**SELECT BOARD MEETING MINUTES**

**MONDAY, AUGUST 8, 2022**

**APPROVED**

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

**Also Present:** Mark Haddad, Town Manager; Dawn Dunbar, Executive Assistant to the Town Manager; Patricia DuFresne, Town Accountant; Hannah Moller, Treasurer; Megan Foster, Assessor; Tammi Mickel, Assistant Assessor

**Others Present**: Bud Robertson

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

**ANNOUNCEMENTS**

Mr. Haddad said the Capital Planning Committee met tonight. He will provide an update later in the meeting.

**PUBLIC COMMMENT**

Mr. Cunningham said with the heat wave right now and water being a big issue, there is a water ban but is there any input from the water department in regards to any enforcement on automatic sprinklers?

Mr. Haddad said he will find out and report back to the board.

**TOWN MANAGERS REPORT**

1. Mr. Haddad said we advertised to fill the Tax Collector Assistant vacancy. It is a 15-hour position. Hannah Moller and Melisa Doig interviewed several applicants and narrowed it down to Victoria Mallett. Mr. Haddad said after looking at her resume, she is very qualified.

*Mr. Haddad requested that the board to ratify the appointment of* *Victoria Maillett as Tax Collector Assistant effective September 1st, 2022.*

*Ms. Pine moved to ratify the Town Managers appointment of Victoria Maillett as Tax Collector Assistant effective September 1st, 2022. Mr. Pisani seconded the motion. The motion carried unanimously.*

1. In regards to the Fiscal Year 2022 Fourth Quarter Financial Report, Mr. Haddad said revenues were beyond outstanding. He said motor vehicle excise taxes continue to be strong, the local meals tax and local occupancy tax continue to be very strong as well. He said payments in lieu of taxes are also strong. The big story is the Groton Country Club. To say the least, Fiscal Year 2022 was the most successful year the Groton Country Club has ever had. It is a testament to the strong management that Shawn Campbell has provided the Town during his outstanding tenure in Groton. Fiscal Year 2022 total expenses including salaries, wages, general expenses, capital projects and overhead was $621,615. The Total Revenue was $739,701, with a profit of $118,086 which has been the greatest year in the history of the Groton Country Club. He said May, June and July have been record setting months and hopes that trend continues. He said that he would argue that the Fiscal Year 2023 appropriation for the pool deck repair ($110,000) has already been covered. Ms. Pine asked if the profit go into the general fund and not roll over to be available for just the Groton Country Club? Mr. Haddad said that is correct, it goes into the general fund as free cash. If the Groton Country Club gets 3 years like this year, he will consider them becoming an enterprise. Mr. Haddad said there were some deferral real estate tax payoffs. He said Mrs. Moller took the time to call every taxpayer going into foreclosure and explained to them what they needed to do. Mrs. Moller said there were a lot of residents who were unaware they had outstanding taxes.

**7:15PM -** **PUBLIC HEARING - STORMWATER UTILITY FEE FOR FISCAL YEAR 2023**

Mr. Haddad read the hearing notice into the record.

*Mr. Haddad asks the Board to open the public hearing and continue the public hearing till the end of the discussion. Mr. Pisani moved to open the public hearing. Ms. Pine seconded the motion. The motion carried unanimously.*

**TOWN MANAGERS REPORT-Cont.**

Mr. Haddad said overall FY22 was a good year for the town in terms of meeting the budget and providing the same level of service we have in the past.

*Mr. Haddad asked the Board to reopen the public hearing for the Stormwater Public Utility Fee.*

*Ms. Pine moved to reopen the public hearing for the Stormwater Public Utility Fee*. *Mr. Pisani seconded the motion. The motion carried unanimously.*

**PUBLIC HEARING - STORMWATER UTILITY FEE FOR FISCAL YEAR 2023 – Cont.**

Mr. Haddad said the budget that was approved at town meeting was $216,995*.* That said, since Town Meeting voted the budget, he discovered that he did not include the Enterprise Fund Intergovernmental Cost (total of $23,000) and the Union Agreement Cost ($1,100). This will bring the total FY 2023 Stormwater Budget to $241,095. This is the budget that the Select Board will need to set the Stormwater Fee for Fiscal Year 2023. Pursuant to Section 154-5 of the Town Bylaws, the Select Board needs to set and approve a User Fee to fund the approved Stormwater Utility Budget. Please note that this fee will be charged to all improved lots in Town. According to our Principal Assessor Megan Foster, there are 4,004 lots in Town that are considered improved. Vacant and open space properties are not subject to this fee. Based on last year's budget, the Select Board set the Stormwater Fee at $52. Based on this year’s budget and using the same parcel count as last year, the Fee should be set at $60.21, or an increase of $8.21, or 15.8%. Based on this, he is recommending a Stormwater Fee of $60 for Fiscal Year 2023. If approved by the Board, the bills will go out in late September.

*Mr. Cunningham moved to close the public hearing. Ms. Pine seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to set the Stormwater fee for Fiscal Year 2023 at $60.00. Ms. Manugian seconded the motion. The motion carried unanimously.*

**7:30PM - GROTON MUSIC HALL - LIQUOR LICENSE APPLICATION PUBLIC HEARING**

Mr. Haddad read the public hearing notice into the record.

*Mr. Cunningham moved to open the public hearing. Ms. Pine seconds the motion. The motion carried unanimously.*

Attorney Brian Akashian was present with Lisa Fiorentino, Executive Director of Groton Hill Music Center and Matthew Malikowski, Music Director at Groton Hill Music Center. He said he is representing Groton Hill Music, Inc dba Groton Hill Music Center and their application for an All-Alcoholic On-Premises Liquor License. He said the Groton Hill Music Center is a non-profit organization that has been around since 1985. They built a 126,000 sq. ft. performing arts center. There will be 2 performance spaces which the intention is to offer alcohol sales for select performances. There are 5 alcohol service areas. The Concert Hall seats 1,039 people and would offer 4 bars. The Meadow Hall seats 309 people and would offer 1 bar. The Woodland Room which is a dining room seats 85 people and would offer 1 bar. There is also a Skyview room for rental or preshow purposes, seats 150 people and the lawn seats about 1,000 people and would offer 2 bar areas. He said The Groton Hill Music Center has contracted Gourmet Caterers to do the service and management of the alcohol. All of their employees will be tips trained and purchasing will be compliant with ABCC procedures and policies. Lisa and Matthew will be trained as certified food managers and be tips certified. The hours of operation will be during performances or functions, Sunday thru Saturday, typically between 12:00pm thru 10:00pm. Alcohol purchases will only be offered for performances and functions. All services will be for an invited guest or ticket holder. Mr. Pisani asked what is the criteria for an alcohol event vs. non-alcohol event. Mr. Malikowski said it would be based on the performance and the attending audience.

*Mr. Cunningham moved to close the open hearing. Mr. Reilly seconded the motion.* *The motion carried unanimously.*

*Mr. Haddad asked the Board to issue the liquor license to Groton Hill Music, Lisa Fiorentino, Manager, hours of operation are Sunday thru Saturday, 12:00pm to 10:00pm in the service areas as indicated on plan provided. Ms. Pine moved the motion. Ms. Manugian seconded the motion. The motion carried unanimously.*

Mr. Haddad said we will submit this to the state and once we get approval from ABCC we will inform Groton Hill.

**TOWN MANAGERS REPORT – Cont.**

1. Mr. Haddad reviewed and provided updates of the Fiscal Year 2022 goals

* Goal 1 - Environmental (Contamination) Issues

Mr. Haddad said the latest update is we had a joint meeting between the DEP, Groton Select Board, Dunstable Select Board, Groton Board of Health, Groton Water Commission and GDRSD Committee was held on May 26th to discuss the PFAS Issue at the High School. The meeting was very informative. The Select Board will be holding a meeting on September 19th with Geological Field Services, the Board of Health and the Greenway Committee to discuss the Nod Road Landfill. He said another update from today on the GEMS site, the federal EPA is coming out with their contractors to start that clean up. He said this goal is complete.

* Goal 2 - Taxpayer Burden / Costs of Government

Mr. Haddad said the we covered the latest update back in May. He said we’ve done the ticket tax, the PILOT reviews, Groton School provided $35,000 for engineering for the sidewalk. He said this was a very successful goal and we completed it.

* Goal 3 Affordable Housing and Housing Diversity

Mr. Haddad said the latest update is The Cow Pond Brook Road Proposed Chapter 40B Project has been  approved by Mass Housing to move to Town permitting. An application to the Board of Appeals is due to be filed within the next week. With regard to the Deluxe Property Redevelopment, this project has been submitted to Mass Housing and the Select Board submitted comments to Mass Housing in support of the project. He said the first year of this two-year goal has been successful with more to come.

* Goal 4 Promote Economic Development

Mr. Haddad said we completed this back in May with the update. He said the Destination Groton Committee is working really well. He said that goal is complete.

Mr. Haddad said he wanted to bring to the Select Board and the Finance Committee’s attention, the Planning Board is getting ready to bid on the Master Plan. There was $100,000 approved at the town meeting. The anticipated cost is $150,000. He said he is going ask the Select Board and the Finance Committee to consider appropriating the other $50,000 in the fall.

Mr. Haddad said the Board did a great job on their goals. He said it is time for the Board to start the process for goals for 2023.

1. Mr. Haddad reviewed the Board’s schedule for the next few weeks.

**SELECT BOARD ITEMS FOR CONSIDERATION**

1. Mr. Reilly discussed the Annual Performance Review of the Town Manager. Mr. Haddad was given an Outstanding Rating for the previous year. Mr. Haddad thanked the board for the review given and the comments made. He said he is only as good as the staff that he works with and the department heads that are here. He said because of the great team they have assembled; it makes his job easier. He said he wanted to thank the Board, all the department heads and the employees for a great year.

*Mr. Cunningham moved to approve the evaluation of the Town Manager for Fiscal Year 2022. Ms. Pine seconded the motion. The motion carried unanimously.*

1. Mr. Haddad provided the Board their liaison assignments.
2. Mr. Haddad said Mr. Cunningham drafted a letter to send to the State Requesting that DCR Initiate Planning Process for the Reconstruction of the Nashua River Rail Trail. Mr. Cunningham will present the letter to the other towns Select Boards for approval before submitting.

*Ms. Pine* *moved to approve the letter in seeking repair of the Nashua River Rail Trail and authorize Mr. Cunningham to go to the other Towns and seek their support. Mr. Reilly seconds the motion. The motion carried unanimously.*

**ANNONCEMENTS- Cont.**

Mr. Haddad said the Capital Planning Committee met earlier in the evening. They are updating the capital asset list and they talked about the process. Mr. Haddad and the Capital Planning Committee want to schedule a joint meeting with the Select Board, the Capital Planning Committee and the Finance Committee in September to review last year’s plan to see what it looks like and to make any recommendations prior to the development of this year’s plan. Mr. Haddad said the since the Select Board requested that the Capital Planning Committee review Prescott, Mr. Haddad is going to schedule a tour for the Capital Planning Committee to do a walk-through of the facility.

**ONGOING ISSUES**

Mr. Haddad said he has no updates on the on-going issues.

Mr. Reilly said he saw a lot of work at the RT40 water treatment. Mr. Haddad said that is up and running.

**MEETING MINUTES**

*Mr. Cunningham moved to approve the minutes of the regularly scheduled meeting on July 25, 2022 as amended. Ms. Manugian seconded the motion.* *The motion carried unanimously.*

Mr. Reilly adjourned the meeting at 8:15pm.

Approved:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matthew F. Pisani, Clerk respectfully submitted: Tammi Mickel,

Assistant Assessor

Date Approved: 8/22/2022