

**SELECT BOARD MEETING MINUTES  
MONDAY, JANUARY 6, 2025  
APPROVED**

**SB Members Present:** Alison Manugian, Chair; Peter Cunningham, Clerk; Matt Pisani; John Reilly;

**SB Members Absent:** Becky Pine, Vice Chair;

**Also Present:** Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Melisa Doig, Human Resource Director; Dawn Dunbar, Town Clerk; Patricia DuFresne, Assistant Director of Finance/Town Accountant.

Ms. Manugian called the meeting to order at 5:30 PM.

**Executive Session**

Ms. Manugian requested that the Board enter Executive Session Pursuant to M.G.L., c.30A, §21(a), Clause 3 – To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares.

And to return to open session.

*Mr. Cunningham made a motion to enter into Executive Session. Mr. Pisani seconded the motion. Roll Call: Manugian-aye; Cunningham-aye; Pisani-aye; Reilly-aye.*

The Board returned to regular session at 6:00 PM.

**ANNOUNCEMENTS**

Mr. Cunningham wanted to acknowledge the passing of former Groton Children’s Librarian Geri Perry. He stated that Ms. Perry would be terribly missed.

**PUBLIC COMMENT PERIOD #1**

None

**TOWN MANAGER’S REPORT**

- 1. Ratify the Town Manager’s Appointment of Micaela Moore as the Interdepartmental Administrative Assistant.**

*Mr. Cunningham made a motion to ratify the Town Manager’s appointment of Micaela Moore as the Interdepartmental Administrative Assistant, effective January 21, 2025. Mr. Reilly seconded the motion. The motion carried unanimously.*

- 2. Ratify the Town Manager’s Appointment of Laura Fisher as the DPW Administrative Assistant.**

*Mr. Pisani made a motion to ratify the Town Manager’s appointment of Laura Fisher as the DPW Administrative Assistant, effective February 3, 2025. Mr. Cunningham seconded the motion. The motion carried unanimously.*

- 3. Ratify the Town Manager's Appointments of Steven Marshall, Bryan Nasworthy, Irmin Pierce, Robert Murray, Robert Dyer, Thomas Delaney, Brian Callahan, Jeff Yung, Edward Bradstreet, George Aggott, Shaun Wagner, Andy Fields, Alan DuFresne and David Gentile as Detail Officers.**

*Mr. Cunningham made a motion to ratify the Town Manager's appointments of Steven Marshall, Bryan Nasworthy, Irmin Pierce, Robert Murray, Robert Dyer, Thomas Delaney, Brian Callahan, Jeff Yung, Edward Bradstreet, George Aggott, Shaun Wagner, Andy Fields, Alan DuFresne and David Gentile as Detail Officers. Mr. Pisani seconded the motion.*

Discussion

Mr. Reilly asked if they would receive the same pay rate as a detail officer. Mr. Haddad confirmed that they would.

*The motion carried unanimously.*

- 4. Consider Ratifying the Agreements between the Town of Groton and the Town and Library Employees, SEIU 888; Professional Firefighters of Groton, Local 4879; and the Groton Police Superior Officers Association, NEPBA, Local 53.**

Mr. Haddad said the Board held an executive session prior to the start of the regular session to review the Tentative Agreements reached with the Town and Library Employees Union, Firefighters Union, and Superior Officers Union. He stated that he was pleased with the Tentative Agreements and said the Unions came in cooperatively during the negotiations. The contracts include a 3 percent increase per year, a total increase of 9 percent over three years, similar to the settlement reached with the school teachers. All three unions have ratified these Tentative Agreements, subject to ratification by the Select Board and Town Meeting appropriation. Mr. Haddad respectfully requested that the Board consider ratifying these Agreements.

*Mr. Reilly made a motion to ratify the Agreement between the Town of Groton and the Town and Library Employees, SEIU 888, for a three-year agreement, effective from July 1, 2025, to June 30, 2028. Mr. Pisani seconded the motion. The motion carried unanimously.*

*Mr. Pisani made a motion to ratify the Agreement between the Town of Groton and the Professional Firefighters of Groton, Local 4879, for a three-year agreement, effective from July 1, 2025, to June 30, 2028. Mr. Cunningham seconded the motion. The motion carried Unanimously.*

*Mr. Cunningham made a motion to ratify the Agreement between the Town of Groton and the Groton Police Superior Officers Association, NEPBA, Local 53, for a three-year agreement effective from July 1, 2025, to June 30, 2028. Mr. Reilly seconded the motion. The motion carried unanimously.*

- 5. Update on Fiscal Year 2026 Budget.**

Mr. Haddad said he expected to receive two preliminary budgets from the School District within the next day or so. One budget will be a Level Services Budget, and one will be a balanced budget (within Groton's and Dunstable's ability to pay without an override). On Monday, January 13, 2025, the Finance Committee will meet in joint session with the Select Board at 7:00 PM to review and discuss these two budgets. They will determine whether or not to adjust the Guidance given to the Town Manager for

creating the FY 2026 Budget. Mr. Haddad said he looked forward to discussing this further at the January 13<sup>th</sup> meeting.

**6. Proposed Select Board Meeting Schedule through the 2025 Spring Town Meeting.**

Monday, January 13, 2025	Regularly Scheduled Meeting
Monday, January 20, 2025	No Meeting- Martin Luther King Holiday
Monday, January 27, 2025	Regularly Scheduled Meeting
Monday, February 3, 2025	Regularly Scheduled Meeting
Monday, February 10, 2025	Regularly Scheduled Meeting
Monday, February 17, 2025	No Meeting- President’s Day Holiday
Monday, February 24, 2025	Regularly Scheduled Meeting
Monday, March 3, 2025	Regularly Scheduled Meeting
Monday, March 10, 2025	Regularly Scheduled Meeting
Monday, March 17, 2025	No Meeting
Monday, March 24, 2025	Regularly Scheduled Meeting
Monday, March 31, 2025	Regularly Scheduled Meeting
Monday, April 7, 2025	Regularly Scheduled Meeting
Monday, April 14, 2025	Regularly Scheduled Meeting
Monday, April 21, 2025	No Meeting- Patriot’s Day Holiday
Saturday, April 26 <sup>th</sup> or Monday, April 28 <sup>th</sup>	Potential Dates for Spring Town Meeting

**ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL**

**1. Call for the 2025 Spring Town Meeting- Open the Warrant for Said Meeting.**

Mr. Haddad said it was that time of year to call for the 2025 Spring Town Meeting. The default date for the meeting is the last Monday in April unless the Select Board determines a different date in March, April, or May, with formal public notice at least six weeks prior to the date. He said the default date would be April 28, 2025. Mr. Haddad explained that the Town has successfully held the Town Meeting on a Saturday; he recommends that the Select Board hold the meeting on Saturday, April 26, 2025. While that date is at the end of the School Vacation Week, it will allow the Town Election to be held on Tuesday, May 20<sup>th</sup>. Delaying the meeting until Saturday, May 3rd, would push the Annual Election to May 27th, the day after Memorial Day. A proposed timeline was provided to the Board for the meeting if the Board chooses to call for the meeting on April 26<sup>th</sup>. Mr. Haddad mentioned that if they decide on Monday, April 28th, only the date of the meeting would change in the provided timeline.

He informed the Board that he had talked to Member Pine about a potential date for the Spring Town Meeting since she was absent from the meeting. Member Pine expressed her concern about scheduling the Spring Town Meeting at the end of the school vacation week and preferred it to be held on a Monday. Mr. Haddad believed the 2025 Spring Town Meeting might be lengthy and require a second day, Monday, April 28<sup>th</sup>.

He reviewed the proposed schedule with the Board.

Mr. Haddad respectfully requested the Board to officially call for the meeting and vote to open the Warrant and close it on Friday, February 21, 2025.

*Mr. Cunningham made a motion to call for the 2025 Spring Town Meeting to be held on Saturday, April 26, 2025. Mr. Pisani seconded the motion. The motion carried unanimously.*

*Mr. Pisani made a motion to open the warrant for the Spring Town Meeting on January 7, 2025, at 8:00 a.m. and to close the warrant on Friday, February 21, 2025, at the end of the business day. Mr. Reilly seconded the motion. The motion carried unanimously.*

Mr. Haddad announced the Annual Election would be held on Tuesday, May 20, 2025. Town Clerk Dawn Dunbar has prepared a calendar for the 2025 Spring Town Meeting and Election, which Mr. Haddad will send to the Board.

**2. Consider Authorizing the Chair to Sign a Grant Application for the MRPC's District Local Technical Assistance to Assist the Town with the Update of the Town's Housing Production Plan.**

*Mr. Pisani made a motion to authorize the Chair to sign the Grant Application for the MRPCs District Local Technical Assistance to Assist the Town with the Update of the Town's Housing Production Plan. Mr. Cunningham seconded the motion. The motion carried unanimously.*

**3. Consider Approving a One Day Wine and Malt Beverage License for the Friends of Prescott's Open Mic Night to be held on Friday, January 10, 2025, from 6:30 p.m. to 9:30 p.m.**

*Mr. Reilly made a motion to approve a One Day Wine and Malt Beverage License for the Friends of Prescott for Open Mic Night on Friday, January 10, 2025, from 6:30 p.m. to 9:30 p.m. Mr. Cunningham seconded the motion. The motion carried unanimously.*

**OTHER BUSINESS**

None

**On Going issues**

- A. PFAS Issue-Groton Water Superintendent Mr. Orcutt has created a dedicated page on the Town of Groton website with information about the project. Abutters to the construction have been notified, and an email address has been created for those with questions. Mr. Haddad announced that construction will not take place while buses are operating.
- B. Nashoba Valley Medical Working Group- Mr. Haddad has been working with Representative Scarsdale to find dates available at the Performing Arts Center to hold a Community Forum to get information out to the public.
- C. Charter Review Committee- On the Monday, January 13<sup>th</sup> Select Board agenda, the Select Board will provide feedback on the proposal of the Police Chief, Fire Chief, and Town Clerk appointments. The next meeting of the Charter Review Committee is set for January 16, 2025.

Ms. Manugian asked if the Board would like to reconsider the proposal to change the Park Commission from elected to appointed members. Mr. Haddad stated that he was withdrawing that proposal but would add that proposal to the January 13<sup>th</sup> Select Board agenda.

- D. Florence Roche Elementary School Construction Project—Mr. Haddad announced a save-the-date for an Open House at the Florence Roche Elementary School that will take place on Saturday, March 1, 2025, from 10:00 AM to 12:00 PM. He said there would be more details to follow.
- E. PILOTs—Mr. Haddad stated that the Town Manager’s Working Group has worked closely with him, and a draft final report will be provided to the Select Board on Monday, January 13. It will be discussed at a later Select Board meeting.

**SELECT BOARD LIASON REPORTS**

None

**Public Comment Period #2**

None

**Approval of the Regularly Scheduled Meeting Minutes of December 16, 2024**

*Mr. Reilly made a motion to approve the minutes of the regularly scheduled meeting of December 16, 2024.*

*Mr. Pisani seconded the motion. The motion carried 3 in Favor, 1 abstained- Cunningham.*

The meeting was adjourned at 6:40 p.m. Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager.