



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

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

SELECT BOARD MEETING
MONDAY, NOVEMBER 20, 2023
AGENDA
SELECT BOARD MEETING ROOM
2nd 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 |
| | <ol style="list-style-type: none">1. Consider Ratifying the Town Manager's Appointment of Jennifer Moore to the Historic Districts Commission with a Term to Expire on June 30, 20262. Proposal from Town Manager to Join Patriot Regional Dispatch (Pepperell, Townsend and Ashby)3. Proposal from Town Manager to Leave Minuteman Nashoba Health Group and Procure Health Insurance for Town Employees and Retirees from the Massachusetts Interlocal Insurance Association (MIIA)4. FY 2025 Budget Update5. Update on Select Board Meeting Schedule Through the End of the Year |
| II. 7:10 P.M. | Items for Select Board Consideration and Action |
| | <ol style="list-style-type: none">1. Consider Changing the Starting Time of Select Board Meetings from 7:00 p.m. to 6:00 P.M. |
| III. 7:15 P.M. | Annual Tax Classification Hearing |

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

- | | |
|--------------|---|
| IV. Minutes: | Regularly Scheduled Meeting of November 6, 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: *November 20, 2023*

TOWN MANAGER'S REPORT

Please note that Monday's meeting will begin at 6:00 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 item scheduled on Monday's Agenda. The Select Board will hold the Annual Tax Classification Hearing. Principal Assessor Megan Foster will be in to provide the Board with the necessary information to make an informed decision. Enclosed with this Report is a copy of the presentation Ms. Foster will be making at the meeting.

1. The Historic Districts Commission has requested that I appoint Jennifer Moore to the Commission. I have in fact made this appointment (through 6/26) and would respectfully request that the Select Board consider ratifying this appointment at Monday's meeting.
2. As you are aware, we have been conducting a top to bottom review of all Town operations to find ways to improve the delivery of services, find economies and potential consolidations, and other opportunities to save money to offset the anticipated FY 2025 Budget Deficit. Last year, we hired Municipal Resources, Inc. to conduct a study of our dispatch operation and provide recommendations to improve the overall operation. One of their recommendations was to "seek additional communities to join our Regional Emergency Communications Center (RECC)". In addition, we have had a difficult time filling vacancies within the Department. Last year, due to budget reductions, we eliminated one of the positions that had been previously funded. Due to all of this, I, along with Police Chief Michael Luth and Fire Chief Steele McCurdy, have been looking for ways to either bring on more communities to our RECC or join another RECC. After a thorough review of options and looking at ways to improve our operations, I believe (and am supported by both Chief Luth and Chief McCurdy) that the best decision would be to join the Patriot RECC. Patriot is currently made up of Pepperell, Townsend and Ashby. It operates out of the Pepperell Police Station and has been in operation for the last three years.

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2. Continued:

It is a very successful RECC and has been managed extremely well by David Stairs, who is the Patriot RECC Director of Operations. Mr. Stairs has been in touch with the State 911 Department and they are in full support of the merger of our RECC with Patriot. The State is encouraging expanding larger regional centers and has been providing more and more funding to assist these mergers. Mr. Stairs has developed the following draft budget for the five towns:

<u>Town</u>	<u>Population</u>	<u>Percentage Share</u>	<u>Assessment</u>
Ashby	3,193	8.27%	\$ 93,512
Dunstable	3,358	8.70%	\$ 98,374
Groton	11,315	29.32%	\$ 331,418
Pepperell	11,604	30.06%	\$ 339,898
Townsend	9,127	23.65%	\$ 267,418
Total	38,597	100%	\$1,130,620

As you know, the Town of Groton receives approximately \$250,000 annually in State 911 Grants to supplement Groton's RECC operating expenses. Based on the States' support of this proposed merger, they have approved, through the Development Grant, both Groton and Dunstable to be eligible to have their assessments paid for to Patriot at 100% for the first three years, 50% in year four, and 25% in year five. Currently, the Town appropriates approximately \$500,000 annually to operate our RECC (\$426,000 in wages and expenses and \$80,000 in benefits). This amount is offset by approximately \$90,000 by the Town of Dunstable, bringing the Operating Budget impact to \$420,000. Please note that there will be additional savings in our Country Retirement Assessment and OPEB Liability, but it is too early to determine what those actual savings will be. By joining this RECC, not only will we address the recommendations made by MRI, but we will also be part of a very well run and managed RECC. Most importantly, Patriot will be hiring our current employees as they are looking to expand their Department to meet the added workload brought on by having two additional Towns. This was a very important consideration of mine in bringing this forward. Our Dispatchers have been outstanding over the years and having them move over to Patriot will make the transition more seamless. Should Groton join Patriot, I will be working with Andrew McClean, the Pepperell Town Administrator, on how our employees will transition to Patriot with regards to salaries and benefits.

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2. Continued:

As stated, the Town will not need to appropriate our Assessment to Patriot for at least three years. That does not mean we can reduce the FY 2025 Operating Budget by \$420,000. The last thing I would recommend is to cut the budget by this amount, only needing to find this money when the State stops funding our Assessment. In addition, we need to deal with the fact that our Police Station will no longer have dedicated personnel on site to monitor the property. I have been discussing this with Chief Luth and we believe the best thing to do would be to have additional administrative coverage during the day. To this end, we will be proposing hiring a full-time administrative assistant. The cost of adding this position would be approximately \$70,000 (salary and benefits). I would propose using the remaining \$350,000 to fund one-time capital expenditures over the next three years, so that when it's time to cover our assessment, the funding will be in the budget. Finally, to join the Patriot RECC, they will need to expand their current facility to account for the added personnel needed to operate the RECC. Mr. Stairs has estimated that Pepperell will need approximately \$100,000 for this expansion. As you may be aware, the Town of Groton has appropriated \$155,000 to expand our RECC. This funding is available to assist Pepperell in expanding their facility. We will also need to make improvements to our Police Station by installing new doors and cameras to account for the lack of dedicated personnel to monitor the property. The remaining \$55,000 can go towards these improvements as well (we are putting together an estimate and may need additional funding which I will seek at the Spring Town Meeting from Free Cash). I am recommending that the Groton Select Board vote to join the Patriot RECC, on or about July 1, 2024, as I believe this is in the best interest, both operationally and financially, for the Town of Groton. Obviously, the Town of Dunstable would need to join the Patriot RECC as well. Their Board of Selectmen will be discussing this at their meeting on Tuesday, November 21st. Please note that the Patriot Board of Directors (made up of representatives from the current three members) have voted unanimously to allow Groton and Dunstable to join Patriot. Should the Groton Select Board and Dunstable Board of Selectmen vote to join Patriot, the Pepperell, Townsend and Ashby Select Boards would need to vote to approve this as well. Should all of this take place, we would enter into a five-town IMA for this purpose. I have asked Dave Stairs to attend Monday's meeting. I look forward to discussing this with the Board at Monday's meeting.

3. In another effort to find efficiencies and cost savings in the FY 2025 Budget, we have been examining our membership with the Minuteman Nashoba Health Group (MNHG). As you know, the Town has been a member of MNHG since 1991. Membership in this group for many years was very advantageous. However, as rates have increased a number of members have left the group and moved to other collaboratives, in most cases the Massachusetts Interlocal Insurance Association (MIIA).

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3. Continued:

Last year, due to high claims from some of the members and a number of other members leaving the group, we were hit with a 13.5% increase in rates. This has caused more members to leave the group (most recently Ayer, Pepperell and Narragansett). MNHG's Board of Directors is considering dissolving the Group and a decision on this is imminent. That said, the Town of Groton needs to protect itself and consider other alternatives. To that end, Human Resources Director Melisa Doig and I have reached out to MIIA with the intent of joining them for Health Insurance in FY 2025 (we currently have our property, casualty, automobile and workers compensation insurance with MIIA). Pursuant to M.G.L., c. 32B, we have met with the Insurance Advisory Committee (made up of representatives from the Unions, Bylaw Employees and Retirees) seeking a recommendation from them to join MIIA. They are meeting Monday afternoon to make this recommendation and I will inform the Board of such at the meeting. The one major difference between MNHG and MIIA is that MNHG offers three plans (Tufts, Harvard and Blue Cross), while MIIA only offers Blue Cross. The plan design is nearly identical, so our employees, while having to switch to Blue Cross, will not be losing any current benefits. We have received the Rates from MIIA and the Town will be able to level fund Health Insurance in FY 2025 (we had accounted for a 9% increase in our projections), so this is a major savings in our operating expenses next year. In addition, employees currently on the Tufts or Harvard Family Plan will see a reduction in their current deductions. Based on all of this, Melisa and I are recommending that the Select Board vote to leave MNHG (we have to notify them by December 1st to exit for FY 2025) and join MIIA. We can discuss this in more detail at Monday's meeting.

4. With regard to this week's FY 2025 Budget Update, I am working with Superintendent Laura Chesson and Dunstable Town Administrator Jason Silva to form an Administrators' Working Group to further study the FY 2025 Budget. This Working Group will be made up of me, Dr. Chesson, Mr. Silva, GDRSD Director of Business Sherry Kersey, Groton Assistant Finance Director/Town Accountant Patricia DuFresne, Groton Finance Committee Chair Bud Robertson, Dunstable Advisory Committee Chair Jake Lewon and School Committee Members Fay Raynor and Lacey McCabe. My hope is that this Working Group can come up with more concrete budget numbers, etc. in time for me to submit my Proposed Operating Budget on December 31st. Once we have a strategy, we can share it with the Groton Select Board, Dunstable Select Board and the full Finance/Advisory/School Committees. I am excited about this approach. As always, I will look for Board input at Monday's meeting.

Select Board
Weekly Agenda Update/Report
November 20, 2023
page five

5. Please see the update to the Select Board's Meeting Schedule that will take you through the end of the end of the year:

Monday, November 27, 2023	-No Meeting
Monday, December 4, 2023	-Workshop to Discuss Transition to new Light Department General Manager and Climate Change Initiatives
Monday, December 11, 2023	-Annual License Renewals -Public Safety Officials – Review Housing Construction Impact and Examine Traffic Patterns, etc.
Monday, December 18, 2023	-Regularly Scheduled Meeting
Monday, December 25, 2023	- No Meeting (Christmas Holiday)
Monday, January 1, 2024	-No Meeting (New Years Day)
Monday, January 8, 2024	-Town Manager's FY 2025 Proposed Budget Presentation

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. Select Board Member Manugian requested that the Board consider changing the start time of meetings to 6:00 p.m. on a regular basis. We can discuss this further at Monday's meeting.

MWH/rjb
enclosures



Town of Groton Tax Classification Hearing

Fiscal Year 2024

1

Purpose of the Hearing

To adopt the Town's Tax Policy by allocating or classifying the tax levy among the property types.

2

Action Required by the Select Board

- ▶ Vote for a single tax rate or consider a shift of the tax levy from the Residential class to the Commercial, Industrial and Personal Property classes.
- ▶ Vote whether to adopt a Residential exemption.
- ▶ Vote whether to adopt a small commercial exemption.

3

Property Assessment Review

- ▶ Fiscal Year 2024 was an Interim Revaluation Year for the Assessing Department with the Department of Revenue certifying assessed values on November 2, 2023.
- ▶ Groton's Next Certification year is FY 2027.
- ▶ Arms length sales that occurred during the Calendar Year 2022 were used to establish the Fiscal Year 2024 Assessment.
- ▶ MGL requires that Assessors value properties at a median assessment to sales ratio (ASR) of 90% to 110%.
- ▶ For FY24, the Assessors used a median ASR of 96% for our largest class.

4

Property Assessment Review (continued)

Property Class	101	102	Misc 103,109	104	105	111-112	130-132	300's
FY 2023 # of Parcels	3,246	307	25	132	11	12	464	91
ASR Statistics: Sale Prices/ FY 2024 Assessed Values								
Total # of Sales > \$1,000	145	54	0	13	1	3	44	15
# Arms-Length Sales	102	21	0	8	0	0	2	4
% AL Sales/Parcels	3.14%	6.84%	0%	6.06%	0%	0%	0.43%	4.40%
Median ASR*	0.96	0.95	0.00	0.97	0.00	0.00	1.01	0.92

Source: DLS LA3 Statistics

5

Property Assessment Review (continued)

% Change in Average Assessments by Property Type

Property Type	FY23 Average	FY24 Average	% Change
Single Family	\$633,985	\$694,934	9.61%
Condominium	\$377,728	\$396,564	4.99%
Two Family	\$583,808	\$661,260	13.27%
Commercial	\$877,989	\$868,316	1.10%
Industrial	\$1,107,069	\$774,000	-30.09%
Personal Property	\$320,960	\$326,364	1.68%

6

New Growth

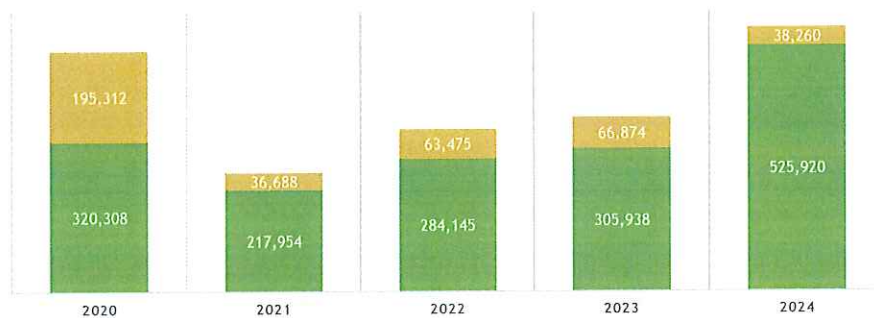
- ▶ New Growth is defined by the DOR as a dollar increase in the annual levy limit that reflects additions to the community's tax base since the last fiscal year.
- ▶ New Growth was certified on November 2, 2023 at \$36,072,948 in Assessed value or \$564,180 in Tax Levy Growth (based on the FY23 tax rate of \$15.64).

7

New Growth Value

TOWN OF GROTON

■ Residential & Open Space ■ Commercial, Industrial, & Personal Property

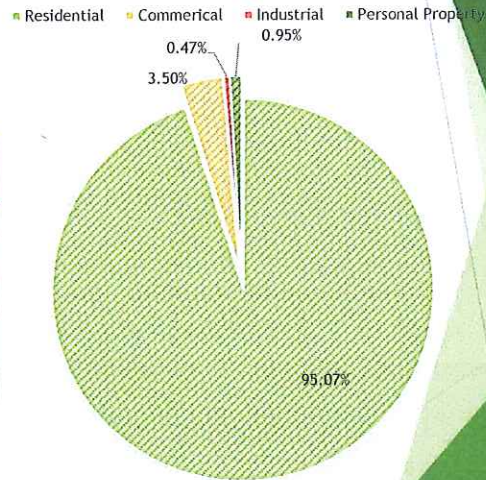


Fiscal Year	Total New Growth
2020	515,620
2021	254,642
2022	347,620
2023	372,812
2024	564,180

8

Fiscal 2024 Value by Class

	Value	% of Levy
Residential	2,603,413,570	95.07%
Commercial	95,898,407	3.5%
Industrial	12,951,700	0.47%
Personal Property	26,109,140	0.95%
Total Value	2,738,372,817	100%



9

Historical Percent of the Levy by Class

Fiscal Year	Residential % of Levy	CIP % of Levy
2020	94.24 %	5.76 %
2021	94.33 %	5.67 %
2022	94.26 %	5.74 %
2023	94.35%	5.65%
2024	95.07%	4.93%

10

Establishing the Tax Rate

▶ FY23 Levy Limit:	\$35,383,886		
▶ 2.5% allowed growth:	\$884,597		
▶ New Growth:	<u>\$564,180</u>		
▶ FY24 Levy Limit:	\$36,832,663	(Baseline for FY24 calculations)	
▶ Exclusions:	\$4,732,787		
▶ High School (5/99)	\$406,982	Library Roof (2/20)	\$77,963
▶ Central Fire (4/14)	\$480,713	Flo Ro Constr (5/21)	\$474,150
▶ Senior Center (5/18)	\$390,238	Flo Ro Constr #2 (5/21)	\$1,540,950
▶ DPW Facility (5/19)	\$323,685	Flo Ro Constr #3 (5/21)	\$1,038,106

Maximum amount to be raised: $\$36,832,663 + \$4,732,787 = \underline{\$41,565,450}$

11

How the Tax Rate is Calculated

FY 2024 Property Tax Levy	\$41,320,528	
<hr/>	<hr/>	= 0.01509
FY 2024 Town's Taxable Valuation	\$2,738,372,817	

or

\$15.09 per thousand dollars of assessed value if a uniform rate is selected tonight.

The Full shift of 1.5% = a \$14.70 residential tax rate and a \$22.63 Commercial/Industrial/ Personal Property Tax Rate.

12

Historical Tax Rate Year to Year

Year	Tax Rate
2015	\$18.27
2016	\$18.78
2017	\$18.26
2018	\$18.67
2019	\$18.11
2020	\$17.38
2021	\$17.60
2022	\$17.19
2023	\$15.64
2024	\$15.09

13

Selection of Minimum Residential Factor

- ▶ A residential factor of 1 will result in the taxation of all property at the same rate (single tax rate).
- ▶ A residential factor of less than 1 increases the share of the levy raised by Commercial , Industrial and Personal Property (CIP) owners and reduces the share paid by the residential property owners (split tax rate).
- ▶ The minimum residential factor for the Town of Groton for Fiscal Year 2024 is 00.9741, as determined by the Massachusetts Department of Revenue.

Source: DLS- LA-5 Options

14

Residential Factor/ Split Tax Rate

- ▶ MGL Ch 40 § 56 allows a shift of up to 1.5 of the tax burden between the classes of property.
- ▶ The impact on the Property Class rate is as follows:

CIP Factor	Residential	CIP	Residential	Comm/Indust/PP (CIP)	Total
1.00	\$15.09	\$15.09	\$39,284,046	\$2,036,482	\$41,320,528
1.25	\$14.89	\$18.86	\$38,774,931	\$2,454,597	\$41,320,528
1.50	\$14.70	\$22.63	\$38,265,816	\$3,054,712	\$41,320,528

Source: DLS Options Table

15

Average Property Examples

Single Tax Rate:

Avg. Single Family House Value =	\$694,934 x	\$15.09/1000	=	\$10,486.55
Avg. Commercial Value =	\$868,316 x	\$15.09/1000	=	\$13,102.89

Split Rate with CIP 125%:

Avg. Single Family House Value =	\$694,934 x	\$14.89/1000	=	\$10,347.57
Avg. Commercial Value =	\$868,316 x	\$18.86/1000	=	\$16,376.44

Split Rate with CIP 150%:

Avg. Single Family House Value =	\$694,934 x	\$14.70/1000	=	\$10,215.53
Avg. Commercial Value =	\$868,316 x	\$22.63/1000	=	\$19,649.99

To save the Residential taxpayer \$271 we would have to shift the burden to the Commercial taxpayer and increase their tax bill by \$6,547.

*Average values are rounded

16

Historical Recap of Average Single Family Tax Bill

Year	Average Single Family Value	% Change of Value YOY	Average Single Family Tax Bill	\$ Change YOY	% Change YOY
2015	\$398,416	0.99%	\$7,279	\$422	6.15%
2016	\$401,426	0.76%	\$7,539	\$260	3.57%
2017	\$428,395	6.72%	\$7,822	\$283	3.75%
2018	\$428,624	0.05%	\$8,002	\$180	2.30%
2019	\$458,228	6.91%	\$8,299	\$297	3.71%
2020	\$498,184	8.72%	\$8,658	\$359	4.33%
2021	\$506,071	1.58%	\$8,907	\$249	2.88%
2022	\$535,100	5.74%	\$9,198	\$291	3.27%
2023	\$633,985	18.48%	\$9,916	\$718	7.81%
2024	\$694,934	9.61%	\$10,487	\$571	5.76%

17

Selection of Open Space Discount

- ▶ There are no parcels in Groton currently classified as open space.
- ▶ Open Space is defined in Massachusetts General Law as:

MGL Chapter 59 Sec 2A(b) "Class two, open-space", Land which is not otherwise classified and which is not taxable under the provisions of chapters sixty-one, sixty-one A or sixty-one B, or taxable under a permanent conservation restriction, and land not held for the production of income but is maintained in an open or natural condition, which contributes significantly to the benefit and enjoyment of the public".

- ▶ The open space discount has a maximum discount of 25%.

18

Residential Exemption

* This option must be established early in the year so that residents can apply for the Exemption prior to the setting of the tax rate.

- ▶ Must be owner-occupied, primary residence to qualify and must apply annually prior to the Classification Hearing.
- ▶ A residential exemption is a redistribution of the tax levy among Residential property owners.
- ▶ Typically, the intent of the Residential Exemption is to shift the tax burden to rental and vacation properties.
- ▶ Only 16 of 351 communities adopt a residential exemption:

Barnstable, Boston, Brookline, Cambridge, Chelsea, Everett, Malden, Nantucket, Provincetown, Somerset, Somerville, Tisbury, Truro, Waltham, Watertown, Wellfleet

19

Granting a Small Commercial Exemption

- ▶ The Selectboard may adopt a small commercial exemption.
- ▶ This exemption is for commercial parcels (property class three) occupied by businesses with an average annual employment of not more than ten people during the previous calendar year and with assessed values of less than one million dollars.
- ▶ The intent of the exemption is to give a tax reduction to small commercial property owners at the expense of the larger commercial and industrial parcels.
- ▶ The Board can choose an exemption that reduces the taxable valuation of each eligible parcel by a percentage of up to 10%.

20

Classification Vote Summary

- ▶ 1. Vote a Selection of a Minimum Residential Factor
A Factor of 1 yields a single rate and would result in a \$15.09 rate.
- ▶ 2. Vote on whether to adopt a Residential Exemption
With a low number of non-owner occupied properties, this shifts a portion of the residential levy from lower-valued residential properties to higher valued properties.
Only 16 communities in the Commonwealth have a Residential Exemption.
- ▶ 3. Vote on whether to adopt a Small Commercial Exemption
This exemption is for commercial properties valued under \$1 million and occupied by business(s) with less than ten employees.
This exemption benefits property owners, typically not small business tenants.
This shifts up to 10% of the value of those properties to other commercial and industrial properties.

**SELECT BOARD MEETING MINUTES
MONDAY, NOVEMBER 6, 2023
UN-APPROVED**

SB Members Present: Peter Cunningham, Chair; John Reilly, Vice Chair; Alison Manugian, Clerk; Matt Pisani; Becky Pine

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Vanessa Abraham, Library Director

Library Trustees: Mark Gerath; Kristen von Campe; Helena Altsman

Mr. Cunningham called the meeting to order at 7:00 PM.

ANNOUNCEMENTS

Mr. Cunningham reminded everyone that Election Day is Tuesday, November 7, 2023. The question of the Debt Exclusion Override for the PFAS solution at the Groton Dunstable Regional High School will be on the ballot. Polling hours will be from 11:00 a.m. to 7:00 p.m. Precinct One will be at the Groton Center, and Precincts Two and Three will be at the Middle School South gymnasium.

Ms. Pine announced that the Non-Profit Council will meet on Monday, November 13th, at 10:00 a.m. She said anyone representing an active non-profit organization in Groton is welcome to attend.

Mr. Haddad said the Board of Assessors received notice that the Fiscal Year 2024 values were approved. The Tax Classification hearing notice has been posted on the town's website, and the Board of Assessors will attend the Select Board meeting on November 20, 2023. He also wanted to encourage interested individuals to apply for the Sewer Commission vacancy; please get in touch with the Sewer Office for more information.

Mr. Haddad announced that the town received its annual rent check from the Friends of Prescott in the amount of \$20,000. He also said the Town of Groton received their Third Quarter Groton Communities Fund Payment from the Groton Hill Music Center in the amount of \$10,550, bring the total amount received in the last year to \$48,292.

Ms. Pine said the Commemoration of Veterans Day would be held at the Fire Station on Saturday, November 11th, at 11:00 a.m. The Commemorations and Celebrations Committee organized the celebration, and Ms. Pine encouraged everyone to attend.

VOTE TO AUTHORIZE THE TOWN MANAGER AND THE CHAIR TO SIGN THE WARRANTS FOR THE NEXT 30 DAYS.

Ms. Pine made a motion to authorize the Town Manager and the Select Board Chair to sign the Warrants for the next 30 days. Mr. Pisani seconded the motion. The motion carried unanimously.

PUBLIC COMMENT PERIOD

Phil Fransisco from the Sustainability Commission wanted to thank those who attended the Solar and Battery Power Seminar. He announced that a session on waste stream will take place on Wednesday, December 6th, before the holiday season.

Groton Public Library Director Vanessa Abraham announced the Library's holiday hours. The library will be open on Friday, November 10th and Sunday, November 12th. However, it will be closed on Saturday, November 11th, Veterans Day. Also, the library will be open during regular hours, Friday through Sunday, for the Thanksgiving holiday.

TOWN MANAGERS REPORT

1. FY 2025 Budget Preparation Update

Mr. Haddad explained that he wants to provide a weekly update under the Town Manager's Report at each meeting as he works to develop and approve the FY 2025 Operating Budget. He said that as far as the week's update was concerned, the Budget Kick-Off meeting was held last week, and Department Heads are in the process of preparing their budgets. Mr. Haddad said that if the Town works cooperatively with the Town of Dunstable and the Groton Dunstable Regional School District, the town could keep the potential override amount below \$6 million. He will continue to update the Board every week.

2. Update on Select Board Meeting Schedule Through the End of the Year

Monday, November 20, 2023	Annual Tax Classification Hearing
Monday, November 27, 2023	No Meeting
Monday, December 4, 2023	Workshop to Discuss Transition to New Light Department General Manager and Climate Change Initiatives
Monday, December 11, 2023	Public Safety Officials- review Housing Construction Impact and Examine Traffic Patterns, etc.
Monday, December 18, 2023	Regularly Scheduled Meeting
Monday, December 25, 2023	No Meeting (Christmas Day)
Monday, January 1, 2023	No Meeting (New Year's Day)
Monday, January 8, 2023	Regularly Scheduled Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. Consider Approving a One Day Wine and Malt Beverage License for Prescott Community Center/Friends of Prescott for the Community Spelling Bee to be held on Friday, November 17, 2023, from 6:30 p.m. to 10:00 p.m.

Ms. Manugian made a motion to approve a One Day Wine and Malt Beverage License for the Prescott Community Center/Friends of Prescott for the Community Spelling Bee, to be held on Friday, November 17, 2023, from 6:30 p.m. to 10:00 p.m. Ms. Pine seconded the motion. The vote carried unanimously.

**IN JOINT SESSION WITH THE BOARD OF LIBRARY TRUSTEES- CONSIDER APPOINTING JENNIFER PETERSEN TO
FILL A VACANCY ON THE BOARD OF LIBRARY TRUSTEES UNTIL MAY 2024 ANNUAL TOWN ELECTION**

Mr. Haddad said the Board of Library Trustees has an advertised vacancy, and interviews were conducted. The Board of Library Trustees Members, Ms. von Campe, Mr. Gerath, and Ms. Altsman, were in attendance to respectfully request that the Select Board consider appointing Jennifer Petersen to the Board of Library Trustees.

Ms. von Campe, Board of Library Trustee Vice Chair, called the meeting of the Library Trustees to order.

Ms. von Campe mentioned that the Board of Library Trustees interviewed seven applicants. She said there was a wealth of talent from the applicants, and everyone was uniquely qualified. Ms. Petersen has a long history with the library, and they believe she will hit the ground running in the position. Ms. Petersen's cover letter was provided to the Board.

Ms. Petersen said it was an honor and a privilege to be asked to join the Board of Trustees. Ms. Pine, who knows her from a book group at the Library, described her as a highly knowledgeable candidate. Mr. Pisani said he was involved in various organizations with her; she is always involved in the community and had only great things to say about her.

Mr. Pisani made a motion to appoint Jennifer Petersen, until the May 2024 Annual Town Election, to the Board of Library Trustees. Mr. Reilly seconded the motion. Roll Call vote: Pine-aye; Manugian-aye; Reilly-aye; Cunningham-aye; Pisani-aye; Gerath-aye; von Campe-aye; Altsman-aye.

ON-GOING ISSUES

- B. PFAS Issue- Mr. Haddad wanted to urge everyone to come out and vote to pass the debt exclusion override on Tuesday, November 7th.

Approval of Minutes from October 30, 2023

Ms. Pine made a motion to approve the regularly scheduled meeting minutes of October 30, 2023, as presented. Ms. Manugian seconded the motion. The motion carried unanimously.

The meeting was adjourned at 7:18 p.m.

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