



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, FEBRUARY 12, 2024
AGENDA

GROTON CENTER
163 WEST MAIN STREET, WEST GROTON, MA

6:00 P.M. Announcements and Review Agenda for the Public – Announce Groton Reads 2024

6:05 P.M. Public Comment Period

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

- 1. Approve and Sign Bonds for Water Debt and BAN for Various Projects**
- 2. Consider Ratifying the Town Manager's Appointment of Erin Trainor as COA Departmental Assistant**
- 3. Review First Draft of the 2024 Spring Town Meeting Warrant**
- 4. FY 2025 Budget Update**
- 5. Update on Select Board Schedule through the 2024 Spring Town Meeting**

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

- 1. Consider Amending Committee Vacancy Policy to Limit the Time a Committee Interest Form will be kept on File for Consideration to Six (6) Months**

III. 6:15 P.M. In Joint Session with the Groton Finance Committee, Groton Dunstable Regional School District Committee, Dunstable Board of Selectmen and Dunstable Advisory Board – Legislative Update with Senator John Cronin, Senator Edward Kennedy, Representative Margaret Scarsdale and Representative Danillo Sena

OTHER BUSINESS –Pursuant to the Charter, authorize the Town Manager and One Member of the Select Board to sign Warrants for the Next 30 Days

ON-GOING ISSUES – Review and Informational Purposes – Brief Comments - Items May or May Not Be Discussed

- A. PFAS Issue**
- B. Green Communities Application and Implementation**
- C. Florence Roche Elementary School Construction Project**

SELECT BOARD LIAISON REPORTS

IV. Minutes: Regularly Scheduled Meeting of February 5, 2024

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.



Groton Public Library: For Immediate Release

Date: 2/9/2024 Contact: Beth Dalal adultprograms@gpl.org Tel: (978) 448-1167

The Groton Public Library Announces: Groton Reads 2024

Groton, MA, Feb. 16, 2024 — The Groton Public Library is pleased to announce our selected title for the 20th Anniversary of Groton Reads, our annual community-wide reading event. Our 2024 pick is **Symphony of Secrets by Brendan Slocumb**, and the month of March will feature themed programs and events based on this fantastic book. **Symphony of Secrets** is a captivating historical novel and intriguing mystery set during the Jazz Age. It explores issues of race, inequality, and how artists and creators should be justly credited and recognized. This time-honored event is made possible thanks to the support of the GPL Endowment Trust, community members, and local organizations. This year we are proud to partner with Groton Hill Music Center.

Books are available to borrow at the library now, with downloadable ebooks and audiobooks accessible on Libby. All formats can be borrowed using a current library card.

Accompanying the book, we will offer a variety of in-person and virtual programs to enhance participants' reading experience. Activities will take place at the library, around town, and online. Here's a small sample:

- **The Music of You with Susan Rogers, former record producer and professor (Zoom)**
- **Introduction to Opera with Daon Drisdorn, professional tenor and educator**
- **Learn to Do the Charleston Dance Class**
- **Roaring 20's Accessories with Kimberly Stoney**
- **Jazz and Gender Justice with Aja Burrell Wood from Berklee College of Music**
- **Live Groton Reads Trivia Night**
- **The Unknown Music of Helen Crane with Bernard Crane**
- **Zoom with the Author- Brendan Slocumb (Zoom)**
- **Roaring 20's Murder Mystery Party**
- **Arts & Music with Groton Hill Music**
- **And much, much more!**

All events are free, but registration is required. These events are expected to fill up quickly, so we recommend signing up when program registrations open on February 16. Preference for some events with limited capacities will be given to Groton residents.

Groton Reads will run March-April 9! To sign up or for more information, please visit our website (gpl.org), call 978-448-1167, or come visit us at the library!



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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Agenda Update/Report*

Date: *February 12, 2024*

TOWN MANAGER'S REPORT

Please note that Monday's meeting will be held at the Groton Center, 163 West Main Street, Groton. 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 Board will be meeting in joint session with members of the Groton Finance Committee, Groton Dunstable Regional School District Committee, Dunstable Board of Selectmen and Dunstable Advisory Committee to discuss State issues with our Legislative Delegation. Senators Cronin and Kennedy and Representatives Scarsdale and Sena will be in attendance for this discussion. Enclosed with this Report is a memorandum I sent to the Delegation outlining some of the issues for discussion.

1. The Town went out to the Bond Market this past week for funds for Whitney Pond Well #3, the Manganese Water Treatment Facility, and the new Fire Truck (scheduled to arrive in April/May). The original bid total was \$11,730,000 and the Town received 11 bids, which, according to our Treasurer/Collector Hannah Moller is by far the largest number of bidders the Town has seen in any borrowing. The lowest true interest cost (TIC) came in at 3.57%, with a premium of \$722,091.25. After underwriter's fees and issuance costs, this premium will reduce the borrowing to \$11,135,000. Raymond James and Associates was the low bidder. This is great news for our Water Rate Payers and Taxpayers and a testament to the strength of our AAA Bond Rating. In addition, the Town also received bids for Bond Anticipation Notes (BAN) in the amount of \$1,575,584 as follows: \$1,405,374 for the Middle School Track; \$83,416 for Police Radios, and \$86,794 for Whitney Well Improvements. This BAN was awarded to Fidelity Capital Markets for their bid of 3.4368% net interest cost (NIC) with a premium of \$12,746.48, which will cover our underwriter's fees and issuance costs. Again, great news for our Taxpayers and Water Rate Payers. Hannah Moller will be in attendance at Monday's meeting to review this in more detail with the Board and ask you to approve and sign the Bonds. Enclosed with this report is the Vote the Board needs to take should you choose to accept the bids, which of course Hannah and I recommend that you do. We can discuss this in more detail at Monday's meeting.
2. At the request of Nandi Munson and Melisa Doig, I have appointed Erin Trainor of Lunenburg as the COA Departmental Assistant to fill the vacancy caused by the resignation of Hannah Pierpont. Enclosed with this report is a copy of Ms. Trainor's resume for your review and consideration. I would respectfully request that the Board consider ratifying this appointment at Monday's meeting.

Select Board
Weekly Agenda Update/Report
February 12, 2024
page two

3. Enclosed with this report is the first draft of the 2024 Spring Town Meeting Warrant. I would like to spend a few minutes at Monday's meeting reviewing the Warrant with the Board (Please note that the Warrant closes at the close of business on February 9th. Should any additional Articles come in after I issue the Packet, I will provide the Board with an updated Warrant prior to Monday's meeting.)
4. With regard to the FY 2025 Budget Update, I am pleased to report that the Finance Committee has voted unanimously to recommend the FY 2025 Level Services Budget to the Town Meeting as submitted by the Town Manager. I would like to spend a few minutes at Monday's meeting outlining the Town Meeting Process and how the Budget will be presented. We can discuss this in more detail at Monday's meeting.
3. Please see the update to the Select Board's Meeting schedule through the Annual Election:

Monday, February 19, 2024	-No Meeting – President's Day Holiday
Monday, February 26, 2024	-Public Hearing on the Warrant – Held at Groton Center
Tuesday, February 27, 2024	-Special Budget Forum – Swallow Union Elementary School
Monday, March 4, 2024	-Issue Warrant for Town Meeting – REMOTE MEETING
Wednesday, March 6, 2024	-Special Budget Forum – Groton (Senior) Center
Monday, March 11, 2024	-Regularly Scheduled Meeting
Monday, March 18, 2024	-No Meeting
Monday, March 25, 2024	-Regularly Scheduled Meeting
Tuesday, March 26, 2024	-2024 Spring Town Meeting
Monday, April 1, 2024	-Regularly Scheduled Meeting
Tuesday, April 2, 2024	-Special Election to Consider an Override of Proposition 2½
Monday, April 8, 2024	-Regularly Scheduled Meeting
Monday, April 15, 2024	-No Meeting – Patriot's Day Holiday
Monday, April 22, 2024	-Regularly Scheduled Meeting
Tuesday, April 23, 2024	-2024 Annual Town Election

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. As discussed at last week's meeting, I have amended the Committee Vacancy Appointment Policy by stating that we would only keep Committee Interest Forms on File for six months. I would ask the Board to consider adopting this at Monday's meeting.

MWH/rjb
enclosures



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Town Manager
Mark W. Haddad

To: *Senator John Cronin, Senator Edward Kennedy, Representative Margaret Scarsdale
Representative Danillo Sena*

From: *Mark W. Haddad – Town Manager*

Subject: *Legislative Update Meeting with Groton, Dunstable and Groton Dunstable Regional
School District Officials*

Date: *February 6, 2024*

First of all, I want to thank all of you for agreeing to meet with Officials from the Town of Groton, Town of Dunstable and the Groton Dunstable Regional School District. We are all looking forward to meeting with you next Monday, February 12, 2024 at 6:15 p.m. at the Groton Center, 163 West Main Street, West Groton.

In an effort to make the meeting as efficient as possible and to provide you with time to prepare for the meeting, we thought it would be important to provide you with some of the areas we would like to spend time discussing. Please consider the following areas:

- The Towns and District are very appreciative of earmarks, grants and other funds our Legislative Delegation have been able to secure for various projects. That said, there are more areas that we would appreciate support and funding. Specifically, we would like to advocate for direct state funding for the following:
 - Funding to address PFAS related issues, including the Groton, Dunstable and Pepperell Regional Project to address PFAS at the Groton Dunstable Regional High School and Surrounding Properties in Dunstable.
 - Funding to address climate change driven needs - this would include Chapter 90 type funds for stormwater maintenance and flooding of major roadways in Groton and Dunstable.
- The Towns and District would also like to understand your position on the following topics:
 - Given that the growth of state revenues to Groton, Dunstable and the Regional Schools is increasing more slowly than inflation, what options do you envision being used to meet the increases in spending driven by wages/salaries and benefits?
 - What is the likelihood of additional state operating funding? In the absence of additional State Funding, would you support "tweaking" Proposition 2½ to allow for increases that are tied to inflationary pressures? Do you agree that Overrides are the best option to retain local control of revenue?

- The expectation that local tax revenue will fund this growing gap creates extreme tension between residents based on their ability/willingness to increase property taxes. How can you help Groton, Dunstable and the Groton Dunstable Regional School District meet the needs of existing and future residents who have fixed (or limited growth) incomes, especially seniors, without sacrificing the overall community priorities?
- How can revenues like Chapter 71 (Regional Transportation) be more dependable and predictable? The annual fluctuation is exceedingly difficult and makes it appear that some years this revenue is increasing, while we understand it is not.
- Our non-profit institutions are an important part of our community, but their exemption from local property taxes is problematic. In Groton's case, as an example, the non-profit institutions provide housing and use local services and the school system without any contribution. Would you support the proposal currently before the Legislature that would allow cities and towns to tax real estate holdings of non-profits with holdings over \$15 million for 25% of their assessed value?

This is just a short list of topics we would like to discuss with you and look forward to meeting with all of you to continue the strong partnership Groton, Dunstable and the Groton Dunstable Regional School District share with each of you.

Please feel free to contact me with any questions you have in advance of our meeting.

MWH/rjb

cc: Groton Select Board
Groton Finance Committee
Groton Dunstable Regional School District Committee
Dunstable Board of Selectmen
Dunstable Advisory Committee

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Groton, Massachusetts (the "Town"), certify that at a meeting of the board held February 12, 2024, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were passed, ___ in favor and ___ against, all of which appear upon the official record of the board in my custody

Voted: that the sale of the \$11,135,000 General Obligation Municipal Purpose Loan of 2024 Bonds of the Town dated February 16, 2024 (the "Bonds"), to Raymond James & Associates, Inc. at the price of \$11,821,944.60 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on March 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2025	\$180,000	5.00%	2039	\$410,000	4.00%
2026	230,000	5.00	2040	425,000	4.00
2027	240,000	5.00	2041	440,000	4.00
2028	250,000	5.00	2042	460,000	4.00
2029	265,000	5.00	2043	475,000	4.00
2030	275,000	5.00	2044	490,000	4.00
2031	290,000	5.00	2045	460,000	4.00
2032	305,000	5.00	2046	480,000	4.00
2033	325,000	5.00	2047	495,000	4.00
2034	335,000	4.00	2048	520,000	4.00
2035	355,000	4.00	2049	540,000	4.00
2036	365,000	4.00	2050	560,000	4.00
2037	375,000	4.00	2051	585,000	4.00
2038	395,000	4.00	2052	610,000	4.00

Further Voted: to approve the sale of \$1,575,584 4.25 percent General Obligation Bond Anticipation Notes of the Town dated February 16, 2024, and payable February 14, 2025 (the "Notes"), to Fidelity Capital Markets, a division of National Financial Services LLC at par and accrued interest, if any, plus a premium of \$12,746.47.

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 30, 2024, and a final Official Statement dated February 6, 2024 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 30, 2024, and a final Official Statement dated February 6, 2024, each in such

form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver continuing and significant events disclosure undertakings in compliance with SEC Rule 15c2-12 in such forms as may be approved by bond counsel to the Town, which undertakings shall be incorporated by reference in the Bonds and Notes, as applicable, for the benefit of the holders of the Bonds and Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds and the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

[Remainder of page intentionally left blank; signature page follows.]

I further certify that the votes were taken at a meeting open to the public, that no vote was 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 votes) 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 sale of the Bonds or the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: February 12, 2024

Clerk of the Select Board

Erin Trainor
426 Reservoir Road
Lunenburg, MA 01462
(781) 580-9157
emtrainor@gmail.com

EXPERIENCE

TOWN OF CHELMSFORD - CHELMSFORD PUBLIC LIBRARY

Library Assistant, Library Assistant Substitute, Library Page - January 2015 to present

- Assisted public with circulation, reader's advisory services and technology
- Reserved and issued museum passes
- Processed inter-library loan requests utilizing Evergreen, Symphony, ComCat and World Catalog
- Worked alongside book groups to coordinate arrival of materials with scheduled meetings
- Utilized LibraryAware software to create bookmarks and signage for book groups
- Created displays as well as decorations for the library
- Provided services to local nursing home by acting as a liaison between the library and volunteer staff
- Monitored and updated new book room
- Supported departments in basic processing and cataloging of new materials

TOWN OF WESTFORD - WESTFORD PUBLIC LIBRARY

Substitute Library Associate - January 2023 to present

- Welcomed patrons and directed them to appropriate department
- Issued library cards as well as overdue and billing notices
- Provided courteous and timely movement of materials to and from the public

RIVIER COLLEGE, Nashua, New Hampshire

Registrar Services Representative - September 2011 to June 2012

- Processed student requests for registration, transcripts, scheduling and enrollment verifications
- Maintained and updated detailed student records with a particular focus on compliance with the Family Education Rights and Privacy Act
- Assisted the Registrar in data clean up and other tasks associated with the student information system database
- Located and researched dated materials from information databases, catalogs and archives

COMPREHENSIVE OUTPATIENT SERVICES, Chelmsford, Massachusetts

Stoneybrook Counseling Center Receptionist - October 2010 to August 2011

- Professionally assisted patients, therapists and doctors in person and over the phone
- Scheduled patient appointments, verified insurance information and collected co-payments
- Performed clerical duties such as faxing and copying documents
- Opened medical building and coordinated daily administration of doctors and staff

MASSACHUSETTS DEPARTMENT OF CONSERVATION AND RECREATION (DCR),
Carlisle, Massachusetts

Recreation Facilities Repairer - April 2008 to October 2009

- Performed clerical duties such as answering phones, emailing, faxing and copying documents
- Initiated nightly closing procedures including calculating and securing collected fees
- Registered incoming campers, collected fees, prepared daily and weekly revenue reports
- Created and posted signage for public awareness
- Coordinated volunteers and community service workers
- Ordered supplies from operations budget and executed overall maintenance plan
- Received Performance Recognition Award 2009

Long-Term Seasonal Laborer - April to November 2003, 2004, 2006, 2007, 2008

Student Intern - September to December 2004

Summer Worker - July to September 2002

- Greeted visitors and educated public on park rules and regulations
- Closed park at night (locked gates, secured buildings, set alarms)
- Patrolled facilities and monitored park activity to ensure visitor safety
- Competently and safely operated maintenance equipment

EDUCATION

STONEHILL COLLEGE, Easton, Massachusetts

September 2001- May 2005

- Bachelor of Arts degree
- International Studies major, Minor in Irish Studies
- *Magna Cum Laude*, Dean's List, International Studies Honor Society
- Semester at the National University of Ireland, Galway
- Recipient of the Outstanding Achievement as an International Studies Major Award

EMS TRAINING INC., Lowell, Massachusetts

August 2005 - April 2006

- Completed EMT-B course

SKILLS

- Windows, Internet, Microsoft Outlook and Office
- CAMS (student information database)
- Symphony, Evergreen, Commonwealth Catalog, World Catalog, CLIO, Filemaker, Assabet, LibraryAware, Tixkeeper, Kitkeeper
- Overdrive, Libby App, MVLC App, Hoopla
- Commonwealth of Massachusetts Revenue Software, Reserve America

Warrant, Summary, and Recommendations

TOWN OF GROTON



2024 SPRING TOWN MEETING

Groton-Dunstable Middle School Auditorium
344 Main Street, Groton, Massachusetts 01450

Beginning Tuesday, March 26, 2024 @ 7:00 PM

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting

*THE BUDGET HANDOUT FOR ARTICLE 5 IS AVAILABLE
IN THE BACK OF THE WARRANT*

Introduction to Groton Town Meeting

Voters are familiar with casting ballots in local and state elections, but they have another important civic duty in towns, the Town Meeting.

What is Town Meeting?

The Town Meeting is the legislative body in the town form of government in Massachusetts. Town Meeting is a formal gathering of registered voters who propose, debate and vote on measures. Groton holds at least two Town Meetings per year.

What is a warrant?

The warrant is the official notice to voters that a Town Meeting is scheduled. The warrant includes the date, time, location and a description of each subject to be acted on at Town Meeting. In Groton, the warrant must be posted in two public places and mailed to each household 14 days in advance of Town Meeting. "The warrant must contain a sufficient description of what is proposed so as to constitute an adequate warning to all the inhabitants of the town."¹ "Every action taken at the meeting must be pursuant to some article in the warrant and must be within the scope of such article."²

How does Town Meeting proceed?

Voters attending Town Meeting must first check in with the clerks and receive an electronic voting handset which is required to vote. The meeting typically acts on the articles in the order they are printed in the warrant. For each article, a main motion is made and seconded by voters and placed by the moderator on the floor for debate. Permission of the moderator is required to speak. The moderator presides and regulates the proceedings, decides all questions of order, and calls and declares all votes. After debate has ended, the moderator will call for a vote by use of the electronic voting handset. Please see page 3 of this Warrant for a full explanation of how Electronic Voting will work at Town Meeting.

¹ *Town Meeting Time: A Handbook of Parliamentary Law* (page 12) Johnson, Trustman and Wadsworth, Third Edition, 2001.

² *Id.*

Who can attend?

Town Meeting is open to the public. Only Groton voters are entitled to attend, speak and vote. Non-voters may be required to sit in a separate section. Non-voters may ask the moderator to speak on the topic of the debate.

How long is town meeting?

Town Meeting concludes when all articles on the warrant have been acted upon. Town Meeting may conclude in one session or adjourn for subsequent sessions.

Explanation of a Consent Agenda

A consent agenda is a procedure to group multiple main motions into a single motion for voting. A consent agenda saves time by eliminating the reading of multiple motions and explanations when there are no objections or questions. In Groton, a consent agenda generally consists of articles unanimously supported by the Select Board and Finance Committee. Articles that change by-laws or introduce new spending are typically not included. In this warrant, the Select Board has grouped articles in consent agendas and labeled them for easy reference.

How Consent Agendas Work

As the first step to act on a consent agenda, the moderator will read the titles of the included articles. A voter who wishes to remove an article from the consent agenda for separate debate and vote should state "hold." The held article will be set aside and acted on after the vote on the consent agenda. After the meeting agrees on the contents of the consent agenda, there will be no debate and the moderator will immediately call for a vote. Every motion included in the consent agenda will either pass or fail as a group. Voters should read the warrant and review the proposed consent agendas to identify articles they wish to remove for separate consideration.

Electronic Voting at Town Meeting



Voting at Town Meeting will be conducted using an electronic voting system purchased by the Town of Groton as authorized by Town Meeting in October, 2022. Instead of using placards to be raised and counted, voters will use wireless handsets to cast their vote quickly, accurately and privately.

Voter Check-In

At check-in, voters will be given a handset. No record is made of which voter receives which handset. All handsets will be tested prior to the meeting. Voters physically unable to use a handset, will be seated in a manual-count section and their votes will be counted by tellers. For those with visual impairments, large handsets with braille are available.

Test Vote

At the beginning of the meeting, the Moderator will conduct a test vote to get everyone comfortable with the voting procedures.

Proxy Voting Prohibited

The handset given to a voter at check-in is for the exclusive use of that voter. Voting with a handset that has been issued to another individual is strictly forbidden.

Voting

When the Moderator announces it is time to vote:

- Press 1A (green button) for YES →
- Press 2B (red button) for No →
- If you wish to not vote, press no buttons



Handset Display

The display on the handset:

- OK means the system receiver has received your vote
- A "1" for Yes or "2" for No shows the vote the system received.
- The small "R" at the top of the screen indicates the handset is communicating with the receiver
- The icons in the top left indicate the WiFi signal strength.

Help Desk

A Help Desk will be able to assist voters who have trouble with using the handset. If a handset malfunctions, a voter will receive a new handset.

Handset Return

If you leave the meeting temporarily, please keep the handset with you. If the meeting ends or you leave, return the handset to the check-in table.



Town Meeting Access for Voters with Disabilities

Parking – Universally accessible parking spaces are available in the parking lot in front of the Groton Dunstable Middle School South. There is a ramp providing access from the parking lot to the front door of the Middle School.

Wheelchair Accessible & Companion Seating – Wheelchair spaces, seating for people with mobility issues and companion seats are available in the center aisle on both sides of the auditorium.

Sign Language – A Sign Language Interpreter will be provided for the hearing impaired, upon request, at least one week prior to the meeting.

Speaking at Town Meeting – There will be volunteers available to bring hand-held microphones to voters who have mobility issues or cannot stand in line and wait at the microphones.

Restrooms – Accessible restrooms are available near the entrance to the auditorium.

Transportation to Town Meeting - The Council on Aging van will be available to Groton residents attending Town Meetings at no charge. All riders will be at the meeting prior to the start. The van is wheelchair accessible. Your reservation can be made by calling the Senior Center at 978-448-1170. Seats will be filled on a first come, first serve basis.

Questions or concerns - If you or a member of your household has questions or would like to request a sign language interpreter, please contact the Select Board's Office at Town Hall at 978 448-1111 at least one week before the Town Meeting.

**SPRING TOWN MEETING WARRANT
MARCH 26, 2024**

Middlesex, ss.
Commonwealth of Massachusetts
To any Constable in the Town of Groton

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Auditorium in said Town on Saturday, the twenty-sixth day of March, 2024 at Seven O'clock in the evening, to consider all business other than the election of Town Officers and on the twenty-third day of April, 2024, between the hours of 7:00 A.M. and 8:00 P.M., at an adjourned session thereof at the following locations:

Precinct 1	The Groton Center 163 West Main Street	Precincts 2 & 3 Middle School South Gymnasium 346 Main Street
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to give their ballots for:

Vote for One	Board of Assessors	3 Years
Vote for One	Board of Health	3 Years
Vote for One	Select Board	3 Years
Vote for One	Commissioner of Trust Funds	3 Years
Vote for Two	Groton-Dunstable Regional School Committee	3 Years
Vote for One	Groton Electric Light Commission	3 Years
Vote for One	Moderator	3 Years
Vote for One	Park Commission	3 Years
Vote for One	Park Commission	1 Year
Vote for Three	Planning Board	3 Years
Vote for One	Sewer Commission	3 Years
Vote for Two	Trustees of the Groton Public Library	3 Years
Vote for One	Trustee of the Groton Public Library	1 Year
Vote for One	Water Commission	3 Years
Vote for One	Groton Housing Authority	5 Years
Vote for One	Groton Housing Authority	4 Years

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*Will be presented as one Consent Motion

**Annual Consent Agenda. To be presented as one Motion

Article 1: *Hear Reports*

To see if the Town will vote to hear and act on the report of the Select Board and other Town Officers and Committees, or to take any other action relative thereto.

Select Board

Select Board:

Finance Committee:

Summary: *To hear reports of Town Boards, Committees and Commissions and to accept the annual report and other reports that may be presented to Town Meeting.*

Article 2: *Elected Officials Compensation*

To see if the Town will vote to set the compensation for the elected officials of the Town for the ensuing year, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *To provide compensation for elected officials as proposed by the Town Manager. The Town Moderator is proposed to receive a salary of \$1,000 in FY 2025.*

Article 3: *Wage and Classification Schedule*

To see if the Town will vote to amend and adopt for Fiscal Year 2025 the Town of Groton Wage and Classification schedule as shown in Appendix B of this Warrant, or to take any other action relative thereto.

Select Board
Town Manager

Select Board:

Finance Committee:

Summary: *The purpose of this Article is to set the wage and classification schedule for the three (3) employees (Executive Assistant to the Town Manager, Human Resources Director and IT Director) covered by the Personnel Bylaw. Under the policy of the Select Board, these employees receive the same benefits as contained in the Town Supervisors' Union Contract. These employees will receive a 2% cost-of-living adjustment in Fiscal Year 2025.*

Article 4: *Appropriate FY 2025 Contribution to the OPEB Trust*

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, to be added to the Other Post-Employment Benefits Liability Trust Fund as authorized by Chapter 32B, Section 20, of the Massachusetts General Laws, or to take any other action relative thereto.

***Select Board
Town Manager***

**Select Board:
Finance Committee:**

Summary: *The purpose of this article is to fund the Town's OPEB Liability. The Select Board and Finance Committee have adopted a funding policy for this purpose. One of the funding goals is to commit to an annual appropriation to the Trust that would keep the Net Present Value Liability from growing until such time as the Town can begin to pay down the liability. In Fiscal Year 2025, the anticipated amount necessary for this purpose is estimated to be \$185,000. This Article will seek an appropriation of \$185,000 from Free Cash to add to the OPEB Liability Trust Fund.*

Article 5: *Fiscal Year 2025 Annual Operating Budget*

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money as may be necessary to defray the expenses of the Town for the next Fiscal Year (2025), and act upon the budget of the Finance Committee, or to take any other action relative thereto.

***Finance Committee
Select Board
Town Manager***

**Select Board:
Finance Committee:**

Summary: *In accordance with Section 6 of the Town Charter, the Finance Committee conducts its annual budget process by receiving the Town Manager’s proposed balanced budget on or before December 31st; meeting with department heads and boards; holding public budget hearings in preparation for issuing its recommendations to Town Meeting; and presenting its budget recommendations at the Spring Town Meeting. The budget handout for this Article is contained in Appendix A of this Warrant. Please also see the Finance Committee’s and Town Manager’s Report which includes the Finance Committee’s and Select Board’s recommendations.*

Article 6: Fiscal Year 2025 Capital Budget

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager in Fiscal Year 2024 and thereafter, for the purpose of funding the Fiscal Year 2025 Capital Budget, or to take any other action relative thereto.

Town Manager

Summary: *The following is the proposed Town Manager’s Capital Budget for Fiscal Year 2025:*

Item #1 – Extrication Tools – “Jaws of Life”	\$92,500	Fire and EMS
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Summary: *The current auto extrication tools “Jaws of Life” are approaching 15 years old. With a life expectancy of 10-15 years, these tools are at the tail end of their serviceable time which will require replacement. As the new car technologies and materials constantly evolve, older “jaws” simply do not have the power to cut some modern systems. These tools are primarily used for motor vehicle crashes, however, have applicable usages in the industrial or construction setting.*

Select Board:
Finance Committee:

Item #2 – Pick-Up Truck	\$55,000	Highway
--------------------------------	-----------------	----------------

Summary: *This is a scheduled replacement. The average life of a pick-up truck is approximately 7 years. By replacing one vehicle every couple of years, this will allow the fleet to stay in good shape. They are front line pick-ups used for day to day operations as well as snow plowing.*

Select Board:
Finance Committee:

Item #3 – Brush Mower/Field Mower **\$70,000** **Highway**

Summary: *This item is scheduled for replacement while it still has value. This should be considered a scheduled replacement.*

Select Board:

Finance Committee:

Item #4 – Dump Truck **\$285,000** **Highway**

Summary: *This item is a scheduled replacement. These vehicles are front line trucks responsible for plowing and sanding, as well as normal construction duties. The Town will borrow this amount of money and pay it off over five years.*

Select Board:

Finance Committee:

Item #5 – IT Infrastructure **\$40,000** **Town Facilities**

Summary: *This item in the Capital Budget was established twelve years ago and has been very successful. In Fiscal Year 2025, the following items will be purchased/upgraded with this allocation: 10 replacement computers; Replace aging servers and storage arrays; Investment to expand the network and keep equipment and maintenance costs current; and network switch upgrades and increased wireless coverage and improve door lock and security system maintenance.*

Select Board:

Finance Committee:

Item #6 – Municipal Building Repairs **\$25,000** **Town Facilities**

Summary: *This appropriation will be used to continue to maintain all municipal buildings by performing various maintenance activities to prevent major breakdowns in our municipal building infrastructure. Priorities continue to change when it comes to the minor repairs and upgrades in the Town's buildings. With a set line item which is separate from minor capital, the DPW can be flexible and change its priorities instead of just doing it because it is on a list. Furnaces, a/c units, flooring and painting are some of the small items this capital program could handle with the flexibility needed.*

Select Board:

Finance Committee:

Item #7 – Police Station HVAC**\$65,000****Town Facilities**

Summary: *The current HVAC System at the Police Station is the original system from when the Building was constructed in 1999. In 2025 it will be almost 25 years old and in need of replacement. This should be considered a scheduled replacement.*

Select Board:

Finance Committee:

Item #8 – Baler/Maintenance**\$25,000****Transfer Station**

Summary: *Due to a fire at the Transfer Station in June, 2021, the 2004 baler was replaced by a newer model with insurance funding. This has now allowed the Town to remove the purchase of a new baler from the capital plan. The money set aside for the baler in FY 2025 will be spent to overhaul and update the newer baler providing for a longer life and not require the Town to replace it for several more years.*

Select Board:

Finance Committee:

Item #9 – Library**\$50,000****Library**

Summary: *All 20-year-old carpeting was replaced in 2018 EXCEPT in the Children's Room and Main Meeting Rooms, because they were already replaced in 2009. But these three large spaces are the busiest, most-used, and most stain-prone rooms. In FY2025, these carpets will be 15 years old (expected life 10 years). Carpet squares cost a bit more than broadloom, but make the most sense in such high traffic, high spill, highly busy crafting/activity/refreshment/programming meeting spaces. Despite regular cleaning, stains are visible all over the meeting rooms in particular. Carpet tiles can be replaced easily if stains cannot be removed or if fixed shelving or furniture is changed.*

Select Board:

Finance Committee:

Item #10 – Property Improvements**\$50,000****Park Department**

Summary: *The Park Commission has been working over the past several years developing a strategy to address deficiencies in the various Park Department Properties located throughout Groton. Since FY 2015, the Town has appropriated \$25,000 each year so that the Park Commission can develop a capital improvement program that will allow them to keep our various park locations in good shape and avoid a major construction project to much success. In FY 2025, the Park Commission has requested \$50,000 to deal with some substantial capital expenditures, including the Cow Pond Pump House coming in at a total expense of \$20,000-\$34,000. Another significant capital project is the paving work needed at Carol Wheeler Park, which has been quoted at \$11,500-\$11,900.*

Select Board:**Finance Committee:****Item #11 – Police Cruisers****\$134,000****Police Department**

Summary: *Purchase of two police cruisers and related equipment to replace cruisers that are no longer cost effective to maintain. This allows for lesser mileage per year, better maintenance scheduling, assignment of cars to officers and for a programmed replacement schedule that ensures line cars are rotated out at reasonable mileage and wear. Un-marked cars are rotated in the same fashion.*

Select Board:**Finance Committee:****Item #12 – Police Pick-Up Truck****\$77,000****Police Department**

Summary: *This piece of equipment will benefit the department in that, as a multi-purpose vehicle with a four wheel drive platform, it can be utilized for snow removal, specialized equipment transport, provide accessibility to remote areas, and it will give us the ability to evacuate people in emergencies. Also can be used to assist Emergency Management with transportation of generators and shelter equipment.*

Select Board:**Finance Committee:**

Item #13 – Electronic Control Devices – “Tasers” \$12,500

Police Department

Summary: *Current Electronic Control Device (ECD, Taser) is at end-of-life and not serviceable. Axon products provide integrated data storage for both the ECD and future acquired Body-Worn-Cameras (BWC) . The total cost of the ECD replacement is \$97,796. The Police Department applied for and anticipate receiving a JAG grant in the amount of \$50,000. The Town would be responsible for 1 payment of \$12,500 and 4 annual installments of \$10,500 for a total cost to the town of \$49,000.*

Select Board:

Finance Committee:

Item #14 – Golf Carts

\$25,553

Country Club

Summary: *In FY 2023, the Town replaced the fleet of twenty-five golf carts with new 21 Yamaha gas powered carts and four Yamaha electric carts using a five year lease to purchase agreement at an annual cost of approximately \$25,000.*

Select Board:

Finance Committee:

Item #15 – Greens Equipment - Ventrac

\$10,918

Country Club

Summary: *The Country Club needs to replace its aging equipment. Some pieces age better than others and the Club attempts to use all the equipment until repairing it becomes cost prohibitive. The greens superintendent and course mechanic will determine the items needed most.*

Select Board:

Finance Committee:

Item #16 – Greens Equipment – Hauler Pro X

\$20,000

Country Club

Summary: *A superintendent utility cart to replace one of the carts that is currently uses to travel the course for maintenance. The current carts are over a decade old and are becoming unreliable.*

Select Board:

Finance Committee:

Item #17 – Greens Equipment – Truckster XD

\$13,500

Country Club

Summary: *A heavy payload 4x4 utility cart that will allow the course maintenance staff to transfer up to 3,500 lbs. of debris, sand, loom to areas of the course.*

Select Board:

Finance Committee:

Item #18 – Ventrac Attachments**\$18,000****Country Club**

Summary: *The Ventrac unit is an attachment driven unit. The following attachments would be very useful for maintenance on the course. Stump Grinder – Focusing on clearly out dead trees and overgrown areas of the course. The stump grinder will allow maintenance staff to remove enough stump to clear the area and in some cases reseed. Tough Cut Deck – This deck will allow maintenance staff to cut back all the overgrown areas of the course. Trencher – This attachment will allow maintenance staff to install new irrigation lines on the course.*

Select Board:**Finance Committee:****Item #19 – Greens Equipment – Greens Mower****\$10,000****Country Club**

Summary: *This item will replace the current greens mower. Old mower will be converted to a tee & collar unit, the old tee & collar unit will be converted to a greens roller unit. Ideally, the Club will purchase a new mower every five years.*

Select Board:**Finance Committee:****Item #20 – HVAC****\$23,000****Country Club**

Summary: *The Club has been installing one AC unit per year into the Function Hall and Tavern Building. This request will complete the process of ultimately having 5 units in the Function Hall and two units in the Tavern Building.*

Select Board:**Finance Committee:****Item #21 – Building Repairs & Painting****\$20,000****Country Club**

Summary: *This funding will be used to paint the exterior of the Golf Shop, replace trim boards. Install rubber flooring for the high traffic area inside the golf shop. In addition, it will also be used to replace the deck outside of the Golf Shop.*

Select Board:**Finance Committee:**

Item #22 – Function Hall Bathroom Repairs**\$10,000****Country Club**

Summary: *This funding will be used to install hand driers in the function hall bathrooms, as well as repaint both bathrooms in the function hall, and replace the partitions in the function hall bathrooms.*

Select Board:

Finance Committee:

Item #23 – Retaining Walls**\$15,000****Country Club**

Summary: *Using the same blocks that were installed several years ago for the pool perimeter, the Country Club will replace the stone wall next to the deck at the Tavern Building and add a small section that has been experiencing washout next to the Tavern Building.*

Select Board:

Finance Committee:

Town Manager

Article 7: Revoke Cable Enterprise Fund in Fiscal Year 2025

To see if the Town will revoke the provisions of Chapter 44, §53F½ of the Massachusetts General Laws, ceasing the Community Cable Department as an enterprise fund effective in Fiscal Year 2025, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *At the 2015 Spring Town Meeting, the Town voted to create a Cable Enterprise Fund for Fiscal Year 2016. At the time, Cable Revenues were strong and had a healthy level of reserves. However, since 2019, more residents have moved away from cable to the various streaming services and the Town has seen a steady decrease in Cable Fees and the Cable Enterprise has had to depend more on its Excess and Deficiency Account to balance the budget. There are no longer enough reserves to continue functioning as an Enterprise. To address this and determine the best course of action to continue to provide Local Cable Access while dealing with the loss of revenues, in Fiscal Year 2025, the Town will create a "Cable Department Receipts Reserved for Appropriation Fund". Creation of this fund, similar to the Ambulance Receipts Reserved for Appropriation Fund, will allow the Town to collect the fees received from the two cable carriers servicing Groton and put them in this Reserve Account for the exclusive use of the Local Cable Access Department. This Article will revoke the Enterprise Fund. Article 8 will create the Receipts Reserved for Appropriation Fund.*

Article 8: PEG Access and Cable Related Fund Acceptance

To see if the Town will accept Massachusetts General Laws, Chapter 44, §53F¾, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for Fiscal Year 2025I which begins on July 1, 2024, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *See explanation in the Article 7 Summary.*

Article 9: Funding for Destination Groton Committee

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager in Fiscal Year 2024 and thereafter, for the purpose of providing funding for the Destination Groton Committee to carry out the Charge of the Committee and all costs associated and related thereto, or to take any other action relative thereto.

Destination Groton Committee

Select Board:

Finance Committee:

Summary: *The purpose of this Article is to provide funding for the Destination Groton Committee to carry out its charge, which is to pursue a course of action intended to engage all Town stakeholders, including the business and non-profit communities, Town leaders, and Town residents in a series of public information forums in order to prepare for an increase in visitors to town while at the same time work to preserve its rural small-town charm. A portion of this funding will be used to hire consultants to assist in procuring grant funding to create tourism programing, strategic marketing, infrastructure and regional transportation mitigation.*

Article 10: Funding for Sustainability Commission

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, for the purpose of providing funding for the Sustainability Commission to carry out the

Charge of the Committee and all cost associated and related thereto, or to take any other action relative thereto.

Sustainability Commission

Select Board:

Finance Committee:

Summary: *The purpose of this Article is to provide funding for the Sustainability Commission to pay for their tire recycling program, climate action program, pollinator garden program, building and delivering trained energy coaching and a central, online repository of information for townspeople, Sustainable Groton Advocates citizens' program, and to provide educational materials to residents in their endeavor to have informational/educational seminars that focus on Sustainability. At the direction of the Select Board in October, 2021, the Sustainability Commission added climate change and resilience to their purview. Beginning in 2022, the Commission added climate change work projects and a tire recycling program to their ongoing pollinator garden program. Continuing and bringing these projects to fruition requires funding. The Commission is seeking \$9,600 for the above-mentioned activities in FY 2025.*

Article 11: Community Preservation Funding Accounts

To see if the Town will vote to make the following appropriations from the Community Preservation Fund: Allocation of Community Preservation Funds to the following sub accounts:

CPC Operating Expenses:	\$ 22,500
Open Space Reserve:	\$106,250
Historic Resource Reserve:	\$106,250
Community Housing Reserve:	\$106,250
Unallocated Reserve:	\$721,250

or to take any other action relative thereto.

Community Preservation Committee

Select Board:

Finance Committee:

Community Preservation Committee:

Summary: *This is an accounting procedure that is necessary so that the Community Preservation Committee will have access to the funds raised during Fiscal Year 2025. Except for the CPC Operating Expenses, none of these funds will be spent without additional approval at Town Meeting.*

Article 12: Community Preservation Funding Recommendations

To see if the Town will vote to adopt and approve the recommendations of the Community Preservation Committee for Fiscal Year 2025, and vote to implement such recommendations by appropriating a sum or sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the Massachusetts General Laws, and by authorizing the Select Board, with the approval of the Community Preservation Committee, to acquire, by purchase, gift or eminent domain, such real property interests in the name of the Town, or enforceable by the Town, including real property interests in the form of permanent affordable housing restrictions and historical preservation restrictions that will meet the requirements of Chapter 184 of the Massachusetts General Laws, as may be necessary or proper to carry out the foregoing, or to take any other action relative thereto.

CPC Proposal A: Conservation Fund – FY 2025 \$400,000

Summary: *The Conservation Commission is requesting \$400,000.00 to be added to Groton’s Conservation Fund in order to preserve land for open space, agricultural recreation, and forestry activities, as well as, to protect water resources and wildlife habitat. The Conservation Fund allows the Town to move quickly when a priority parcel becomes available. In the past, the Conservation Fund has been used to purchase conservation restrictions, agricultural preservation restrictions, and fee ownership of conservation land within Groton. To Fund this Project, \$100,000 will come from the Open Space Reserve and \$300,000 coming from the Unallocated Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal B: Cow Pond Play Fields \$30,000

Summary: *The Park Commission is requesting \$30,000.00 to design a master plan for the large area owned by the Town of Groton between Cow Pond Brook Road and Hoyts Wharf Road. The area is currently used by athletic groups and residents. This proposal will utilize the data and site assessments conducted using previously approved CPA funds in 2022 and build upon it to create the master plan and concept design. The Park Commission will also incorporate input provided through a survey of Town residents. The full amount to be paid from the Unallocated Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal C: Milestone Markers Restoration \$10,000

Summary: *The Groton Historical Commission is requesting \$10,000 to restore 2 of the 27 milestone markers that radiate from Main Street, leading to the Town center. The stones are historical assets, having been installed in approximately 1902. The project will fund the necessary restoration of damaged milestone markers. The full amount to be paid from the Historic Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal D: Sustainable Groton Funding \$2,400

Summary: *The Sustainability Commission is requesting \$2,400.00 in order to create and plant a native plant pollinator corridor along the back of the Groton Center property. The 80-foot-long planting pathway will connect the pollinator garden to the Ice Line Trail. The pollinator corridor will consist of a pedestrian walkway with a boarder of native pollinator plants and benches. The pollinator habitats at the Groton Center help to offset the loss of habitat and support sustainable environments, contributing to biodiversity. The full amount to be paid from the Open Space Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal E: Prescott School Building Assessment \$100,000

Summary: *The Groton Town Manager, in conjunction with the Capital Planning Advisory Committee and the Friends of Prescott, are proposing to perform a building condition assessment report for the Prescott School, located at 145 Main Street, to determine the functional adequacy of the primary facilities in the short- and long-term future to preserve the historic structure. The full amount to be paid from the Historic Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal F: Outdoor Fitness Court \$237,500

Summary: *In the Spring of 2023, the Town of Groton applied for and received a \$50,000 2024 Blue Cross Blue Shield Massachusetts Fitness Campaign Grant Award. This Campaign is part of a national movement to make world-class fitness free and accessible in public spaces across the country. The National Fitness Campaign (NFC) is a for-profit wellness consulting firm. NFC's mission is to make "world class fitness free" to support healthy communities across America. This grant provides seed funding for the construction/installation of an Outdoor Fitness Court. Working cooperatively with the*

Groton Park Commission, it was determined that the best location for the Outdoor Fitness Court is at 32 Playground Road, also known as Town Field, behind the Groton Public Library, adjacent to the outdoor basketball court. The funds requested are representative of the costs over and above the \$50,000 grant and will be utilized to complete the project. The full amount to be paid from the Unallocated Reserve.

Select Board:

Finance Committee:

Community Preservation Committee:

CPC Proposal G: SRRT – Phase II Permitting \$30,000

Summary: *Squannacook Greenways Inc. is requesting \$30,000.00 for funding to pay for the design and permitting of the next phase of the Squannacook River Rail Trail (SRRT). Phase I currently extends from Depot Street in Townsend to the Bertozzi WMA in West Groton, for a distance of 3.7 miles. The proposed phase II will be to continue the rail trail from the Bertozzi WMA to Cutler Field in West Groton for a distance of 2.1 miles along the scenic Squannacook River. The full amount to be paid from the Unallocated Reserve.*

Select Board:

Finance Committee:

Community Preservation Committee:

CPC Proposal H: Bancroft Castle Preservation Study \$15,000

Summary: *The Groton Historical Commission is requesting \$15,000.00 to commission a study by a qualified masonry preservation firm as to the structural integrity of the masonry remains of the Bancroft Castle atop Gibbet Hill. In addition, this study would outline a strategy to preserve those remains to the maximum extent practically and economically possible. The full amount to be paid from the Historic Reserve.*

Select Board:

Finance Committee:

Community Preservation Committee:

CPC Proposal I: Property Security, Safety and Preservation \$70,000

Summary: *The Groton Historical Society is requesting \$70,000.00 in order to make updates and repairs to the Boutwell House. These include the addition of on demand security lighting, metal railings along a walkway, repairs to deteriorated windows and entryways, and assessment of the existing sprinkler system. The full amount to be paid from the Historic Reserve.*

Select Board:

Finance Committee:

Community Preservation Committee:

CPC Proposal J:**2023-2024 Housing Funding Request****\$400,000**

Summary: *The Affordable Housing Trust is requesting \$400,000.00 to be transferred to the AHT to be spent on all allowable community housing purposes. Community Housing Funds can be used to acquire, create, support, rehabilitate and/or restore affordable housing if acquired or created with CPA funds. This application is the second annual application for CPA funds to support the Affordable Housing Trust in its work for the Town of Groton to create and support affordable housing. The full amount to be paid from the Community Housing Reserve.*

Select Board:**Finance Committee:****Community Preservation Committee:****CPC Proposal K:****Housing Coordinator – FY 2025****\$62,659**

Summary: *This application is requesting \$62,659 in CPA funding from the Community Housing category to fund the wages and benefits of the Housing Coordinator position (25-hours/week). The full amount to be paid from the Community Housing Reserve.*

Select Board:**Finance Committee:****Community Preservation Committee:****CPC Proposal L:****Tools and Equipment for Building Trails****\$11,640**

Summary: *The Groton Trails Committee is requesting \$11,275 to purchase needed special tools and equipment for them to conduct their work. While it's not associated with any particular trail construction project(s), the special tools and equipment will be used to improve the Committee's overall efficiency, and thereby its capacity, for building, repairing, and enhancing trails in the Groton Trail Network (GTN). The GTN comprises trails on land owned by nonprofits (Groton Conservation Trust, New England Forestry Foundation), the Town of Groton (Groton Conservation Commission), and the Commonwealth of Massachusetts (Department of Conservation and Recreation). The CPA Funds will be used to build, repair (for safety and/or erosion control) and enhance (for safety and/or new users) trails that are used by the public. To Fund this Project, \$5,000 will come from the Open Space Reserve and \$6,640 coming from the Unallocated Reserve.*

Select Board:**Finance Committee:****Community Preservation Committee:****Community Preservation Committee**

Article 13: *TIFF Article*

PLACE HOLDER

Town Manager

Select Board:

Finance Committee:

Summary:

Article 14: *Extend Center Sewer District*

To see if the Town will vote to extend the “Groton Center Sewer District” as established by the vote of the Special Town Meeting of February 6, 1989, under Article 7, and as shown most recently on the plan approved under article 14 of the Annual Town Meeting of April 25, 2005, to include the property shown on Assessors’ Map 115, Lot 25-0 (6 Fairway Drive) but only for the exclusive use of 6 Fairway Drive, and its successors or assigns, and provided that all costs of designing, laying, and construction of the extension and any associated connection and the cost of additional capacity and the property owner’s proportionate share of the general benefit facilities, and all other costs associated therewith, are paid by the owner of the property benefited thereby, whether by the assessment of betterments or otherwise, or to take any other action relative thereto.

Board of Sewer Commissioners

Select Board:

Finance Committee:

Summary: *This article requests authorization from the Town Meeting to expand the Center Sewer District to include 6 Fairway Drive, Groton. This article, if approved, will make Sewer available for the exclusive use of 6 Fairway Drive.*

Article 15: *Extend Four Corner Sewer District*

To see if the Town will vote to extend the “Four Corners Sewer District”, as established by the vote under Article 12 of the 2015 Spring Town Meeting, to include the property shown on Assessors’ Map 133, Lot 49-0 (797 Boston Road) but only for the exclusive use of 797 Boston Road, and its successors or assigns, and provided that all costs of designing, laying, and construction of the extension and any associated connection and the cost of additional capacity and the property owner’s proportionate share of the general benefit facilities, and all other costs associated therewith, are paid by the owner of the property benefited thereby, whether by the assessment of betterments or otherwise, or to take any other action relative thereto.

Board of Sewer Commissioners

Select Board:

Finance Committee:

Summary: *This article requests authorization from the Town Meeting to expand the Four Corners Sewer District to include 797 Boston Road, Groton. This article, if approved, will make Sewer available for the exclusive use of 797 Boston Road.*

Article 16: *Citizens’ Petition – Return to Voice Vote or Voter Card Count at Town Meeting*

To see if the Town will vote to no longer use electronic voting and instead revert back to voice and voter card count at Town Meetings, or to take any other action relative thereto.

Citizens’ Petition

<u>Name</u>	<u>Address</u>	<u>Name</u>	<u>Address</u>
Guy L. Alberghini	215 Main Street	Tom Sweeny	53 Northwoods Road
Richard Chiriboga	460 Lowell Road	Pamela Wolfe	423 Lost Lake Drive
Bryan Richard	22 Winding Way	Judy Craig	220 Hemlock Park Drive
Eric Hillenberg	87 Northwoods Road	Robert Melvin	231 Mill Street
Raymond Roy	38 Ridgewood Ave	Karen Boucher	38 Ridgewood Avenue

Select Board:

Finance Committee:

Summary: **The following summary was prepared by the petitioners and represents their view on the Article:** *At the current time votes are entered into the voting system by way of clickers. When a petition needs to be passed by either a simple majority vote or two thirds of the vote did it really pass? For example say there are 200 votes. For a simple majority 101 votes would be needed to pass. Inside*

the system recognizes that 200 votes had been cast and needs 101 to pass. If the system only got 75 yes as well as 125 no votes. In less than a second the software will calculate that it needs 26 more to pass. The software will then reconfigure the vote results to show 101 yes votes and 99 no votes and look like it passed. If this petition is passed, the votes at Town Meeting will bring back the voice vote as well as the vote by raising the card.

ARTICLES 17 THROUGH 26 WILL BE PART OF THE CONSENT AGENDA. PLEASE SEE EXPLANATION PROVIDED ON PAGE 2 OF THIS WARRANT.

Article 17: *Transfer within the Water Enterprise Fund*

To see if the Town will vote to transfer a sum or sums of money from the Water Enterprise Fund Surplus to the Fiscal Year 2024 Water Department Operating Budget, or to take any other action relative thereto.

Board of Water Commissioners

Select Board:
Finance Committee:

Summary: *This article will request a transfer of funds from Water Surplus to help fund the Fiscal Year 2024 Water Department's Operational Expenses. As of the printing of the Warrant, it is anticipated that \$____,____ will be transferred for this purpose.*

Article 18: *Transfer Within the Center Sewer Enterprise Fund*

To see if the Town will vote to transfer a sum or sums of money from the Center Sewer Enterprise Fund Surplus to the Fiscal Year 2024 Center Sewer Enterprise Department Budget, or to take any other action relative thereto.

Board of Sewer Commissioners

Select Board:
Finance Committee:

Summary: *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2024 Center Sewer Budget. As of the printing of the Warrant, it is anticipated that \$____,____ will be transferred for this purpose.*

Article 19: *Transfer Within the Four Corners Sewer Enterprise Fund*

To see if the Town will vote to transfer a sum or sums of money from the Four Corners Sewer Enterprise Fund Surplus to the Fiscal Year 2024 Four Corners Sewer Enterprise Department Budget, or to take any other action relative thereto.

Board of Sewer Commissioners

Select Board:

Finance Committee:

Summary: *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2024 Four Corners Sewer Budget. As of the printing of the Warrant, it is anticipated that \$____,____ will be transferred for this purpose.*

Article 20: *Transfer Within Cable Enterprise Fund*

To see if the Town will vote to transfer a sum or sums of money from the Cable Enterprise Fund Surplus to the Fiscal Year 2024 Cable Enterprise Department Budget, or to take any other action relative thereto.

Cable Advisory Committee

Select Board:

Finance Committee:

Summary: *This article allows the Cable Advisory Committee to transfer money from its surplus account to cover any deficit in the Fiscal Year 2024 budget. As of the Printing of the Warrant, it is anticipated that \$____,____ will be transferred for this purpose.*

Article 21: *Prior Year Bills*

To see if the Town will vote to transfer from available funds a sum or sums of money for the payment of unpaid bills from prior fiscal years, or to take any other action relative thereto.

Select Board

Select Board:

Finance Committee:

Summary: *Town Meeting approval is required to pay bills from a prior fiscal year. A list of unpaid bills will be provided at Town Meeting.*

Article 22: *Current Year Line-Item Transfers*

To see if the Town will vote to transfer certain sums of money within the Fiscal Year 2024 budget, or to take any other action relative thereto.

Select Board

Select Board:
Finance Committee:

Summary: *To transfer money within the Fiscal Year 2024 Budget should the need arise. A handout explaining any necessary transfers will be available at Town Meeting.*

Article 23: *Appropriate Money to Offset the Snow and Ice Deficit*

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money, to be expended by the Town Manager, to reduce the deficit in the Fiscal Year 2024 Snow and Ice Budget, as approved under Article 5 of the 2023 Spring Town Meeting, or to take any other action relative thereto.

Town Manager

Select Board:
Finance Committee:

Summary: *This article will allow the Town to fund any deficit in the Snow and Ice Account in FY 24.*

Article 24: Debt Service for Middle School Track – Fiscal Year 2024

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum or sums of money, pursuant to Chapter 44B, Section 5, of the Massachusetts General Laws, for debt service for Fiscal Year 2024 for the Middle School Track Project, as authorized under Article 9 of the April 30, 2022 Spring Town Meeting, or to take any other action relative thereto.

Community Preservation Committee

Select Board:

Finance Committee:

Summary: *This Article appropriates the debt service payment for the Middle School Track Project. Article 9 of the April 30, 2022 Spring Town Meeting appropriated and additional \$1,000,000 for the project. Using FY 2024 Funds, the Community Preservation Committee will pay \$120,000 (all towards the principal) in debt service. In addition, they will pay an additional \$20,000 towards un-borrowed principal. To fund this appropriation, \$120,000 will come from the Fiscal Year 2024 Unallocated Reserve and \$20,000 will come from the Fiscal Year 2024 Open Space Reserve.*

Article 25: Debt Service for Middle School Track – Fiscal Year 2025

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum or sums of money, pursuant to Chapter 44B, Section 5, of the Massachusetts General Laws, for debt service for Fiscal Year 2025 for the Middle School Track Project, as authorized under Article 7 of the May 1, 2021 Spring Town Meeting, or to take any other action relative thereto.

Community Preservation Committee

Select Board:

Finance Committee:

Summary: *This Article appropriates the debt service payment for the Middle School Track Project. Article 7 of the May 21, 2021 Spring Town Meeting appropriated \$1,405,374 for the project. In FY 2025, the Community Preservation Committee will pay \$238,914 in debt service (\$175,672 in principal payment and \$63,242 in interest payment) for this appropriation. To fund this appropriation the entire amount will come from the Unallocated Reserve.*

Article 26: *Establishing Limits for the Various Revolving Funds*

To see if the Town will vote, pursuant to the provisions of G.L. c. 44 sec 53E½ and the Revolving Fund Bylaw, to amend the Revolving Fund Bylaw to add or delete any revolving account and/or to set the FY 2025 spending limits for the various revolving funds as follows:

Program or Purpose	FY 2025 Spending Limit
Stormwater Management	\$20,000
Conservation Commission	\$50,000
Building Rental Fund	\$50,000
Affordable Housing Marketing	\$20,000
Home Recycling Equipment	\$10,000
Access for Persons with Disabilities	\$10,000
Council on Aging Program Fund	\$30,000
Boat Excise Tax Fund	\$ 5,000
Transfer Station Glass	\$20,000
Drug Forfeiture Fund	\$20,000
Senior Center Fitness Equipment	\$10,000
Center Building Monitor	\$20,000

or take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *This Article sets the limit of annual spending for the various revolving funds authorized by previous Town Meeting votes and is currently set forth in the Town's Bylaw for said purpose.*

Hereof fail not and make return of your doings to the Town Clerk on or before time of said meeting.

Given under our hands this 4th Day of March in the year of our Lord Two Thousand Twenty-Four.

Peter S. Cunningham

Peter S. Cunningham, Chair

John F. Reilly

John F. Reilly, Vice-Chair

Alison S. Manugian

Alison S. Manugian, Clerk

Rebecca H. Pine

Rebecca H. Pine, Member

Matthew F. Pisani

Matthew F. Pisani, Member

OFFICERS RETURN
Groton, Middlesex

Pursuant to the within Warrant, I have this day notified the Inhabitants to assemble at the time, place, and for the purpose mentioned as within directed. Personally posted by Constable.

Constable

Date Duly Posted



SELECT BOARD POLICY

Policy Category:	Board
Policy Number:	BOA – 2019 - 3
Latest Revision Date:	January 27 February 5, 2024

POLICY NAME: COMMITTEE VACANCY APPOINTMENT POLICY

I. PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure in which vacancies on all Committees appointed by the Select Board and Town Manager are advertised and filled.

II. POLICY

1. When a vacancy occurs on a Committee, the Chair shall notify the Select Board / Town Manager's Office and Town Clerk of that vacancy.
2. The Select Board / Town Manager's Office shall advertise the vacancy, along with a description of the Committee's duties as outlined in the Committee's Charge, for a period of 3 weeks. A notice of the vacancy shall be posted on the Town of Groton's website, and distributed to all local media outlets.
3. Applicants shall submit a Committee Interest Form to the Select Board / Town Manager's Office which upon receipt will be forwarded to the Committee for review. A recommendation shall be made to the Select Board / Town Manager's Office by the Committee within 3 weeks of the application deadline. The applications of all candidates to vacancies shall be treated equally during the recommendation process. If the Charge of a particular Committee states that a member of the Committee shall be a Select Board member or their designee, the Select Board shall interview all candidates prior to making the appointment. The Select Board shall keep Committee Interests forms on file for six (6) months for consideration of a particular Committee vacancy that may arise during that time period. After six months, for a person to be considered for a vacancy, they must resubmit a Committee Interest form.



SELECT BOARD POLICY

4. Appointment Process

- a. **Select Board Appointed Committee:** Once a recommendation has been made to the Select Board, the Board may choose to take the recommendation of the Committee and vote to make the appointment at a public meeting of the Board, or choose to interview the candidates themselves. Should the Board decide to interview the Candidate(s), they shall schedule the interview(s) for the next regularly scheduled meeting that all the candidates can attend. All interviews will be done at an open meeting of the Select Board at which time a vote will also be taken.
- b. **Town Manager Appointed/Nominated Committee:** Once a recommendation has been made to the Town Manager, the Town Manager may choose to take the recommendation of the Committee and request that the Select Board ratify the appointment or accept the Town Manager's Nomination for appointment, or choose to interview the candidates himself/herself. If the Town Manager does not take the recommendation of the Committee, he/she shall notify the Committee Chairman that he has decided to appoint/nominate another candidate. Ratification of the appointment or acceptance of the Town Manager's Nomination shall be done in an open meeting of the Select Board.

5. Annual Reappointments

- a. In May of each year, the Town Manager's Office shall notify all employees and committee members that their term is expiring and ask them whether or not they would like to be reappointed. Vacancies caused by a member asking not to be reappointed shall be filled as outlined under Items 1, 2, 3 and 4 of this policy.
- b. Members wishing to be reappointed shall be brought forward to the Select Board for reappointment or ratification of the Town Manager's Appointment. Members of the Board who do wish to not reappoint any individual on the list, shall notify the Town Manager to remove said name from the list for separate consideration. Said individual shall be contacted directly by the Board member objecting to said reappointment. Should the individual wish to continue to be considered for reappointment the matter shall be discussed in open meeting as a standalone appointment during the overall reappointment considerations.

**SELECT BOARD VIRTUAL MEETING MINUTES
MONDAY, FEBRUARY 5, 2024
UN-APPROVED**

SB Members Present: Peter Cunningham, Chair; Alison Manugian, Clerk; Becky Pine

SB Members Virtually Present: John Reilly, Vice Chair; Matt Pisani

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Chief Michael Luth; Deputy Chief Rachael Bielecki; Gordon Candow; Melisa Doig, Human Resource Director; Patricia Dufresne, Town Accountant; Hannah Moller, Treasurer/Tax Collector; Dawn Dunbar, Town Clerk (Virtually); Raquel Majeski, Diversity, Equity and Inclusion Committee Chair

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

ANNOUNCEMENTS

Ms. Pine announced that there will be a Community Forum for the Master Plan on February 6th at the Center. The event will take place from 2:30-3:30 pm and 7:00-8:00 pm. She said the more people participate, the better the plan will be.

Ms. Pine also wanted to share information on the Squannacook River Dam Project. She mentioned that the Groton Herald's January 26th edition inaccurately reported that the Nashua River Watershed Association (NRWA) supported this effort. The NRWA prepared a letter correcting the information, which will be published in the paper on February 9th. Ms. Pine read the letter into the record during the meeting. Mr. Cunningham added that he thought it was important for people to know that it was currently a feasibility study only and no decision has been made.

Mr. Cunningham said the Sustainability Committee will hold a session on Climate Change at the Center on Wednesday, February 7th at 7:00 pm.

Treasurer/Tax Collector Hannah Moller announced that a TREAD Committee meeting was held earlier that day. She said they determined they would extend the application period. The application deadline is now April 1st, from the previous deadline of January 31st. Ms. Pine explained that the TREAD fund is money available to support seniors struggling to pay their taxes. She wanted to encourage people to take advantage of this fund and informed everyone that other programs are available to assist those in need.

PUBLIC COMMENT PERIOD

None

TOWN MANAGER'S REPORT

- 1. Consider Ratifying the Town Manager's Appointment of Gordon Candow as a Sergeant on the Groton Police Department.**

Police Chief Luth, Gordon Candow, and members of the Groton Police Department were in attendance. Mr. Haddad announced there was a Sergeant vacancy in the Groton Police Department. Pursuant to the Collective Bargaining Agreement with the Groton Patrolmen's Association, Police Chief Michael Luth conducted a competitive promotional process that included a test, an oral Board with area Police Chiefs, and an interview with Chief Luth and Deputy Chief Rachael Bielecki. Based on the outcome of the process, Chief Luth recommended that Mr. Haddad appoint Gordon Candow as Sergeant. Mr. Haddad

expressed his pleasure in appointing Gordon Candow as Sergeant, the first Police Officer he had appointed as Town Manager. He read Chief Luth's recommendation letter, which he wholeheartedly supported. Chief Luth added that selecting one candidate was difficult as all three were highly qualified. He expressed that Gordon Candow was a highly respected candidate, and he could not be happier with the decision.

Ms. Pine made a motion to ratify the Town Manager's Appointment of Gordon Candow as a Sergeant on the Groton Police Department. Ms. Manugian seconded the motion.

The Select Board Members expressed enthusiasm for Mr. Candow's appointment as Sergeant.

Roll Call: Reilly-aye; Pisani-aye; Cunningham- aye; Manugian-aye; Pine-aye.

2. FY 2025 Budget Update.

As requested by the Board at the last meeting, Mr. Haddad scheduled a Legislative Workshop with the Dunstable Board of Selectmen and the Groton Select Board. Senators Cronin and Kennedy, along with Representatives Scarsdale and Sena will attend the Workshop. Mr. Haddad also invited the Groton Dunstable Regional School District Committee, the Groton Finance Committee, the Dunstable Advisory Board, Superintendent Chesson, and Dunstable Town Administrator Silva to the Workshop. The purpose of the Workshop is to discuss the difficult year the Towns of Groton and Dunstable and the Groton Dunstable Regional School District are facing in Fiscal Year 2025. The Workshop will be held at the Groton Center on Monday, February 12th at 6:00 p.m. Mr. Haddad is looking forward to the forum. Ms. Manugian asked if the forum was a time for the state delegates to give the town an update or for the Select Board to provide them with one. Mr. Haddad said it would be a combination of both. Ms. Pine explained during their last visit, they suggested obtaining funds through an earmark. She said it was uncertain how much money they could receive from the state budget. Ms. Manugian would like to develop a list of topics to discuss with the State Delegation. Mr. Haddad stated it is important for them to update the public on the town's efforts to receive more funds. Mr. Haddad said he intends to thank the Legislators for the \$5.3 Million for the Florence Roche Elementary School, as it is great news for the taxpayers to get that reimbursement. Ms. Pine said it would be great for the state to provide funding for school resource officers. Mr. Pisani said they need to find other ways to leverage equality, such as the tax-exempt schools in Groton. Mr. Haddad wants to discuss the allocation of State Aid, PFAS funding for the new water line, an earmark to alleviate Broadmeadow Road flooding, and in lieu of tax payments from non-profits during the Workshop. Mr. Cunningham mentioned that increasing the circuit breaker for seniors would be beneficial. Mr. Haddad said he would work with Chair Cunningham on a list of topics for discussion for the Workshop.

Mr. Haddad said he would be meeting with the Finance Committee on Tuesday, June 6th to continue the review of the FY 2025 Budget. The meeting will take place at 7:00 pm in the First Floor meeting room. Mr. Haddad will update the Board during next week's Select Board meeting.

3. Update on Select Board Meeting Schedule Through the 2024 Spring Town Meeting

Monday, February 12, 2024	Regularly Scheduled Meeting
Monday, February 19, 2024	No Meeting- Presidents Day Holiday

Monday, February 26, 2024	Public Hearing on the Warrant- Held at Groton Center
Tuesday, February 27, 2024	Special Budget Forum- Swallow Union Elementary School
Monday, March 4, 2024	Issue Warrant for Town Meeting- REMOTE MEETING
Wednesday, March 6, 2024	Special Budget Forum- Groton (Senior) Center
Monday, March 11, 2024	Regularly Scheduled Meeting
Monday, March 18, 2024	No Meeting
Monday, March 25, 2024	Regularly Scheduled Meeting
Monday, March 26, 2024	2024 Spring Town Meeting
Monday, April 1, 2024	Regularly Scheduled Meeting
Tuesday, April 2, 2024	Special Election to Consider an Override of Proposition 2 1//2
Monday, April 8, 2024	Regularly Scheduled Meeting
Monday, April 15, 2024	No Meeting- Patriots Day
Monday, April 22, 2024	Regularly Scheduled Meeting
Tuesday, April 23, 2024	2024 Annual Town Election

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

- 1. Consider Approving location, Dates, and times for In-Person Early Voting for the April 2nd Special Election and April 23rd Annual Town Election Based on the Recommendation from the Board of Registrars.**

The Town Clerk, Dawn Dunbar, presented the Board with information from the Board of Registrars. Ms. Dunbar informed everyone that the Board of Registrars had voted 3 in favor and one against holding in-person early voting for both the April 2nd Special Election and April 23rd Town Election. She explained Registrar member Mr. Greg Baran voted against the recommendation because he believed in-person early voting should not commence until after the Town Meeting on March 26th (so start in-person early voting on Wednesday, March 27th). The other three members understood Mr. Baran's position but felt that scheduling consistency was important, especially during this election year. They also felt there would be plenty of opportunities for the public to inform themselves of the ballot question asked before the Town Meeting on March 26th. Ms. Dunbar explained the Select Board needed to consider and vote on the location, days, and hours of in-person early voting. She believes there would be no added cost as the Town Clerk's Office staff would facilitate this. The Town Clerk will not bring in election workers to assist them. Ms. Dunbar recommended the following schedule:

April 2nd Special Election- In-person early voting schedule @ the Town Clerk's Office

- Saturday, March 23- 9 am-3 pm
- Monday, March 25 - 8 am-7 pm
- Tuesday, March 26- 8 am-4 pm
- Wednesday, March 27- 8 am-4 pm
- Thursday, March 28- 8 am-4 pm
- Friday, March 29- 8 am-1 pm

April 23rd Annual Town Election- In-person early voting schedule @ the Town Clerk's Office

- Saturday, April 13- 9 am-3 pm
- Monday, April 15- 8 am-7 pm

- Tuesday, April 16- 8 am- 4 pm
- Wednesday, April 17- 8 am-4 pm
- Thursday, April 18- 8 am-4 pm
- Friday, April 19- 8 am-1 pm

Ms. Pine made a motion to authorize in-person early voting, with the hours and locations outlined in the Town Manager's Report, for both the April 2nd and April 23rd Annual Town Elections. Ms. Manugian seconded the motion. Roll call: Reilly-aye; Pisani-aye; Cunningham- aye; Manugian-aye; Pine-aye.

Mr. Haddad explained that, as stated in MGL c.41 §10, the Select Board is required to vote to place vacancies on the ballot. The vacancies for the Annual Town Election are as follows:

- Park Commission- 1-year term
- Groton Housing Authority- 4-year term

Ms. Manugian made a motion to add the vacant positions of the Park Commission and Groton Housing Authority to the ballot for the Annual Town Election. Ms. Pine seconded the motion. Roll Call: Reilly-aye; Pisani-aye; Cunningham- aye; Manugian-aye; Pine-aye.

2. Consider Approving a One-Day All Alcoholic Beverages License for the Annual Taste of Nashoba to be held at Lawrence Academy on Tuesday, March 19, 2024, from 5:30 pm to 8:00 pm.

Ms. Manugian made a motion to approve a One-Day All Alcoholic Beverages License for the Annual Taste of Nashoba to be held at Lawrence Academy on Tuesday, March 19, 2024, from 5:30 pm- 8:00 pm. Ms. Pine seconded the motion. Roll Call: Reilly-aye; Pisani-aye; Cunningham- aye; Manugian-aye; Pine-aye.

3. Consider Approving Letters of Support to the Community Preservation Committee for the Proposed Prescott Building Assessment and Outdoor Fitness Court.

Mr. Haddad respectfully requested that the Select Board consider approving letters of support to the Community Preservation Committee for the Proposed Prescott Building Assessment and the Outdoor Fitness Court Projects (see the letters included in these minutes).

Ms. Manugian made a motion to authorize the Chair to sign and approve the letters of support to the Community Preservation Committee for the Proposed Prescott Building Assessment and Outdoor Fitness Court Project. Ms. Pine seconded the motion.

Mr. Reilly asked Mr. Haddad to explain the proposed Building Assessment to those unfamiliar with it. Mr. Haddad said last year, the Select Board asked the Capital Planning Committee to assess the future capital needs of the Prescott School. Mr. Haddad said he was expecting to receive 4 or 5 proposals.

Roll Call: Reilly-aye; Pisani-aye; Cunningham- aye; Manugian-aye; Pine-aye.

4. Consider Amending Committee Vacancy Policy to Limit the Time a Committee Interest Form will be kept on file for Consideration for six (6) months.

Mr. Haddad explained that he had amended the Committee Vacancy Appointment Policy by stating that the town would only keep Committee Interest Forms on File for six months. He said they've had instances of people applying for a vacancy over two years ago, wondering why they weren't contacted when a vacancy opened up. He said it was too difficult to track and would recommend they keep the period shorter. The amended Policy is included in the minutes for review and consideration. Mr. Haddad said he would like to let people know we would keep Committee Interest forms on file for six months.

Ms. Manugian asked if six months was too long to keep track of the forms and suggested maybe a three-month period was more appropriate. Mr. Pisani and Ms. Pine thought six months was a reasonable amount of time. Mr. Reilly asked for clarification on when the 6-month clock would start. Mr. Haddad confirmed that the clock would start once the Committee Interest form is received. Mr. Cunningham suggested updating the Committee Interest form to reflect this change.

Mr. Cunningham asked the Board to revisit this topic during the next Select Board meeting on February 12th.

6:15 P.M. Update from the Diversity, Equity and Inclusion Committee

Ms. Raquel Majeski, the Diversity, Equity and Inclusion (DEI) Committee Chair, was in attendance to update the Select Board on their work. Ms. Majeski shared that Mr. Gordon Candow is an important DEI Committee member and a wealth of knowledge. The DEI Committee had a vacancy, and Damien Huggins was voted to fill the position. She said the committee discussed hate crimes earlier in the year and provided important recommendations to the Select Board. They hosted a well-attended forum where District Attorney Marion Ryan shared statistics and did an amazing job. The committee organized a wonderful Martin Luther King celebration at Prescott in January. Ms. Majeski expressed the importance of educating the community.

The Committee is researching gender-inclusive restrooms and examining what that would look like in the community. They are continuing their due diligence before making any suggestions. They are partnering with Lawrence Academy and exploring land acknowledgments. They are excited to partner with Ms. Pine on the great work she is already doing in the town with regard to diversity, equity and inclusion.

Ms. Pine added that the District Attorney also hosts a monthly webinar on topics such as hate crimes, diversity, and various programs. Through one of the webinars which focused on building relationships with the native tribes, Ms. Pine connected with a Nipmuck tribe member which led to naming a piece of conservation land as Nipmuc Meadows. She suggested organizing a ceremonial event in the fall, which would involve the presentation of a plaque for this newly named property and maybe some representation of the Nipmuck Tribe can attend.

Mr. Cunningham shared his positive feedback about the DEI Committee, stating that it is a great resource for identifying issues that the Select Board should be aware of. He also mentioned that the Committee could support the Board if needed. Ms. Majeski suggested the idea of being proactive as the election season approaches. Mr. Pisani appreciated the proactive approach and commended it as an excellent way of handling things. Ms. Majeski thanked the Select Board for their time that evening.

OTHER BUSINESS

Ms. Pine announced that a non-profit council meeting will be held on Monday, February 26th, at 10:00 a.m. The meeting will take place at the Groton Hill Music Center.

ON-GOING ISSUES

- A. PFAS Issue- Mr. Haddad stated that now that the Select Board has signed the IMA with Dunstable for Phase II of the PFAS solution at the Groton Dunstable Regional High School, the Town will begin permitting and designing Phase I. He said they are currently looking for a location for a chlorine booster station on Chicopee Row. Mr. Haddad said he would bring it back to the Board once they have a location. Due to this, Mr. Haddad said he may need to add an article to the warrant.
- B. Green Communities Application and Implementation- Mr. Haddad met with Mr. Phil Francisco and Mr. Ken Horton from the Sustainability Commission. They discussed the plans and next steps of the Sustainability Commission. Mr. Haddad will come up with a Charge for a Climate Action Plan Working Group and list it on a future Select Board agenda. Ms. Manugian asked Mr. Haddad to contact Hollingsworth and Vose (H&V), which is responsible for a large part of the Greenhouse Gas emissions. She wants to understand what can be done to reduce these emissions. She mentioned the possibility of Green Community funding or grants to support this.
- C. Florence Roche Elementary School Construction Project- Mr. Haddad reminded the Select Board of the construction tour at Florence Roche on Tuesday, February 6, starting at 11:45 am.

Approval of Minutes from January 29, 2024

Ms. Pine made a motion to approve the minutes of the regularly scheduled meeting from January 29, 2024. Ms. Manugian seconded the motion. Roll call: Pisani-aye; Cunningham-aye; Manugian-aye; Pine-aye (Reilly- Abstained).

The meeting was adjourned at 7:04 p.m.

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