

**SELECT BOARD MEETING MINUTES
MONDAY, JULY 11, 2022
APPROVED**

SB Members Present: John F. Reilly, Chair; Rebecca H. Pine, Vice Chair (Via Zoom); Matthew F. Pisani, Clerk; Alison S. Manugian, Member; Peter S. Cunningham, Member

Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant to the Town Manager; Patricia Dufresne, Town Accountant; Finance Committee Members: Gary Green, Bud Robertson, Colby Doody, Michael Sulprizio

Mr. Reilly called the meeting to order at 7:00 PM and reviewed the agenda.

Mr. Robertson called the Finance Committee to order at 7:00pm.

SELECT BOARD ITEMS FOR CONSIDERATION

1. Mr. Haddad said that they received a request from the Groton Business Association requesting a One Day All Alcohol License for Grotonfest to be held on September 24, 2022 at Legion Common from 10:00 a.m. to 4:00 p.m. He said that the rain date would be September 25th. He said that a couple of members asked how this was different than the Summer Concert Series in which they denied the permit based on the wording in their bylaw. He said Town Counsel said that this was considered a farmers market type event and would therefore be allowed under the bylaw.

Mr. Jeff Gordon said that he wanted to give Grotonfest a unique feel this year like an Oktoberfest fall feeling. He said they had mulled over the idea of a one-day liquor license for a couple of years and held off. Dominique Larkin introduced herself as an event coordinator. She said that three vendors would be there and were all small little mom and pop shops keeping it like a farmers market feel. She said they weren't estimating more than 500 people attending the event and did not anticipate more people showing up because of alcohol. She said that they would have a location roped off, people would be ID'd, adding that all employees and Grotonfest staff would be TIPS certified and only tastings would be done. She added that people could then purchase for consumption at home. The specific location for this area was explained.

Ms. Manugian said she was comfortable with this as a tasting but would have more of an issue if it was full beer and wine. Mr. Cunningham said that they should consider all these variations when looking at redrafting their bylaw. Ms. Pine asked if they were planning on having seating in the roped off area. Ms. Larkin said there would be 3 tables for the vendors to set up their product for tasting but that was it. Ms. Manugian said in terms of expansion, she wasn't sure how they were going to expand adding it was very crowded as it was just for something to think about in the future.

Mr. Cunningham moved that they permit a one day all Alcohol License for Grotonfest to be held on September 24, 2022 at Legion Common from 10:00 a.m. to 4:00 p.m. with a rain date of September 25th. Ms. Manugian seconded the motion and asked for a condition that it be only for tastings. Roll Call: Pine-aye; Manugian-aye; Pisani-aye; Reilly-aye; Cunningham-aye

ANNOUNCEMENTS

Mr. Reilly said that one of their firefighters, Wally Shaw was hurt working as a licensed pyrotechnic over the July 4th holiday weekend. He said that Wally was a great employee and asked that people keep him in their thoughts and prayers. He said he had a long road ahead of him and hoped they could have him back soon. Mr. Pisani said that Wally was the first person to help out and was a stand-up guy.

Mr. Haddad said that the ABCC upheld the Board's decision to deny the liquor license to Kent Ventures.

JOINT SESSION WITH THE FINANCE COMMITTEE – LINE ITEM TRANSFERS

Mr. Haddad presented the Board and Finance Committee with \$229,000 in line-item transfers. He said that there should be no surprises adding Ms. Dufresne had been updating them over the past few months. Mr. Haddad asked for a vote to approve the line item transfers as presented.

Ms. Manugian asked what the overall Park Commission budget was for. Mr. Haddad said it was about \$40K. Ms. Dufresne said because they were busiest in the summer, it was hard to cut off their budget at this time of the year. Ms. Dufresne said that the Country Club finished off with a surplus of \$168K which was great.

Mr. Cunningham moved to approve the line-item transfers as presented that evening for the FY22 budget. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Pisani-aye; Reilly-aye; Cunningham-aye

Mr. Green moved to approve the line-item transfers as presented. Mr. Doody seconded the motion. Roll Call: Robertson-aye; Doody-aye; Green-aye; Sulprizio-aye

TOWN MANAGER'S REPORT

1. Mr. Haddad said that he had made the following appointments and would respectfully request that the Select Board consider ratifying them:

James Landi - Full Time Dispatcher
Shayla Watson - Part-Time Dispatcher
David Trudel - Country Club Grounds Staff
Nicholas Scarano - Country Club Lifeguard
Sierra Quinty - Country Club Lifeguard
Oliver Erz - Country Club Lifeguard
Ryan Donahoe - Country Club Lifeguard
Regan Donahoe - Country Club Lifeguard

Ms. Manugian made the motion to ratify the Town Manager's appointments as requested. Mr. Pisani seconded the motion. Roll Call: Pine-aye; Manugian-aye; Pisani-aye; Reilly-aye; Cunningham-aye

2. Mr. Haddad asked the Board to consider accepting his nomination and appoint Matt Novak to fill a vacancy on the Williams Barn Committee.

Mr. Cunningham made the motion. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Pisani-aye; Reilly-aye; Cunningham-aye

3. Mr. Haddad said that he had completed the initial Search for Town Clerk. He said that they had advertised the position in several publications adding he formed a Search Committee made up of Mike Bouchard, Jason Kauppi, Bud Robertson, Raquel Majeski and Bruce Easom. He said that they received 19 applicants and the Committee narrowed that list down to five that they wanted to interview. He said that because of a couple of withdrawals, the Committee ended up interviewing three applicants which concluded on Thursday, July 7th. Mr. Haddad said he was recommending Brynn Durno, the current Town Clerk in Pepperell since February 2020 adding she worked as an Administrative Assistant for two years prior to that in the Town of Pepperell for two departments. Mr. Haddad said that the second candidate was Dawn Dunbar. He said she was the Executive Assistant for the Town Manager for the past nine years and three years prior to that worked in the Land Use Department as the Interdepartmental Administrative Assistant. He said that both candidates were very qualified for the position adding the Committee was in full agreement of these two candidates. He said he was pleased with the process and thought they would get a great Town Clerk. Mr. Haddad said that the Department Heads would interview those finalists on Thursday, July 14th and the Select Board will interview the finalists on July 25th. He said he was hoping they could start interviews at 5:30pm prior to their regular meeting at 7:00pm.

Mr. Robertson said he was representing the Personnel Board on this and thought they had a great panel and good questions. He said that they had 3 or 4 really good candidates adding the final two candidates stood out. He added it was important to have Mr. Bouchard on the panel also. Ms. Manugian asked if they could start background checks on applicants sooner. Mr. Haddad said that they could not until an offer was made. Mr. Cunningham asked if they could do reference checks ahead of time. Mr. Haddad said that they could. Ms. Pine said that checking references was one thing they would like to see happen and should designate one person to do that. Ms. Manugian said that was what she said and primarily for the external candidate. Mr. Cunningham would perform reference checks on behalf of the Board. The Board agreed to make 5:30pm work.

Mr. Haddad said that Mr. Bouchard's last day was July 31. He said that the Board would need to appoint a temporary town clerk. He said he would also like to enter into a contract with the current Town Clerk to be a consultant to get them through the September 6th primary and November election. He asked the Board to allow him to enter into this agreement adding he would need a reserve fund treatment of about \$7-10K. Mr. Haddad thanked the interview team for participating in this process.

4. Mr. Haddad said that after their last meeting when they reviewed the Draft Initial Site Assessment of the former Nod Road Landfill, questions were raised as to the condition of the landfill. He said that based on this, he, Peter Cunningham, Michelle Collette, and Dawn Dunbar performed a site walk of the former landfill last week. He said that he could confidently tell the Board that the findings in the Draft ISA performed by Geological Field Services were accurate. He said that there was leachate and some erosion along Nod Brook, but the overall cap of the landfill was in great shape. He said that the area floods and was causing some debris to be exposed right along the riverbank. Mr. Cunningham agreed the flooding was washing away some of the dirt and exposing the debris there. Mr. Cunningham said that the area that had been capped looked like it had held up and with all the vegetation that had grown over the cap.

Ms. Pine asked if they were supposed to be allowing trees to grown over the cap. Mr. Haddad said he thought it showed the integrity of the cap. Mr. Cunningham said a lot of the area had been overgrown by the trees. Ms. Manugian said that it was important to wait for the Board of Health to provide their feedback.

5. Mr. Haddad reviewed the Board's meeting schedule for the coming weeks. Mr. Haddad said that Mr. Bouchard would be coming in to their next meeting to talk about the impacts of the newly adopted Votes Act.

SELECT BOARD ITEMS FOR CONSIDERATION

2. Mr. Haddad said it was that time of year for the Select Board to call for and open the Warrant for the 2022 Fall Town Meeting. He said that according to the Bylaw, the default date for the meeting was the third Monday of October (October 17th). He said that given the success they had had with Saturday Meetings, he proposed that the Select Board call for the meeting on either Saturday, October 15th or Saturday, October 22nd. Mr. Haddad said that regardless of the date they chose, he would like the Board to open the Warrant and close it on August 11, 2022.

Ms. Pine said she preferred October 22nd and seemed like it was closer to when they would normally hold Town Meeting.

Mr. Haddad asked the Board to set the date for the Fall Town Meeting to Saturday, October 22nd.

Mr. Cunningham made a motion to set the date of the Fall Town Meeting for Saturday, October 22nd, 2022. Ms. Manugian seconded the motion. Roll Call: Pine-aye; Manugian-aye; Pisani-aye; Reilly-aye; Cunningham-aye

Mr. Haddad asked the Board to open the warrant effective Monday, July 11, 2022 and close it on Thursday, August 11, 2022.

Mr. Pisani made a motion to open the warrant effective Monday, July 11, 2022 and close it on Thursday, August 11, 2022. Mr. Cunningham seconded the motion. open the warrant effective Monday, July 11, 2022 and close it on Thursday, August 11, 2022. Roll Call: Pine-aye; Manugian-aye; Pisani-aye; Reilly-aye; Cunningham-aye

OTHER BUSINESS

1. Mr. Haddad said that New England Craft Cultivators had received an HCA for 777 Boston Road, the Cravens location. He said that they met with town hall staff, abutters and heard the concerns for the site. He said that they had found a better location at 1 Forge Village Road which had established parking and access to Forge Village Road. He asked the Board to consider changing the location listed in the HCA from 777 Boston Road to 1 Forge Village Road.

Mr. Cunningham move to amend the HCA to New England Craft Cultivators and that the new location be changed from 777 Boston Road to 1 Forge Village Road. Ms. Manugian seconded the motion.

Ms. Pine said this was a really good move and thought this location would be much better.

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

2. Mr. Haddad said that they received the 40B notification for the former Deluxe Site, 500 Main Street for Groton Farms, adding a site walk would be held on Wednesday, July 13th at 11am for those interested.
3. Mr. Haddad said that they received an MMA legislative alert about virtual meetings. He said that virtual meetings would end on July 15th. He said that the Senate included in their budget an extension to virtual meetings through December 2023. He said that the House made an amendment to go to hybrid meetings for all meetings effective April 2023. He said that all their meeting locations would need hybrid capabilities in order to comply with this unfunded mandate. Mr. Haddad said that he reached out to Senator Cronin today and urged him to get the Senate piece passed which allowed them to continue as they do now. He said he also reached out to Senator Kennedy but had not heard back yet.

MINUTES

Mr. Cunningham moved to approve the minutes of the regularly scheduled meeting on June 27, 2022. Mr. Pisani seconded the motion. Roll Call: Pine, aye; Manugian-aye; Pisani-aye; Cunningham-aye; Reilly-aye

The meeting was adjourned at 7:57pm.

Approved: _____
Matthew F. Pisani, Clerk

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

Date Approved: 7/25/2022