

**SELECT BOARD MEETING MINUTES  
MONDAY, JUNE 6, 2022  
APPROVED**

**SB Members Present:** Rebecca H. Pine, Chair; Peter S. Cunningham, Clerk; John F. Reilly, Member; Matthew F. Pisani, Member

**Members Absent:** Alison S. Manugian, Vice Chair

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

Ms. Pine called the meeting to order at 7:00 PM and reviewed the agenda.

**ANNOUNCEMENTS**

Ms. Pine said that even though this was the first meeting since the election, they would not be reorganizing that evening because Ms. Manugian could not be present. She said that they would be reorganizing next week.

Mr. Haddad said that the Destination Groton Committee would be holding an information session at the Center on Sunday, June 12, 2022 from 2-4pm.

Mr. Haddad said that the Senate filed a bill with their budget to extend remote meeting through December 15, 2023 adding if this extension did not go through, it would end on July 15, 2022.

Mr. Haddad said that some people were upset with him because of his decision to close the Center when the staff had Covid. He said that he wanted to thank the seniors and would be hosting a luncheon for them at the Center from June 16, 2022 from 12-2pm. He said it was free and had about 70 people signed up so far. He thanked the Police, Fire and Town Supervisors Unions for helping him with this event.

Mr. Cunningham said that Riverfest was being held on Sunday, June 12, 2022 at Petapawag Boat Launch at 11am with parking at the Deluxe property.

Mr. Cunningham said that there was a housing summit coming up in a few weeks at the Center. Ms. Pine said that it was Wednesday, June 22<sup>nd</sup> at 7pm.

Ms. Pine said that they attended a very informative meeting two weeks ago about PFAS and encouraged people to watch the meeting.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad said it was the time of year to make annual appointments and presented the appointments by page. (see attached)

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 1. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 2. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 3. Mr. Pisani seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 4. Mr. Pisani seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 5. Mr. Pisani seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to ratify the Town Manager's appointments on page 6, II. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to appoint the individuals listed on page 6 under section III. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to appoint the individuals listed on page 7 with Ms. Sartini's appointment to the Sign Committee effective immediately. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to appoint the individuals listed on page 8, under section III. Mr. Reilly seconded the motion. The motion carried unanimously.*

Mr. Haddad said that they advertised a vacancy in the Assessors Office for an Assistant Assessor. He said that Tammi Mickel, who currently worked in the Tax Office rose to the top of the applicants. He said that he was making that appointment effective June 13, 2022 and asked the Board to ratify that appointment. Ms. Foster said that she liked Ms. Mickel's work ethic and her eagerness to learn as they had worked together between their two offices. She said she was excited to bring Ms. Mickel into her office and train her. Ms. Foster said that Ms. Mickel would be allowed and encouraged to take courses related to the Assessors Office. Mr. Haddad said that Ms. Mickel comes into work everyday and works hard. He said she would be a good asset to Ms. Foster and the department. Mr. Reilly said that they would have a vacancy to fill in the Tax office now. Mr. Haddad said that they were advertising for a part time administrative position the Senior Center right now and would look at those resumes to see if there was a qualified applicant for the Tax office.

*Mr. Cunningham moved to affirm the Town Manager's appointment of Tammi Mickel as Assistant Assessor. Mr. Reilly seconded the motion. The motion carried unanimously.*

*Mr. Reilly moved to ratify the appointments of the Town Manager listed on page 8, under section IV. Mr. Cunningham seconded the motion. The motion carried unanimously.*

2. Mr. Haddad said that now that the annual election was over, and the Town Clerk was now an appointed position, they needed to start the process of replacing the Town Clerk upon his retirement in July. He said that the Charter set forth the process to fill this position. He said that the Town Manager was responsible for the initial search for a new Town Clerk and was responsible to bring at least two candidates to the Select Board for their consideration. Mr. Haddad said that he had set up the following process to bring forth those finalists. He said that:

- a. The position had been advertised in the MMA Beacon, Lowell Sun (which includes Indeed), Groton Herald and Mass Town Clerk's Association.
- b. He established a Town Manager's Search Committee to review and interview applicants adding that the Committee was made up of the following individuals:

Jason Kauppi  
Bud Robertson  
Raquel Majeski  
Bruce Easom  
Michael Bouchard

- c. After the Search Committee narrowed down the applicant pool to a number of semi-finalists, he planned on having the Department Heads interview them to receive their input as well. He said he believed this was an important step in helping determine who to bring forward to the Select Board.
- d. He said he would then bring at least two finalists to the Board for public interviews. Mr. Haddad said he anticipated being able to bring the finalists to the Board by the second week of July.
- e. After the Board conducted their interviews, they could have the Police Department conduct a background check on the Board's preferred candidate as they do with all Department Head positions. The Board can then make the official appointment.

Ms. Pine said that they were off to a good start adding she and Mr. Haddad worked to come up with the makeup of the committee. Mr. Haddad said he would keep the Board updated.

3. Mr. Haddad said that they received three (3) proposals in response to the Broadmeadow Study Request for Proposals. He said that he established a review Committee made up of myself, Dawn Dunbar, Tom Delaney, Takashi Tada, Nik Gualco and Michelle Collette. He said that they held an initial meeting and eliminated one proposal and decided to interview two firms; Environmental Partners and Nitsch Engineering. He said that they were interviewing them on Tuesday, June 7th.

Mr. Haddad said that regardless of who they chose, they would need an additional \$100,000 in ARPA Funds to pay for the Study. Mr. Haddad respectfully requested that the Board vote to approve the use of an additional \$100,000 for this purpose. He reviewed the ARPA budget adding there was still \$165,651 that would be left in ARPA should they increase their request to \$200K.

Mr. Cunningham asked about the Nod Road dump. Mr. Haddad said that he had heard preliminarily that they might be okay on the Nod Road dump. Ms. Pine said that Broadmeadow Road was a major problem they needed to look at and was okay with this. Mr. Cunningham said he agreed but asked if their uses of ARPA funds were acceptable. Mr. Haddad said that they hired a consultant to help them adding they were in compliance.

*Mr. Reilly moved that they designate an additional \$100,000 out of ARPA funds to fund the Broadmeadow Engineering. Mr. Cunningham seconded the motion. The motion carried unanimously.*

4. Mr. Haddad reviewed the Board's schedule for the summer.

#### **SELECT BOARD ITEMS FOR CONSIDERATION**

1. Mr. Haddad said that Mr. Josh Degen had resigned as a member of the Town Manager's Prescott Oversight Committee. He respectfully requested that the Select Board designate John Reilly to replace him on the Committee.

*Mr. Cunningham moved that they designate John Reilly to serve on the Prescott Oversight Committee. Mr. Pisani seconded the motion. The motion carried 3-0-1 with Mr. Reilly abstaining.*

2. Mr. Haddad said that Groton Wine and Spirits had applied for a Common Victualler's License (through December 31, 2022) for their location at 768 Boston Road. He said that the hours of operation would be Monday through Saturday from 8:00 a.m. to 11 p.m. and Sunday from 10:00 a.m. to 10:00 p.m. He respectfully requested that the Board approve this license.

Mr. Reilly asked when they were opening. Mr. Haddad said that their bylaw required a major site plan review which had slowed them down.

*Mr. Cunningham moved to approve the Common Victualler license for Groton Wine and Spirits as presented. Mr. Pisani seconded the motion. The motion carried unanimously.*

3. Mr. Haddad said that the Groton Neighbors had requested a one-day beer and wine license for a celebration of their organization (five-year anniversary) on Saturday, September 10, 2022 at the Groton Center from 4:00 p.m. to 6:00 p.m. He respectfully requested that the Board approve this license.

*Mr. Cunningham moved to approve the one-day beer and wine license for Groton Neighbors as requested. Mr. Reilly seconded the motion. The motion carried unanimously.*

4. Mr. Haddad said that Marigold had requested a one day all alcohol liquor license for an Open House they were holding on Friday, June 10<sup>th</sup> from 4:00 p.m. to 8:00 p.m. at the Prescott Community Center. He respectfully requested that the Board approve this license.

*Mr. Cunningham moved to approve the one-day all alcohol license for Marigold as requested. Mr. Pisani seconded the motion. The motion carried unanimously.*

5. Mr. Haddad said that the Board approved four (4) one day beer and wine licenses for the Summer Concert Series at Town Field subject to Town Counsel's opinion relative to the Town's Alcohol Bylaw. He said that Attorney Falk believed the issuance of these licenses was in violation of the bylaw and could not be issued. Mr. Haddad said that he was respectfully requesting that the Board vote to rescind these licenses and asked the Board to allow him to draft an amendment to the Bylaw that would allow this in the future.

Mr. Cunningham said Ms. Manugian was right to question this and agreed with the bylaw amendment.

*Mr. Cunningham moved to rescind the vote taken on May 23, 2022 of the 4 licenses for the Summer Concert Series. Mr. Reilly seconded the motion and apologize. The motion carried unanimously.*

### **ON-GOING ISSES**

C: Mr. Haddad said that they were working on the lighting at the Fire Station and the Library adding they needed sealed bids for the library portion. He said that they were probably going to have to wait until the next round in the Spring before applying for more Green Communities funding and didn't think they were going to get this done by the fall.

D: Mr. Haddad said that they had an excellent ground breaking ceremony at Florence Roche today. He said his favorite part of the event was the kids. He said that they had kicked off construction and as they saw today, they were moving along.

Mr. Haddad said that they opened up bids on the BAN's today and the rates came in at 2.164%. He said that the rate on the \$20M came in right where they thought with a nice premium. He said he was hoping the rates would have come in lower but rates were going through the roof right now.

### **MINUTES**

*Mr. Cunningham moved to approve the minutes of the regularly scheduled meeting on May 23, 2022. Mr. Reilly seconded the motion. The motion carried unanimously.*

Ms. Pine said that this Thursday, June 9<sup>th</sup> at General Field was the annual sunset event hosted by the Conservation Trust at 6:30pm.

The meeting was adjourned at 7:50pm.

Approved: \_\_\_\_\_  
Peter S. Cunningham, Clerk

\_\_\_\_\_ respectfully submitted: Dawn Dunbar,  
Executive Assistant to the Town Manager

Date Approved: 6/13/2022



# TOWN OF GROTON

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

## SELECT BOARD

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

**Town Manager**  
Mark W. Haddad

## MEMORANDUM

*TO: Mark Haddad, Town Manager*  
*FROM: Dawn Dunbar, Executive Assistant to the Town Manager*  
*DATE: June 3, 2022*  
*RE: Town Manager 2022 Annual Appointments*

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### **I. OFFICIALS APPOINTED BY THE TOWN MANAGER**

#### **ADA COORDINATOR**

Michelle Collette 2023

#### **ANIMAL CONTROL OFFICER**

R. Thomas Delaney, Jr. 2023

John Greenhalgh 2023

#### **ANIMAL INSPECTOR**

George Moore 2023

#### **BUILDING COMMISSIONER**

Robert Garside 2023

#### **BUILDING INSPECTOR**

Daniel Britko 2023

#### **COMMUNICATIONS OFFICERS**

Warren Gibson 2023

Catherine Myers 2023

Samuel Welch 2023

Christopher Cotter 2023

John Weix 2023

Edward J. Bushnoe (Part time) 2023

Michael MacGregor (Relief) 2023

Leah Pierce (Relief) 2023

#### **CONSERVATION ADMINISTRATOR**

Nikolis Gualco 2023

#### **CONSTABLES**

Brian O. Downes 2025

George Moore 2025

Michele Giso 2025

#### **COUNCIL ON AGING DIRECTOR**

Ashley Shaheen 2023

**COUNTRY CLUB GM / HEAD GOLF PROFESSIONAL**

Shawn Campbell 2023

**DATABASE COORDINATOR**

Vacancy

**DOG OFFICER**

R. Thomas Delaney, Jr. 2023

John Greenhalgh 2023

**EARTH REMOVAL INSPECTOR**

Michelle Collette 2023

**ELECTION WORKERS**

Judith Anderson 2023

John Barnard 2023

Alicia Black 2023

Michael Bouchard 2023

Jennifer Cacciola 2023

Marvin Caldwell 2023

Gail Chalmers 2023

Carole Clark 2023

Michelle Collette 2023

Joan Croteau 2023

Carol Daigle 2023

Charlene Dapolito 2023

Janis Discipio 2023

Michael Discipio 2023

Julianna Elmasri 2023

Daniel Emerson 2023

Alberta Erickson 2023

Pat Fairchild 2023

Al French 2023

Lindsey Goranson 2023

Barbara Griffin 2023

Joan Guimond 2023

Andreas Hartmann 2023

Aneeqa Hashimi 2023

Valerie Heim 2023

Jacquelyn Jackson 2023

Wendy Jones 2023

Margaret Knight 2023

Michael Koza 2023

Michael Lapin 2023

Michael LaTerz 2023

Stephen Legge 2023

Cindy Martell 2023

Paula Martin 2023

Richard Marton 2023

Michael McCoy 2023

Kate Mceleny 2023

Sarah Miller 2023

Patti Modzelewski 2023

Lynda Moore 2023

Dina Mordeno 2023

Emily Navetta	2023
Sue Norberg	2023
Lisa O'Neill	2023
Kris O'Reilly	2023
James O'Reilly	2023
Edward Perkins	2023
Donna Piche	2023
Robert Piche	2023
Nancy Pierce	2023
David Posner	2023
Katrina Posner	2023
Virginia Reinap	2023
Diana Rice	2023
Gina Ryan	2023
Susan Ryan	2023
Suzanne Sanders	2023
Harold Sandford	2023
Molly Sawdy	2023
Fran Seager	2023
Stuart Shuman	2023
Andrew Smith	2023
Cathy Smith	2023
Fran Stanley	2023
Alberta Steed	2023
Rena Swezey	2023
Ramona Tolles	2023
Jeffrey Upton	2023
John Valentine	2023
Richard Van Doren	2023
Bronwen Wallens	2023
Charlotte Weigel	2023
Margaret Wheatley	2023
Claire Wilson	2023
Lois Young	2023

**ELECTRICAL INSPECTOR**

Edward Doucette	2023
John Dee III (Alternate)	2023

**EXECUTIVE ASSISTANT TO THE TOWN MANAGER**

Dawn Dunbar	2023
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**FENCE VIEWER**

George Moore	2023
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**FIELD DRIVER**

George Moore	2023
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**GRAVES REGISTRATION OFFICER**

Deborah Beal Normandin	2023
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**HARBOR MASTER**

Michael F. Luth	2023
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**HAZ-MAT COORDINATOR**

Steele McCurdy 2023

**HEALTH INSURANCE PORTABILITY  
& ACCOUNTIBILITY OFFICER**

Melisa Doig 2022

**HUMAN RESOURCES DIRECTOR**

Melisa Doig 2023

**IT DIRECTOR**

Michael Chiasson 2023

**KEEPER OF THE TOWN CLOCK**

Paul Matisse 2023

**LAND USE DIRECTOR / TOWN PLANNER**

Takashi Tada 2023

**LOCAL LICENSING AGENT**

Michael F. Luth 2023

Rachel Bielecki 2023

**MEASURER OF WOOD AND BARK**

Evan C. Owen 2023

**MOTH SUPERINTENDENT**

R. Thomas Delaney, Jr. 2023

**NIMS COORDINATOR**

Michael F. Luth 2023

**PARKING CLERK**

Dawn Dunbar 2023

**PLUMBING AND GAS INSPECTOR**

Norm Card 2023

Jeremy Pierce (Alternate) 2023

**POLICE DEPARTMENT**

**Deputy Chief**

Rachel Bielecki 2023

**Matrons**

Catherine Myers 2023

Jessica Watson 2023

**Officers**

Matthew Beal 2023

Nicholas Beltz 2023

Robert Breault 2023

Peter Breslin 2023

Gordon Candow 2023

Paul Connell 2023

Omar Conner 2023



Andrew Davis	2023
Derrick Gemos	2023
Kevin Henehan	2023
Adam Hyde	2023
Michael Lynn	2023
Casey O'Connor	2023
Dale Rose	2023
Gregory Steward	2023
Patrick Timmins	2023
Peter Violette	2023
Robert Wayne	2023

**Reserve Officers**

Frank Mastrangelo	2023
Emily Ramos	2023
Michael Ratte	2023
Steven Tully	2023

**Special Police Officers**

Pepperell, MA	2023
Townsend, MA	2023
Dunstable, MA	2023
Tyngsboro, MA	2023
Westford, MA	2023
Ayer, MA	2023
Shirley, MA	2023
Littleton, MA	2023
Chelmsford, MA	2023
Lunenburg, MA	2023

**PUBLIC WORKS DIRECTOR**

R. Thomas Delaney, Jr.	2023
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**ROAD KILL OFFICER**

R. Thomas Delaney, Jr.	2023
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**SEALER WEIGHTS & MEASURES**

Eric Aaltonen	2023
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**SURVEYOR OF WOOD/LUMBER**

R. Thomas Delaney, Jr.	2023
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**TOWN DIARIST**

M. Constance Sartini	2023
Robert L. Collins	2023

**TREE WARDEN**

R. Thomas Delaney, Jr.	2023
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**VETERANS' SERVICE OFFICER**

Maureen Heard	2023
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**WATER SUPERINTENDENT**

Thomas Orcutt	2023
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**II. BOARDS, COMMITTEES & COMMISSIONS APPOINTED BY THE TOWN MANAGER**

**CABLE ADVISORY COMMITTEE**

Neil Colicchio	2023
Eric Fisher	2023
John Macleod	2023
Robert Piché	2023
Vacancy	

**HISTORIC DISTRICTS COMMISSION**

Brian Cartier	2025
Vacancy	

**INSURANCE ADVISORY COMMITTEE**

Gordon Candow	2023
Barbara Cronin	2023
Melisa Doig	2023
Derrick Gemos	2023
Warren Gibson	2023
Paul McBrearty	2023
Rena Swezey	2023
DPW Representative	2023
Supervisors Rep	2023
Fran Stanley	2023

**III. BOARDS, COMMITTEES & COMMISSIONS NOMINATED FOR APPOINTMENT BY THE TOWN MANAGER**

**AGRICULTURAL COMMISSION**

Sally Smith	2025
Vacancy	

**BOARD OF SURVEY**

Robert Garside – Bldg. Comm.	2023
Steele McCurdy – Fire Chief	2023
Evan C. Owen	2023

**COMMISSION ON ACCESSIBILITY**

Judith Anderson	2023
Robert Fleischer	2023
Lynne Pistorino	2023
Thomas Pistorino	2023
Alan Taylor	2023

**COMMUNITY EMERGENCY RESPONSE COORDINATOR**

R. Thomas Delaney, Jr.	2023
Michael F. Luth	2023
Steele McCurdy	2023

**CONDUCTORLAB COMMITTEE**

Michelle Collette	2023
Mark Deuger	2023
Robert Hanninen	2023
Takashi Tada	2023
Evan Thackaberry	2023

**EARTH REMOVAL STORMWATER ADVISORY COMMITTEE**

George Barringer 2023  
R. Thomas Delaney, Jr. 2023  
Robert Hanninen 2023  
Steven Savage 2023  
Vacancy – Cons Com Rep 2023

**GREAT POND ADVISORY COMMITTEE**

Ronald Hersch 2023  
Larry Hurley 2023  
Remigiusz Kaleta 2023  
James Luening 2023  
Rick Salon 2023  
George Wheatley 2023  
Alexander Woodle 2023  
3 Vacancies

**GREENWAY COMMITTEE**

Adam Burnett 2023  
Pete Carson 2023  
Carol Coutrier 2023  
Marina Khabituyeva 2023  
David Pitkin 2023

**HISTORICAL COMMISSION**

George Wheatley 2023  
Michael Danti 2023  
Robert DeGroot 2023  
Allen King 2023  
Michael LaTerz, II 2023  
Joshua Vollmar 2023  
Vacancy

**OLD BURYING GROUND COMMISSION**

Don Black 2023  
Gail Chalmers 2023  
Debbie Beal Normandin 2023  
2 Vacancies

**RECYCLING COMMITTEE**

Tessa David 2023  
R. Thomas Delaney, Jr. 2023  
Diana Keaney 2023  
Jamie E. King 2023  
Nancy Ohringer 2023

**REGIONAL EMERGENCY PLANNING COMMITTEE**

Michael F. Luth 2023  
Steele McCurdy 2023

**SIGN COMMITTEE**

Mark W. Haddad 2023  
Carolyn Perkins 2023  
Connie Sartini 2023 – Effective Immediately

**TOWN FOREST COMMITTEE**

John Sheedy 2023

**TRAILS COMMITTEE**

Adam Burnett 2023  
Heidi Charlebois 2023  
Derek Cianci 2023  
Laura DeGroot 2023  
Darlene Deschambeault 2023  
Sheila Devereaux 2023  
Paul Funch 2023  
Stephen Legge 2023  
Harris McWade 2023  
Wanfang Murray 2023  
James Peregoy 2023

**WEED HARVESTER COMMITTEE**

Steve Beard 2023  
Gerrett Durling 2023  
Erich Garger 2023  
Bradley D. Harper 2023  
James Luening 2023  
2 Vacancies

**WILLIAMS BARN COMMITTEE**

Lori Brackett 2023  
Christopher Darling 2023  
Bruce Easom 2023  
Robert Kniffen 2023  
Joseph Twomey 2023  
Sandra Tobies 2023  
Steve Woodin 2023  
2 Vacancies

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**IV. ADDITIONAL TOWN MANAGER APPOINTMENTS –Effective Immediately**

**Assistant Assessor**

- Tammi Mickel

**Per Diem Van Driver - Council on Aging**

- Donald McKinney

**Country Club Camp Staff**

- Mathieu Guay
- Neil Prestia
- Sarah Stevens
- Ava Metzger

**Country Club Lifeguards**

- Sebastian Torre-Nieto
- Grace Hanss
- Ro Dudevoir
- Niamh Fallon
- Kiera Fallon
- Hayden Fallon