

**SELECT BOARD MEETING MINUTES
MONDAY, MARCH 9, 2020
APPROVED**

SB Members Present: Alison S. Manugian, Chair; Joshua A. Degen, Vice Chair; John F. Reilly, Clerk; John R. Giger, Member; Rebecca H. Pine, Member

Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant

Ms. Manugian called the meeting to order at 7:00pm and reviewed the agenda.

OTHER BUSINESS

Mr. Haddad said that they were taking various actions to address Coronavirus. He said that they were working with HR and Town Counsel on a policy to include traveling. He said that he would be bringing this back within the next few weeks adding they had to bring anything forward to the unions. He said that the staff was disinfecting regularly adding that the COA was also taking measures to disinfect. Mr. Haddad showed the information that was on the website via our homepage and Board of Health page. He said that this was a concern and were taking measures necessary. Mr. Haddad said that he would forward an email to the Board that just came in a few minutes ago about what measures the Board of Health can take from a public health standpoint. He said that Jason Kauppi was also going to come in and talk about Town Meeting a little later in the meeting.

Ms. Pine said that they may be called upon as a town to brainstorm some of the things they need to talk about with the Emergency Management Director and said she would be happy to help. She said it was important for people to stay home they minute they feel sick. She added that it was important to keep a 6ft distance when in crowds according to the CDC. Mr. Giger said he wanted them to give serious thought to contamination by those walking into public buildings. Mr. Haddad said that it would be included within their policy. He also encouraged people to think about being home for 14 days should you need to self-quarantine.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that they planned to have a second conversation on the CPA adding it was decided last week to hold off on any further discussions until after Town Meeting. He said that he reached out to Town Counsel at the Board's request to ask whether they could make a decision now and defer a change to a later date. He said that he had not heard back from Town Counsel and would bring it back to a future meeting.

2. Mr. Haddad said that the Select Board asked him to provide the Board with recommended reductions to the FY 2021 Municipal Budget should the Town Meeting vote to join the Central Massachusetts Mosquito Control Project (\$90,000) and the Groton Dunstable Regional School District not be able to use Free Cash (\$128,590 Groton Share) for a total reduction of \$218,950. The following was provided as a list of possible reductions (for discussion purposes only):

Increase Dispatch Grant Dependency to \$150,000	\$51,582
Lifeguards at Sargisson Beach	\$28,000
Weed Harvesting at Baddacook	\$15,000
Highway - Maintenance	\$30,000
Police - Minor Capital	\$20,000
Fire - Minor Capital	\$23,000
Park - Expenses	\$20,000
Library - Sunday Hours	\$27,000
Police - Motor Cycle	\$5,000
Total FY 2021 Reductions	\$219,582

Mr. Haddad said that he was not in favor of any reductions and there was no order to these reductions. Mr. Haddad said that he was going to recommend that the Select Board not put this article on the warrant. He said that the Board of Health felt as though they were doing their due diligence by bringing this forward but left the door open for the Select Board to leave it on or remove it.

OTHER BUSINESS - CONT.

Mr. Haddad said that one of the concerns with Coronavirus was assembly. He said that Town Meeting had somewhere between 300-500 people. He said that the budget was the single most important item on the budget because without that, government would shut down on July 1. Town Moderator, Jason Kauppi said that the warrant had not yet been posted which meant they could change the date now. He said that there was a process which allowed the Moderator to postpone a posted town meeting. He said that they could convene the Town Meeting and move a maintenance budget until such time a Town Meeting could be scheduled as an example. Mr. Haddad said he would like to get an opinion from Town Counsel on whether they could postpone at this point. Mr. Haddad said that he would like at least 30 days to get the books up and running on the FY21 budget. Mr. Kauppi said that he wanted to caution them rushing through a meeting adding people may want to attend but will not in fear of getting sick. Mr. Degen suggested holding Town Meeting on a Saturday outdoors as an option.

Mr. LaTerz asked if there was a change should the Commonwealth issue a state of emergency. Mr. Haddad said that was a good question. Ms. Pine said she was wondering the same thing. Mr. Giger said that an unknown that they needed to factor in was whether a 30-day delay would be better or worse for them based on the status of the virus. Ms. Pine said that they should also be looking into quorum issues should people need to call in to meetings. Ms. Manugian asked that Mr. Haddad start thinking about a maintenance budget.

TOWN MANAGER’S REPORT – CONT.

- 3. Mr. Haddad said that the Board asked for a breakdown of what was spent thus far from the Prescott School Sprinkler System appropriation. He said that the 2018 Spring Town Meeting appropriated \$275,330 from CPA Funds for this purpose. He said that he went to the Select Board and CPC to spend some of the sprinkler system money on handicap improvements and engineering to develop bid specs for the sprinkler system. He provided the following summary on what has been spent thus far:

Beginning Balance	\$275,330
Ramp Upgrade	\$(8,500)
Fire Rated Interior Doors	\$(8,538)
Handicap Door Square Push Buttons	\$(193)
Caulk/Trim/Paint Doors	\$(1,100)
Supplies - Moison Hardware	\$(148)
Gym Doors	\$(12,546)
BLW Engineers (Develop Specs)	\$(26,096)
Remaining Balance	\$218,209

Ms. Manugian asked if this was the third time they were going out to bid on this project. Mr. Haddad said that it was.

- 4. Mr. Haddad provided the Board with the latest revised draft of the 2020 Spring Town Meeting Warrant. He explained that the following was a summary of the changes/additional information requests of the various Articles (as found in the Town Manager’s Report):

Article 6 - FY 2021 Capital Budget

As requested by the Board, I have updated the summaries for the DPW Building Maintenance Capital and Park Department Capital to read as follows:

Building Maintenance 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. In FY 2021, these funds will be used to perform brick pointing on town hall by the back door as well at Legion Hall.

Property Improvements 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. By

appropriating \$25,000 each year for five years, 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. In FY 2021, the Park Commission plans on using these funds to for Waitowitz Field Design and Court construction and the planning and concept of a Sanitary Facility Center at Cow Pond.

Article 6- FY 2021 Capital Budget (continued)

At the request of Select Board Member Degen, I have worked with the DPW Director and Police Chief to change the way we will be providing a pick-up truck for the Police Department. We will be providing the Police Department with one of our current DPW Pick-ups (2018 Dodge Ram) and buying two new pick-up trucks for the DPW. There will be no change in the total appropriation for the Capital Budget. I have amended the Summary of the Capital Budget to reflect his change.

Article 7 - Police Department Generator

I have updated the summary to add the anticipated cost. The summary now reads as follows:

Summary: The Generator and automatic transfer switch (AWS) panel are original to the construction of the building in 1992. The panel components are obsolete and unavailable. If the components were to fail and it became necessary to use the generator to power the building, the Police Station and Communications center would not be operational for an extended period of time. A manual transfer switch (MTS) will be added in order to connect an external generator to provide power to the building in the event of primary generator failure or is needed for maintenance and repairs. The cost of this repair is \$25,000.

Article 8 - Environmental Consulting Services

I have revised the summary to address the review of the grounds and building, as well as, include the anticipated cost. The summary now reads as follows:

Summary: The purpose of this Article is to provide funding for environmental consulting services in support of the demolition of the former Squannacook Sportsmen's Club located at 159 West Main Street. Town Meeting had previously authorized the Town to obtain this property to provide additional parking and land for activities for the new Center in West Groton. Prior to taking this property, the Town needs to understand the environmental impact of demolishing the former Sportsmen's Club. This Article will provide the necessary funding to inspect the building and surrounding area and develop a report and recommendations for the building's disposal. Depending on the outcome of the report, the Town will return to a future Town Meeting for the necessary funding to demolish the building and take the property. The anticipated cost of these services is anticipated to be \$18,000.

Article 10- Special Legislation - Investment of Town's Trust Funds

I have changed the sponsor to the Commissioners of Trust Funds.

Article 11 - Complete Streets Engineering

I have updated the summary to include the anticipated projects. The summary now reads as follows:

Summary: The Complete Streets Committee will be applying for a grant from MassDOT to improve pedestrian safety and accessibility improvements in Town. This article will provide funding for the required engineering design of the projects. Projects under consideration at this time include installing a sidewalk from West Groton Center to the new Groton Center on West Main Street and installing a sidewalk on Route 40 from the Groton Inn to the Gibbet Hill Grill. The Town must provide the engineering to design and solicit bids in order to obtain the construction funding. It is anticipated that the cost of this engineering will not exceed \$35,000.

Article 13 and 14 - Pavement Connector and Engineering Funding for Prescott Parking Lot

As voted by the Board, I have removed these Articles from the Warrant and renumbered the remaining Articles.

Article 17 - Zoning Amendment- Site Plan Review (formerly Article 19)

The Board requested additional information on this Article. The following is offered by Land Use Director/Town Planner Takashi Tada:

"There were a couple of projects last year that began as Minor Site Plan Review applications, which are handled "administratively" by the Building Commissioner and Land Use Director, in tandem. These Minor Site Plan projects usually get reviewed by various Town Departments through the informal Land Use Committee meeting process, and the decision is issued jointly by The Building Commissioner and Land Use Director. The Planning Board felt that these projects should have been submitted as Major Site Plan Review applications, due to the fact that they involved a "change of use" that exceeded one of the major review thresholds, eg. greater than 1,000 square feet of building area. In order to make it clearer in the Site Plan Review provisions, the Planning Board proposed changes that would require major site plan for new construction or change in use of greater than 1,000 square feet or adding six or more parking spaces. The two projects in question were the new faculty housing units at Groton School, and Kilbourn Place (240 Main Street, formerly Donelan's)."

Article 18 - Zoning Amendment -Attached Accessory Apartment {formerly Article 20)

The Board requested additional information on this Article. The following is offered by Land Use Director/Town Planner Takashi Tada:

"The existing zoning bylaw requires a special permit from the ZBA for an attached accessory apartment in a single-family house in the R-A and R-B zoning districts. In contrast, the zoning bylaw allows attached two-family dwellings (duplex) by right. Since the inception of the Accessory Apartments zoning provision in 2005, there have been 11 special permits issued by the ZBA for attached accessory apartments (per Margot Hammer). The Planning Board's proposed amendment would eliminate the special permit requirement, thereby making it easier for owners of eligible single-family homes to create an attached accessory dwelling."

Article 19 - Zoning Amendment - Detached Accessory Apartment (formerly Article 21)

The Board requested additional information on this Article. The following is offered by Land Use Director/Town Planner Takashi Tada:

"The existing zoning bylaw doesn't allow detached accessory apartments. The proposed amendment would add provisions to allow single-family homeowners to apply for a special permit from the Planning Board to construct a detached accessory apartment. Because of the additional site planning considerations that are inherent with a detached accessory structure, the Planning Board felt that it, rather than the ZBA, would be the appropriate permit granting authority."

Article 24 - Appropriation to Fund Town Forest Expenses (formerly Article 26)

The Board had requested a breakdown of what are the expenses of the Town Forest Committee. Since 2009 they have spent \$2,400 on tree removal. I would imagine the money we transfer under this article will be used for similar purposes.

Mr. Haddad said that he wanted the Board to consider removing the mosquito control article at next week's public hearing. He said that they already had 3 votes at the Town Meeting with the last vote being rejected. He suggested waiting until next week to allow the Board of Health an opportunity to weigh in.

Ms. Pine asked about article 30 and some of the revolving funds.

5. Mr. Haddad reviewed the Select Board's upcoming meeting schedules.
6. Mr. Haddad said that he had no new budget update.

7. Ms. Pine said she had some questions about the revised dog bylaw. She asked about the complaint form and for clarification about the dangerous dog description and suggested an additional edit which she would work with the Town Manager on. Mr. Giger asked about the fines that used to be included. Mr. Haddad said that the Town Clerk asked the same question today adding he asked Town Counsel for clarification.

7:30PM – TOWN MANAGER EVALUATION POLICY

Mr. Giger said that there were 2 areas that caused significant distress within the evaluation process. He said that one issue was the chair having to take comments from 5 individuals and summarize them. Mr. Giger said that he worked with Ms. Doig who reached out to her colleagues for examples of their evaluations. Mr. Giger said that they received 13 responses adding they reviewed each one with no two being alike. Mr. Giger said that the proposed solution met all legal requirements, required meaningful feedback conversations between the evaluator and the Town Manager. He said that he was proposing that written comments be eliminated. Mr. Giger said that he created an evaluators workbook which included, goals, accomplishments and struggles, personal development, etc. adding it was the same criteria they were using now. Mr. Giger provided packets of the review documents.

Ms. Manugian thanked Mr. Giger for taking this on adding there was a lot of work that went into this. Ms. Pine said that he hit the nail on the head with issues relative to the current policy. Ms. Pine asked about the lack of Town Manager goals at this time. Mr. Haddad said that the Board's goals were his goals this year. Mr. Giger said that the face to face conversation with the Town Manager eliminated the need for written comments. Mr. Reilly asked if Mr. Giger envisioned them doing the evaluation first then meet with the Town Manager. Mr. Giger said he did adding it gave them the opportunity to review their reviews with the Town Manager. Ms. Pine said that the one missing piece might be communication between the 5 members about something serious that came out from the conversations but was not on the checklist. She asked if he ran into any way in which the Board could discuss any issues. Mr. Giger said that state law did not allow for that unless discussed at a public meeting. Mr. Giger said that the individual compilation sheets and individual evaluations would be kept for 45 days and then discarded. Ms. Manugian asked how the Board felt about adding in a workshop at the end to discuss and create summary comments from the Board. Mr. Giger said that anything was possible and suggested that debating comments might not be the best way to do things. Mr. Haddad said that a summary discussion once the compilation was done at a public meeting could be allowed by the OML.

Ms. Manugian asked if the Board was prepared to send this to Labor Counsel. Mr. Haddad suggested having Mr. Giger work with Labor Counsel Brian Maser on this. Mr. Degen said he appreciated the work done on this adding the process had been streamlined. He said that this had been reduced to a numeric score without any written comments adding it was something he was trying to wrap his head around. He asked for time to review the entire packet themselves before going to Labor Counsel. Ms. Manugian said that her concern was getting set on a process before Counsel looked at it. Mr. Haddad said he would bring it back on March 23rd. Mr. Haddad said that he liked the idea of not having written comments adding it bogged the Board down. He said he liked the one on one meetings but had no issues with a paragraph summary on areas where he/she excelled and areas for improvement.

ON-GOING ISSUES

B: Mr. Haddad said that he forwarded the approved and executed Administrative Consent Order on the Manganese treatment which meant that it should be released along with all executive session minutes. He said that the Water Department would be moving forward with the approved plan.

D: Mr. Fleisher said that the Board of Health reached out to retailers for their feedback on banning polystyrene containers. Ms. Pine asked if the Board of Health would be ready for Fall Town Meeting. Mr. Degen suggested banning plastic straws as an example also at the same time.

F: Mr. Haddad said that the Florence Roche Committee was looking at a variety of processes to move forward with adding he was old school in wanting to use design-bid-build.

G: Mr. Haddad said that the generator had been delayed by another 4 weeks. He said that this prevented the Highway Department from moving their trucks into the new garage. He said that they started to install a temp generator at the contractor's expense so that they could move in next week.

MINUTES

Mr. Degen moved to approve the minutes of March 2, 2020 as amended. Ms. Pine seconded the motion. The motion carried unanimously.

Ms. Manugian adjourned the meeting at 8:30pm.

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: 03/23/2020