

**SELECT BOARD MEETING MINUTES**  
**MONDAY, MAY 19, 2025**  
**APPROVED**

**Select Board Members Present:** Alison Manugian, Chair; Becky Pine, Vice Chair; Peter Cunningham, Clerk; John Reilly;

**Select Board Virtually Present:** Matt Pisani;

**Also Present:** Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Patricia DuFresne, Assistant Director of Finance/Town Accountant; Nicole Sarvela, COA Director; Nandi Munson, Community Engagement Specialist; Kristine Fox, the COA Departmental Assistant; Mark Cullen, COA Outreach Coordinator Applicant; Takashi Tada, Land Use Director/Town Planner; Melisa Doig, Human Resources Director; Tom Orcutt, Groton Water Superintendent; Matt Kilam, Planning Board Vacancy Applicant; Bud Robertson, Finance Committee Chair;

**Planning Board Members Present:** Scott Wilson, Chair; Lorayn Black, Vice Chair; Russell Burke; David Bonnett; George Barringer; Paul Hathaway; Phil Francisco.

Ms. Manugian called the meeting to order at 6:00 P.M.

**ANNOUNCEMENTS**

Ms. Pine reminded everyone that Tuesday, May 20th, is the Annual Town Election. She said there is one contested race and two significant override questions on the ballot. Polls will be open from 7:00 a.m. to 8:00 p.m.

She also announced that Memorial Day falls on Monday, May 26th. Groton will hold its parade starting at 9:00 a.m., leading up to the cemetery for a commemoration ceremony. Mr. Haddad said that this year will see the largest participation in the parade, and they hope many will attend.

Ms. Manugian read a statement into the record from the Select Board and Police Chief Luth regarding recent Immigration and Customs Enforcement (ICE) raids and activities in Massachusetts. She said that they encourage residents to be aware of their rights and those of their neighbors. Ms. Manugian suggested references from the Massachusetts Attorney General and the Immigrant Rights Clinic at New York University School of Law. She wished they had more ability to support and take action locally, but unfortunately, that doesn't seem to be the case at this time. Ms. Pine stated that she spoke with Police Chief Luth, who clarified the regulations regarding the local police's inability to interfere with the Immigration and ICE agents. He explained that these are federal statutes and emphasized that local police would not assist ICE with civil immigration detainers.

**PUBLIC COMMENT PERIOD**

None

**TOWN MANAGER'S REPORT**

- 1. Ratify the Town Manager's Appointments of Sebastian Wells as Park Ranger, Mark Cullen as COA Outreach Coordinator, Abigail Linskey and Breya Haley as GCC Lifeguards.**

Ms. Nandi Munson, the Community Engagement Specialist, Ms. Kristine Fox, the COA Departmental Assistant, and Ms. Nicole Sarvela, the COA Director, along with COA Outreach Coordinator applicant Mr. Mark Cullen, were in attendance.

Mr. Haddad stated that a vacancy for the COA Outreach Coordinator position had been advertised, and they received several applicants. Mr. Haddad said Ms. Munson and Ms. Sarvela did a phenomenal job interviewing the candidates, and the applicant Mr. Cullen rose to the top, and he is excited to bring him on board.

*Ms. Pine made a motion to ratify the Town Manager's Appointment of Mark Cullen as the Council on Aging Outreach Coordinator. Mr. Reilly seconded the motion.*

Discussion

*Mr. Cunningham welcomed Mr. Cullen.*

*Roll Call: Reilly – aye; Cunningham – aye; Pine – aye; Manugian – aye; Pisani – aye.*

*Mr. Reilly made a motion to ratify the Town Manager's Appointments of Sebastian Wells as Park Ranger, Abigail Linskey, and Breya Haley as Groton Country Club Lifeguards. Mr. Cunningham seconded the motion. Roll Call: Reilly – aye; Cunningham – aye; Pine – aye; Manugian – aye.*

*(Member Pisani was unable to participate in the vote virtually due to technical difficulties.)*

**2. Notification of the Temporary Absence of the Town Manager and the Appointment of Takashi Tada as Acting Town Manager.**

Mr. Haddad informed the Select Board about his temporary absence as Town Manager and appointed Mr. Takashi Tada as Acting Town Manager during this time. Mr. Haddad will be away from May 23rd to May 30th and is scheduled to return to the office on June 2nd.

**3. Proposed Select Board Meeting Schedule through Labor Day.**

Monday, May 26, 2025	No Meeting (Memorial Day)
Monday, June 2, 2025	No Meeting
Monday, June 9, 2025	Regularly Scheduled Meeting (Re-Organization of the Board)
Monday, June 16, 2025	Regularly Scheduled Meeting
Monday, June 23, 2025	No Meeting
Monday, June 30, 2025	Regularly Scheduled Meeting
Monday, July 7, 2025	No Meeting
Monday, July 14, 2025	Regularly Scheduled Meeting (L.I. Transfers/Call for FTM)
Monday, July 21, 2025	No Meeting
Monday, July 28, 2025	Regularly Scheduled Meeting
Monday, August 4, 2025	No Meeting
Monday, August 11, 2025	Regularly Scheduled Meeting
Monday, August 18, 2025	No Meeting
Monday, August 25, 2025	Regularly Scheduled Meeting

Monday, September 1, 2025  
Monday, September 8, 2025

No Meeting (Labor Day)  
Regularly Scheduled Meeting

#### **ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL**

- 1. Consider Approving a Special One-Day Wine and Malt Beverages License for a 75<sup>th</sup> Birthday to be held at the Groton Grange on Sunday, June 1, 2025, from 11:00 a.m. to 3:00 p.m.**

*Mr. Reilly made a motion to approve a Special One-Day Wine and Malt Beverages License for a 75<sup>th</sup> Birthday to be held at the Groton Grange on Sunday, June 1, 2025, from 11:00 a.m. to 3:00 p.m. Ms. Pine seconded the motion. Roll Call: Reilly – aye; Cunningham – aye; Pine – aye; Manugian – aye.*

*(Member Pisani was unable to participate in the vote virtually due to technical difficulties.)*

#### **6:15 P.M. In Joint Session with the Planning Board- Consider Appointing Matt Killam to the Planning Board (effective on May 21, 2025) to fill a Vacancy until the 2026 Annual Town Election.**

Members of the Planning Board in attendance were Mr. Scott Wilson, Chair; Ms. Lorayne Black, Vice Chair; Mr. David Bonnett; Mr. George Barringer; Mr. Paul Hathaway; Mr. Phil Francisco; and Mr. Russell Burke. Additionally, Mr. Matt Killam, Planning Board vacancy applicant, was in attendance.

Mr. Wilson called the Planning Board to order.

Mr. Haddad announced that after 23 years of service on the Planning Board, Mr. Scott Wilson has decided to retire, effective May 20, the day of the Annual Town Election. Mr. Haddad thanked Mr. Wilson for his many years of dedicated service to the the to the Town of Groton.

Mr. Haddad explained that Mr. Wilson had given the town advance notice of his retirement, which allowed enough time to advertise for the position early. He said they received one application from Mr. Matt Killam. Mr. Killam is a local architect and currently serves on the Design Review Committee for the Planning Board. Mr. Haddad believes that Mr. Killam will be an excellent addition to the Planning Board, and the Planning Board voted unanimously to recommend to the Select Board that Mr. Killam fill the vacancy. This term will run through the May 2026 Annual Town Election. Ms. Pine thanked Mr. Wilson for his many years of service on the Planning Board.

*Ms. Pine made a motion to ratify the Town Manager's appointment of Matt Killam to fill the vacancy on the Planning Board, effective May 21, 2025, until the May 2026 Annual Election. Mr. Reilly seconded the motion. Roll Call: Reilly–aye; Cunningham–aye; Pine–aye; Manugian–aye; Barringer–aye; Francisco–aye; Wilson–aye; Burke–aye; Black–aye.*

*(Select Board Member Pisani was unable to participate in the vote virtually due to technical difficulties.)*

Mr. Haddad congratulated Mr. Killam on his appointment to the Planning Board.

The Planning Board adjourned.

Ms. Pine said that she would like to discuss the policy for filling a vacancy on an elected board at a future meeting of the Select Board. Mr. Haddad said he would schedule this discussion.

**Water Commission- Superintendent Tom Orcutt- Review Metro-West Water Supply Study- Consider approving an Intermunicipal Agreement for Shared Consulting Services.**

Groton Water Superintendent Tom Orcutt was in attendance for the discussion and thanked the Select Board for having him. The Water Commission has taken on a study to plan for future sources of drinking water for the Groton Community. This study serves as a planning tool for assessing the feasibility of bringing Quabbin Reservoir Water to Groton, should the need arise. Mr. Haddad sent the Report to the Board for their review. The Select Board would need to enter into an Intermunicipal Agreement (IMA) for shared consulting services with Maynard, Concord, Westford, Littleton, and Ayer. The Board also received a copy of the IMA for their review. He said that this was a study, not a done deal.

Mr. Orcutt stated that the Massachusetts Water Resources Authority (MWRA) has an abundance of water. He explained that he joined the Working Group after discussing the issue with Mr. David Manugian from the Bedford, MA Department of Public Works. The Metro West communities are seeking a long-range plan for water supply. He said they are also battling the process of PFAS treatment, which comes with ongoing costs. He said that every year, there will be things they will need to treat in the water supply, and he believes it's best for Groton to be involved in this study to determine if it is even viable. Mr. Orcutt stated that the community needs to explore sources of water supply. While alternative sources are available in town, they must also explore additional options. Mr. Orcutt believes that this is the best plan to consider, and it is just the initial phase. They can back out at any time. The financial estimate for Phase One ranges from \$8,000 to \$12,000. Mr. Orcutt said they will see where the study leads and will return at the end of the year for Phase Two, which the Water Department will fund.

Ms. Pine mentioned that she read through the agreement and thought there could be some potential arguments. She asked Mr. Orcutt if he had any concerns regarding this. He replied that he does not have any concerns regarding this and believes "they all speak the same language". Ms. Pine inquired if there would be an interbasin transfer. Mr. Orcutt confirmed that there would be one, but the MWRA is involved in this process, which makes the process easier and quicker. Mr. Cunningham explained that they are essentially being asked to approve a financial feasibility study. Mr. Orcutt stated that he would return within 6 months with the results. The Board expressed its support for the IMA.

*Mr. Cunningham made a motion to authorize the Town Manager to sign the Intermunicipal Agreement (IMA) for shared consulting services. Ms. Pine seconded the motion. Roll Call: Reilly-aye; Cunningham-aye; Pine-aye; Manugian-aye.*

*(Mr. Pisani was unable to participate in the vote virtually due to technical difficulties.)*

**OTHER BUSINESS**

**Pursuant to the Charter, Authorize the Town Manager and One Member of the Select Board to Sign Warrants for the Next 30 Days.**

*Ms. Pine made a motion to authorize the Town Manager and one member of the Select Board to sign Warrants for the next 30 days. Mr. Cunningham seconded the motion. Roll Call: Reilly – aye; Cunningham – aye; Pine – aye; Manugian – aye; Pisani – aye.*

#### **Ongoing issues**

- A. PFAS Issue- Mr. Haddad informed the Board that they received an Intergovernmental Revenue (IGR) notification from the Department of Local Services. He explained that funds received for the PFAS class action litigation should be either allocated to the general fund or a special revenue fund which can be established for this purpose. Mr. Haddad and Ms. Patricia DuFresne, the Assistant Director of Finance/Town Accountant, have decided to establish a special revenue fund for the PFAS funds designated for the Water Department. This will require a majority vote from Town Meeting to expend funds from this Account. Mr. Haddad explained that if the funds are allocated to the general fund, it would close out to free cash.
- B. UMass Satellite Emergency Facility- None
- C. PILOTs- None

#### **SELECT BOARD LIASON REPORTS**

None

#### **Approval of the Regularly Scheduled Meeting Minutes of May 5, 2025.**

*Ms. Pine made a motion to approve the regularly scheduled meeting minutes of May 5, 2025. Mr. Cunningham seconded the motion. Roll Call: Reilly – aye; Cunningham – aye; Pine – aye; Manugian – aye.*

*(Mr. Pisani was unable to participate in the vote virtually due to technical difficulties.)*

The Select Board recessed at 6:38 p.m. before the Board entered into executive session.

At 7:00 p.m., 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 litigating position of the public body and the chair so declares. “

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

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