



# TOWN OF GROTON

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

## Select Board

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

**Town Manager**  
Mark W. Haddad

**SELECT BOARD MEETING  
MONDAY, JULY 17, 2023  
AGENDA  
SELECT BOARD MEETING ROOM  
2<sup>nd</sup> FLOOR  
GROTON TOWN HALL**

6:00 P.M. Announcements and Review Agenda for the Public

6:05 P.M. Public Comment Period

I. 6:06 P.M. Town Manager's Report

1. Consider Ratifying the Town Manager's Appointments of Nandi Munson as the Community Engagement Specialist for the Council on Aging
2. Consider Ratifying the Town Manager's Appointment of Jeffrey Kern as a Truck Driver/Laborer for the Department of Public Works
3. Update from Town Manager on Town Manager's TriComm Working Group
4. PFAS Update at GDRSD High School
5. Update on Select Board Meeting Schedule Through Labor Day

II. 6:10 P.M. Items for Select Board Consideration and Action

None

### 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. Town Manager's Tri-Comm Working Group

### SELECT BOARD LIAISON REPORTS

III. Minutes: Regularly Scheduled Meeting of July 10, 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:** *July 17, 2023*

### TOWN MANAGER'S REPORT

Please note that Monday's meeting will commence at 6:00 p.m. Other than the Town Manager's Report and a review of the On-going Issues List, there are no specific scheduled items on Monday's Agenda.

1. I have appointed Nandi Munson as the Community Engagement Specialist for the Council on Aging. Enclosed with this report is a copy of Ms. Munson's resume for your review. I would respectfully request that the Board consider ratifying this appointment.
2. I have appointed Jeffrey Kern as a Truck Driver/Laborer for the Department of Public Works. Enclosed with this report is a copy of Mr. Kern's resume for your review. I would respectfully request that the Board consider ratifying this appointment.
3. The Town Manager's TriComm Working Group will be meeting on Monday prior to the Select Board's Meeting. I would like to take a few minutes at Monday's meeting updating the Board on our progress.
4. I will be meeting with the Town Administrators of Pepperell and Dunstable on Monday morning. Similar to the previous item, I would also like to take a few minutes at the meeting updating the Board on where things stand with regard to PFAS at the Groton Dunstable Regional School District High School as well.

**Select Board**  
**Weekly Agenda Update/Report**  
**July 17, 2023**  
**page two**

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

Monday, July 24, 2023	No Meeting
Monday, July 31, 2023	-Review and Consider Approval for Preferred Option to Address PFAS at the GDRSD High School -Finalize Town Manager's Annual Review
Monday, August 7, 2023	No Meeting
Monday, August 14, 2023	-Review First Draft of Fall Town Meeting Warrant -Public Hearing to Set FY 2024 Stormwater Fee
Monday, August 21, 2023	No Meeting
Monday, August 28, 2023	Regularly Scheduled Meeting
Monday, September 4, 2023	No Meeting (Labor Day Holiday)
Monday, September 11, 2023	-Public Hearing on Fall Town Meeting Warrant Articles

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

None

MWH/rjb  
enclosure

June 10, 2023  
Melisa Doig  
Human Resources Director  
Town Hall  
173 Main St.  
Groton, MA 01450

Dear Ms. Doig,

I am writing to express my interest in the Community Engagement Specialist position with the Groton Council on Aging. I have had the joy of visiting the Groton Center, and the team and space struck me as vibrant and alive, with incredible capacity for community engagement and impact. I believe I bring a unique combination of skills and experience to support and enhance the wonderful work already underway.

During my time at the Pepperell Council on Aging (COA) and formerly AgeSpan (formerly Elder Services of the Merrimack Valley) I have honed my skills in a variety of roles including COA Director, Outreach Manager, Outreach Coordinator, Assistant Director for the Ombudsman Program, and Long Term Care Options Counselor. My work has focused on connecting older adults and caregivers with services including wellness and home care programs, transportation, senior housing options, health insurance, technology, and more. My strengths are community education and collaboration, advocacy, program development, and administration.

Coalition-building is a particular passion of mine and I have a proven track record of creating thriving partnerships. In 2017, I founded the Merrimack Valley Veterans Collaborative whose mission is to equip veteran and civilian service providers to better meet the needs of struggling veterans. The Collaborative convenes these groups to learn about veteran resources and build an alliance of cross-referrals, information sharing, and mutual support. As facilitator, I developed this group into an active, engaged membership of 175+ people from Congressional, Senators', and State Representatives' offices, municipal Directors of Veterans' Services, Bedford VA, the Lowell Vet Center, the Department of Labor, MassHire, the elder care network, and community. By the time I left my position at AgeSpan, I had created and fostered a vibrant Steering Committee who continues this work.

My vigorous coordination and organizational skills are highlighted in my management of AgeSpan's COVID-19 vaccine work. I spearheaded 30+ COVID vaccine clinics at senior housing sites, Councils on Aging, and community spaces in partnership with the Massachusetts Department of Public Health, local health departments, and community-based organizations. I also coordinated outreach support for 50+ additional vaccine clinics. The extensive planning and logistics necessary to successfully oversee this volume of clinics speak to my ability to effectively engage partners and garner buy-in.

As a response to the overwhelming, compounded isolation older adults were experiencing during the Pandemic, AgeSpan started a Digital Access program to provide devices, training, and internet access to older adults. I had the privilege and delight of building this program from scratch, and during my tenure we provided 1:1 technology trainings to more than 200 individuals. My commitment to high-quality services and customer experience is evidenced by our program being featured on a panel discussion of the *Technology Learning*

*Collaborative for Healthy Aging*, organized by the Massachusetts Executive Office of Elder Affairs and the Massachusetts Healthy Aging Collaborative in Spring of 2022.

My ability to effectively combine forces and multiply impact is featured by the Local Access television program I created with a colleague, “All Things Aging”. In response to the decreased access older adults had to the world during the Pandemic, I reached out to Billerica Television with an idea to partner on a program to reach seniors from the safety of their homes. Together we produced 21 episodes highlighting services from a wide swath of local community resources, volunteer groups, and nonprofits. Our program aired on more than 25 local access stations, and its success was featured on a panel at the MCOA Annual Conference in 2020.

These are some of the examples I am most proud of that exhibit my passion for serving seniors in innovative and resourceful ways. My resumé and history show my devotion and commitment to supporting the needs and interests of older adults. I hope the town of Groton will consider my application and interest in serving this community.

Sincerely,

Nändi Munson

*Licensed Social Worker and SHINE Counselor*

# Nändi Munson

Licensed Social Worker & Certified SHINE Counselor

## Summary of Skills

- Community Outreach and Education
- Coalition Building and Partnerships
- Program Development and Management
- Staff and Volunteer Development

## Professional Experience

### **Albert Harris Center, Town of Pepperell Council on Aging, March 2023-Present**

Director

- Supervise team of nine employees
- Oversee meal, transportation, recreation, outreach, and volunteer programs
- Work closely with COA Board, Friends of Pepperell Seniors, and Town Officials
- Arrange for maintenance of Senior Center building and grounds
- Prepare monthly newsletters
- Prepare reports for Lowell Regional Transit Authority and COA Board
- Manage COA Budget and finances

### **AgeSpan (formerly Elder Services Merrimack Valley), Lawrence MA, November 2011-March 2023**

Community Outreach Program Manager, May 2021-March 2023

- Coordinated outreach for 28 cities and towns through presentations and Resource Fairs
- Developed and managed Digital Access Technology Program
- Managed COVID-19 vaccine clinics in partnership with Mass Dept. of Public Health
- Member of Age Friendly Lowell Initiative in partnership with UMASS Lowell and COA
- Assisted with relief efforts for 2018 Columbia Gas Crisis and 2022 Lowell Housing Flood
- Supervised team of 4 full-time employees

Community Outreach Coordinator, June 2018-May 2021

- Connected underserved communities to aging services
- Led presentations at COAs and senior housing sites
- Produced 21-episode local access TV show for seniors, airing in 25+ cities and towns
- Founded & facilitated the Merrimack Valley Veterans Collaborative

Assistant Director, Long Term Care Ombudsman Program, April 2014-June 2018

- Promoted and upheld rights of nursing home residents in 40+ facilities
- Resolved conflicts between patients and facilities
- Recruited, trained, and supervised state-certified Ombudsman volunteers

Long Term Care Options Counselor, November 2011-April 2014

- Counseled elders and family caregivers in long term care options
- Advocated for patients' right to pursue goal of returning to community living
- Coordinated discharge planning as part of interdisciplinary team

### **Palm Center Nursing and Rehab, Chelmsford MA, October 2009-October 2011**

Activities Assistant and Social Services Assistant

- Administered enrichment programs for long term care residents in 120-bed facility
- Participated in resident Care Planning
- Supported Social Services Director with assessment and documentation

## **Education**

- B.A. Sociology, Olivet Nazarene University, Bourbonnais IL, May 2009

## **Certifications**

- Massachusetts Licensed Social Worker, License # 314217, October 2014-present
- Food Protection Manager and Allergen Training Certificates, May 2023
- Massachusetts certified SHINE counselor, 2020-Present
- Certified Dementia Practitioner, Credential ID 227148
- Notary Public, Commonwealth of Massachusetts July 2014-July 2021
- Certificate of Completion, Mill Cities Leadership Institute, June 2020
- Certification of Completion, Cultural Inclusion for Non-Profit Boards, Community InRoads, May 2019

## **Volunteer Experience**

- Health Equity Task Force Tri-Chair, Gr. Lowell Health Alliance, 2019-March 2023
- Steering Committee Member, Gr. Lowell Health Alliance, 2019-March 2023
- Board Member, Free Soil Arts Collective, 2020-March 2023
- Advisory Council Member, Uncommon Threads, 2019-2022
- Steering Committee Member, Homeless Day Center, Eliot Presbyterian, 2016- 2022
- Plum Island Annual Music Festival Fundraiser, 2016-2019
- St. Paul's Soup Kitchen Lowell, 2012-2016

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Jeffrey Kern

Equipment operator, Truck driver, Infrastructure Maintenance

Strong Background in infrastructure maintenance, operation of heavy equipment, and class B commercial vehicles, centered around water distribution infrastructure and sewer pump stations and collection systems. As well as all aspects of grounds maintenance, landscape, and hardscape design. Well versed in snow removal operations and cleanup. Keen sense for safety, respect, and accountability. Working well on both a team and individually.

### EXPERIENCE

Truck driver/Heavy equipment Operator  
Town of Lexington, Lexington, MA  
March 2018 - Present

Turf maintenance/Grounds department  
Concord Country Club, Concord, Ma  
March 2014 - December 2017

Lift Operator  
Nashoba Valley Ski Area, Westford, Ma  
November 2009 - February 2013

### EDUCATION & CERTIFICATIONS

- Westford Academy class of 2007. Westford, MA.
- Class B CDL w/-Air brakes, Tanker, Hazmat
- Hoisting engineer class 2B
- OSHA 10 hour
- CPR and First Aid certified



**SELECT BOARD MEETING MINUTES  
MONDAY, JULY 10, 2023  
UN-APPROVED**

**SB Members Present:** John Reilly, Vice Chair; Alison Manugian, Clerk; Matt Pisani

**SB Members Absent:** Peter Cunningham, Chair; Becky Pine

**Also Present:** Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Tom Orcutt, Water Superintendent; Finance Committee Members: Bud Robertson, Colby Doody, Michael Sulprizio; David Manugian; Mary Linskey

Mr. Reilly called the meeting to order at 6:00 PM and reviewed the agenda.

Mr. Bud Robertson called the Finance Committee meeting to order at 6:00 PM.

**ANNOUNCEMENT**

Mr. Haddad said he would like the Finance Committee to consider two reserve fund transfer requests. One request would be for funding to remediate lead paint at the Prescott School, and the other request was for funding to upgrade Woitowicz Field. He would like to discuss this during the meeting.

Mr. Reilly announced that the Annual Groton Fireworks had been postponed to Monday, July 17th, weather permitting, due to inclement weather.

**PUBLIC COMMENTS**

None

**TOWN MANAGERS REPORT**

- 1. Consider Ratifying the Town Manager's Appointments of Sophie Fry, Uma Samsi, and Benjamin Glanville as Lifeguards and Susan Adams as Camp Staff at the Groton Country Club.**

*Mr. Pisani made a motion to ratify the Town Manager's appointment of Sophie Fry, Uma Samsi, and Benjamin Glanville as Lifeguards and Susan Adams as Camp Staff at the Groton Country Club. Ms. Manugian seconded the motion. The motion carried unanimously.*

- 2. Consider Accepting the Town Manager's Nomination of Ron Hersch and Appoint Mr. Hersch to the Great Ponds Advisory Committee**

*Ms. Manugian made a motion to accept the Town Manager's nomination and appoint Ron Hersch to the Great Ponds Advisory Committee with a term to expire on June 30, 2024. Mr. Pisani seconded the motion. The motion carried unanimously.*

- 3. PFAS Update Issue at GDRSD High School**

Mr. Haddad said he wanted to provide the Board with a brief update on the PFAS Issue at the Groton Dunstable Regional High School. He has a scheduled meeting with the Board of Water Commissioners on Tuesday, July 11th, and another meeting with the Town Administrators from Pepperell and Dunstable on Monday, July 17th, as they continue to study and determine the best option to address

bringing potable drinking water to the High School. Mr. Haddad plans on bringing a final recommendation to the Select Board meeting on July 31<sup>st</sup>. Ms. Manugian drafted a document that outlined the PFAS issues in both Groton and Massachusetts and summarized various recommendations to address PFAS. Mr. Haddad said the document was extremely insightful and helpful as it addresses PFAS. Mr. Haddad plans to post the document on the Town website. Ms. Manugian volunteered to draft a letter to urge the Town’s Representatives and Senator to co-sponsor the bills that would regulate and remove PFAS from products.. The Board authorized Ms. Manugian to draft a letter for review at a future Select Board meeting.

**4. Recommendation from the Town Manager to Remove Prescott Playground Equipment**

Mr. Haddad said at the last meeting that he included in the Town Manager’s Report a recommendation to remove the playground equipment behind the Prescott School. Mr. Haddad said he withdrew it at the request of the Friends of Prescott (FOP), who wanted more time to pursue private fundraising to pay for the needed materials at the base of the equipment. Unfortunately, after examining the issue, the FOP determined that the work/renovation cost was prohibitive. Mr. Haddad explained that a local landscaper advised that there are a number of invasive species throughout the playground, which would be very difficult to contain in the future. The FOP had agreed with Mr. Haddad’s assessment that the equipment should be removed and the area be filled in to reduce liability. The FOP advised Mr. Haddad that their goal is to start an after-school program for children 4/5 years old this Fall. Based on that goal, they would like to install a much smaller version of the current playground for that age group at the bottom of the hill at the end of the parking lot next Spring. That would bring the playground closer to the building, which would be more appropriate for the 4/5-year-old age group. FOP had requested that the Town allow them to keep several pieces of equipment at the current playground to repurpose them at the new playground site. Mr. Haddad said he had no issues with this and asked the Select Board to approve the request.

*Mr. Pisani made a motion to authorize the Town Manager to close the playground, surplus the equipment as needed, and dispose of any unused equipment. Ms. Manugian seconded the motion. The motion carried unanimously.*

**6. Update on Select Board Meeting Schedule Through Labor Day**

Monday, July 17, 2023	Update on Town Manager’s TriCom Working Group
Monday, July 24, 2023	No Meeting
Monday, July 31, 2023	Review and Consider Approval for Preferred Option to Address PFAS at the GDRSD High School
Monday, August 7, 2023	No Meeting
Monday, August 14, 2023	Review the First Draft of the Fall Town Meeting Warrant
Monday, August 21, 2023	No Meeting
Monday, August 28, 2023	Regularly Scheduled Meeting
Monday, September 4, 2023	No Meeting (Labor Day Holiday)
Monday, September 11, 2023,	Public Hearing on Fall Town Meeting Warrant Articles

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

**1. Call for and Open the Warrant for the 2023 Fall Town Meeting**

Mr. Haddad said it was that time of year for the Select Board to call for and open the Warrant for the 2023 Fall Town Meeting. He said that the Board discussed this issue at the June 26th Meeting, and the consensus was to call for the Meeting on Saturday, October 28, 2023. Mr. Haddad reviewed the drafted timeline with the Board:

Monday, July 10, 2023	Warrant for 2023 Fall Town Meeting Opens
Thursday, August 10, 2023	Warrant for 2023 Fall Town Meeting Closes
Monday, August 14, 2023	Select Board conducts the first review of Articles
Monday, September 11, 2023	SB- FINCOM Public Hearing on Article
Friday, October 13, 2023	Post Warrant
Saturday, October 28, 2023	2023 Fall Town Meeting

Mr. Haddad asked the Board to set the date for the Fall Town Meeting to Saturday, October 28, 2023.

*Mr. Reilly made a motion to set the date for the Fall Town meeting to Saturday, October 28, 2023 at 9:00 AM. Mr. Pisani seconded the motion. The motion carried unanimously.*

Mr. Haddad asked the Board to open the warrant effective Monday, July 10, 2023 and close it on Thursday, August 10, 2023, at the end of the business day.

*Ms. Manugian made a motion to open the warrant effective Monday, July 10, 2023 and close it on Thursday, August 10, 2023, at the end of the business day. Mr. Pisani seconded the motion. The motion carried unanimously.*

**IN JOINT SESSION WITH THE FINANCE COMMITTEE- LINE-ITEM TRANSFERS**

Mr. Haddad presented the Board and Finance Committee with \$134,745 in line-item transfers. Mr. Haddad said that since the Select Board reviewed the proposed line-item transfers at the previous meeting, \$17,712.00 had been adjusted and new. Mr. Haddad said that the \$134,745 was approximately what they do in line-item transfers yearly.

*On behalf of the Select Board, Mr. Pisani moved to approve the line-item transfers as presented that evening for the FY23 budget. Ms. Manugian seconded the motion. The motion carried unanimously.*

*On behalf of the Finance Committee, Mr. Manugian moved to approve the line-item transfers as presented. Mr. Doody seconded the motion. The motion carried unanimously.*

## **OTHER BUSINESS**

Mr. Haddad presented two reserve fund transfer requests for FY2023 to the Finance Committee for consideration.

He explained that the Town of Groton is responsible for any maintenance that is not considered routine at the Prescott School. The Friends of Prescott recently had the building inspected for lead paint. They plan to provide programming for children 4-5 years of age, which triggered the inspection. Lead paint was found on the door hinges. The lead paint will need to be removed and the cost for said removal was \$4,300. Mr. Haddad would like to pay this from the FY23 Budget, so it does not impact the FY24 Budget. Mr. Haddad said he was seeking a Reserve Fund Transfer in the amount of \$4,300.

*Mr. Doody made a motion to approve an FY2023 Reserve Fund Transfer of \$4,300 for the abatement. Mr. Manugian seconded the motion. The motion carried unanimously.*

Mr. Haddad respectfully requested an FY2023 Reserve Fund Transfer of \$8,800 to the Highway Budget. This money would be used to convert Waitowitz Field into one dedicated field and practice area to meet the needs of Girls Youth Lacrosse. Mr. Haddad said the money would be used for additional parking, an area of trees would need to be removed, and additional loam and seed. The DPW could do all of this work, so there would be no additional labor cost. Supplies and materials would cost \$8,800 to complete this project.

*Mr. Doody made a motion to approve an FY2023 Reserve Fund Transfer of \$8,800 to the Highway Budget. Mr. Manugian seconded the motion. The motion carried unanimously.*

## **ON-GOING ISSUES**

NONE

### ***Approval of Minutes from June 26, 2023***

*Ms. Manugian made a motion to approve the minutes of the regularly scheduled meeting from June 26, 2023.*

*Ms. Pisani seconded the motion. The motion carried unanimously.*

The meeting was adjourned at 6:24 pm.

Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager.