



# 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*

**Town Manager**  
Mark W. Haddad

**SELECT BOARD MEETING  
MONDAY, DECEMBER 11, 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.    Vote to Set the Maximum Useful Life of the New Fire Truck at 20 Years
  2.    FY 2025 Budget Update
  3.    Update on Select Board Meeting Schedule Through the End of the Year
- II.            6:10 P.M.            Items for Select Board Consideration and Action
1.    Consider Annual License Renewals
  2.    Consider Drafting a Letter Supporting the Affordable Housing Trust's CPA Application for the Second Installment of the Plan to Build up Cash Reserves to Respond to Properties Coming on the Market
- III.            6:15 P.M.            Workshop with Public Safety Officials to Review Impact of New Housing Developments in Groton

### 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.    Administrator's Working Group on FY 2025 Budget

### SELECT BOARD LIAISON REPORTS

- IV.            Minutes:            Regularly Scheduled Meeting of December 4, 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:** *December 11, 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 is one item scheduled on Monday's Agenda. In conjunction with one of the Board's Annual Goals, we have scheduled a workshop with our Public Safety Officials to review the impact of new housing developments in Groton.

1. At the April 30, 2022 Spring Town Meeting, the Town voted to borrow \$800,000 for a new Fire Truck. As the Truck is scheduled for delivery this Spring, Treasurer/Tax Collector Hannah Moller is planning on borrowing the funds in February. In reviewing the debt service budget and attempting to keep in levy debt at between \$250,000 and \$300,000 annually, we have determined that it makes the most sense to pay this debt off over 20 years. Fire Trucks typically last 25 years with a refurbishment after 15 years. To borrow the funds for 20 years, the Select Board needs to declare that the Maximum Useful Life of the Fire Truck is 20 years. Enclosed with this Report is the proposed vote I would respectfully request the Board take. We can discuss this further at Monday's meeting.
2. Last Tuesday, we held the first Administrators' Working Group meeting to discuss the FY 2025 Budget and the potential for an override to balance the Budget. As I had told the Board, I formed this group to allow Groton, Dunstable and Groton Dunstable Regional School District Officials to work together in a cooperative manner as we deal with a very difficult Budget in FY 2025. Members of the Working Group include me, Patricia DuFresne and Bud Robertson from Groton; Jason Silva and Jake Lewon from Dunstable; and Laura Chesson, Sherry Kersey, Fay Raynor and Lacey McCabe from the Groton Dunstable Regional School District. During the first meeting, I stressed the importance of Groton and Dunstable agreeing on a budget for the District. With both Towns needing an override to balance their respective FY 2025 Budgets, it is crucial for this Agreement.

***Continued on Next Page – Over >***

**Select Board**  
**Weekly Agenda Update/Report**  
**December 11, 2023**  
**page two**

2. **Continued:**

We spent time discussing the issues surrounding the School District Budget, including budget drivers and the work done by the Tri-Comm Working Group over the summer. It was a very positive meeting and we are in the process of developing a plan to bring back to the Groton Select Board and Finance Committee and the Dunstable Board of Selectmen and Advisory Committee. One item of discussion that I would like the Board to begin considering is when to call for the Override Vote. There are two schools of thought on this. One is the traditional way Groton has handled it in the past. First, Town Meeting would consider the budget and be asked to approve two budgets; a balanced budget within the current anticipated FY 2025 Levy Limit and a contingent budget based on the approval of a Proposition 2½ Override. The Override Question would then be placed on the 2024 Annual Town Election Ballot. The second way would be to hold a Special Election prior to Town Meeting so that Town Meeting would know exactly what is available to balance the budget. The Special Election could be held in late March/early April. In addition, both Groton and Dunstable would hold Special Elections on the same day. This would show the unity between the two Towns and the importance of supporting the request. I would like to spend some time at Monday's meeting discussing this in more detail with the Select Board.

3. 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, December 18, 2023	-Preliminary FY 2025 Budget Presentation
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. Enclosed with this report are the proposed license renewals for Calendar Year 2024. I would respectfully request that the Board consider approving these licenses at the meeting.
2. The Affordable Housing Trust has requested that the Select Board consider drafting a letter to the Community Preservation Committee in support of their CPA Application for the Second Installment of their plan to build up cash reserves to respond to properties coming on the market. We can discuss this in more detail at Monday's meeting.

MWH/rjb  
enclosures



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**Town Manager**  
Mark W. Haddad

### VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Groton, Massachusetts, certify that at a meeting of the Groton Select Board held on Monday, December 11, 2023, of which meeting all members of the Board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the Board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the \$800,000 borrowing authorized by the vote of the Town passed April 30, 2022 (Article 7) is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Fire Truck	\$800,000	20 Years

I further certify that the vote was taken at a meeting open to the public, that the vote was not taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: \_\_\_\_\_, 2023

\_\_\_\_\_  
Clerk of the Select Board



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Rebecca H. Pine, Member  
Matthew F. Pisani, Member

**Town Manager**  
Mark W. Haddad

**TO:** Mark Haddad, Town Manager  
**FROM:** Kara Cruikshank, Executive Assistant  
**DATE:** December 7, 2023  
**RE:** 2024 License Renewals – Alcohol, Common Victualler (CVL) & Class II

The following licenses require Select Board approval for renewal for calendar year 2024:

- **Omahi Realty, LLC, dba Boston Road Market, Piyush Patel, Manager**  
Located at 871 Boston Road  
All Alcohol Package Store & CVL  
Hours of Operation: Mon-Sat 8:00 AM – 11:00 PM; Sun 10:00 AM – 10:00 PM  
Licenses to expire on December 31, 2024
- **Groton Market, Inc., John Madigan, Manager**  
Located at 235 Main Street  
All Alcohol Package Store  
Hours of Operation: Mon-Sat 9:00 AM - 9:00 PM, Sun 12:00 AM - 6:00 PM  
License to expire on December 31, 2024
- **Filho's Cucina, Inc., dba Filho's Cucina, Paolo Filho, Manager**  
Located at 235 Main Street  
CVL & Carry-In  
Hours of Operation: Mon-Thurs 11:00 AM – 8:00 PM, Fri & Sat 11:00 AM – 9:00 PM,  
Sun 12:00 PM – 8:00 PM  
Licenses to expire on December 31, 2024
- **Main House, Inc., Chang Wen Huang, Manager**  
Located at 495 Main Street, Unit 3C  
CVL  
Hours of Operation: Mon-Sun 11:00 AM – 10:00 PM  
License to expire on December 31, 2024
- **FJ Catalano Enterprises, Inc., dba Dunkin Donuts-Groton Center, Steve Catalano, Owner**  
Located at 133 Main Street  
CVL  
Hours of Operation: Sun-Sat: 5:00 AM – 7:00 PM  
License to expire on December 31, 2024

- **Courtney's Donuts, LLC, dba Dunkin Donuts-Groton Forge, Steve Catalano, Owner**  
 Located at 788 Boston Road  
 CVL  
 Hours of Operation: Sun-Sat: 5:30 AM – 7:00 PM  
 License to expire on December 31, 2024
- **Courtney's Donuts, LLC, dba Dunkin Donuts-Groton Haffners, Steve Catalano, Owner**  
 Located at 318 Main Street  
 CVL  
 Hours of Operation: Sun-Sat: 6:00 AM – 7:00 PM  
 License to expire on December 31, 2024
- **Energy North Incorporated., dba: Haffner's 3120, Ruth Fichter, Manager**  
 Located at 318 Main Street  
 CVL  
 Hours of Operation: Sun-Sat 6:00 AM – 10:00 PM  
 License to expire on December 31, 2024
- **Gibbet Hill Grill LLC, dba Gibbet Hill Grill Restaurant and The Barn at Gibbet Hill Function Hall, Martha Lisio, Manager**  
 Located at 61 Lowell Road  
 All Alcohol Restaurant (2) & CVL (2)  
 Hours of Operation (Barn & Grill): Mon-Sun 11:00 AM – 1:00 AM  
 Licenses to expire on December 31, 2024
- **Groton Medical Wellness Spa, LLC, dba Evans Energy Wellness Café, Arwyn Lennon, Manager**  
 Located at 493 Main Street  
 CVL  
 Hours of Operation: Mon-Fri 9:00 AM - 5:00 PM  
 License to expire on December 31, 2024
- **Seven Hills Pediatric Center, Cynthia Andrews, Manager**  
 Located at 22 Hillside Ave  
 CVL  
 Hours of Operation: 24/7  
 License to expire on December 31, 2024
- **Masa, Inc., dba Tequila's Mexican Cantina, Eric Brambila, Manager**  
 Located at 765 Boston Road  
 All Alcohol Restaurant & CVL  
 Hours of Operation: Mon to Friday 11:00 AM - 11:00 PM  
 Sat and Sun 10:00 AM- 11:00 PM  
 Licenses to expire on December 31, 2024
- **Shaw's Supermarkets, Inc., dba Shaw's Supermarket #627, Dan Bolduc, Manager**  
 Located at 760A Boston Road  
 CVL  
 Hours of Operation: Mon to Sat 7:00 AM - 10:00 PM, Sun 7:00 AM – 9:00 PM  
 License to expire on December 31, 2024
- **Blackbird Café, Inc., dba Blackbird Café, Jennifer Abraham and Jordan Flowers, Manager**  
 Located at 493 Main Street  
 Unit G  
 CVL  
 Hours of Operation Mon-Sun: 7:00 AM – 2:30 PM  
 License to expire on December 31, 2024

- **Country Butcher & Deli, Inc., Patrick Gaudet, Manager**  
 Located at 68 Boston Road  
 CVL  
 Hours of Operation: Tues-Fri 9:00 AM–5:00 PM, Sat 9:00 AM–3:00 PM,  
 Sunday/Monday-Closed  
 License to expire on December 31, 2024
- **RiverCourt Residences, Jessica Fenzel, Manager**  
 Located at 8 West Main Street  
 CVL  
 Hours of Operation: Sunday- Saturday, 8:30 AM to 6:30 PM  
 License to expire on December 31, 2024
- **128 Main Street, LLC; dba: The Groton Inn; Michael Noseworthy, Manager**  
 Located at 128 Main Street  
 All Alcohol Restaurant, CVL, Entertainment, and Sunday Entertainment  
 Hours of Operation: Mon-Sat 8:00 AM – 1:00 AM, Sun 10:00 AM – 1:00 AM  
 Licenses to expire on December 31, 2024
- **128 Main Street, LLC; dba: Forge & Vine; Michael Noseworthy, Manager**  
 Located at 128 Main Street  
 All Alcohol Restaurant, CVL, Entertainment, and Sunday Entertainment  
 Hours of Operation: Mon-Sun 10:00 AM – 1:00 AM  
 Licenses to expire on December 31, 2024
- **Station House Restaurant, LLC, dba: The Station House, Andrew L. McElroy, Manager**  
 Located at 20 Station Ave  
 All Alcohol Restaurant  
 Hours of Operation: Mon-Sun 8:00 AM – 12:00 AM  
 License to expire on December 31, 2024
- **Gilson Family Herb Enterprises, dba The Herb Lyceum, William Gilson, Manager**  
 Located at 368 Main Street  
 All Alcohol Restaurant, CVL, Entertainment & Sunday Entertainment  
 Hours of Operation: Mon-Sun 11:00 AM – 11:00 PM  
 Licenses to expire on December 31, 2024
- **Bruno Ferreira, dba Bruno's Pizzeria, Bruno Ferreira, Manager**  
 Located at 195 Main Street  
 CVL  
 Hours of Operation: Mon-Sun 9:30 AM – 8:30 PM  
 License to expire on December 31, 2024
- **Santi's Restaurant & Dairy Bar, dba Johnson's Restaurant & Dairy Bar, Richard Santiano, Manager**  
 Located at 164 Boston Road  
 CVL & Carry-In  
 Hours of Operation:  
 Summer Hours: Mon-Sun 6:00 AM – 9:00 PM  
 Winter Hours: Mon-Sun 6:00 AM – 2:00 PM  
 Licenses to expire on December 31, 2024

- **Dolce Amar Sweets to Love, Raffaella Gutterman, Manager**  
 Located at 497 Main Street, Suite A  
 CVL  
 Hours of Operation: Wed-Fri 7:00 AM – 5:00 PM,  
 Saturday 8:00 AM-5:00 PM, and  
 Sunday 9:00 AM- 2:00 PM  
 Closed Monday and Tuesday  
 License to expire on December 31, 2024
- **Salt & Light, Café, Josiah & Linda Coleman, Manager**  
 Located at 159 Main Street  
 CVL  
 Hours of Operation: Mon-Sat 6:00 AM to 4:00 PM  
 Closed Sunday  
 License to expire on December 31, 2024
- **NESSP Sai Canteen, Siva Kandukuri, Manager**  
 Located at 99 Shirdi Way  
 CVL  
 Hours of Operation: Monday- Sunday 8:00 AM- 10:00 PM  
 License to expire on December 31, 2024
- **GPH Pub, LLC, dba: The Groton Publick House Pub and Eatery, Christopher Frothingham, Manager**  
 Located at 94 Lovers Lane  
 All Alcohol Restaurant (2) and CVL (2)  
 Hours of Operation: Daily 10:00 AM – 1:00 AM (Restaurant & Function Hall)  
 Licenses to expire on December 31, 2024
- **Hollis Street Nutrition, Julie Flynn, Manager**  
 Located at 30 Hollis Street  
 CVL  
 Hours of Operation: Mon - Fri 7:00 AM – 4:00 PM; Sat 8:00 AM – 2:00 PM  
 License to expire on December 31, 2024
- **Groton Towing, Inc., Robert Olson, Manager**  
 Located at 455 Main Street  
 Class II  
 Hours of Operation: 24/7 for towing  
 License to expire on December 31, 2024
- **A.L. Prime Energy, Mark Shiekhabdou, Manager**  
 Located at 619 Boston Road  
 CVL  
 Hours of Operation: Mon-Sat 6:00 AM – 10:00 PM; Sun 7:00 AM – 9:00 PM  
 License to expire on December 31, 2024
- **Shree Hari Om, LLC, dba: Groton Wine & Spirits; Utsav Patel, Manager**  
 Located at 768 Boston Road  
 All Alcohol Package Store  
 and CVL  
 Hours of Operation: Mon-Wed 10:00 AM – 9:00 PM;  
 Thurs-Sat 10:00 AM – 10:00 PM; Sun 10 AM-7 PM  
 Licenses to expire on December 31, 2024



- **Indralok, Inc., dba: Country Farms; Romulo Roma, Manager**  
 Located at 127 Main Street  
 Wine & Malt Package Store  
 Hours of Operation: Mon-Sun 6:00 AM – 10:00 PM  
 License to expire on December 31, 2024
- **Groton House of Pizza, Theo Stefanakos, Manager**  
 Located at 129 Main Street  
 CVL  
 Hours of Operation: Mon-Sat 11:00 AM – 8:00 PM  
 Closed Sunday  
 License to expire on December 31, 2024
- **The Groton Hill Music Center, Lisa Fiorentino, Manager**  
 Located at 122 Old Ayer Road  
 All Alcoholic Beverages, CVL, Entertainment & Sunday Entertainment  
 Hours of Operation: Sun-Sat 12:00 PM- 10:00 PM  
 Licenses to expire on December 31, 2024
- **Esquared Hospitality; Eric Brown, Manager, dba: Third Space Kitchen & Events**  
 Located at 491 Main Street, Unit E  
 CVL, Carry-In  
 Hours of Operation: Sun-Sat 7:00 AM-10:PM  
 Licenses to expire on December 31, 2024
- **786 Mobil Mart, Inc; Malik Hassan, Manager, dba; Mobil Groton Mart**  
 Located at 6 Boston Road  
 CVL and BYOB  
 Hours of Operation: Sun-Sat 6:00 AM-10:00 PM  
 Licenses to expire on December 31, 2024

**SELECT BOARD MEETING MINUTES  
MONDAY, DECEMBER 4, 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; Michael Luth, Police Chief; Steele McCurdy, Fire Chief; David Stairs, Patriot RECC Director of Operations; Phil Francisco; Kevin Kelley, Groton Electric Light Department Manager; Eric Fisher (virtually present), Kevin Lindemer, and Rodney Hersh, Groton Electric Light Commissioners

Mr. Cunningham called the meeting to order at 6:00 PM.

**ANNOUNCEMENTS**

Mr. Cunningham mentioned that Groton had a wonderful weekend with Winterfest, and many events took place on Main Street. He also said that the Groton Women’s Club held a spectacular greens sale at the Williams Barn over the weekend. Mr. Haddad took a moment to thank the Groton Women’s Club for the two beautiful wreaths hung on Town Hall’s front door and for their generosity.

Ms. Pine said the Interfaith Council had their Annual Tree Lighting, followed by a walk of light. They always choose a group or individual to light the tree as an honor. This year, the Prescott Community Center was honored, led the walk, and lit the tree.

Ms. Pine announced that the Conservation Commission unanimously voted to name Parcel 232-56 as Nipmuck Meadows. She mentioned that a ceremony will be held in 2024 where a plaque or sign will be given.

Mr. Cunningham said Union Congregational Church will hold its annual Christmas concert on Sunday, December 10th, and Monday, December 11th.

**PUBLIC COMMENT PERIOD**

Mr. Phil Francisco of the Sustainability Commission announced that a Waste Stream seminar would be held on Wednesday, December 6th, at 7:00 PM at the Groton Center.

**TOWN MANAGER’S REPORT**

**1. Additional Information from the Town Manager on Patriot Regional Emergency Communications Center (RECC)/ Consider Joining Patriot RECC.**

Police Chief Luth, Fire Chief McCurdy, and David Stairs, Patriot Regional Emergency Communications Center Director, were in attendance for the discussion.

Mr. Haddad said people have expressed concerns that more time should be spent examining the potential of Groton joining the Patriot Regional Emergency Communications Center. He then read an email into the record that he had sent to the Select Board to respond to those concerns. Mr. Haddad said he understands the need for a thorough analysis, but he believes they have done this and that joining the RECC will ultimately improve Groton’s overall operations. He added that Chief Luth, Chief

McCurdy, Mr. Stairs, and he have been working closely. Mr. Haddad is confident that they are in a position to move forward with this proposal.

Mr. Cunningham mentioned that some of the members of the Board had an opportunity to visit the Patriot RECC and were impressed by what they saw. Mr. Haddad said this will be Patriot's third time adding a community/communities to the RECC. They learned from the previous transitions. This transition should be seamless. Ms. Manugian said there will be changes, but they are trying to determine the best long-term changes.

Mr. Haddad said after the last Select Board Meeting when he proposed joining the Patriot Regional Emergency Communications Center (RECC), the Board decided to delay the decision for two weeks to gather more information on the impact of joining the Patriot RECC. Mr. Haddad wanted to bring this matter back to the Board for a final decision. To assist the Board in its decision-making process, he offered and presented the following information that has taken place since the November 20<sup>th</sup> Select Board Meeting.

(Please refer to Town Managers Report and Supplemental Information for an Update to Budget for Joining Patriot Regional Emergency Communications Center).

#### Comments/Questions

*Ms. Manugian inquired about Dunstable's potential contribution to the RECC's building capital. Mr. Haddad said Dunstable wouldn't contribute to any building improvements in Groton. Mr. Stairs replied that he hadn't discussed it with Dunstable yet.*

*Mr. Cunningham believes the station needs administrative staff support from 7:00 a.m. to 7:00 p.m. He said there are concerns that people who come to the building might be unable to enter if they knock on the door. Ms. Manugian thinks starting with a few administrative staff hours would be better and could easily increase the time. She asked if any existing employees could shift their roles for coverage at the station. Mr. Haddad and Chief Luth spoke about this, and he explained one dispatch employee could be retained to help with the operation at the station. Mr. Stairs said he has been meeting with some Groton dispatchers who seem excited to join the Patriot RECC if there is a transition.*

*Mr. Haddad wanted to make clear that the Groton Police Officers' response time would remain the same; the officers would still be stationed in Groton. Mr. Stairs said this is a common misconception.*

*Mr. Reilly asked what would happen to our IT employees if we transitioned to the RECC. Mr. Haddad said the Patriot RECC will hire their own IT Director. He said our IT employees will still have plenty of other work within the town.*

*Ms. Pine mentioned that she was initially uncomfortable with the change. However, after more conversations and visiting the site, she believes the town will receive better service. The town has always faced a staff shortage, but Patriot is a larger facility and will have a minimum of three dispatchers at all times, which means more coverage. Ms. Pine thinks that having a dedicated IT person is the right decision. Mr. Stairs will begin training the dispatchers immediately.*

*Mr. Pisani said his initial concern was to keep the Groton dispatchers as whole as possible. He said Townsend has nothing but exemplary things to say about Patriot RECCs service. He does not see a downside to this change.*

*Chief Luth said he included administrative staff coverage in his proposal after speaking with other local Police Chiefs. They said it was challenging to operate without the support. Chief McCurdy believes the collaboration between the Police and Fire departments will only strengthen the communication and emergency response throughout the Patriot RECC system.*

*Mr. Reilly asked if the Inter-Municipal Agreement would be renewed annually. Mr. Stairs said it would automatically renew.*

*Mr. Robertson said the Groton residents need to understand the savings of joining Patriot RECC. Mr. Robertson supports this change.*

After careful consideration and deliberation, Mr. Haddad recommended selecting the Patriot Regional Emergency Communications Center.

*Ms. Pine made a motion to join the Patriot Regional Emergency Communications Center (RECC) on or about July 1st, 2024, and direct the Town Manager to take the steps necessary to effect that change. Mr. Pisani seconded the motion.*

Mr. Reilly wanted to say he has the utmost respect for dispatchers and wants to ensure they are taken care of.

The motion carried unanimously.

Mr. Haddad thanked Mr. Stairs for his time.

## **2. FY 2025 Budget Update.**

Mr. Haddad said the preliminary review of the FY 2025 Budget had been completed. He thanked the Select Board and members of the Finance Committee for attending so many of the budget meetings with the Department Heads. He believed this gave a great understanding of the process and the issues the Town faces. He said the Department Heads did a phenomenal job and was happy the Board could see that up close and personal and see the Department Heads at their best. The Finance Team and Mr. Haddad are in the process of preparing the final Proposed FY 2025 Budget in compliance with the Guidance provided by the Select Board and Finance Committee. He said if the town is unsuccessful in an Override of Proposition 2 ½, they will have to make some significant reductions in the budget. Mr. Haddad would like to hold a preliminary FY 2025 Budget discussion on December 18<sup>th</sup> with the Select Board and Finance Committee.

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

Monday, December 11, 2023	Annual License Renewal Public Safety Officials-Review Housing Construction Impact and Examine Traffic Patterns, etc.
Monday, December 18, 2023	Preliminary FY 2025 Budget Presentation
Monday, December 25, 2023	No Meeting (Christmas Day)
Monday, January 1, 2024	No Meeting (New Year's Day)
Monday, January 8, 2024	Town Manager's FY 2025 Proposed Budget Presentation

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

**1. Pursuant to the Employment Agreement Between the Town and Police Chief Michael Luth, Consider Notifying Chief Luth of the Board's Intent to Renew the Contract for an additional three-year Term.**

Mr. Haddad said the Police Chief Michael Luth's Contract expires on June 30, 2024. He said Section IIB of the Agreement required the Board to notify the Chief whether they intend to renew the Agreement for an additional term by December 31, 2023. Mr. Haddad enthusiastically recommended that the Select Board vote to notify the Chief that they intend to renew the Contract and enter into contract negotiations on a new three-year agreement.

*Ms. Pine made a motion to notify the Police Chief that the Select Board intends to renew the Contract and enter into contract negotiations on a new three-year agreement. Ms. Manugian seconded the motion. The motion carried unanimously.*

**2. Consider Appointing Damian Huggins to the Diversity Equity and Inclusion Committee.**

*Mr. Reilly made a motion to appoint Damian Higgins to the Diversity Equity and Inclusion Committee, with a term to expire on June 30, 2024. Ms. Pine seconded the motion. The motion carried unanimously.*

**3. Consider Appointing Linda Loren and Ken Horton to the Sustainability Commission and Sue Fitterman as an Alternate Member of the Sustainability Commission.**

*Ms. Pine made a motion to appoint Linda Loren and Ken Horton to the Sustainability Commission and Sue Fitterman as an Alternate Member of the Sustainability Commission, term to expire June 30, 2024. Mr. Pisani seconded the motion. The motion carried unanimously.*

**6:15 p.m.- Workshop with Electric Light Commission and Sustainability Commission to Discuss Transition to the New Light Department General Manager and Climate Change Initiatives.**

The Groton Electric Light Department General Manager, Mr. Kevin Kelly, was present at the meeting along with the Groton Electric Light Commissioners, Mr. Kevin Lindemer, Mr. Rodney Hersh, and Mr. Eric Fisher (virtually present).

The Electric Light Department Chair, Mr. Kevin Lindemer, called their meeting to order.

Mr. Lindemer said they have received numerous resume inquiries for a new General Manager, as Kevin Kelly plans to retire on May 17, 2024. They plan to begin the interviews at the start of the new year. Ms. Pine asked about the interview process. The commissioners and the manager will conduct the process during an

Executive session. They may also conduct preliminary screening during the same session. However, once they have selected the finalists, the interviews must be held in an open session.

Groton Electric Light Department (GELD) met with the Sustainability Commission to align with them and to set an expectation for the future. Mr. Lindemer made a presentation to the Select Board members. A few key points from the presentation were as follows: He explained in 2022, the average electric bill remained the same as in 2006. Unil's average is \$330.99, and National Grid's average is \$329.48. Groton saves an average of \$2,000 annually on electricity compared to Townsend or Ayer. GELD is known for Award-winning customer service, providing low-cost and high-quality service.

(see attached presentation for reference)

Mr. Haddad asked what GELD has in place for a plan to reach the Select Board's goal for sustainable energy. Mr. Lindemer said a path forward has been established and said they welcome ideas from everyone and believe that more ideas lead to better outcomes. They are looking to the Sustainability Commission to ensure sustainable practices are followed. Mr. Kelly mentioned in the near future, there's a large battery installation planned for the new Florence Roche Elementary School and substation. The batteries will be delivered after the snow melts. The project is expected to result in hundreds of thousands of dollars in savings. Mr. Fransisco believes that the batteries will significantly benefit the town and suggested that this could be the start of a Working Group with GELD, the Sustainability Commission, and the Select Board. Mr. Haddad recommended that this was a good start, and he would like to have a follow-up workshop after the first of the year with the Selectboard, Sustainability Commission, and GELD.

GELD adjourned.

### **ON-GOING ISSUES**

- A. Administrator's Working Group on FY 2025 Budget- The first Administrator's Working Group will be held on Tuesday, December 5, 2024.

### **Other Business**

During the previous meeting, Ms. Pine said the Board did not follow a policy when they changed the meeting's start time to 6:00 p.m. She suggested adding this topic to a future Select Board agenda. Mr. Cunningham asked Mr. Haddad to draft a memo and send it out to Boards and Committees to gather feedback regarding changing the start time to 6:00 p.m. on Mondays and to see if this change would affect the operation of their Board/Committee.

### **Approval of Minutes from November 20, 2023**

*Ms. Pine made a motion to approve the minutes of the regularly scheduled meeting from November 20, 2023, as presented. Mr. Reilly seconded the motion. The motion carried unanimously.*

The meeting was adjourned at 7:55 p.m.

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