**SELECT BOARD MEETING MINUTES**

**MEETING VIA ZOOM**

**TUESDAY, SEPTEMBER 6, 2022**

**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 W. Haddad, Town Manager; Patricia Dufresne, Town Accountant; Hannah Moller, Tax Collector/Treasurer; Melisa Doig, HR Director; Kara Cruikshank, Land Use Administrator; Bruce Easom, Conservation Commission; Allyson Bowden, EPA; Bill Lovely, EPA; Catherine Young, EPA;

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

ANNOUNCEMENTS

Ms. Pine introduced Bruce Easom and thanked him for his generous contribution to the Town. Mr. Easom had observed an ongoing issue of abandoned tires around town and has contributed $3500 to assist in properly disposing tires at the Transfer Station. Mr. Easom stated that the first free tire day would be held on Saturday, October 1, 2022 to all Groton residents. Residents are required to show proof of residency and are allowed to dispose of 4 tires maximum per household.

Ms. Manugian said that a forum would be held on Thursday, September 8, 2022 at 6:00pm to discuss the finances of the construction of the Florence Roche School and what the options are to proceed forward.

Mr. Reilly said he spoke with Ashley Shaheen, Director of the Council on Aging and there is a luncheon being held on Friday, September 9, 2022 at 12:00pm at The Groton Center to honor Groton’s First Responders, all are welcome.

Ms. Pine said that Mr. Haddad and the school's construction team would be meeting for an in person information session at The Groton Center tomorrow Tuesday, September 7, 2022 at 11:30am.

PUBLIC COMMENT

None

TOWN MANAGERS REPORT

1. Mr. Haddad requested that the Board ratify the appointment of Kara Cruikshank as the Executive Assistant to the Town Manager. He said that Ms. Cruikshank is currently the Land Use Administrator Assistant who has been a stellar employee and feels the transition to the new position will be relatively easy.

*Ms. Pine moved to ratify the Town Managers appointment of Kara Cruikshank as the Executive Assistant to the Town Manager effective immediately. Mr. Cunningham seconded the motion. The motion carried unanimously.*

1. Mr. Haddad requested that the Board ratify the appointment of Janet Sheffield to the Cable Advisory Committee and Christine Robinson as an Election Worker.

*Mr. Cunningham moved to ratify the Town Managers appointment of Janet Sheffield to the Cable Advisory Committee effective immediately. Ms. Manugian seconded the motion. The motion carried unanimously.*

*Mr. Cunningham moved to ratify the Town Managers appointment of Christine Robinson as an Election Worker effective immediately. Ms. Pine seconded the motion. The motion carried unanimously.*

1. Mr. Haddad requested that the Board accept the nomination of appointing Richard Lynch to the Trails Committee.

*Ms. Pine moved to accept the Town Managers nomination of appointing Richard Lynch to the Trails Committee. Ms. Manugian seconded the motion. The motion carried unanimously.*

1. Mr. Haddad said that a Special Town Meeting would be held on September 12, 2022 at 7:00pm located in the Groton Dunstable Regional Middle School Performing Arts Center. He said there will be a request for the Town to appropriate $9.5 million for the Florence Roche construction project. Mr. Haddad stated the Director of Accounts of the Department of Revenue has approved the additional $9.5 million of project costs and had determined that the costs are covered by the debt exclusions that were originally approved in May of 2021. If the Town approves the request by a ⅔ majority vote there is no need for an additional debt exclusion vote. Mr. Haddad said there is a quorum requirement of 173 voters.

Mr. Haddad said that himself, Brian Leblanc, David Saindon, and Tripp McElroy would be holding an informational A&Q tomorrow, Wednesday, September 7, 2022 at 11:30am at The Groton Center. The topic up for discussion is the request for the additional funding needed for the construction of the elementary school. Mr. Haddad reiterated that there would be a public forum held on Thursday, September 8, 2022 at 6:00pm by the Florence Roche Building Committee via zoom to address the financial aspects of the construction of the elementary school.

Mr. Haddad displayed a chart that he and Ms. Manugian developed showing the total tax impact of the $9.5 million on taxpayers. He said that the initial tax impact commencing in January of 2023 would cost the average household $353, this amount has already been approved. If the $9.5 million is approved the permanent bonding costs would range from $588-$1260 initially and would reduce each year and retire in January of 2051.

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

**SELECT BOARD ITEMS FOR CONSIDERATION**

1. Mr. Haddad said the Liquor License Violation Policy was developed by reviewing surrounding communities and the ABCC website. He said that the policy is satisfactory and would allow for progressive discipline. Mr. Haddad requested that the Board approve the proposed Liquor License Violation Policy.

Mr. Cunningham questioned if the policy had been addressed by the Town Council. Mr. Haddad said no. Mr. Pisani questioned the extent of looking back on the policy. Mr. Haddad said all the policies he reviewed showed only three years prior. Ms. Pine questioned the statement that multiple violations in a single day count as a single violation. Mr. Haddad assured the Board that the information was copied from the ABCC website.

*Mr. Cunningham moved to adopt the Liquor License Violation Policy 2022-01. Ms. Pine seconded the motion. The motion carried unanimously.*

Mr. Haddad updated that Ixtapa adhered to the liquor license violation and had turned their license in to the police department.

1. Mr. Haddad said the proposed Cooling Center Policy would be enforced by the Emergency Management Team made up of the Town Manager, Police Chief, Fire Chief, and the COA Director and they would determine when the Center would be utilized as a Cooling Center. An amendment was added to clause 3 to include weekends. Ms. Pine recommended including holidays as well. Mr. Haddad requested that the Cooling Center Policy be adopted by the Board.

*Ms. Pine moved to approve the Cooling Center Policy 2022-02. Mr. Cunningham seconded the motion. The motion passed unanimously.*

1. Mr. Haddad requested that the Board adopt the FY2023 Goals and Objectives and that a Board member be assigned to each goal.

Mr. Cunningham was assigned to Environmental Contamination Issues.

Ms. Manugian was assigned to Climate Change.

Mr. Pisani and Mr. Reilly were assigned to Reducing Costs of Government.

Ms. Pine and Mr. Cunningham were assigned to Affordable Housing and Housing Diversity.

Ms. Pine was assigned Diversity, Equity, and Inclusion.

*Mr. Cunningham moved to accept the fiscal year 2023 Goals and Objectives. Ms. Manugian seconded the motion. The motion carried unanimously.*

1. Mr. Haddad requested that the Board approve a One Day All Alcoholic License for the Marigold Re-Open House after Summer Vacation to be Held at the Prescott Community Center on Friday, September 9, 2022 from 4:00 p.m. to 7:00 p.m. He apologized for the late notice.

*Mr. Cunningham moved to approve the One Day All Alcoholic License for the Marigold Re-Open House After Summer Vacation to be Held at the Prescott Community Center on Friday, September 9, 2022 from 4:00 p.m. to 7:00 p.m. Ms. Pine seconded the motion. The motion carried unanimously.*

1. Mr. Haddad thanked Mr. Cunningham for drafting the letter to be provided to the State Officials. Mr. Haddad requested that the Board approve the letter to the State Officials requesting funding for the Florence Roche Elementary School Construction Project

*Ms. Pine moved to approve the drafted letter to the State Officials requesting funding for the Florence Roche Elementary School Construction. Mr. Pisani seconded the motion. The motion carried unanimously.*

Ms. Pine suggested that the letter be shared with other school districts. Mr. Haddad said that the presentation scheduled for tomorrow includes 12 communities that are identified and can be notified. Mr. Cunningham agreed that it would be beneficial to involve other communities.

**7:15 Update from the EPA on the Squannacook Sportsmen’s Club Clean-up**

Charlotte Gray, Community Involvement Coordinator; Allyson Bowden, On Scene Coordinator; Catherine Young, On Scene Coordinator; and Bill Lovely, Chief, Emergency Response & Removal Section II were all present for the update from The United States Environmental Protection Agency.

Ms. Bowden presented a slide show to the Board and briefly highlighted the following topics:

The Characteristics and History- Ms. Bowden identified the site located at 159 West Main Street on a provided map. She described the Sportsmen’s Club to be a 7.09 acre lot that consisted of both an indoor and outdoor shooting range that was operational from 1959-2002.

EPA Involvement with This Site- Ms. Bowden said that in April 2021 the MassDEP referred the site to the EPA. The EPA then conducted a preliminary site investigation in August and September of 2021 and collected 400 soil samples and collected water samples. The results identified lead and arsenic contamination in the soil and were determined to be widely spread throughout the property and abutting parcels.

What to Expect during Removal Action - Ms. Bowden said that the working hours would be Monday through Friday, 7:00 am-5:30pm. There would be heavy equipment utilized, clearing of vegetation including trees up to 6 inch in diameter, and dust suppression. The workers would be wearing protective gear.

Projected Timeline- Ms. Bowden said that mobilization would commence on September 12, 2022 and that a trailer and a generator would be delivered to the site on Friday, September 9th. The estimated duration of the project is 6 months and the projected removal action would be complete by late Spring/Early Summer of 2023. Ms. Bowden said that the project may potentially shut down during the winter months.

Ms. Bowden listed the EPA’s contact information and said that a factsheet associated with the cleanup could be found on the provided link response.epa/gov/squannacooksportsmanclub.

Mr. Haddad said that Mr. Cunningham and himself have been working collaboratively with the EPA for a couple of months and thanked the EPA for being very cooperative and up front.

Mr. Cunningham expressed that the approach and response that the EPA has taken has been very comprehensive and sensitive to the wetlands. He said that the EPA has also contacted Fisheries and Wildlife to assist in the management plan for the remediation process.

Ms. Pine asked if the water samples were contaminated and what the plan is for the vacant structure. Ms. Bowden said that there was only contamination found in the soil. The building would be remedied of any contamination and part of the vent line would be removed and covered. Mr. Haddad said that an article has been written in the warrant for the fall Town Meeting to address the removal of the structure. The request will require approval by the Conservation Commission as they are the CR holders. Mr. Haddad said that the EPA is exempt from demolishing the structure. Ms. Pine then asked if the abutters had been notified and what would occur with the contaminated materials. Ms. Bowden said that the owners have been notified and are aware of the process. The contaminated materials would be sent offsite to a permitted facility.

Mr. Cunningham stated that the Brownfields Grant initiated the testing and identified the issues that needed to be addressed at the Sportsmen Club.

Mr. Lovely introduced himself as a former Conservation Commissioner and said even though the EPA is exempt from any Conservation permitting he would ensure that the remediation process is extremely conscious of the wetlands and proper erosion controls would be installed when necessary.

Mr. Cunningham questioned the involvement of MassDEP within the project. Ms. Bowden said that the EPA is working very closely with MassDEP and trying to meet the EPA standards of 200ppm and the States requirement of 400ppm. Mr. Lovely said when the project is finished the site would be returned to the MassDEP. Ms. Pine asked if there is a possibility that MassDEP would consider the site contaminated after the EPA completes their remediation. Mr. Lovely said that the EPA is removing the lead and restoring the site with clean fill, in his experience there has been no further action necessary after the States evaluation. Ms. Young assured the Board that the EPA works collaboratively with the State and meets the EPA’s criteria. Mr. Haddad said that the Town would clarify with MassDEP once the project is turned over.

Mr. Easom suggested if the soil is excavated to 400ppm that there is a discussion with the MassDep to ensure that the soil has been excavated enough prior to adding the clean fill. Ms. Bowden said that the majority of samples collected identified lead from 0-6 inches in depth and the EPA intends on removing 12 inches of soil. She said that they would verify levels with the MassDEP on the most concentrated areas. Mr. Lovely said that it is unlikely for any lead to be greater in depth. Mr. Cunningham discussed the two main concentrated areas and said that the Brownfield Grant provided immediate response with the MassDEP and soil had been added and fencing was installed to keep the public from entering the site. Ms. Young said that the EPA would remove 12 inches of soil and based on the history they do not anticipate finding any contamination in a greater depth.

**OTHER BUSINESS**

Mr. Haddad said that there were no updates on other business at this time.

**MEETING MINUTES**

Ms. Pine moved to approve the minutes of the regularly scheduled meeting on August 22, 2022 as drafted. Mr. Pisani seconded the motion. The motion carried. Mr. Cunningham- Abstain

Mr. Reilly adjourned the meeting at 7:57 PM

Date Approved: September 19, 2022