,000. This includes a cost to mail out ballot request cards, (this is not required but it would be a good way to notify the voters of this option), postage to mail ballots out and additional staff time required to process mailed in ballots. Absentee voting is still an option for those who will be out of town for the election.

If the Board decides to Opt Out of Vote by Mail for the 2023 Annual Town Election on May 23, 2023, they would need to vote by public roll call to NOT allow Vote by Mail.

In Person Early Voting

In Person Early Voting is an option for the Local Town Elections and not a requirement like Vote by Mail. The addition of this would require a recommendation of at least two (2) Board of Registrars and a vote of the Select Board.

Just like with Vote by Mail, because the Votes Act did not go into effect until after the FY23 budget was voted on by the Spring Town Meeting, this is also not something that was budgeted for. The



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Town of Groton
173 Main Street
Groton, MA 01450

Dawn E. Dunbar, Town Clerk
Phone: 978-448-1100
FAX: 978-448-2030
ddunbar@grotonma.gov

approximate cost to offer In Person Early Voting for the Annual Town Election would be \$3,000. This includes the cost to have three (3) election workers working in person early voting 46 hours and additional hours for the Assistant Town Clerks.

The Board of Registrars met on Tuesday, January 24, 2023 to discuss their thoughts on voting by mail and in person early voting to be able to report back to you and the Select Board. The members present did not want to see the Clerk's Office staff burdened with the extra work required with voting by mail for the local election and did not want to see the residents incur additional expenses at this time for either Vote by Mail or In Person Early Voting. They would like to see the Select Board "opt out" of Vote by Mail and not "opt in" to In Person Early Voting for the 2023 Annual Town Election.

If the Board decides to NOT Opt In to In Person Early Voting for the 2023 Annual Town Election on May 23, 2023, no action is necessary.

In order to provide you with as much information as possible, I have shown you below what voter turnout dating back to the Town Election of 2016 was as well as whether there were any ballot questions on that particular ballot.

- **2022 – 23.85%** (included 2 ballot questions – Town Clerk and Town Seal)
- **2021 – 20.56%** (included 1 ballot question – construct new elementary school)
- **2020 – 15.51%** (no ballot questions)
- **2019 – 19.23%** (included 2 ballot questions – construct new DPW building and Library roof)
- **2018 – 20.29%** (included 1 ballot question – construct new Senior Center)
- **2017 – 21.25%** (included 2 ballot questions – purchase land to build new Senior Center and build new Senior Center)
- **2016 – 35.88%** (included 1 ballot question - \$1.8M override)

I look forward to discussing this with you and the Board on Monday, January 30th.



Town Manager
Mark W. Haddad

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Destination Groton Committee

Greg Sheldon, *Chair*
Jeff Gordon, *Vice Chair*
Mairi Elliott, *Clerk*
Julie Platt, *Member*
Joni Parker-Roach, *Member*

To: Mark Haddad, Town Manager
From: Greg Sheldon, Chair
Re: Background material for select Board presentation
Date: January 26, 2023

A. Outline of presentation:

1. Introductions	Greg Sheldon	1 minute
2. Video	Mairi Elliot	4 minutes
3. PowerPoint presentation	Greg Sheldon	10 minutes
4. PowerPoint presentation	Deborah Buckley	5 minutes
5. Website presentation	Deborah Buckley	10 minutes
6. Questions/Answers	Open	

B. DCG Annual Report

C. DLTA Request for a letter of support

D. Letters of support: see PDF attachments.

Visit North Central MA
Nashoba Valley Chamber of Commerce

B. DCG Annual Report

Destination Groton Committee 2022 Annual Report

Charged by the Town Select Board in December 2021, DGC began meeting in January 2022.

Background

Groton has long been recognized for its rich history, extraordinary landscape, and small-town character. In recent years, the arts, culture, fine dining, recreation, education, and hospitality have enhanced Groton's destination reputation. The Destination Groton Committee's Mission is to tell Groton's quintessential New England story and to help bring it to life. The Committee's Goals include engaging all stakeholders; collaborating; communicating; celebrating; and building civic pride. The Committee's Objectives include establish an Advisory Group; conduct public forums; build regional partnerships; promote Groton's many attractions; maintain the Town's quality of life and contribute to Town revenues.

Organization

The five member Committee will oversee and manage a series of specific infrastructure, development, event, marketing and finance initiatives by working collaboratively with Town stakeholders and regional partners. DGC members include Chair Greg Sheldon, Vice Chair Jeff Gordon, Clerk Mairi Elliott, Julie Platt, Joni Parker-Roach.

Destination Groton Committee Activities 2022

Participated in MA Municipal Association "One Stop" Economic Development Grant application Webinar. Met with the Planning Board to discuss including the Destination Groton concept in the Master Plan Update. Met with State elected officials including Senator John Cronin, Senator Edward Kennedy, and State Representative Dan Sena as well as State Representative Margaret Scarsdale and Town officials from Pepperell to discuss forming a strategic partnership. We are scheduled to meet U.S Rep. Lori Trahan in February. Met with the Executive Director of the MA Office of Travel and Tourism Keiko Orall last spring to discuss potential state grant opportunities. Met with Town Leaders including Select Board Chair, Town Manager, Groton History Center, Groton Historical Commission, and members of the Trails Committee and the Sustainability Committee. Worked with Nashoba Valley Living magazine to assist in publishing a Fall/Winter edition dedicated to Groton. Met with and discussed forming regional partners with the Nashoba Valley Chamber, Visit North Central Massachusetts, Northern Middlesex Council of Governments, Montachusett Regional Planning Commission. In May and June, a series of three Public Forums were held with approximately 100 participants. A synopsis can be found on our Town website. Concerns were expressed about the need for traffic mitigation strategies and infrastructure investments, including traffic calming, noise, directional signage, and the need for more parking in Town Center and at recreational trails. Participants expressed the need for a strong, visible Visitors Center and other municipal services, such as public rest rooms. DGC will conduct a Townwide Survey seeking to weigh public support for specific programs and improvements as outlined from our Public Forums. The DGC will organize a Working Group to assist in researching and drafting a Strategic Implementation Plan to submit to the Town Manager and Select Board in 2023. DGC officially unveiled the Destination Groton Website, Logo, and Tagline for the Select Board and the public to see.



VISIT NORTH CENTRAL MASSACHUSETTS

JOHNNY APPLESEED COUNTRY

December 7, 2022

Mr. Greg Sheldon
Chair
Destination Groton Committee
173 Main Street
Groton, MA 01450-1237

Dear Mr. Sheldon,

I wanted to thank you and Jeff Gordon for taking the time to meet with me this week to discuss your efforts around Destination Groton and your interest in collaborating with Visit North Central Massachusetts. Per our discussion, I wanted to express our support for the Destination Groton Committee and its efforts to advance the Town of Groton as a visitor destination.

Visit North Central Massachusetts is the state's official destination marketing organization representing the 27 communities of North Central Massachusetts. Our primary mission is to promote North Central Massachusetts as an area where visitors can take advantage of the character and hospitality of the region and foster regional economic development by raising awareness through collaborative efforts to assist venues with their marketing to send a collective message for the region. We have a strong record of success in advancing the region through a dynamic regional marketing strategy which is built on strong collaboration and partnerships within North Central Massachusetts.

We fully support Destination Groton's goal to promote Groton and its many attractions and businesses. We are very excited to explore further how we can collectively partner to advance Groton and the North Central Massachusetts region and look forward to the ideas that develop from our continuing dialogue.

Thank you again for meeting with me.

Sincerely,

Roy Nascimento, IOM, CCE
President & CEO

cc: Jeff Gordon, Vice Chair of Destination Groton Committee
Mark W. Haddad, Town Manager



January 11, 2023

Destination Groton Committee
Greg Sheldon, Chair
173 Main Street
Groton MA 01450

Greg,

Thank you for meeting with me earlier this week to discuss the Destination Groton progress. I can't believe it was two years ago that we started discussing this and I'm happy to hear about the updated efforts to promote Groton and Nashoba Valley as a regional destination. We couldn't agree more on the list of reasons for people from outside our area should visit Groton.

The Nashoba Valley Chamber of Commerce is a nonprofit business advocacy, community and economic development association committed to the support of its members' growth and success and the development of a positive economic climate. One way we do this is in partnership with the town leadership from across our region. Local businesses are a benefit to the community including provide jobs and encouraging visitors from outside the community and it is important for our businesses to have the tools needed for success.

The Nashoba Valley Chamber's signature event, Taste of Nashoba, is celebrating its 20th anniversary on March 21, 2023, at Lawrence Academy. The Taste of Nashoba boasts an annual attendance between 800-1000 from the greater region. Hosting the Taste in Groton has proven to be a benefit to growing event attendance over the years, as well as the distance folks will travel from for a high-quality experience.

We have the pleasure of an ongoing longtime partnership with the Town of Groton, and we commit to continuing to be a partner and provide support to benefit our great region together!

Sincerely,

A handwritten signature in blue ink, appearing to read "Melissa Fetterhoff".

Melissa Fetterhoff, IOM
President & CEO

cc: Mark Haddad, Town Manager, Groton
Jeff Gordon, Destination Groton, Vice chair



Town Manager
Mark W. Haddad

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January 31, 2023

Glenn Eaton, Executive Director
MRPC
464 Abbott Avenue
Leominster, MA 01453

Re: District Local Technical Assistance Planning Services Request

Dear Mr. Eaton:

The Town of Groton is home to the Groton Hill Music Center, 130 miles of walking and biking trails, several restaurants, and other venues that contribute to an increase in tourism to our community. Due to a boost in visitations to our municipality from people throughout Massachusetts, we request planning services from the MRPC in examining economic, transportation, and related impacts.

We will probably need to request grant writing services from the regional planning district. We understand that grant application preparation may be available through a second DLTA-Augmentation service and we would like to learn more about the process of applying for these additional services.

Sincerely,

John Reilly, Chair
Board of Selectmen

Cc: Mark W. Haddad, Town Manager
Greg Sheldon, Destination Groton Committee
File"

Dear Groton Town Manager Haddad and Select Board Chair Reilly,

For the past year, elected and appointed officials and other interested citizens from across our region have joined together and worked to create the North Central Climate Change Coalition, (NC4). Our mission is to team up with our neighboring communities to share strategies and look for opportunities to address climate issues. We are now ready to welcome communities and organizations to officially join our efforts and hope Groton will join us.

As the individual governing bodies in our region of the state, municipalities are the key stakeholders that the Commonwealth of Massachusetts and our Federal Government rely on to carry out policies developed to address climate issues. By joining together, our local governing bodies, Select Boards, City Councils and Mayors can speak with a louder, unified voice and be the vanguard in moving our elected officials to action with more aggressive and effective climate change plans. We also are better able to inform and coordinate with our local Boards, Commissions and Committees to implement those climate change actions and to identify new needs. By working together rather than individually our frontline forces will have much more persuasive strength in moving legislation and policy forward that will benefit our region.

We recognize that Regional Planning Agencies will be delivering many climate change programs to our municipalities. They embrace the advantages of opportunities of scale provided by a regional group of municipalities who can share projects. Unfortunately, the political boundaries of these agencies may not reflect the most efficient way to address some of our needs. NC4 will be a model of intermunicipal, interagency and interorganizational efforts needed to address real system change. As a municipal leader, who faces so many challenges in serving our communities, you will greatly benefit from this group of dedicated knowledgeable citizens to help advise and carry forward environmental work in our communities.

In terms of legislative support for NC4, it is worth noting that U.S. Representative Lori Trahan [MA 3rd Congressional District] and State Senator Ed Kennedy [1st Middlesex District] have attended NC4 meetings in the past and are both very supportive. As is State Senator Mike Barrett [3rd Middlesex District], who also serves as Senate Chair of the Joint Committee on Telecommunications, Utilities & Energy.

NC4 seeks to elevate our local area as the Commonwealth's best example of climate action and success. We are developing tools to organize climate work as well as measurements of our progress in order to promote our efficacy in promoting and enacting policies beneficial to our environment. We also hope to share projects where measures of scale create impact and/or economic advantages and identify opportunities for funding joint efforts.

Please review our Memorandum of Understanding [MOU] and officially join this organization dedicated to protecting our future through teamwork. By signing on to MOU, your municipality is becoming one of a growing number of towns in our region whose officials are working together to help accelerate actions to both mitigate and prepare for coming impacts of climate change while creating a healthier and more prosperous region.

We look forward to working with you,

Tony Beattie
NC4 Chairperson
Member of Pepperell Selectboard

Memorandum of Understanding

Memorandum of Understanding (MOU) between _____

and members of the North Central Climate Change Coalition (NC4)

I. BACKGROUND

NC4 is composed of municipal and civic leaders across Massachusetts Congressional District 3 working on the frontlines of climate change resistance, resilience, and adaptation.

We see first-hand climate change's impacts to the health and well-being of our communities, to our natural and built environment and are taking action to address them. Our hopes are to harness the power of people and communities working together to build awareness and attract funding for regional efforts to address already baked in climate impacts and opportunities to create a healthier and safer future.

Mission: The mission of The North Central Climate Change Coalition (NC4) is to foster and strengthen regional municipal collaborative efforts to combat climate change through:

- 1) shared projects, educational efforts, and best practices, and
- 2) informing state and federal legislative actions.

Since convening on an informal basis in the Summer of 2021, people from 16 of the 37 communities in the 3rd Congressional District have met regularly to share knowledge on climate initiatives in their communities and ideas for how a regional group of communities could more effectively work together. The creation of this MOU is the next step in codifying and fortifying our efforts.

NC4 Target Communities

A map of New Hampshire divided into its 23 counties. Black stars are placed over several counties to indicate NC4 target communities. The starred counties are: Ashland, Carroll, Flanders, Merrimack, Rockingham, Strafford, Sullivan, Townshend, and York. A legend in the bottom left corner explains the star symbol.

★ One or more persons from this municipality has been participating in the convening of NC4.

This MOU defines the relationship between NC4 and the Municipal and Organizational Partners comprising NC4, and the roles each is expected to play.

Climate change impacts and opportunities are not contained within municipal boundaries. Consequently, strategies and actions to mitigate and adapt to climate change may benefit from cooperation and coordination amongst municipalities, and with civic groups and individuals active within and across municipalities. Parties to this MOU will have a shared goal of helping to create a healthier and safer climate for people in the 3rd Congressional District.

- Municipalities in or adjoining the 3rd Congressional District.
 - Appointed municipal representative(s) with the right to participate on behalf of their town/city
- Other Civic Organizations active in the 3rd Congressional District:
 - Designated representatives of civic organizations have exclusive right to participate on behalf of their organization
- North Central Climate Change Coalition (NC4):

The above parties agree that it is to their mutual benefit and interest to work cooperatively to achieve this collective mission and their individual mission.

V. RESPONSIBILITIES

NC4 SHALL

- Hold monthly meetings, unless otherwise scheduled at the request of a municipal member
 - Quorums. A quorum for any meeting of the NC4 will consist of a minimum of four (4) member municipalities or three (3) member municipalities and one (1) organization members not representing a municipality. A municipality is considered represented if one or more of its members is present.
- Meetings. Meetings of the NC4 will be called on a regular monthly basis. These meetings will usually occur on the third Wednesday of each month. Special meetings will be called as may be required by urgent business.
 - Meetings of NC4 will be either virtual or hybrid to minimize our carbon footprint while best serving our large geographic region.
 - Notice of each meeting with a preliminary agenda will be emailed/mailed at least forty-eight (48) hours in advance, not including Saturday and Sunday, to all NC4 representatives and communities in accordance and compliance with Massachusetts Open Meeting Laws and requirements.
 - Follow Roberts Rules of Order
 - The public may attend and comment upon recognition by Chair/Moderator, but may not vote on any agenda item/project
- NC4 will make efforts to ensure transparency including
 - Publicly announcing meeting times
 - Keeping and sharing meeting minutes and/or recordings
 - Maintaining a website to share information

EACH PARTY SHALL:

- Endeavor to coordinate priorities, actions, and resources for the greater good of the NC4 communities.
- Recognize that other organizations and agreements may be involved, but are not listed as partners, and may assist in endeavors critical to the purposes of this MOU under separate formal arrangements. Such assistance may include but not be limited to: managing funds, writing grant applications, professional services, providing consultation, education, and facilitation
- Make updates from the NC4 an agenda item when needed
- Share relevant data with the NC4
- Appoint a representative to NC4 to attend NC4 meetings on behalf of the party.

VI. TERMS OF UNDERSTANDING

The term of this MOU is for a period of 2 years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Either party may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

VII. AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

Municipality: _____

Name of Chair of the Selectboard/Mayor./Chair of City Council: _____

Signature: _____

Organization Name: _____

Name of Executive Director: _____

signature _____

Name of Designated Representative: _____

Signature of Designated Representative: _____