



## TOWN OF GROTON

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

## Select Board

Alison S. Manugian, *Chair*  
Joshua A. Degen, *Vice Chair*  
John F. Reilly, *Clerk*  
John R. Giger, *Member*  
Rebecca H. Pine, *Member*

**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Weekly Report*

**Date:** *March 9, 2020*

1. In addition to the Town Manager's Report and an update on the on-going issues list, there is one item scheduled on Monday's Agenda. Select Board Member Giger has prepared a new Town Manager Annual Review Form and updated the Town Manager's Review Policy. He will be presenting these to the Board at Monday's meeting. Enclosed with this report is a copy of the new form, revised policy and a copy of his presentation.
2. As requested at last week's meeting, I reached out to Town Counsel to discuss the timing of proposing a change to the Community Preservation Local Surcharge. Specifically, I asked him if the Town can present an article and ballot question to reduce the CPA percentage at a future date. The specific question asked was "can the Town present an Article this year to reduce the percentage to 2% percent effective July 1, 2022? Or does it have to go into effect upon approval (Town meeting and Ballot)." As of the writing of this report, I had not heard back from Town Counsel. I will provide the Board with his response as soon as it is received.
3. At last week's meeting, the Select Board asked me to provide you with recommended reductions to the FY 2021 Municipal Budget should the Town Meeting vote to join the Central Massachusetts Mosquito Control Project (\$90,000) and the Groton Dunstable Regional School District not be able to use Free Cash (\$128,590 Groton Share) for a total reduction of \$218,950. The following is a list of possible reductions (for discussion purposes only):

Increase Disptach Grant Dependency to \$150,000	\$	51,582
Lifeguards at Sargisson Beach	\$	28,000
Weed Harvesting at Baddacook	\$	15,000
Highway - Maintenance	\$	30,000
Police - Minor Capital	\$	20,000
Fire - Minor Capital	\$	23,000
Park - Expenses	\$	20,000
Library - Sunday Hours	\$	27,000
Police - Motor Cycle	\$	5,000
<b>Total FY 2021 Reductions</b>	<b>\$</b>	<b>219,582</b>

We can discuss this in more detail at Monday's meeting.

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4. At last week's meeting, the Board asked for a breakdown of what was spent thus far from the Prescott School Sprinkler System appropriation. As you are aware, the 2018 Spring Town Meeting appropriated \$275,330 from CPA Funds for this purpose. The following is a summary of what has been spent thus far:

<b>Beginning Balance</b>	<b>\$</b>	<b>275,330</b>
Ramp Upgrade	\$	(8,500)
Fire Rated Interior Doors	\$	(8,538)
Handicap Door Square Push Buttons	\$	(193)
Caulk/Trim/Paint Doors	\$	(1,100)
Supplies - Moison Hardware	\$	(148)
Gym Doors	\$	(12,546)
BLW Engineers (Develop Specs)	\$	(26,096)
<b>Remaining Balance</b>	<b>\$</b>	<b>218,209</b>

Please let me know if you have any additional questions or concerns.

5. Enclosed with this report is the latest revised draft of the 2020 Spring Town Meeting Warrant. I have updated it to address Town Counsel's edits and questions/concerns the Board had at last week's meeting. In addition, the Board asked for additional information on some of the Articles. The following is a summary of the changes/additional information requests of the various Articles:

**Article 6 – FY 2021 Capital Budget**

As requested by the Board, I have updated the summaries for the DPW Building Maintenance Capital and Park Department Capital to read as follows:

**Building Maintenance Summary:** *This appropriation will be used to continue to maintain all municipal buildings by performing various maintenance activities to prevent major breakdowns in our municipal building infrastructure. In FY 2021, these funds will be used to perform brick pointing on town hall by the back door as well at Legion Hall.*

**Property Improvements Summary:** *The Park Commission has been working over the past several years developing a strategy to address deficiencies in the various Park Department Properties located throughout Groton. By appropriating \$25,000 each year for five years, the Park Commission can develop a capital improvement program that will allow them to keep our various park locations in good shape and avoid a major construction project. In FY 2021, the Park Commission plans on using these funds to for Waitowitz Field Design and Court construction and the planning and concept of a Sanitary Facility Center at Cow Pond.*

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5. Continued:

**Article 6 – FY 2021 Capital Budget (continued)**

At the request of Select Board Member Degen, I have worked with the DPW Director and Police Chief to change the way we will be providing a pick-up truck for the Police Department. We will be providing the Police Department with one of our current DPW Pick-ups (2018 Dodge Ram) and buying two new pick-up trucks for the DPW. There will be no change in the total appropriation for the Capital Budget. I have amended the Summary of the Capital Budget to reflect his change.

**Article 7 – Police Department Generator**

I have updated the summary to add the anticipated cost. The summary now reads as follows:

**Summary:** *The Generator and automatic transfer switch (AWS) panel are original to the construction of the building in 1992. The panel components are obsolete and unavailable. If the components were to fail and it became necessary to use the generator to power the building, the Police Station and Communications center would not be operational for an extended period of time. A manual transfer switch (MTS) will be added in order to connect an external generator to provide power to the building in the event of primary generator failure or is needed for maintenance and repairs. The cost of this repair is \$25,000.*

**Article 8 – Environmental Consulting Services**

I have revised the summary to address the review of the grounds and building, as well as, include the anticipated cost. The summary now reads as follows:

**Summary:** *The purpose of this Article is to provide funding for environmental consulting services in support of the demolition of the former Squannacook Sportsmen's Club located at 159 West Main Street. Town Meeting had previously authorized the Town to obtain this property to provide additional parking and land for activities for the new Center in West Groton. Prior to taking this property, the Town needs to understand the environmental impact of demolishing the former Sportsmen's Club. This Article will provide the necessary funding to inspect the building and surrounding area and develop a report and recommendations for the building's disposal. Depending on the outcome of the report, the Town will return to a future Town Meeting for the necessary funding to demolish the building and take the property. The anticipated cost of these services is anticipated to be \$18,000.*

**Article 10 – Special Legislation – Investment of Town's Trust Funds**

I have changed the sponsor to the Commissioners of Trust Funds.

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5. **Continued:**

**Article 11 – Complete Streets Engineering**

I have updated the summary to include the anticipated projects. The summary now reads as follows:

**Summary:** *The Complete Streets Committee will be applying for a grant from MassDOT to improve pedestrian safety and accessibility improvements in Town. This article will provide funding for the required engineering design of the projects. Projects under consideration at this time include installing a sidewalk from West Groton Center to the new Groton Center on West Main Street and installing a sidewalk on Route 40 from the Groton Inn to the Gibbet Hill Grill. The Town must provide the engineering to design and solicit bids in order to obtain the construction funding. It is anticipated that the cost of this engineering will not exceed \$35,000.*

**Article 13 and 14 – Pave Connector and Engineering Funding for Prescott Parking Lot**

As voted by the Board, I have removed these Articles from the Warrant and renumbered the remaining Articles.

**Article 17 – Zoning Amendment – Site Plan Review (formerly Article 19)**

The Board requested additional information on this Article. The following is offered by Land Use Director/Town Planner Takashi Tada:

“There were a couple of projects last year that began as Minor Site Plan Review applications, which are handled “administratively” by the Building Commissioner and Land Use Director, in tandem. These Minor Site Plan projects usually get reviewed by various Town Departments through the informal Land Use Committee meeting process, and the decision is issued jointly by The Building Commissioner and Land Use Director. The Planning Board felt that these projects should have been submitted as Major Site Plan Review applications, due to the fact that they involved a “change of use” that exceeded one of the major review thresholds, eg. greater than 1,000 square feet of building area. In order to make it clearer in the Site Plan Review provisions, the Planning Board proposed changes that would require major site plan for new construction or change in use of greater than 1,000 square feet or adding six or more parking spaces. The two projects in question were the new faculty housing units at Groton School, and Kilbourn Place (240 Main Street, formerly Donelan’s).”

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5. **Continued:**

**Article 18 – Zoning Amendment - Attached Accessory Apartment (formerly Article 20)**

The Board requested additional information on this Article. The following is offered by Land Use Director/Town Planner Takashi Tada:

“The existing zoning bylaw requires a special permit from the ZBA for an attached accessory apartment in a single-family house in the R-A and R-B zoning districts. In contrast, the zoning bylaw allows attached two-family dwellings (duplex) by right. Since the inception of the Accessory Apartments zoning provision in 2005, there have been 11 special permits issued by the ZBA for attached accessory apartments (per Margot Hammer). The Planning Board’s proposed amendment would eliminate the special permit requirement, thereby making it easier for owners of eligible single-family homes to create an attached accessory dwelling.”

**Article 19 – Zoning Amendment – Detached Accessory Apartment (formerly Article 21)**

The Board requested additional information on this Article. The following is offered by Land Use Director/Town Planner Takashi Tada:

“The existing zoning bylaw doesn’t allow detached accessory apartments. The proposed amendment would add provisions to allow single-family homeowners to apply for a special permit from the Planning Board to construct a detached accessory apartment. Because of the additional site planning considerations that are inherent with a detached accessory structure, the Planning Board felt that it, rather than the ZBA, would be the appropriate permit granting authority.”

We can discuss this in more detail at Monday’s meeting.

**Article 24 – Appropriation to Fund Town Forest Expenses (formerly Article 26)**

The Board had requested a breakdown of what are the expenses of the Town Forest Committee. Since 2009 they have spent \$2,400 on tree removal. I would imagine the money we transfer under this article will be used for similar purposes.

We can discuss the Warrant in more detail at Monday’s meeting

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6. Please see the following update to the Select Board's Meeting Schedule through the 2020 Spring Town Meeting:

Monday, March 9, 2020 -	Already Posted
Monday, March 16, 2020 -	Public Hearing on the 2020 Town Meeting Warrant Articles
Monday, March 23, 2020 -	Follow-up on Town Meeting Warrant Review Draft of Housing Production Plan FY 21 Budget Update
Monday, March 30, 2020 -	No Meeting (*Town Counsel Office Hours)
Monday, April 6, 2020 -	Finalize Town Meeting Warrant for Posting FY 21 Budget Update
Monday, April 13, 2020 -	Town Meeting Preparation Issuance of Annual Fuel Storage Licenses
Monday, April 20, 2020 -	No Meeting – Patriot's Day Holiday
Monday, April 27, 2020 -	2020 Spring Town Meeting

7. As is our practice during budget season, I have set aside time on the Agenda to update the Board on the FY 2021 Budget. I will provide the Board with any necessary update at the meeting.

MWH/rjb  
enclosures