



# TOWN OF GROTON

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

## Select Board

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

**Town Manager**  
Mark W. Haddad

**SELECT BOARD MEETING**  
**MONDAY, DECEMBER 16, 2024**  
**AGENDA**  
**SELECT BOARD MEETING ROOM**  
**2nd FLOOR**  
**GROTON TOWN HALL**

- 6:00 P.M.            Announcements and Review Agenda for the Public
- 6:01 P.M.            Public Comment Period #1
- I.            6:05 P.M.            Town Manager's Report
- 1. Consider Ratifying the Town Manager's Appointment of Russ Harris to the Cable Advisory Committee
  - 2. Update on Fiscal Year 2026 Budget
  - 3. Proposed Meeting Schedule Through the 2025 Spring Town Meeting
- II.            6:10 P.M.            Items for Select Board Consideration and Action
- 1. Approval of Annual License Renewals
- III.            6:15 P.M.            Climate Action Working Group Report – Recommendation
- OTHER BUSINESS**            -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. Nashoba Valley Medical Center Working Group
  - C. Charter Review Committee
  - D. Florence Roche Elementary School Construction Project
  - E. PILOTS
- SELECT BOARD LIAISON REPORTS**
- IV.            Public Comment Period #2
- V.            Minutes:            Regularly Scheduled Meeting of December 9, 2024
- VI.            Executive Session -            Pursuant to M.G.L., c.30A, §21(a), Clause 2 – To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel.

### ADJOURNMENT

*Votes may be taken at any time during the meeting.* The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the topics that will be discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board:*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Weekly Agenda Update/Report*

**Date:** *December 16, 2024*

### **TOWN MANAGER'S REPORT**

In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issue List, there is one item scheduled on Monday's Agenda. The Climate Action Working Group will be in to provide the Board with a report on their work and findings, along with recommended action. Enclosed with this Report is a PowerPoint presentation from the Working Group that they will review with the Board at Monday's meeting.

1. I have appointed Russ Harris to the Cable Advisory Committee. I would respectfully request that the Select Board ratify this appointment at Monday's meeting.
2. The Finance Team and I have completed our FY 2026 Budget Meetings. The Department Heads did a great job presenting their requested budgets. I appreciated the participation of Bud Robertson from the Finance Committee and several members of the Select Board who attended various presentations. We are in the process of developing an initial budget that I am planning on reviewing with the Select Board and Finance Committee at your meeting of January 13, 2024. As I told you last week, we should receive the initial level service budget and balanced budget from the School District by January 6<sup>th</sup>. We will use the January 13<sup>th</sup> meeting to review the status of the budget and recommend any necessary adjustments to the FY 2026 Budget Guidance. I will provide a more detailed report on the Budget at Monday's meeting.
3. I would like to propose the following meeting schedule that will take you through the 2025 Spring Town Meeting:

Monday, January 6, 2025 -	Regularly Scheduled Meeting
Monday, January 13, 2025 -	Regularly Scheduled Meeting

***Continued on Next Page – Over >***

**Select Board  
Weekly Agenda Update/Report  
December 16, 2024  
page two**

**3. Continued:**

Monday, January 20, 2025 -	No Meeting – Martin Luther King Holiday
Monday, January 27, 2025 -	Regularly Scheduled Meeting
Monday, February 3, 2025 -	Regularly Scheduled Meeting
Monday, February 10, 2025 -	Regularly Scheduled Meeting
Monday, February 17, 2025 -	No Meeting – President’s Day Holiday
Monday, February 24, 2025 -	Regularly Scheduled Meeting
Monday, March 3, 2025 -	Regularly Scheduled Meeting
Monday, March 10, 2025 -	Regularly Scheduled Meeting
Monday, March 17, 2025 -	No Meeting
Monday, March 24, 2025 -	Regularly Scheduled Meeting
Monday, March 31, 2025 -	Regularly Scheduled Meeting
Monday, April 7, 2025 -	Regularly Scheduled Meeting
Monday, April 14, 2025 -	Regularly Scheduled Meeting
Monday, April 21, 2025 -	No Meeting – Patriot’s Day Holiday
Saturday, April 26 <sup>th</sup> or Monday, April 28 <sup>th</sup>	Potential Dates for Spring Town Meeting

We can review this schedule in more detail at Monday’s meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

1. Enclosed with this Report are the Annual Licenses for the Board’s review and approval.

MWH/rjb  
enclosures

# Climate Action Working Group

- Background: The Sustainability Commission recommended an interim step of assessing Town support for climate action due to an insufficient understanding of support.

- **Climate Action Working Group was created by the Town Manager in June 2024. We have two goals:**

1. Assess support for a town resolution that establishes a goal of net zero GHG emissions by 2050 and creation of a climate action plan to describe how we will meet that goal.
2. Identify funding for planning assistance

- **Why are we considering climate action that includes a goal-setting resolution and climate action plan?**

1. Massachusetts has a net zero 2050 law. Passing a resolution aligns the town with that goal. The resolution sets a goal. The resolution is not a law.
2. Passing the resolution and creating a plan\* fills part of a set of requirements from the state that allows towns to access enhanced state funding for municipal projects beyond what is covered by Green Communities grants (See Climate Leader requirements in the Appendix).
3. Creating a climate action plan is an action item in the Master Plan and in the Selectboard's goals this year.

\*The plan required in combination with a resolution to meet Climate Leaders requirements is a Municipal Decarbonization Plan



# Outreach survey results

- 314 Groton residents surveyed (2.78% of population)
- Respondents evenly split between Grotonfest attendees, Transfer station patrons and online (social media, posting at meetings). Surveys also posted at the Groton Center and the Library.

	Do you think Groton should take action on climate change?	Would you vote for town resolution that establishes a goal of net zero greenhouse gas emissions by 2050 for the town and the creation of a climate action plan to describe how we will do that?	Would you support implementation of a climate action plan if those actions required a reallocation of municipal resources, including time or tax dollars?
% Yes	85.8%	81.5%	65.2%
% No	11.3%	15.6%	17.4%
% Depends/Maybe/Mixed feelings/Don't know	2.9%	2.9%	17.4%

- Age demographic of respondents: 18 years old and younger (6%), 19-39 years old (13%), 40-64 years old (56%), 66 years and older (24%)
- See appendix for breakdown of responses by age group



## Outreach results - Town Depts and Committees

- Stakeholder group outreach results

	Support resolution and creation of plan	Willing to participate in planning**	Letter of support
GELD Commission	Yes on Climate Action Planning	Yes	Yes
GFD*	Yes	Yes	Yes
GPD*	Yes	Yes	Yes
Building Department	Yes	Yes	Yes
DPW*	Yes	Yes	Not received
Capital Planning Advisory Committee*	Yes (requires direction of SB)	Yes (requires direction of SB)	Requires direction
GDRSD School Committee*	Yes (requires approval of Groton and/or Dunstable SBs)	Yes (requires approval of Groton and/or Dunstable SBs)	Requires direction

\*Requires participation for Municipal Decarbonization Roadmap

\*\*Participation of Town Departments in any activity is understood to be at the direction of the Town Manager and Select Board



## Outreach results - Town Depts and Committees

- Stakeholder group outreach results

	Support resolution and creation of plan	Willing to participate in planning
Conservation Commission	Would not vote	
GDRSD Environmental Club	Yes	
Council on Aging	Wanted more outreach to Seniors first – earliest available date is in February	
Planning Board	Yes	Yes
Groton Business Association	Yes	
Groton School Sustainability Club	Could not vote	
Recycling Committee	Could not vote (no quorum)	



## CAWG findings and recommendation

- A resolution is likely to be supported in the town
- CAWG recommendation is to move forward with a Town Meeting vote (not unanimously supported by all CAWG members)
- Update on external funding opportunities for planning assistance:
  - MVP Action EOI not accepted
  - Shared Energy Manager grant application being pursued (Municipal decarbonization only)
  - EEA Planning Assistance Grant FY2026
  - Municipal Decarbonization Roadmap Technical Assistance will be available Spring 2025.



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## Actions required to become a Climate Leader Community and access additional funding

- Provide path for decarbonization:
    - ✓ Green Communities 1.0 Community in good standing
    - ✓ Local committee with advisory role
- Clean energy/climate resolution (today's ask)
  - Municipal decarbonization roadmap or climate action plan
    - ZEV-1<sup>st</sup> policy
  - Adopt specialized stretch building code
- What Groton needs to do
- \$60 million just earmarked for Climate Leader Communities
    - **Technical Support:** ~\$7M - funds to generate recommendations and/or engineering design documents for decarbonization projects
    - **Decarbonization Accelerator:** ~52M - Supports the funding of clean energy projects identified in the Municipal Decarbonization Roadmap that significantly reduce or eliminate the use of onsite fossil fuels, reduce overall energy use and/or costs, and/or advance the use of clean and renewable energy resources.



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## CAWG Proposed Resolution

Groton affirms its support for the goal established by the Commonwealth of Massachusetts to reduce statewide greenhouse gas emissions to net-zero by 2050. Groton commits to evaluate and implement strategies to reduce emissions in municipal activities and support residents and businesses in reducing emissions.



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## Next steps

- Disband CAWG (Town Manager)
- Place Climate Action Resolution on the warrant for the spring town meeting (SB)
- Support/lead the effort to get an Energy Manager grant for Ayer/Groton/Harvard/Shirley - (Town Manager and Sustainability Commission)
  - Up to \$120,000/yr for three years
- Continue to monitor other funding opportunities – (Sust. Comm.)
  - Climate Leaders program
  - Grants for Climate Action Planning
- Return to the Select Board to seek support for warrant article #2 as conditions evolve (Sust. Comm.)
  - We win a shared Energy Manager grant or if a realistic opportunity for funding a CAP arises



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## Appendix

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## State regulation on the horizon

**1. Large Building Energy Reporting:** Starting in 2025, owners of buildings in Massachusetts over 20,000 square feet will be **required to disclose energy usage publicly**. Gas, electric, and steam utilities are responsible for providing the information for their customers and building owners are responsible for providing any additional energy usage or building information. The first reports of energy usage will be due on June 30, 2025, and DOER will publish the first disclosure reports on October 31, 2025

**2. Clean Heat Standard:** The CHS is a regulatory program that applies to and requires heating energy suppliers (suppliers of fuel oil, propane, natural gas, and electricity) to provide increasing amounts of clean heat over time. The Massachusetts CHS draft framework includes two purposes: 1) to demonstrate a certain amount of GHG emission reductions from the use of heat pumps and other clean heat annually; and 2) to install a certain number of electric heat pumps annually, in line with the pace of electrification identified in the Clean Energy and Climate Plans (CECPs) for the state. Heating energy suppliers will use clean heat credits (CHCs or “checks”) to track the implementation and use of clean heat and, ultimately, to demonstrate compliance with the regulatory requirements set in the CHS. To achieve the dual purposes of reducing emissions each year and setting the pace of heat pump installations, the draft framework describes a standard that takes the form of a requirement to hold a certain number and type of credits each year based on emissions or electricity sales.

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## Examples of project in MA

[https://docs.google.com/spreadsheets/d/1F2iACQkwF9ok4hZS033vifOOBNWvBKF/edit?usp=drive\\_link&oid=115714346077023208162&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1F2iACQkwF9ok4hZS033vifOOBNWvBKF/edit?usp=drive_link&oid=115714346077023208162&rtpof=true&sd=true)



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## Example resolutons (TO BE DELETED)

### HARVARD:

- - Harvard affirms its support for the greenhouse gas reduction goals established by the Commonwealth of Massachusetts and for any subsequently adopted modifications of those goals, and affirms its willingness to change its practices, policies, and procedures in support of achieving the goals established by the Commonwealth in order to mitigate the impacts of climate change;
- 2 - Harvard commits to evaluating and mitigating the potential negative impacts of climate change associated with all purchases, public projects, planning processes, and policies;
- 3 - Harvard commits to developing and requiring an environmental assessment process to review all purchases, public projects, planning processes and policies and to make this information readily available to town residents specifically on warrants requiring citizen approval; and
- 4 - Harvard commits to addressing climate resiliency and adaptation by coordinating the work of Town boards, committees, commissions, and other entities to plan together how to respond to the threats climate change may have on the built environment, natural resources, and the health of its residents.
- To implement the above, the Harvard Select Board will establish the means by which this resolution will be achieved and will provide an update to the town on its progress towards establishing the infrastructure in which to accomplish this resolution within one year of its passage. Thereafter reports will be made annually at Town Meeting on the progress the Town has made in regards to this resolution.

### WESTFORD

- Voted to resolve that in response to the escalating climate crisis, Westford commits to take actions to promote clean energy and reduce fossil fuel use, including promoting energy efficient upgrades in all town facilities and in private homes and businesses and purchasing the highest percentage of clean, renewable energy in town contracts as feasible.
- The Select Board will charge a task force with studying and making recommendations for specific strategies for Westford to achieve the Commonwealth of Massachusetts' limit of net-zero greenhouse gas emissions by 2050 with intermediate goals. The committee will provide a plan to the Select Board within 9 months of receiving its charge and it will report the town's progress towards those goals annually at Town Meeting.



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# Outreach survey results

- 314 Groton residents surveyed (2.78% of population)
- Responses by age demographic (% YES answers to questions)

	Total # of Responses	Total % of Responses	Do you think Groton should take action on climate change?	Would you vote for town resolution that establishes a goal of net zero greenhouse gas emissions by 2050 for the town and the creation of a climate action plan to describe how we will do that?	Would you support implementation of a climate action plan if those actions required a reallocation of municipal resources, including time or tax dollars?
18 years old and under	19	6.1%	94.7%	94.7%	89.5%
19-39 years old	41	13.1%	87.8%	87.8%	78.0%
40 - 65 years old	177	56.4%	84.2%	80.8%	62.1%
66 years and older	76	24.2%	82.9%	71.1%	55.3%





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**Town Manager**  
Mark W. Haddad

**TO:** Mark Haddad, Town Manager  
**FROM:** Kara Cruikshank, Executive Assistant  
**DATE:** December 11, 2024  
**RE:** 2025 License Renewals – Alcohol, Common Victualler (CVL) & Class II

The following licenses require Select Board approval for renewal for calendar year 2025:

- **Omahi Realty, LLC, dba Boston Road Market, Piyush Patel, Manager**  
Located at 871 Boston Road  
All Alcohol Package Store  
Hours of Operation: Mon-Sun 8:00 AM – 11:00 PM  
Licenses to expire on December 31, 2025
- **Groton Market, Inc., John Madigan, Manager**  
Located at 235 Main Street  
All Alcohol Package Store  
Hours of Operation: Mon-Sat 9:00 AM - 9:00 PM, Sun 11:00 AM - 6:00 PM  
License to expire on December 31, 2025
- **Filho's Cucina, Inc., dba Filho's Cucina, Paolo Filho, Manager**  
Located at 235 Main Street  
CVL & Carry-In  
Hours of Operation: Mon-Thurs 11:00 AM – 8:00 PM, Fri & Sat 11:00 AM – 9:00 PM,  
Sun 12:00 PM – 8:00 PM  
Licenses to expire on December 31, 2025
- **Main House, Inc., Chang Wen Huang, Manager**  
Located at 495 Main Street, Unit 3C  
CVL  
Hours of Operation: Mon-Sun 11:00 AM – 10:00 PM  
License to expire on December 31, 2025
- **FJ Catalano Enterprises, Inc., dba Dunkin-Groton Center, Hannah Drew, Manager**  
Located at 133 Main Street  
CVL  
Hours of Operation: Sun-Sat: 5:00 AM – 7:00 PM  
License to expire on December 31, 2025

- **Courtney's Donuts, LLC, dba Dunkin-Groton Forge, George Badran, Manager**  
 Located at 788 Boston Road  
 CVL  
 Hours of Operation: Sun-Sat: 5:30 AM – 7:00 PM  
 License to expire on December 31, 2025
- **Courtney's Donuts, LLC, dba Dunkin-Groton Haffners, Jennifer Cormier, Manager**  
 Located at 318 Main Street  
 CVL  
 Hours of Operation: Sun-Sat: 6:00 AM – 7:00 PM  
 License to expire on December 31, 2025
- **Energy North Incorporated., dba: Haffner's 3120, Anilkumar Mahant, Manager**  
 Located at 318 Main Street  
 CVL  
 Hours of Operation: Sun-Sat 5:00 AM – 11:00 PM  
 License to expire on December 31, 2025
- **Gibbet Hill Grill LLC, dba Gibbet Hill Grill Restaurant and The Barn at Gibbet Hill Function Hall, Thomas Totman, Manager**  
 Located at 61 Lowell Road  
 All Alcohol Restaurant (2) & CVL (2)  
 Hours of Operation (Barn & Grill): Mon-Sun 11:00 AM – 1:00 AM  
 Licenses to expire on December 31, 2025
- **Groton Medical Wellness Spa, LLC, dba Evans Energy Wellness Café, Arwyn Lennon, Manager**  
 Located at 493 Main Street  
 CVL  
 Hours of Operation: Mon-Fri 9:00 AM - 5:00 PM  
 License to expire on December 31, 2025
- **Seven Hills Pediatric Center, Christopher Roberts, Manager**  
 Located at 22 Hillside Ave  
 CVL  
 Hours of Operation: 24/7  
 License to expire on December 31, 2025
- **Masa, Inc., dba Tequila's Mexican Cantina, Eric Brambila, Manager**  
 Located at 765 Boston Road  
 All Alcohol Restaurant & CVL  
 Hours of Operation: Mon to Friday 11:00 AM - 11:00 PM  
 Sat and Sun 10:00 AM- 11:00 PM  
 Licenses to expire on December 31, 2025
- **Shaw's Supermarkets, Inc., dba Shaw's Supermarket #627, Dan Bolduc, Manager**  
 Located at 760A Boston Road  
 CVL  
 Hours of Operation: Mon to Sat 7:00 AM - 10:00 PM, Sun 7:00 AM – 9:00 PM  
 License to expire on December 31, 2025  
***Contingent upon receipt of renewal paperwork***
- **Blackbird Café, Inc., dba Blackbird Café, Jennifer Abraham and Jordan Flowers, Manager**  
 Located at 493 Main Street  
 Unit G  
 CVL  
 Hours of Operation Mon-Sun: 7:00 AM – 2:30 PM  
 License to expire on December 31, 2025

- **Country Butcher of Groton, LLC, Patrick Gaudet, Manager**  
 Located at 68 Boston Road  
 CVL  
 Hours of Operation: Tues-Fri 9:00 AM–5:00 PM, Sat 9:00 AM–3:00 PM,  
 Sunday/Monday-Closed  
 License to expire on December 31, 2025
- **RiverCourt Residences, Jessica Fenzel, Manager**  
 Located at 8 West Main Street  
 CVL  
 Hours of Operation: Sunday- Saturday, 8:30 AM to 6:30 PM  
 License to expire on December 31, 2025
- **128 Main Street, LLC; dba: The Groton Inn; Michael Noseworthy, Manager**  
 Located at 128 Main Street  
 All Alcohol Restaurant, CVL, Entertainment, and Sunday Entertainment  
 Hours of Operation: Mon-Sat 8:00 AM – 1:00 AM, Sun 10:00 AM – 1:00 AM  
 Licenses to expire on December 31, 2025
- **128 Main Street, LLC; dba: Forge & Vine; Michael Noseworthy, Manager**  
 Located at 128 Main Street  
 All Alcohol Restaurant, CVL, Entertainment, and Sunday Entertainment  
 Hours of Operation: Mon-Sun 10:00 AM – 1:00 AM  
 Licenses to expire on December 31, 2025
- **Station House Restaurant, LLC, dba: The Station House, Andrew L. McElroy, Manager**  
 Located at 20 Station Ave  
 All Alcohol Restaurant & CVL  
 Hours of Operation: Mon-Sun 8:00 AM – 12:00 AM  
 License to expire on December 31, 2025
- **Gilson Family Herb Enterprises, dba The Herb Lyceum, William Gilson, Manager**  
 Located at 368 Main Street  
 All Alcohol Restaurant, CVL, Entertainment & Sunday Entertainment  
 Hours of Operation: Mon-Sun 11:00 AM – 11:00 PM  
 Licenses to expire on December 31, 2025
- **Bruno Ferreira, dba Bruno's Pizzeria, Bruno Ferreira, Manager**  
 Located at 195 Main Street  
 CVL  
 Hours of Operation: Mon-Sun 9:30 AM – 8:00 PM  
 License to expire on December 31, 2025
- **Santi's Restaurant & Dairy Bar, dba Johnson's Restaurant & Dairy Bar, Richard Santiano, Manager**  
 Located at 164 Boston Road  
 CVL & Carry-In  
 Hours of Operation:  
 Summer Hours: Mon-Sun 6:00 AM – 9:00 PM  
 Winter Hours: Mon-Sun 6:00 AM – 2:00 PM  
 Licenses to expire on December 31, 2025

- **Dolce Amar Sweets to Love, Raffaella Gutterman, Manager**  
 Located at 497 Main Street, Suite A  
 CVL  
 Hours of Operation: Wed-Sat: 7:00 AM – 5:00 PM  
 License to expire on December 31, 2025
- **Salt & Light, Café, Josiah & Linda Coleman, Manager**  
 Located at 159 Main Street  
 CVL  
 Hours of Operation: Mon-Sat 6:00 AM to 2:00 PM  
 Closed Sunday  
 License to expire on December 31, 2025
- **NESSP Sai Canteen, Siva Kandukuri, Manager**  
 Located at 99 Shirdi Way  
 CVL  
 Hours of Operation: Saturday 10:00 AM- 7:00 PM and Sunday 10:00 AM- 3:00 PM  
 License to expire on December 31, 2025
- **GPH Pub, LLC, dba: The Groton Publick House Pub and Eatery, Christopher Frothingham, Manager**  
 Located at 94 Lovers Lane  
 All Alcohol Restaurant (2) and CVL (2)  
 Hours of Operation: Daily 10:00 AM – 1:00 AM (Restaurant & Function Hall)  
 Licenses to expire on December 31, 2025
- **Hollis Street Nutrition, Julie Flynn, Manager**  
 Located at 30 Hollis Street  
 CVL  
 Hours of Operation: Mon - Fri 7:00 AM – 4:00 PM; Sat 8:00 AM – 2:00 PM  
 License to expire on December 31, 2025
- **Groton Towing, Inc., Robert Olson, Manager**  
 Located at 455 Main Street  
 Class II  
 Hours of Operation: Mon- Fri 8:00 AM- 6:00 PM  
 License to expire on December 31, 2025
- **Las Prime, Jacob Andrew Drooker, Manager**  
 Located at 619 Boston Road  
 CVL  
 Hours of Operation: Mon-Sat 6:00 AM – 10:00 PM; Sun 7:00 AM – 9:00 PM  
 License to expire on December 31, 2025
- **Shree Hari Om, LLC, dba: Groton Wine & Spirits; Utsav Patel, Manager**  
 Located at 768 Boston Road  
 All Alcohol Package Store  
 and CVL  
 Hours of Operation: Mon-Wed 10:00 AM – 9:00 PM;  
 Thurs-Sat 10:00 AM – 10:00 PM; Sun 10 AM-7 PM  
 Licenses to expire on December 31, 2025
- **Indralok, Inc., dba: Country Farms; Romulo Roma, Manager**  
 Located at 127 Main Street  
 All Alcoholic Package Store  
 Hours of Operation: Mon-Sun 6:00 AM – 11:00 PM  
 License to expire on December 31, 2025

- **Groton House of Pizza, Theo Stefanakos, Manager**  
 Located at 129 Main Street  
 CVL  
 Hours of Operation: Mon-Sat 11:00 AM – 8:00 PM  
 Closed Sunday  
 License to expire on December 31, 2025
- **The Groton Hill Music Center, Lisa Fiorentino, Manager**  
 Located at 122 Old Ayer Road  
 All Alcoholic Beverages, CVL, Entertainment & Sunday Entertainment  
 Hours of Operation: Sun-Sat 12:00 PM- 10:00 PM  
 Licenses to expire on December 31, 2025
- **Esquared Hospitality; Eric Brown, Manager, dba: Third Space Kitchen & Events**  
 Located at 491 Main Street, Unit E  
 CVL, Carry-In  
 Hours of Operation: Sun-Sat 7:00 AM-11:00 PM  
 Licenses to expire on December 31, 2025
- **786 Mobil Mart, Inc; Mehar Ashaq, Manager, dba; Mobil Groton**  
 Located at 6 Boston Road  
 CVL  
 Hours of Operation: Mon- Fri 6:00 AM- 10:00 PM and Sat-Sun 7:00 AM-10:00 PM  
 Licenses to expire on December 31, 2025

**SELECT BOARD MEETING MINUTES  
MONDAY, DECEMBER 9, 2024  
UN-APPROVED**

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

**SB Members Absent:** Peter Cunningham, Clerk;

**Also Present:** Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Patricia DuFresne, Assistant Director of Finance/Town Accountant; Vanessa Abraham, Groton Public Library Director;

**Board of Library Trustees:** Mark Gerath; Helena Fruscio Altman; Jennifer Petersen; Mark Gerath; David Zeiler.

Ms. Manugian called the meeting to order at 6:00 PM.

**ANNOUNCEMENTS**

Ms. Pine attended the Groton Community Christmas Concert at the Congregational Church over the weekend and announced there was another performance that evening. She said it was a wonderful event and strongly recommended attending.

**PUBLIC COMMENT PERIOD #1**

None

**TOWN MANAGER'S REPORT**

**1. Ratify the Town Manager's Appointment of Barbara Rich to the Commission on Accessibility.**

*Ms. Pine made a motion to ratify the Town Manager's appointment of Barbara Rich to the Commission on Accessibility. Mr. Pisani seconded the motion. The motion carried unanimously.*

**2. Update/ Report on ARPA Expenditures.**

Select Board Chair Manugian requested an update on the final expenditures of the ARPA (American Rescue Plan Act) funds. Assistant Director of Finance/Town Accountant Patricia DuFresne attended the meeting to discuss the prepared report with the Board. Mr. Haddad thanked Ms. DuFresne for providing the report and highlighted various projects for which the Town of Groton utilized the \$3.3 million from the federal government. He explained that one of the largest projects they used the funding for was the PFAS engineering to bring clean water to the Groton Dunstable Regional High School. He said he was really pleased with the way the Town of Groton utilized these funds, stating that taxpayers should be happy. Hr. Haddad emphasized that all the funds were fully spent and put to good use. Ms. Pine added that the funds for employee retention and the schools during the pandemic kept the Town running.

**3. Update on Fiscal Year 2026 Budget.**

Mr. Haddad provided an update on the FY 2026 Budget, stating that he and the Finance Team have started reviewing the budgets for various departments. Budget meetings are currently taking place this week and will conclude on Thursday. By the end of these meetings, he expects to have a clearer understanding of the town's budget situation. He said the Town Manager's and Town Administrator's Tri-Com Working Group held another meeting this past week to continue discussing the FY 2026 Budget as it impacts the Towns of Groton and Dunstable and the Groton Dunstable Regional School District.



Earlier that day, Mr. Haddad met with Sherry Kersey, the Director of Business at the GDRSD, Superintendent Geoff Bruno, Dunstable Town Administrator Jason Silva, and School Committee Chair Lacey McCabe to discuss the budget timeline. The timeline is as follows:

- On January 6, 2025, the town will receive two proposed budgets from the school district: a balanced budget and a level-services budget.
- On January 13, 2025, the Select Board and the Finance Committee will meet jointly to provide the Town Manager with final Budget Guidance.
- On January 31, 2025, Mr. Haddad will present the final Proposed Operating Budget to the Select Board and Finance Committee.
- On February 12, 2025, the School District will release its budget booklet with its FY 2026 Proposed Budget.
- The tentative date for the School District's public hearing on the Budget is February 26, 2025.
- On March 12, 2025, the school budget will be certified by the GDRSD Committee.

Focus group meetings will be held between January 6th and March 12th, and budget forums will be held after March 12th. Mr. Haddad emphasized the importance of providing the right information to the public, which will be done once the School District's budget has been certified.

**4. Proposed Select Board Meeting Schedule through the End of the Year.**

Monday, December 16, 2024	Regularly Scheduled Meeting
Monday, December 23, 2024	No Meeting
Monday, December 30, 2024	No Meeting
Monday, January 6, 2024	Regularly Scheduled Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL**

**1. Pursuant to Section II, Paragraph B of the Agreement with the Police Chief Michael Luth, Determine the Board's Intention on Whether or not it Intends to Renew the Agreement**

Mr. Haddad said the current Employment Agreement between the Town of Groton and Police Chief Michael Luth expires on June 30, 2025. Section II, Paragraph B of the Agreement states that *"the Select Board shall vote on or before January 1, 2025, at a Regular Meeting whether or not it intends to renew this Agreement for an additional term and shall give the Employee's written notice of its decision on or before February 1, 2025."* He said Chief Luth had been an outstanding Police Chief and recommended that the Select Board consider renewing this Agreement and authorizing the Town Manager to negotiate a new contract with him.

*Ms. Pine moved to renew the agreement with Police Chief Luth and authorize the Town Manager to negotiate a new contract. Mr. Pisani seconded the motion, which was carried unanimously.*

**2. Pursuant to Section I, Paragraph B (2) of the Agreement with the Town Clerk Dawn Dunbar, Determine the Board's Intention on Whether or not it Intends to Renew the Agreement.**

Mr. Haddad said that the current Appointment and Employment Agreement between the Town of Groton and Town Clerk Dawn Dunbar expires on June 30, 2025. Section I, Paragraph B (2) of the Agreement states that *"the Town, through the Select Board, shall decide on or before January 15, 2025,*

*whether it intends to renew the Employee's appointment. If the Select Board decides to renew the Employee's appointment, the Town Manager shall give the Employee notice of whether he intends to renew this Agreement for an additional three-year period and shall give the Employee written notice of his decision on or before February 1, 2025."* He said Ms. Dunbar has done a phenomenal job and recommends that the Select Board consider renewing her appointment.

*Mr. Pisani made a motion to renew Ms. Dunbar's appointment as Town Clerk. Ms. Pine seconded the motion. The motion carried unanimously.*

Mr. Haddad expressed his intention to renew her Agreement for an additional three years and will notify Ms. Dunbar of his decision on or before February 1, 2025. He will then begin negotiations for a new contract with her.

**3. Pursuant to Section I, Paragraph B of the Agreement with Town Manager Mark Haddad, Determine the Board's Intention on Whether or not it Intends to Renew the Agreement.**

Chair Manugian explained that the current Employment Agreement between the Town of Groton and Town Manager Haddad is set to expire on June 30, 2025. According to Section I, Paragraph B of the Agreement, *"the Board shall notify the Employee in writing on or before February 15, 2025, if it intends not to renew this Agreement."* Chair Manugian emphasized that the community is very well served by the Town Manager and expressed support for renewing Mr. Haddad's Agreement.

*Ms. Pine moved to notify the Town Manager of the Select Board's intent to renew the Agreement. Mr. Pisani seconded the motion. The motion carried unanimously.*

Mr. Haddad said he will schedule an executive session on Monday, December 16th, for the Town Manager to receive guidance from the Select Board regarding contract negotiations with Police Chief Luth and the Town Clerk. The Board will need to determine a process to negotiate a new Agreement with the Town Manager.

**6:15 P.M. In Joint Session with the Boards of Library Trustees- Consider Appointing Heidi Robes to the Board of Library Trustees to Fill a Vacancy until the 2025 Spring Election.**

The Board of Library Trustees attended, and Chair Altsman called the meeting to order.

Mr. Haddad explained that there was a vacancy on the Board of Library Trustees. Mr. Gerath mentioned that they had received six applications, and Ms. Altsman expressed their excitement about adding Ms. Heidi Robes to the Board. Ms. Robes stated that she had been a resident for almost thirty years and looked forward to working with the Board of Library Trustees.

*Ms. Pine made a motion to appoint Ms. Heidi Robes to the Board of Library Trustees until the May Election. Mr. Reilly seconded the motion. Reilly-aye; Pisani- aye; Manugian- aye; Pine-aye; Gerath-aye; Altsman-aye; Zeiler-aye; Peterson-aye.*

**OTHER BUSINESS**

**On Going issues**

- A. PFAS Issue—Mr. Haddad explained that they are a month behind on the start of construction with the contractor, DeFelice Construction, because SRF Funding has not yet been approved. The State is about a month behind in its approval. Work should commence in January 2025. The contractor has asked if the Town would reconsider moving work from night to daytime during the winter months due to frost. The Police Department will meet with the contractor on Thursday, December 12, to discuss this further. Mr. Haddad will provide an update to the Board next week.
- B. Nashoba Valley Medical Working Group- No update at this time.
- C. Charter Review Committee—The Charter Review Committee is reviewing a proposal concerning the appointments of the Fire Chief, Police Chief, and Town Clerk. The proposal states that the Town Manager would make the appointments subject to the Select Board's ratification. Last week, during the committee meeting, a public hearing was held, and this proposal was discussed. The Charter Review Committee would like input from the Select Board on this proposal. Mr. Haddad will schedule this matter at the Select Board meeting scheduled for January 13th.
- D. Florence Roche Elementary School Construction Project—No update at this time.
- E. PILOTs—The PILOT Working Group held its meeting, and Mr. Haddad is currently drafting the final report. Mr. Haddad provided an update that an Open Meeting Law complaint has been filed, saying the Town Managers Working Group is a public body and should adhere to the Open Meeting Law. He does not believe that the Working Group is subject to the Open Meeting Law. The complainant has been notified of the response. This matter has not been brought to the Attorney General's office for review.

**SELECT BOARD LIASON REPORTS**

**Public Comment Period #2**

None

**Approval of the Regularly Scheduled Meeting Minutes of November 25, 2024**

*Ms. Pine made a motion to approve the minutes of the regularly scheduled meeting of November 25, 2024.  
Mr. Pisani seconded the motion. The vote carried unanimously.*

The meeting was adjourned at 6:29 p.m. Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager.