

SELECT BOARD MEETING MINUTES
MONDAY, JUNE 12, 2023
APPROVED

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

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Hannah Moller, Treasurer/Collector; Attorney Robert Collins; Michelle Collette, Earth Removal Stormwater Inspector; Nik Gualco, Conservation Administrator

Pursuant to Select Board Policy regarding Board Re-organization, Mr. Haddad called the meeting to order at 7:00 PM and reviewed the agenda.

BOARD REORGANIZATION

Mr. Haddad called for nominations for the position of Chair. Mr. Reilly nominated Mr. Cunningham. Ms. Manugian nominated Mr. Reilly.

Those in favor of Mr. Cunningham- 4 in favor- Members Pisani, Pine, Reilly, and Cunningham

Those in favor of Mr. Reilly- 1 in favor- Member Manugian

Mr. Cunningham was voted in as Chair.

Mr. Cunningham called for nominations for Vice Chair. Mr. Pisani nominated Mr. Reilly. All five members were in favor of Mr. Reilly as Vice Chair.

Mr. Cunningham called for nominations for Clerk. Ms. Pine nominated Ms. Manugian for Clerk. All five members were in favor of Ms. Manugian as Clerk.

ANNOUNCEMENTS

Ms. Pine announced that a series of Juneteenth events were scheduled. She expressed her gratitude towards the Diversity, Equity and Inclusion Committee and the Racial and Social Justice Working Group for their efforts in organizing these events. Ms. Pine also informed everyone about a free three-day seminar at Lawrence Academy named SEED, which is open to the general public. SEED is a nationwide organization that sponsors this seminar, which will be held from 8:30 A.M. to 3:00 P.M. on June 20th through 22nd. She also announced that the DEI Committee will meet on Thursday, June 22nd at 7:30 P.M. at the Town Hall. The Committee will discuss renaming one of Groton's conservation properties to honor the Nipmuc People, the earliest residents of the land we know as Groton.

Mr. Cunningham announced he attended the Groton Riverfest on Sunday, June 11th. He said it was a great event.

Mr. Gualco attended the meeting and shared information about the Conservation Restrictions that the Board approved on May 22, 2023. He mentioned that he anticipated receiving three Restrictions from the State as follows: Casella Property, Priest Property, and Patricia Hallet Property. Mr. Gualco said these restrictions would require the Board's signature once those documents are received.

PUBLIC COMMENTS

Mr. Francisco, from the Sustainability Commission, announced that an upcoming Sustainability Seminar on Heating and Cooling Options would take place on Thursday, June 15th, at the Groton Center. An expert will consult on Geo-Thermal technologies such as heat pumps, solar hot water heating, and Bio Mass Heating.

TOWN MANAGERS REPORT

1. Approve Bond Anticipation Notes for the Florence Roche Elementary School Construction Project

Treasurer/Collector Hannah Moller requested the Board's approval and signature on the Bond Anticipation Notes for the most recent borrowing of \$28,340,300 for the Florence Roche Elementary School Construction Project. Jeffries LLC was awarded the bid for a NIC (net interest cost) of 3.682464, which included a premium of \$230,123.24. Mr. Haddad shared that the Town initially estimated a 4.5% interest rate with a premium of \$166,366.71. However, based on this, the Debt Budget could be reduced by approximately \$307,000, which was good news for taxpayers, thanks to the Town's AAA Bond Rating.

Mr. Haddad asked the Select Board to vote to approve the Bond per the proposed motion contained in the packet and requested the Clerk sign the necessary documents.

Ms. Pine made a motion to approve the Bond per the motion contained as outlined in the packet (attached to these minutes). Mr. Reilly seconded the motion. The motion carried unanimously.

2. Manager's Tri-Com Working Group

On Monday, June 12th, the first Town Manager's Tri-Com Working Group meeting was held, Mr. Haddad said. The group comprised of Alison Manugian and Matt Pisani from the Select Board, Bud Robertson and Mary Linskey from the Finance Committee, and Fay Raynor and Brian LeBlanc from the Groton Dunstable Regional School Committee. Assistant Finance Director/Town Accountant Patricia DuFresne, School Superintendent Laura Chesson, School District Business Manager Sherry Kersey, and the Finance Team will also be part of the Working Group. The initial meeting aimed to set parameters for conducting the review of the operating budget over the next several years and discussed the timeline for the review. The group will meet bi-weekly. Mr. Haddad said the meeting went well, and Mr. Pisani and Ms. Manugian agreed.

Ms. Pine commented that she would like the information to be understandable for everyone, not just the Working Group. Mr. Haddad said he would provide regular updates and include the Tri-Com Working Group on the Agenda's ongoing issues.

2. Update on Select Board Meeting Schedule Through Labor Day

Monday, June 19, 2023	No Meeting (Juneteenth Holiday)
Monday, June 26, 2023	-Discuss Fall Town Issues -Preliminary review of FY 2023 Line-Item Transfers
Monday, July 3, 2023	No Meeting (July 4 th Holiday)
Monday, July 10, 2023	-Meet in Joint Session with the Finance Committee to Approved FY 2023 Line-Item Transfers

	-Set the Date and Open the Warrant for the 2023 Fall Town Meeting
Monday, July 17, 2023	Regularly Scheduled Meeting
Monday, July 24, 2023	No Meeting
Monday, July 31, 2023	Regularly Scheduled Meeting
Monday, August 7, 2023	No Meeting
Monday, August 14, 2023	Regularly Scheduled Meeting
Monday, August 21, 2023	No Meeting
Monday, August 28, 2023	Regularly Scheduled Meeting
Monday, September 4, 2023	No Meeting (Labor Day Holiday)
Monday, September 11, 2023,	Regularly Scheduled Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. Consider Making Annual Appointments of the Select Board

Mr. Haddad reviewed the Board's committee appointments. (See attached memo).

Mr. Haddad suggested that the Annual Appointments for the Council on Aging be reviewed first, especially since some members of the public were excited to be in attendance. Mr. Haddad announced the appointment of two new members to the council, Lois Young and Harris Mcwade.

Ms. Pine moved to approve the appointments of the Council on Aging as presented. Ms. Manugian seconded the motion. The motion carried unanimously.

Ms. Pine moved to approve the appointment of the Fire Chief, Steele McCurdy, with a three-year term to expire in 2026. Ms. Manugian seconded the motion. The motion carried 4 in favor, 1 abstained- Pisani.

Mr. Reilly announced Kathy Lincoln's retirement from the Fire Department after serving for 30 years. He would like to express his gratitude for her dedicated service.

Mr. Haddad asked that the Select Board reappoint Becky Pine, Richard Perini, and Charles Vander Linden to the Affordable Housing Trust with terms to expire in 2025.

Mr. Pisani moved to approve the appointments of the Affordable Housing Trust with terms to expire in 2025. Ms. Manugian seconded the motion. The motion carried 4 in favor, 1 abstained- Pine.

Mr. Haddad asked the Select Board to make the remaining appointments as presented on Page 1 of the memo in their packet. He also wanted to bring to the Boards attention a vacancy on the Capital Planning Advisory Committee. Mr. Cunningham said there is also a vacancy on the Complete Streets Committee.

Ms. Pine moved to approve the remaining appointments on page 1 as presented. Mr. Reilly seconded. The motion carried unanimously.

Mr. Reilly moved to approve the appointments on page 2 as presented. Ms. Pine seconded the motion. The motion carried unanimously.

Ms. Pine moved to approve the appointments on page 3 as presented. Mr. Pisani seconded the motion. Unanimous vote

Mr. Haddad said the Board of Registrars would have a vacancy effective June 30th. The current makeup of the Board of Registrars is One Republican member, Two Democratic members, and one Unenrolled (Dawn Dunbar, Town Clerk). He said the Town Clerk provided a breakdown of past makeups of the Board. The Board can appoint either a Democrat or Republican to the Board. After a brief discussion the Board decided to keep the make-up of the Board the same with 2 Democrats and 1 Republican.

Ms. Pine moved to appoint Jane Fry (Democrat) to the Board of Registrars. Ms. Manugian seconded the motion. The motion carried unanimously.

2. Approve Revised MOU for the North Central Climate Change Coalition

Mr. Haddad said the Select Board approved a Memorandum of Understanding for the North Central Climate Change Coalition (NC4) last year. The Town Administrator of Pepperell was concerned that the originally approved documents did not require strict compliance with the Open Meeting Law and wanted to ensure that the organization would comply. The MOU had been updated to require that compliance. The MOU was provided to the Board with their packet to review for approval. Mr. Haddad respectfully requested that the Board adopt the revised MOU and authorize the Town Manager to sign it. Also, he would like the Board to vote to designate Phil Francisco, Ginger Vollmar, and Charlotte Weigel as the Town's Representatives on NC4.

Ms. Pine made a motion to adopt the revised MOU and authorize the Town Manager to sign it. Mr. Reilly seconded the motion. The motion was carried unanimously.

Mr. Pisani made a motion to designate Phil Francisco, Ginger Vollmar, and Charlotte Weigel as the Town's Representatives on NC4. Ms. Pine Seconded the motion. The motion carried unanimously.

3. Approve a One Day Wine and Malt License for a Private Event at the Salt and Light Café to be held on June 16, 2023 from 6:30 p.m. to 9:30 p.m.

Ms. Manugian made a motion to approve the One Day Wine and Malt Beverage License for the Salt and Light Café on Friday, June 16, 2023 from 6:30 p.m. to 9:30 p.m. Mr. Pisani seconded the motion. The motion carried unanimously.

OTHER BUSINESS

1. Consider Approving an Earth Removal Exemption for the Groton School Athletic Fields Project

Attorney Robert Collins, a representative of the Groton School Trustees, and Earth Removal Stormwater Inspector Michelle Collette were present during the meeting. Attorney Collins was seeking approval for an Earth Removal Exemption for two athletic fields at Groton School. These fields include repurposing the Varsity Soccer Fields near Farmers Row and the installation of an artificial turf field surface at the existing soccer field and baseball diamond behind the Hundred House. He said the project would involve the removal of the existing topsoil from the two locations. Initially, there were plans to utilize new topsoil, but upon excavation, it was

discovered that the existing soil was of better quality. The soil would be sifted at Cataldo in Littleton, MA, then transported back to Groton School. Ms. Manugian inquired about the Historic Districts Commission's opinion. Attorney Collins reported that the HDC held three hearings and issued a Certificate of Appropriateness. The discussions were positive. Attorney Collins said there was a sense of urgency with this exemption. Ms. Collette expressed concerns about a stockpile of loam, which could cause dust issues if dry and windy. Groton Schools' priority is to finish the project before the kids return to school in September. It was confirmed by Stan Dillis that no sewage disposal systems or wells were within 100 feet of the area to be excavated. This exemption would be in addition to the Exemption granted by Ms. Collette on June 9, 2023 for 500 cubic yards of material.

Ms. Pine moved to approve the Earth Removal Exemption to move up to 3000+ cubic yards of excess earth material with the conditions stated on the memo to the Select Board dated June 12, 2023.

Mr. Cunningham would like the Police Chief to weigh in on the hours allowed for the trucks to depart from the site.

Mr. Reilly seconded the motion. The motion carried unanimously.

ON-GOING ISSUES

According to Mr. Cunningham, Senator Kennedy allocated funds in 2020 through a Transportation Bond Bill for the engineering and permitting of the Nashua Rail Trail reconstruction. Mr. Cunningham mentioned that may be progressing to Administration and Finance.

Approval of Minutes from June 5, 2023

Ms. Pine made a motion to approve the minutes of the regularly scheduled meeting from June 5, 2023, as amended. Mr. Reilly seconded the motion. The motion carried 4 in favor, 1 abstained- Manugian.

The meeting was adjourned at 7:47 pm.

Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager.

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Groton, Massachusetts, certify that at a meeting of the board held June 12, 2023, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were passed, ____ in favor and ____ against, all of which appear upon the official record of the board in my custody:

Voted: We hereby determine, in accordance with G.L. c. 70B, that the cost of the Florence Roche Elementary School project authorized by vote of the Town passed on May 1, 2021 (Article 8) and excluded from the limitations of Proposition 2½, so-called, by a vote of the Town passed May 25, 2021 (Question 1), being financed with proceeds of a portion of the Notes defined below, together with all other bonds and notes of the Town previously issued to pay costs of this project, does not exceed the portion of the total cost of the project that is not being paid by the school facilities grant and we hereby approve the issuance of notes and bonds to finance this project under G.L. c. 70B.

Further Voted: to approve the sale of \$28,340,300 4.5 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated June 23, 2023, payable June 21, 2024, to Jefferies LLC at par and accrued interest plus a premium of \$230,123.24.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 30, 2023, and a final Official Statement dated June 6, 2023, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the and Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: June 12, 2023

Clerk of the Select Board

133192366v.3



TOWN OF GROTON

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

SELECT BOARD

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

Town Manager
Mark W. Haddad

MEMORANDUM

TO: Mark Haddad, Town Manager
FROM: Kara Cruikshank, Executive Assistant to the Town Manager
DATE: June 6, 2023
RE: Select Board 2023 Annual Appointments

OFFICIALS APPOINTED BY THE SELECT BOARD

FIRE CHIEF

Steele McCurdy 2026

BOARDS, COMMITTEES & COMMISSIONS APPOINTED BY THE SELECT BOARD

AFFORDABLE HOUSING TRUST FUND

Becky Pine 2025
Richard Perini 2025
Charles Vander Linden 2025

CAPITAL PLANNING ADVISORY COMMITTEE

Vacancy 2026

COMMEMORATIONS & CELEBRATIONS COMMITTEE

Donald Black 2024
Gail Chalmers 2024
Michael F. Luth 2024
Steele McCurdy 2024
Jennifer Moore 2024

COMPLETE STREETS COMMITTEE

George Barringer 2024
Peter Cunningham 2024
R. Thomas Delaney Jr. 2024
Stephen Legge 2024
Takashi Tada 2024
Gordon Row 2024
Kristen Von Campe 2024
Vacancy 2024

CONSERVATION COMMISSION

Bruce H. Easom 2026
Olin Lathrop 2026

COUNCIL ON AGING

Judith Polumbo O'Brien	2026
Dorothy Zale	2026
Lois Young	2026
Harris Mcwade	2025
Vacancy	2025

DESTINATION GROTON COMMITTEE

Mairi Elliott	2024
Jeff Gordon	2024
Julie Platt	2024
Joni Parker-Roach	2024
Greg Sheldon	2024

DIVERSITY TASK FORCE

Gordon Candow	2024
Michelle Collette	2024
Susan Hughes	2024
Raquel Majeski	2024
Deidre Slavin-Mitchell	2024
James Moore	2024
Barbara Rich	2024
Fran Stanley	2024

HOUSING PARTNERSHIP

Peter S. Cunningham	2024
Anna Eliot	2024
Richard Perini	2024
Vacancy	2024

INVASIVE SPECIES COMMITTEE

Jonathan Basch	2024
Brian Bettencourt	2024
Adam Burnett	2024
Ann Carpenter	2024
Richard Hewitt	2024
Olin Lathrop	2024
Ron Strohsahl	2024
Charlotte Weigel	2024
Ben Wolfe	2024

LOCAL CULTURAL COUNCIL

Vacancy	2029
---------	------

**LOWELL REGIONAL TRANSIT
AUTHORITY**

Ashley Shaheen	2024
----------------	------

MBTA ADVISORY BOARD

John Reilly	2024
-------------	------

**MONTACHUSETT JOINT
TRANSPORTATION COMMITTEE**

Russell Burke (PB) 2024

**MONTACHUSETT REGIONAL
PLANNING COMMITTEE**

Russell Burke 2024

Peter Cunningham 2024

PERSONNEL BOARD

Leonard Adjete 2026

SCHOLARSHIP COMMITTEE

Kate Dennison 2026

SUSTAINABILITY COMMISSION

Alison Peterson 2024

Andrew Scott 2024

Bruce Easom 2024

David Southwick 2024

James Allen 2024

Jim Simko 2024

Phil Francisco 2024

Virginia Vollmar 2024

Charlotte Weigel 2024

Vacancy 2024

TAX RELIEF FOR ELDERS AND THE DISABLED COMMITTEE

Garrett Boles 2024

Charles Vander Linden 2024

Hannah Moller 2024

Louis Dimola 2024

Pascal Miller 2024

ZONING BOARD OF APPEALS

Daniel McLaughlin 2026

Tom Peisel 2026

Russel Harris (Associate Member) 2024

Gus Widmayer (Associate Member) 2024

Vacancy (Associate Member) 2024

BOARD OF REGISTRARS

Please see attached memo from Dawn Dunbar, Town Clerk



Office of the Town Clerk – Notary Public
Town of Groton
173 Main Street
Groton, MA 01450

Dawn E. Dunbar, Town Clerk
Phone: 978-448-1100
FAX: 978-448-2030
ddunbar@grotonma.gov

TO: *Town Manager, Mark Haddad and Members of the Select Board*

FROM: *Dawn Dunbar, Town Clerk*

DATE: *May 17, 2023*

RE: *2023 Board of Registrars Appointment*

As you are aware, each year the term of one member of the Board of Registrars expires. In 2023, the term of Jane Fry (D) is due to expire on June 30th. Please accept this letter as a request to appoint a member to the Board of Registrars for a three (3) year term to expire June 30, 2026.

Under Mass General Law Chapter 51 Section 15, *“the selectmen (select board) or the appointing authority shall so appoint their successors that as nearly as possible the members of the board shall represent the two leading political parties”*. The current makeup of the Board of Registrars is: One (1) Republican member, Two (2) Democratic members, and One (1) Unenrolled (Dawn Dunbar). Please note that only the Town Clerk may be an “Unenrolled” member.

The current composition of the Board of Registrars, including term end dates is as follows:

- | | |
|-----------------------|---------------------------|
| • Jane Fry (D) | Term Expiring 2023 |
| • Gregory Baran (R) | Term to expire in 2024 |
| • Marvin Caldwell (D) | Term to expire in 2025 |
| • Dawn Dunbar (U) | as Town Clerk (MGL 51:15) |

I have provided you on page 2 of this memo a history of the Registrars makeup as well as the past and current voter demographics for Groton.

The Groton Democratic and Republican Town Committees have both submitted nominations, for consideration by the Select Board for appointment to the Registrar position expiring in 2023. I have attached a copy of their letters to this memo.

- The Democratic Town Committee has nominated:
 - Jane Fry of 74 Willowdale Road
- The Republican Town Committee has nominated:
 - Paul Martel of 7 Arrow Trail
 - Martina Calnan of 716 Lowell Road
 - Carrie Kneeland of 13 Anthony Drive

I look forward to discussing this with you further at an upcoming Select Board meeting and thank you in advance for your consideration of this request.



Office of the Town Clerk – Notary Public
Town of Groton
173 Main Street
Groton, MA 01450

Dawn E. Dunbar, Town Clerk
Phone: 978-448-1100
FAX: 978-448-2030
ddunbar@grotonma.gov

History of Board of Registrars Membership by Party

	<u>Democratic Members</u>	<u>Republican Members</u>
2013 to 2023	2	1
2001 to 2012	1	2

Historical Groton Voter Demographics

	<u>April 2023</u>	<u>April 2022</u>	<u>June 2021</u>	<u>August 2020</u>	<u>April 2019</u>
Unenrolled	5,857 (67%)	5,714 (66.2%)	5,572 (65.2%)	5,493 (64%)	5,203 (63.6%)
Democratic	1,836 (21%)	1,845 (21.3%)	1,877 (21.9%)	1,885 (22%)	1,771 (21.6%)
Republican	972 (11%)	1,003 (11.6%)	1,030 (12%)	1,118 (13%)	1,149 (14%)
Other	62 (<1%)	67 (<1%)	66 (<1%)	65 (~1%)	58 (~1%)

Groton Democratic Town Committee

c/o Box 292, Groton, MA 01450

GrotonDTC@gmail.com

www.grotondemocrats.com

www.facebook.com/GrotonDemocraticTownCommittee

April 29, 2023

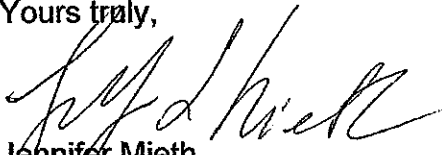
Ms. Dawn Dunbar
Groton Town Clerk
Town Hall
173 Main Street
Groton, MA 01450

Dear Ms. Dunbar:

At the April 23, 2023, meeting of the Groton Democratic Town Committee we voted to submit the name of Jane E. Fry for nomination for another term on the Board of Registrars. We find that she has served well and fairly in the role, especially through the recent recount.

We recognize that the request was to submit three names for the Select Board to consider, however, there are many restrictions on who can serve as a registrar. Groton is a small town and its active community members often wear multiple hats and find themselves disqualified from serving on this board as well. We believe we nominate a qualified candidate for consideration.

Yours truly,



Jennifer Mieth
Chair

Dawn Dunbar

From: Chairman Groton Republican Town Committee Paul Fitzgerald <ChairmanGRTC@protonmail.com>
Sent: Tuesday, May 16, 2023 3:25 PM
To: Dawn Dunbar
Subject: Re: FW: Solicitation for Board for Registrars Appointment

Dawn,

For the open position on the Board of Registrars, the Groton Republican Town Committee is pleased to nominate:

Paul Martel (7 Arrow Trail)
Martina Calnan (716 Lowell Rd)
Carrie Kneeland (13 Anthony Drive)

Thank you,

Paul

Paul Fitzgerald
Chairman Groton Republican Town Committee
Groton, MA 01450
ChairmanGRTC@proton.me

Sent from Proton Mail for iOS