

TOWN OF GROTON FINANCE COMMITTEE

Monday, March 21, 2016, Selectmen's Meeting Rm

Groton Town Hall, 173 Main St. Groton, MA, 6:15 p.m.

Public Hearing held jointly with the Board of Selectmen

Present for Finance Committee: G. Green (Chair), Art Prest, R. Hargraves (Vice Chair), D. Manugian, B. Robertson, M. Bacon, B. Pease, P. DuFresne (Town Accountant, Recording)

Present for the Board of Selectmen: J. Degen, A. Eliot, J. Petropoulos (Chair), and S. Schuman

Absent: P. Cunningham for Board of Selectmen

Also Present: M. Haddad (Town Manager), D. Dunbar (Executive Assistant), Representatives of GDRSD School Committee, Town Department Heads, Members of the Public, and Members of the Press

Documents available at the meeting: Town Meeting Warrant draft of 3/18/16
Line Item Transfer Request Documentation
Library Retaining Wall Cost Estimate Documentation

Mr. Green called the meeting of the Finance Committee to order at 6:00 pm.

Mr. Petropoulos called the meeting of the Board of Selectmen to order at 6:00 pm.

Override Ballot Question- The Town Manager informed the group that the Proposition 2 ½ Override necessary to support the school needs assessment is \$1,899,746, and asked the selectmen to consider calling for an override election on Tuesday, May 17, 2016. Mr. Petropoulos remains concerned about the magnitude of the school request, and asked the school committee to continue to look at ways that their needs could be phased in over several years in order to relieve the burden on the taxpayers. Mr. Haddad cautioned that the BOS should not vote to set the override amount as the FinCom has not yet finalized the budget for Town Meeting.

On a motion by Mr. Degen, seconded by Mr. Schuman, the Board of Selectmen voted to authorize a Proposition 2 ½ Override question as presented by the Town Manager for the May 17, 2016 ballot. The Vote: 4-0-0

At this time in the meeting, the BOS voted to suspend the public hearing in order to address other business; after which time they immediately reconvened the public hearing relative to the Spring Town Meeting Warrant. The Vote: 4-0-0

Spring Town Meeting Warrant: The Town Manager read each of the proposed warrant articles (Draft Warrant attached). Discussion highlights are as follows:

Article 1 (Hear Reports): It was determined that several groups would be making reports to Town Meeting including the Affordable Housing Trust, the Charter Review Committee, the Prescott Building Committee, and an organization of local non-profits. Mr. Kauppi (Town Meeting Moderator) requested that these groups contact him regarding the nature and expected duration of their reports.

Article 2 (Elected Officials Compensation): Mr. Haddad noted that the BOS and BOA stipends are still listed in this article although the Finance Committee has supported removing those from the budget for FY17. Mr. Degen suggested that \$1 be retained in the budget for each of these elected positions, in order to make it easier to re-establish the stipends at a later date.

Article 3 (By-Law Wage & Classification Schedule): Mr. Haddad noted that this is a standard article which establishes the benefits for the three by-law employees. Currently the benefits provided to these employees mirror those provided to the supervisors union (AFSCME).

Article 4 (FY17 Operating Budget): Mr. Haddad asked that the BOS not vote a position on this article until the FinCom has had a chance to take their own position. This topic will be back on the agenda for the 3/28/16 meeting to be held at the Senior Center.

Article 5 (OPEB Trust FY17): Mr. Degen said that in light of the sustainability questions that have been raised regarding the Town's financial position, he would be in favor of funding OPEB at an increased level. He asked whether it would be appropriate to transfer funding from Stabilization to the OPEB Trust. Mr. Haddad replied that the Trust was established at a nominal amount (\$200,000) specifically to avoid impacting the tax rate. He cautioned against transferring from the reserve accounts at this point as the Town's bond rating may be adversely effected. The current OPEB strategy satisfies the GASB 45 requirements. Mr. Petropoulos agreed that this may not be the year to increase funding for OPEB. Mr. Green suggested addressing this topic again in the fall as part of a fuller OPEB discussion. The BOS supported Article 5 as presented.

Article 6 (Capital Budget): Mr. Haddad explained that most of the capital items presented are fairly standard with the exception of the upgrade requested for Police Department Taser equipment. Mr. Degen would like to explore the ancillary ramifications of the shared Police/Fire boat. He is concerned about the cost of manning this boat for police patrols. Mr. Haddad replied that Chief Palma would have to determine shift coverage needs relative to the patrol boat; it is not listed as a separate line item. Chief McCurdy confirmed that the Fire Department has a vehicle capable of towing a rescue boat. The BOS indicated support of all capital items as listed in Article 6 with the exception of the police/fire boat; but will reconsider when additional information is received.

Article 7 (Feasibility Study for the Senior Center Building): Mr. Haddad explained that 9 responses to the RFP have been received thus far; this list will be narrowed to 3 firms to be interviewed. After the interviews have been conducted, each firm will be ranked and finally the cost proposals will be reviewed. The BOS deferred their support for this article pending receipt of additional information.

Article 8 (Extension of the Sewer System for Indian Hill Music): Mr. Orcutt (Water Superintendent) explained that this article is very similar to that proposed for Thomas More College a couple of years ago. Indian Hill Music has requested 10,000 gallons of sewer capacity, but if they do not develop the property, this sewer extension will go away. Mr. Degen asked Mr. Orcutt to provide information about the amount of capacity remaining to the Town and what is being held in reserve for current resident upgrades, etc. Mr. Orcutt will have this information available prior to Town Meeting. Mr. Petropoulos asked whether there would be any cost to the taxpayers relative to this project. Mr. Orcutt replied that it would be entirely funded by Indian Hill Music. The BOS deferred their support of this pending further information.

Article 9 (Repurposing Playground Rehab Funding): Mr. Haddad explained that Town Meeting had authorized the expenditure of \$50,000 in FY16 in order to move the Prescott playground equipment to Cutler Field. The Parks Commission has since determined that it would be less expensive to purchase new equipment for Cutler Field. This plan will also involve reduced liability for the Town. The BOS supported this article as presented.

Article 10 (Library Retaining Wall Repair): Ms. Abraham (Library Director) provided a detailed cost analysis of the proposed work. Ms. Allen (Library Trustee) said that they are hoping to simply reinforce the existing structure. She added that the contractor who is likely to perform the work has successfully completed other similar projects in Groton. Mr. Degen would like to see an engineering review done; such a review will save money in the long run if it turns out that the damage to the wall is more extensive than can be determined by the landscaping contractor. An engineering opinion should not cost more than \$600. Mr. Green agreed that a structural engineer's opinion should be obtained prior to approving this project. Mr. Delaney offered to contact Mr. Val Prest relative to this request.

Article 11 (Line Item Transfers for FY16): The BOS deferred discussion of this article as the list of transfers is still being compiled.

Article 12 (Snow & Ice Offset): Mr. Haddad suggested that this article be postponed at Town Meeting. The FY16 deficit for Snow & Ice is not expected to exceed \$100,000; this amount is already built into the tax rate. Furthermore, the DPW Director purchased salt and sand in anticipation of last night's storm, therefore sufficient supplies will be on hand through the end of the season. The BOS deferred their recommendation of this article until Town Meeting.

Article 13 & 14 (Transfer within Water/Sewer Enterprises): Mr. Orcutt explained that expenses related to Whitney Well cleaning as well as a proposed new metering system may necessitate a transfer of approximately \$50,000 from Water E&D to the Water Department FY16 Operating Budget. The Sewer Department may request a similar amount be transferred from their E&D to their FY16 budget. The BOS deferred their recommendation of this article pending receipt of further information.

Article 15 (Prior Year Bills): There is currently one bill dated 2/26/15 incurred by the Dispatch Department and payable to Norel Service Company in the amount of \$1,025 that will be presented to Town Meeting for approval. Mr. Delaney added that he will be adding two additional bills: one for National Grid and one for Sprague Energy. These relate to a 13- month period of time during which a broken gas meter at the Public Safety Building under-reported natural gas usage. The total obligation is estimated at around \$11,000. The BOS deferred recommendation of this pending receipt of further information.

Article 16 (Free Cash for Grant Deficits): Mr. Haddad explained that \$548 is being requested from Free Cash to eliminate a deficit in the FY14 911 Training Grant. Deficits occasionally occur in these types of reimbursable grants if the State delays or disallows funding of an expense that was previously determined to be eligible. The BOS supported this article as presented.

Article 17 (Aid to Elderly & Disabled Taxpayers): A program has been proposed whereby donations can be made by residents to help offset real estate taxes owed by senior citizens or disabled taxpayers. The donations will be controlled by the Town Treasurer and relief offered based on recommendations made by a committee to be appointed by the BOS. Ms. Gilbert (resident) asked how solicitations for this fund will be managed. Mr. Haddad suggested that the Council on Aging might be willing to take the lead. Mr. Hartnett confirmed that donations made to this fund would be considered tax deductible. The BOS recommended this article as presented.

Article 18 (CPC Funding Accounts): Mr. Burke noted that this was a standard yearly article that allocates the estimated CPA revenue (\$650,000) among the various funding buckets. He specified that \$10,000 of revenue is set aside for operating expenses and 10% of total revenue is applied to the Housing, Historic, and Open Space reserves. The remaining balance is deposited to the Unallocated Reserve.

Article 19 (CPC Proposed Projects): Mr. Burke provided a summary of each of the CPA projects that will be recommended to Town Meeting:

1. Housing Coordinator Salary (\$52,500) – This is an annual request that funds the Housing Coordinator position. This employee matches available low income housing to qualified residents. Funding will be from the Community Housing Reserve. Mr. Degen asked whether Devens would be sharing some of the Housing Coordinator's hours. Mr. Burke explained that this option had been taken off the table due to legal complications regarding the mechanics of reimbursing Groton for the service. Mr. Manugian asked for a confirmation of the remaining balance in the Community Housing reserve should the request be approved. Mr. Burke replied that over \$300,000 would remain in this reserve.
2. Middle School Track Rehabilitation (\$160,000) – The Funding for this project will come from the Unallocated Reserve and will be used to resurface the running track at the Middle School. Mr. Degen would like to see a commitment for joint funding from the Town of Dunstable as the track is a shared resource. Mr. Burke replied that discussions with Dunstable regarding their participation are still ongoing, but they have indicated a willingness to support this project. He added that if Groton budgets the entire project, and part of that is paid for by Dunstable, the surplus funding will be transferred back into the Unallocated Reserve. Mr. Degen would like to hear FinCom's position on this issue. Mr. Petropoulos supports this project conditional upon Dunstable agreeing to participate.
3. Monument Restoration (\$38,000) – The Groton Historic Commission is proposing the restoration of 27 monuments in Groton to be funded from the CPA Historic Reserve. The BOS supported this project.
4. Prescott Building Upgrade (\$165,071) – This article addresses ADA needs and fire suppression upgrades in the Prescott School building and will be funded partially from CPA Unallocated Reserves and partially from Historic Reserves. Mr. Degen feels that this request is premature

as the ultimate disposition of the building has not been determined. Mr. Pease asked for confirmation that this project would be eligible to access CPA Historic Reserves funding. Mr. Burke replied that it satisfies the basic requirement which is that the building meets historic specifications, and the upgrade is a capital improvement. Fire Chief McCurdy cautioned that expenditures above a certain amount would trigger installation of additional safety systems. Mr. Burke was confident that the Municipal Building Committee for Prescott and the Building Inspector had thoroughly vetted this issue. Mr. Delaney said that ADA accessibility needs to be accomplished no matter what the final use of the building, and fire suppression can only serve to enhance the value of the building. Mr. Petropoulos said that supporting this expense would demonstrate the Town's desire to be a good landlord. Mr. Pease asked about the timeline proposed for this project. Mr. Petropoulos replied that \$150,000 would be spent during each of the next three years, and a larger amount in the fourth year to close the project. Mr. Schuman and Mr. Petropoulos supported this project, Ms. Eliot deferred, and Mr. Degen did not support the project.

Article 20 (Sister Cities Initiative) – Mr. Petropoulos was disinclined to support this article as the students involved were not appropriately following through with the process. The remaining selectmen were in support of the article. Mr. Petropoulos asked the Town Moderator to contact the group sponsoring the article and provide additional instructions if necessary for presentation to Town Meeting.

Articles 21 & 22 (Zoning Amendments): Mr. Haddad explained that these articles will correct identified problems with the current by-laws, and hopefully prevent further instances of inter-departmental lawsuits. The BOS deferred recommendation of this article until Town Meeting.

Articles 25 through 31 (Consent Agenda): Mr. Haddad pointed out that the articles included in the consent agenda are considered routine items and will be brought forward for a single vote at Town Meeting (assuming there are no objections).

At this time in the meeting, the Finance Committee relocated to the 2nd Floor Conference Room to continue their discussion of the FY17 Budget and Spring Town Meeting warrant articles.

Mr. Green suggested that each article be discussed and positions taken in the order in which they are listed in the warrant. A complete schedule of votes is attached (See Spring Town Meeting FinCom Positions). Highlights of the discussion are provided below:

Article 2 (Elected Officials Compensation): Mr. Hargraves saw no reason to reserve \$1 per official as a budget placeholder. He explained that this practice related to a time when these nominal "salaries" were used to justify creditable service years for County Retirement; that law has been changed to prevent abuse. **The FinCom voted to recommend this article. The Vote: 7-0-0**

Article 3 (Wage & Classification Schedule): Mr. Robertson would like to see a copy of Appendix B when it is available. **The FinCom voted to recommend this article. The Vote: 7-0-0**

Article 5 (Appropriation for OPEB Trust): The members discussed the option of adding additional funding as retiree costs will be up slightly for FY17. Ms. Dufresne explained that this is not truly considered

OPEB funding as all money transferred in is paid out again during the year to meet retiree health insurance obligations. The current plan has merely set the stage for when the Town does choose to make true OPEB funding contributions. Therefore it makes little difference whether \$200,000 or some other nominal amount is appropriated. **The FinCom voted to recommend this article. The Vote: 7-0-0**

Article 4 (FY17 Operating Budget): The Town Manager indicated that he had made all the changes to the budget recommended by the Finance Committee, with the exception of the last \$11,000 of expense cuts. He indicated that on the advice of the Town Treasurer, the Town will prepay the Middlesex County Retirement assessment and budget a discount of \$30,000 (\$5,000 extra funding will be retained as a cushion). Should cash flow in July not be strong enough to support paying the full assessment, the Town will do an interfund borrowing from Stabilization (thereby saving the costs associated with applying for a State House Note). Mr. Robertson would have liked to see the final \$11,000 cut reflected in the Town Manager's budget, as per the agreement. However, given the size of the overall budget, he said he would be willing to overlook this relatively minor issue. Mr. Green said that given the structure of the override question for the ballot, if the override fails, the Town will not have a budget. Therefore he would like to get unanimous support from the Finance Committee on Article 4. Mr. Pease would like the Country Club appropriation presented separately (along with the estimated tax subsidy information) to the residents for a vote. He feels that Country Club expenses are budgetary "wants" rather than "needs." Mr. Haddad reminded him that the Club brings in \$416,000 in revenue which would be lost if the Club were shut down. Mr. Pease agrees that closing the Club would not result in saving the entire amount of the estimated tax subsidy, but a significant amount could be saved. Mr. Green opined that the Beach, the Library and Parks budgets are also not "needs;" he asked whether those should also be closed. Mr. Pease replied that these categories should be prioritized, for instance, the Library is certainly closer to a "need" than a "want." He stressed that he has advocated for a level funded municipal budget since the beginning; zero growth is workable. He said that he would not support the budget as presented.

Mr. Robertson said that every year there is a new argument debating the value of the Country Club. The Town is now in the 2nd year of a 3 year plan to break even on this facility. He believes that as important as it is to support good schools in Groton, it is also important to support other things that make it a good place to live. If the override as structured fails, we will have to go back and take another look at the budget. It does not seem worthwhile doing so now that we have reached a compromise and are poised to move forward based on the numbers voted last week. If the Country Club continues to miss its revenue targets, then a decision will have to be made about whether the Town should continue to subsidize it. He added that he is not disagreeing with Mr. Pease, simply suggesting that it is not necessary to consider this cut right now. Mr. Pease said the taxpayers never get an opportunity to truly consider how much the Club costs because the appropriation is buried in the larger budget. Mr. Green disagreed, noting that a former FinCom member always made a point of speaking extensively against retaining the Club, and residents still voted to keep it. He cautioned against encouraging this kind of impulsive decision-making at Town Meeting as it could lead to unanticipated results. Mr. Hargraves would like to move beyond this discussion as this debate happens year after year and is never resolved. Mr. Robertson said that the costs to shut it down may in fact exceed the current level of tax subsidy; he suggested taking this up again next year if the Club does not break even. Ms. Manugian thought that this analysis should be taken up immediately, so that answers would be in hand should the override attempt fail. **The FinCom voted to recommend Article 4 (FY17 Operating Budget) as presented on 3/9/16. The Vote: 6-0-1 (Mr. Pease deferred taking**

a position at this time). Mr. Haddad noted that this vote indicates Finance Committee support for cutting elected official stipends from the FY17 budget.

Article 6 (Capital Budget) – The members determined that the only item about which they required discussion was the Public Safety Boat. **The FinCom voted to recommend all Capital Budget Items with the exception of the Public Safety Boat. The Vote: 7-0-0**

Mr. Pease expressed concern that during an emergency situation, lives could be in danger if the rescue boat is out on patrol for the Police Department. Also, if the boat is reserved for fire rescue use solely, this would eliminate the potential wage expense associated with added police patrols. Mr. Prest supported the purchase for use by both police and fire, although he agreed that rescue use should take precedence over police patrols. He referenced the number of incidents on the lake that require police intervention. Mr. Bacon noted that the Police Chief previously confirmed that boat patrols would not drive additional wage costs. Mr. Pease suggested finding the funding to purchase 2 boats. The original plan, Mr. Haddad replied, was to purchase 2 boats. The departments were encouraged to share in an effort to save money. Mr. Green believes the FinCom should support the purchase of a single shared boat; a second boat can always be purchased in a subsequent year if it turns out that there is sufficient need. Mr. Robertson was not convinced that no additional manpower would be needed for police boat patrols. He would appreciate confirmation of this from Chief Palma. He is in favor of purchasing a single boat for FY17, and would like to see any associated wage costs managed within the current Police & Fire budgets. Mr. Pease would find it useful to see detailed cost estimates for this purchase, or separate cost estimates for each department if two boats are considered. Mr. Haddad said that the cost for a fire rescue boat would be \$17,000 in FY17 (funded entirely from ambulance receipts), and the cost for a police patrol boat would be approximately \$38,000 in FY18. **The FinCom voted 3-0-4 on the purchase of a Public Safety Boat (Mr. Pease, Mr. Manugian, Mr. Robertson and Mr. Green voted to defer taking a position pending receipt of further information).**

Article 9 (Re-Purposing of Playground Appropriation): **The FinCom voted to recommend Article 9. The Vote: 7-0-0**

Article 10 (Library Retaining Wall Repair): The Finance Committee deferred taking a position on this article pending receipt of additional information from a structural engineer.

Article 11 (FY16 Line Item Transfers): The Finance Committee deferred taking a position on this article pending receipt of final requests.

Article 12 (Snow & Ice Offset): The Finance Committee deferred taking a position on this article per recommendation of the Town Manager and DPW Director. This article will most likely be indefinitely postponed at Town Meeting.

Articles 13 & 14 (Water & Sewer Enterprise Transfers): **The Finance Committee voted to recommend these articles. The Vote: 7-0-0**

Article 15 (Prior Year Bills): The Finance Committee deferred taking a position on this article pending receipt of additional information.

Article 16 (Free Cash for 911 Grant Deficit): Ms. Dufresne explained that the state is still determining whether it will fully fund the FY14 Grant Balances, however it is not prudent to retain this deficit on the books as it is a relatively small amount and will hit Free Cash every year that it remains outstanding. **The Finance Committee voted to recommend this article. The Vote: 7-0-0**

Article 17 (Aid to Elderly & Disabled): **The Finance Committee voted to recommend this article. The Vote: 7-0-0**

Article 18 (CPC Funding Accounts): **The Finance Committee voted to recommend this article. The Vote: 7-0-0**

Article 19 (CPC Project Recommendations): Mr. Pease asked to see an accounting of the projected balances in the various CPC spending buckets. Ms. Dufresne said she would send Mr. Easom's updated spreadsheet.

19A: Housing Coordinator – **The Finance Committee voted to recommend. The Vote: 7-0-0**

19B: Middle School Track Rehab – Mr. Pease said that it makes no difference whether Dunstable participates in this project; Groton owns the land and should take care of it. Mr. Green noted that Groton owns the buildings as well, but the School District maintains them. **The Finance Committee voted to recommend this article. The Vote: 7-0-0**

19C: Monument Restoration – **The Finance Committee voted to recommend. The Vote: 7-0-0**

19D: Prescott Bldg. Upgrades – Mr. Prest feels that this is a premature request; this spending should not be considered until a plan is in place that shows financial viability. Mr. Bacon noted that this is a relatively small investment, and as the Town is acting as landlord for the school district, the expense is reasonable. Mr. Hargraves agreed, and pointed out that the Town replaced the windows several years ago. Mr. Pease replied that in that case, sprinklers should be installed throughout the building. Ms. Manugian said that the School Committee provided only an initial prioritization of the building needs. She went on to say that she agrees with Mr. Prest that this expenditure may be premature, and that the School Committee makes no guarantee of continued school district tenancy at Prescott. Mr. Green argued that the landlord has identified fire suppression as a deficiency, and the Municipal Building Committee would like to address safety, health and code issues. Ms. Manugian replied that it should not be done without a plan. Mr. Green disagreed, saying that the Committee does have a plan; a thorough code review and requisite actions were part of the plan. **The Finance Committee voted to recommend 19D. The Vote: 4-1-2 (Mr. Manugian voted against recommendation, Mr. Prest and Mr. Robertson deferred taking a position at this time).**

Article 20 (Sister Cities Initiative): **The Finance Committee voted to recommend. The Vote: 7-0-0**

Articles 21 through 25: The Finance Committee took no position on these articles

Articles 25 through 31 (Consent Agenda): **The Finance Committee voted to recommend. The Vote: 7-0-0**

Executive Session 3/24/16 – Mr. Green said that the Finance Committee has in the past been critical of the Town for negotiating contracts without consulting first with the FinCom. This is a chance for the FinCom to be involved in a strategy meeting. He hopes that this new practice will set a standard for more fiscally responsible employee contracts. Mr. Hargraves expressed concern that the BOS may simply be looking for the FinCom to support their decision to pay more than 2.2% on this particular contract. Mr. Bacon argued that the FinCom had asked the Charter Review Committee for exactly this privilege. Mr. Pease noted that they had also requested a follow-up meeting after the negotiations were completed, to determine whether the FinCom’s guidance had been followed.

Elected Official Stipends – Mr. Harris asked that the Finance Committee reconsider removing stipends from the FY17 Operating Budget. He feels that these nominal amounts are symbolic and should not be reduced for financial reasons. Mr. Green noted that both the Selectmen and the Board of Assessors supported this decision. Mr. Harris replied that the decision should not be up to them, it is a token payment by the voters. This decision amounts to changing a historical precedent and is inappropriate.

Approval of Minutes -

On a motion by Mr. Hargraves, seconded by Mr. Pease, the Finance Committee voted in the majority to approve the regular session meeting minutes of 2/23/16 as amended. The Vote: 6-0-1 (Mr. Bacon abstained)

On a motion by Mr. Bacon, seconded by Mr. Robertson, the Finance Committee voted in the majority to approve the regular session meeting minutes of 3/8/16 as amended. The Vote: 6-0-1 (Mr. Pease abstained).

Mr. Green offered to complete a draft version of the Finance Committee’s Budget Report for Town Meeting. He will send this draft out and requests that the members send Ms. Dufresne any comments or revisions by Monday, 3/28/16 at noontime.

Mr. Green officially adjourned the meeting of the Finance Committee at 9:25 p.m.

Respectfully submitted,

Patricia Dufresne, Recording Secretary

Spring Town Meeting (4/25/2016)

Finance Committee Positions on Articles (votes taken 3/21/16,

)

Article #	Description	Dollar Amount	Moved	Seconded	Gary G	Bob H	Dave M	Bud R	Barry P	Art P	Mark B	Total Vote	Presenter
												3/21/16	
1	Hear Reports											Y-N-Def	
2	Elected Officials' Compensation	77,621	BP	DM								7-0-0	
3	Wage & Classification Schedule		BH	DM								7-0-0	
4	FY2017 Operating Budget	36,497,484	AP	MB	Y	Y	Y	Y	DEF	Y	Y	6-0-1	
5	Appropriate for OPEB Trust FY17	200,000	BH	AP								7-0-0	
6	FY17 Capital Budget	524,980											
6:01	Swap Loader	35,000	AP	MB								7-0-0	
6:02	Public Safety Boat	38,000	BH	AP	DEF	Y	DEF	DEF	DEF	Y	Y	3-0-4	
6:03	Highway Pick up Truck	30,000	AP	MB								7-0-0	
6:04	Highway Brush Mower	45,000	AP	MB								7-0-0	
6:05	IT Infrastructure	50,000	AP	MB								7-0-0	
6:06	Building Security	60,000	AP	MB								7-0-0	
6:07	Transfer Station Baler	40,000	AP	MB								7-0-0	
6:08	Library Carpet Replacement	20,000	AP	MB								7-0-0	
6:09	Parks Property Improvements	46,500	AP	MB								7-0-0	
6:10	Police Cruisers	89,746	AP	MB								7-0-0	
6:11	Police Tasers	39,134	AP	MB								7-0-0	
6:12	Golf Cart Capital Lease	20,000	AP	MB								7-0-0	
6:13	Country Club Boom Sprayer	6,500	AP	MB								7-0-0	
6:14	Country Club Triplex Mower	5,100	AP	MB								7-0-0	
7	Feasibility Study Sr. Center											DEFERRED	
8	Xtend Sewer to 122 Old Ayer Rd											NO POSITION	
9	Trf Funding f/ FY16 Cap Budget	** 50,000**	AP	MB								7-0-0	
10	Library Retaining Wall Repair	30,530										DEFERRED	
11	FY16 Line Item Transfers											DEFERRED	

Spring Town Meeting (4/25/2016)

Finance Committee Positions on Articles (votes taken 3/21/16,)

Article #	Description	Dollar Amount	Moved	Seconded	Gary G	Bob H	Dave M	Bud R	Barry P	Art P	Mark B	Total Vote	Presenter
12	Offset to Snow & Ice Deficit											DEFERRED	
13	Trf Within Water Enterprise		BH	DM								7-0-0	
14	Trf Within Sewer Enterprise		BH	DM								7-0-0	
15	Prior Year Bills	1,025										DEFERRED	
16	Free Cash for 911 Grant Deficts	548	BP	DM								7-0-0	
17	Aid to Elderly & Disabled		BP	DM								7-0-0	
18	CPC Funding Accounts	650,000	AP	BP								7-0-0	
19	CPC Fund Recommendations												
19 A	Housing Coordinator Salary	52,500	BH	DM								7-0-0	
19 B	Middle School Track Rehab	160,000	BP	DM								7-0-0	
19 C	Monument Restoration	38,000	BH	DM								7-0-0	
19 D	Prescott School Upgrades	165,071	BH	MB	Y	Y	N	DEF	Y	DEF	Y	4-1-2	
20	Sister Cities Initiative	415	BP	MB								7-0-0	
21	Amend 218-28 Zoning Code											NO POSITION	
22	Amend 218-6 Zoning Code											NO POSITION	
23	Amend 128, Section E (Dogs)											NO POSITION	
24	Intervener Filing Gas Pipeline											NO POSITION	
25	Apply for Grants		BP	DM								7-0-0	
26	Debt Service Surrenden Farms	476,144	BP	DM								7-0-0	
27	Revolving : Stormwater Mgmt	**10,000**	BP	DM								7-0-0	
28	Revolving: Conservation Comm	**50,000**	BP	DM								7-0-0	
29	Revolving : Affordable Housing	**50,000**	BP	DM								7-0-0	
30	Revolving: Home Recycling	**10,000**	BP	DM								7-0-0	
31	R.E. Tax Exemption Increase		BP	DM								7-0-0	
	Total Taxation												
	Free Cash Certified 9/2015	1,009,092											

Spring Town Meeting (4/25/2016)

Finance Committee Positions on Articles (votes taken 3/21/16,)

Article #	Description	Dollar Amount	Moved	Seconded	Gary G	Bob H	Dave M	Bud R	Barry P	Art P	Mark B	Total Vote	Presenter
	Free Cash Committed 10/2015	743,500											
	Total Free Cash committed	1,573											
	FY15 Free Cash Bal. Remaining	264,019											

Key: Y = Voted to Support N=Voted Against Support A= Abstain
 Def= Deferred pending add'l information

Spring 2016 Town Warrant Article

Library Requests \$30,530 for Retaining Wall Repair, Safety Fence, & Landscaping

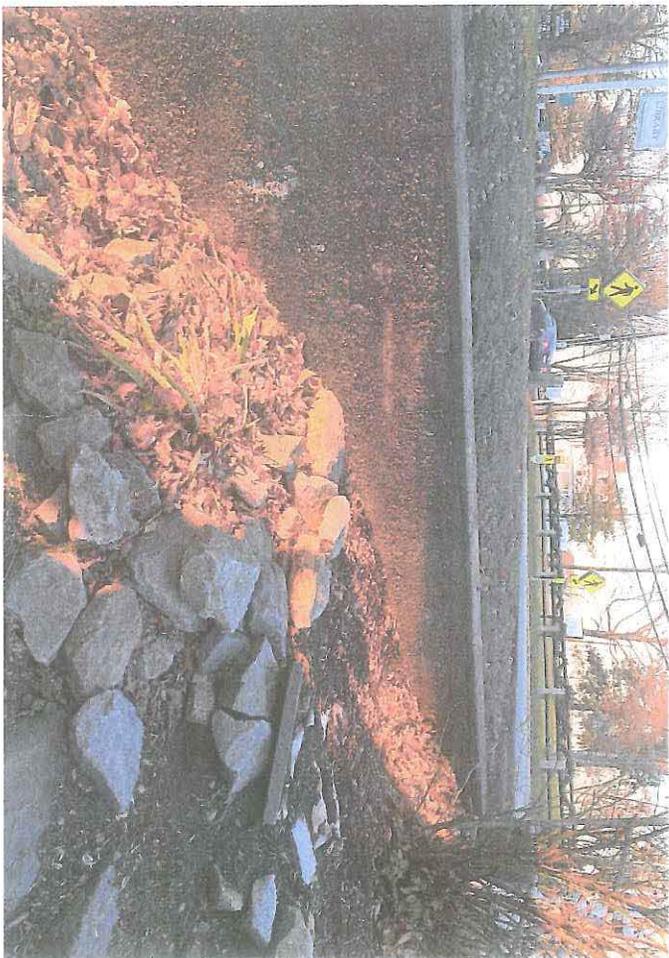
There is a 35 x 11 foot long retaining wall on the south side of the Library that holds up the front lawn. The wall has held up extremely well for decades – its exact age is not known – but it is now completely cracked down the middle and broken in two. This was caused either by improper drainage or root pressure from large plantings or a combination of the two.

The Library is requesting \$30,530 to repair the wall. This will involve excavating the front lawn to below the base of the wall, pulling the broken section back into line, installing steel plates to secure both wall pieces, filling the crack(s) with cement, and adding stone and a pipe that runs under the wall for proper water drainage. Additionally, a 4 foot high safety fence will need to be installed on top of the wall, as required by building code for any drops over 30 inches high. After the wall work is completed, most of the left side of the front of the library will be nothing but dirt. We will need a landscaper to install planting beds, a new lawn, new plantings, edge and mulch to get it back to the way it is now.

The Historic District Commission approved our fence and landscape plans at their February 23, 2016 meeting.

BUDGET

\$ 600	Remove all plants (wall to flag pole); put up protective temporary fencing
\$ 20,000	Excavation, Retaining Wall Repair, & Installation of Drainage System
\$ 2,500	Purchase & Install a Security Fence as Required by Code for 30"+ Drops
<u>\$ 7,430</u>	Install Planting Beds, New Lawn, New Plantings, New Edges, & Mulch
\$ 30,530	TOTAL REQUEST FOR RETAINING WALL PROJECT







P.O. BOX 587 PEPPERELL, MA 01463
(978) 433-5169 www.babinlandscaping.com

Proposal

LandTree Design, Inc. / Babin Landscaping

Client Name: Groton Public Library
Project Name: Tree Work/ Temporary Fence
Jobsite Address: 99 Main Street Groton, MA 01450 **Billing Address:** 99 Main Street Groton, MA 01450
Estimate ID: EST287484
Date: Feb 17, 2016

Tree And Shrub Removal

Includes cutting, chipping and removing unwanted trees and shrubs in area. All trees/shrubs to be removed will be clearly identified and tagged prior to any cutting. Area will be left clean.

Install Temporary Construction Fencing

Includes installing some temporary fencing around area. Includes removal of fence when needed.

Subtotal	\$600.00
Taxes	\$0.00
Estimate Total	\$600.00

Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____

Proposal



STAN ARCHAMBAULT MASON CONTRACTOR

507 Hurricane Hill Road
Mason, New Hampshire 03048
(603) 878-2198

PROPOSAL SUBMITTED TO <i>GROTON PUBLIC LIBRARY</i>	PHONE	DATE <i>10-12-15</i>
STREET <i>Main St</i>	JOB NAME <i>RETAINING WALL REPAIR</i>	
CITY, STATE AND ZIP CODE <i>GROTON MASS 01450</i>	JOB LOCATION <i>GROTON</i>	
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

REPAIR CRACKED RETAINING WALL

EXCAVATE BESIDE WALL AND PULL WALL BACK

IN LINE. INSTALL STEEL PLATE TO SECURE

BOTH WALLS, INSTALL STONE AND DRAIN P.I.P.E TO

REAR OF WALL. FILL CRACK WITH NEW CONCRETE.

PLANTS TO BE REMOVED PRIOR TO EXCAVATION

*PERMISSION FROM ADJUTER REQUIRED BEFORE WORK
PERFORMED IN W.R.T.I.C.*

*IF WALL NEEDS TO BE REPLACED ADDED COSTS
WILL INCURP.*

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Twenty Thousand

dollars (\$ *20,000.00*).

Payment to be made as follows:

in 3 Payments

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



P.O. BOX 587 PEPPERELL, MA 01463
 (978) 433-5169 www.babinlandscaping.com

Planting Project

LandTree Design, Inc. / Babin Landscaping

Client Name: Groton Public Library
Project Name: Planting Installation
Jobsite Address: 99 Main Street Groton, MA 01450 **Billing Address:** 99 Main Street Groton, MA 01450
Estimate ID: EST287486
Date: Feb 17, 2016

Install Planting Beds **\$740.00**

Prepare planting beds as needed to accomodate design. Includes cleaning, raking back some mulch, adding loam etc.

Lawn Install **\$990.00**

Prepare all lawn areas as needed. Add, spread screened loam over areas disturbed and added due to planting bed changes. All areas will be raked out and hydroseeded. Existing areas that will not be affected will be aerated, drop seeded, fertilized, and a lime application.

Install Plantings **\$5,000.00**

Installation of all plantings as shown in the landscape plan and listed on plant list.

~~**Perennials For Book Drop Triangle** **\$485.00**~~

Install perennials as listed on plant list. *(Not part of front landscaping project.)*

Bark Mulching **\$700.00**

Landscaping Sub-Total: \$7,430

Includes edging and spreading of 2-3" of dark pine bark mulch in all planting beds in front of library and as needed at book drop off triangle.

Installation Of Fence On Wall **\$2,500.00**

Fence Sub-Total: \$2,500

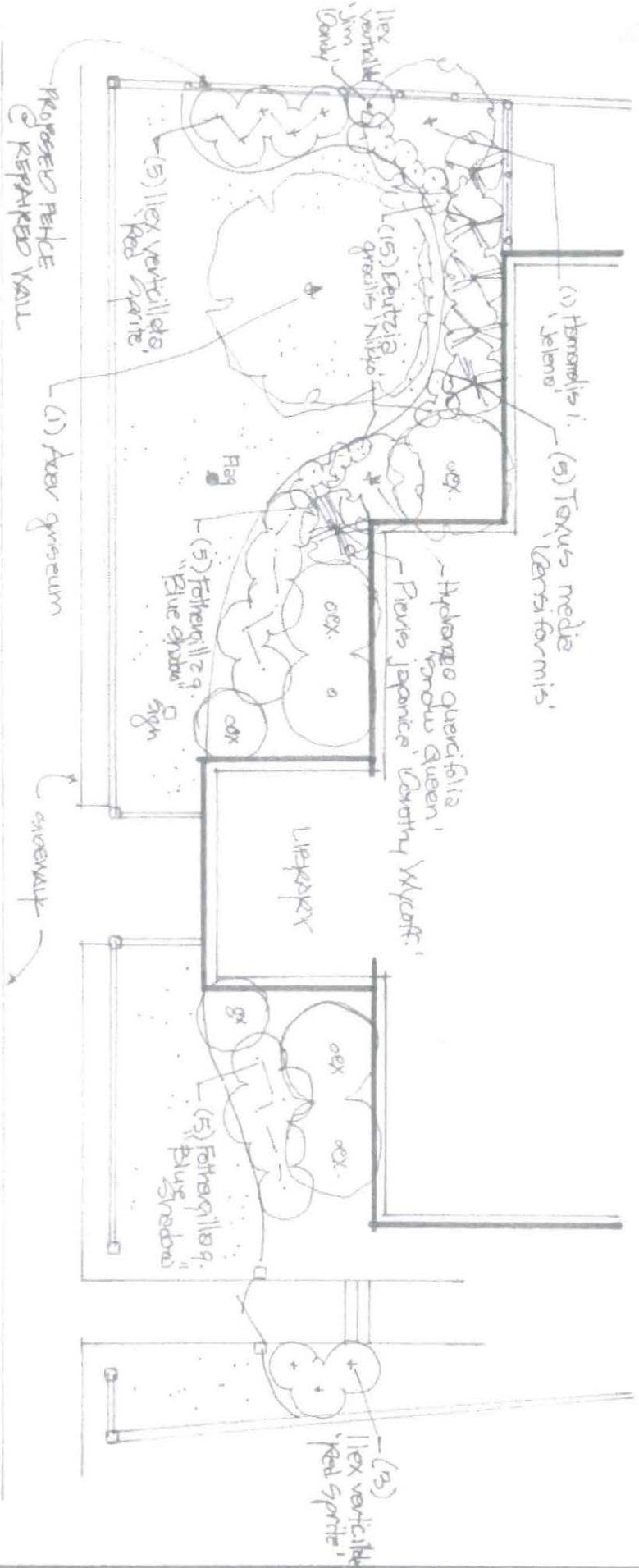
Install 37' of Ameristar's "echelon plus" 3 rail majestic style, with 2-1/2" posts. Wall will be installed on top of newly installed wall. Note: Wall will be installed by Sub-Contractor- Fence Solutions Inc.

Note: If you decide to go with a different fence contractor that is fine, we would eliminate the fence installation from our proposal.

Subtotal ~~-\$10,415.00~~ **\$9,930**

Taxes **\$0.00**

Estimate Total ~~-\$10,415.00~~ **\$9,930**



MAIN STREET

SPECTON LIRIPAKY
 February 14, 2016
 SCALE 1/8" = 1'-0"

Lorayne Black AIA A
 LANDSCAPE ARCHITECT
 107 ELM AVE
 GAITHERSBURG, MD
 20878





Paperbark
Maple

Winterberry



Lorayne Black, ASLA
Landscape Architect

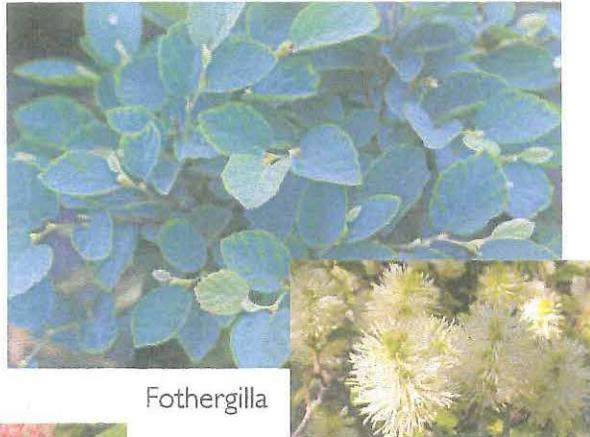


Hydrangea



Witchhazel

Yew



Fothergilla



Pieris



Deutzia



Front Improvements
Groton Public Library
Groton, MA
February 14, 2016

Plant List:

TREES (B&B unless otherwise specified) All trees to be tagged by the Landscape Architect

<u>No.</u>	<u>Botanical Name</u>	<u>Common Name</u>	<u>Installation Size</u>
1	Acer griseum	Paperbark Maple	2.5-3" Cal.

SHRUBS

15	Deutzia gracilis 'Nikko'	Nikko Deutzia	#3 pot
10	Fothergilla gardenii 'Blue Shadow'	Fothergilla	#3 pot
1	Hamamelis intermedia 'Jelena'	Witch Hazel	4-5 ft. B&B
1	Hydrangea quercifolia 'Snow Queen'	Oakleaf Hydrangea	#5 pot
8	Ilex verticillata 'Red Sprite'	Red Sprite Winterberry	#3 pot
1	Ilex verticillata 'Jim Dandy'	Male Winterberry	#3 pot
1	Pieris japonica 'Dorothy Wycoff'	Andromeda	#5 pot
5	Taxus media 'Densiformis'	Spreading Yew	2-2.5 ft. B&B

Perennials for the Book Drop Triangle

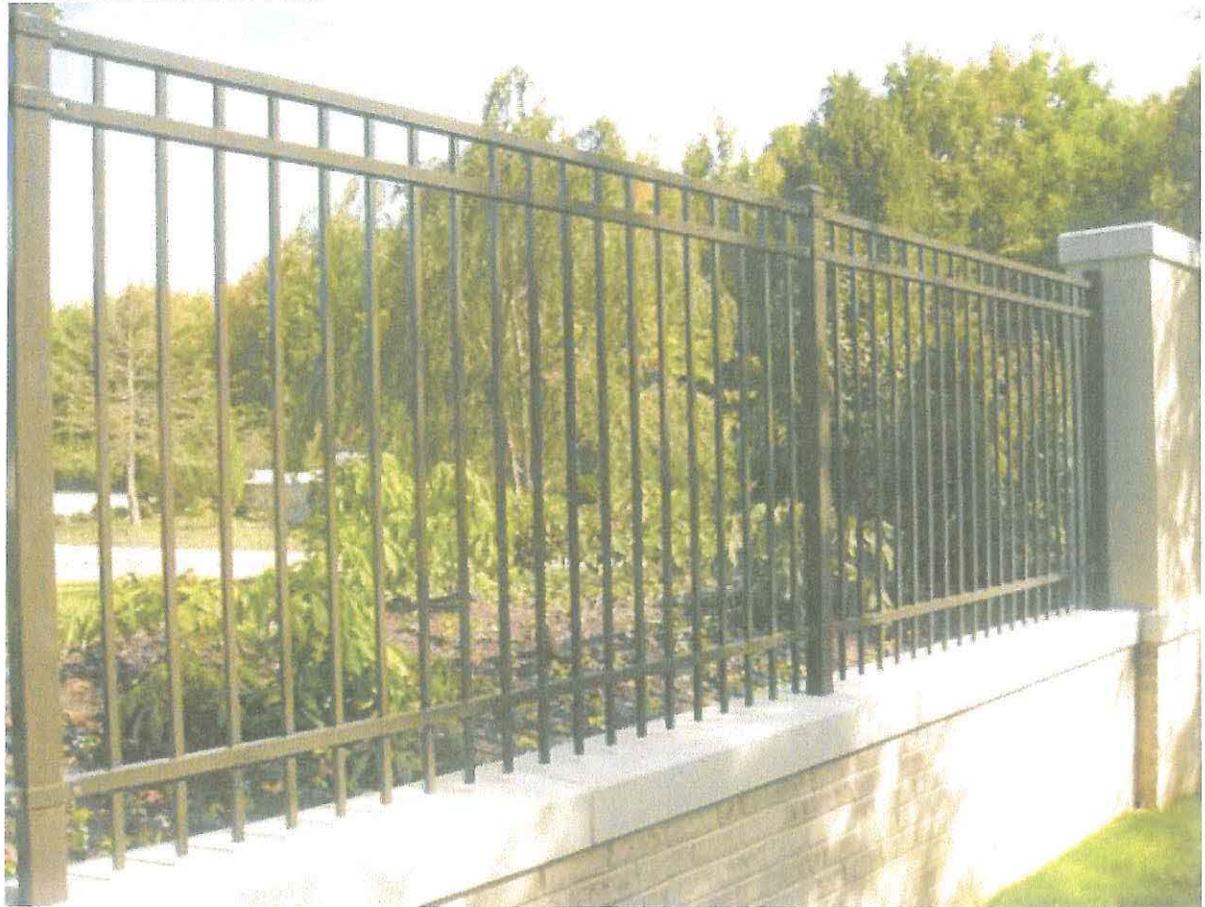
12	Hemerocallis 'Happy Returns'	Daylily	#1 pot
5	Panicum virgatum 'Shenandoah'	Switchgrass	#2 pot

Groton Library

February 15, 2016

Sample of Fence Style on wall:

Ameristar Echelon Plus



Line Item Transfers
Spring 4/25/16 for FY16

3/21/2016

Funding Source	\$	Budgetary Use	\$	Notes	Date Voted
Line Item Transfers					
Communications Wages	64,511	Police Salaries	14,465	Cullen Quinn/Other Pay increases	
		Police Wages	26,815	OT for sick/DARE/SRO	
		Fire Wages	23,231	111F Injuries	
County Retirement		Medicare Matching		Misc Budget Adjustment	
Communications Wages	2,456	Country Club Wages			
		Country Club Expenses	2,456	Opening course 2 wks early	
IT Salaries	300	IT Wages	300	Budget Adj for OT worked	
Line Item Trfs GF	67,267		67,267		\$0.00
Free Cash Beginning Bal	265,592.00				
	1,573.00	Prior Year Bills	1,025.00		
		FY13 Grant Deficits	548.00		
Free Cash End Balance:	264,019.00		1,573.00		
Enterprise Funds					
Funding Source	\$	Budget Use	\$		
Water E&D		Water Operating Budget			
Sewer E&D		Sewer Operating Budget			
Overlay Surplus Released		Snow & Ice			



Groton Fire Department

Fire ~ EMS ~ Rescue

"Together We Serve the Community"

45 Farmers Row

Groton, Massachusetts 01450

Tel: (978) 448-6333

Fax: (978) 448-1116



To: Mark Haddad

From: Steele McCurdy 

Date: March 9, 2016

Re: 111F Injuries

Due to 3 unexpected lost time injuries sustained by on duty personnel this year I am requesting \$23,231 to be transferred in to wages. This money is needed in order to maintain services through the spring without needing to make drastic cuts in service that would risk personnel and public safety.

The injuries sustained between November and February has resulted in nearly 500 hours of shift vacancies requiring coverage in order to maintain our services at a safe level. While we covered a large number of shifts, it should be noted that when possible we ran with less than optimal staffing to control the monetary impact of the absences. This lesser coverage unfortunately backfired on a couple occasions resulting in calls needing to be answered by mutual aid communities. While we were able to get personnel on scene quickly, we lacked the available staffing to transport patients to the hospital. In these cases an ambulance from another community was utilized for the transport resulting in a loss of revenue of around \$1,000 per incident.



Donald L. Palma Jr.
Chief of Police

GROTON POLICE DEPARTMENT

99 Pleasant Street
Groton, MA 01450
Tel: (978) 448-5555
Fax: (978) 448-5603



March 4, 2016

TO: Patricia Dufresne
Town Accountant

CC: Mark Haddad

SUBJECT: FY16 Police Department Line Item Transfer Request.

Salary line, Quinn Bill Payout to Deputy Chief Cullen \$11230.13

Salary line, "other pay" vacation buy out, uniform allowance and insurance opt out, \$3234.59

Wage line, anticipated overtime wages and unanticipated sick coverage (\$6608) \$26815.00

Regards,

Chief Donald L. Palma Jr.

Patricia DuFresne

From: Joan Tallent
Sent: Monday, March 07, 2016 1:21 PM
To: Patricia DuFresne
Cc: Donald Palma
Subject: FY16 Police Wage Line Item Transfer Request

Trisha,

During this fiscal year wages have been paid for various events, incidents and non- budgeted items that were not anticipated.

Officer extended sick leave which caused overtime coverage	\$4378	
Six officers out sick with flu in same pay period, overtime coverage	\$2230	Subtotal: \$6608
Rate adjustment for officer's completion of Academy (not budgeted)	\$3618	
Security for Four Star General at Groton School	\$ 838	
Resource Officer's additional hours related to STARS, DARE and school issues	\$5901	
Officer for DARE and school issues	\$2137	

The requested line item transfer for Police wages of \$26815 would enable the remaining payroll warrants and anticipated event coverage to be met.

Regards,
Joan

FY16 Police Salary Line Item Transfer Request						
ANTICIPATED:	Palma	Cullen	Newell			TOTAL
PW19	\$4,864.89	\$4,230.77	\$2,139.58			\$11,235.24
PW20	\$4,864.89	\$4,230.77	\$2,139.58			\$11,235.24
PW21	\$4,864.89	\$4,230.77	\$2,139.58			\$11,235.24
PW22	\$4,864.89	\$4,230.77	\$2,139.58			\$11,235.24
PW23	\$4,864.89	\$4,230.77	\$2,139.58			\$11,235.24
PW24	\$4,864.89	\$4,230.77	\$2,139.58			\$11,235.24
PW25	\$4,864.89	\$4,230.77	\$2,139.58			\$11,235.24
PW26	\$4,864.89	\$4,230.77	\$2,139.58			\$11,235.24
PW27	\$3,243.26	\$2,820.51	\$1,426.38			\$7,490.15
TOTAL PW	\$42,162.38	\$36,666.67	\$18,543.02			\$97,372.07
Uniform Allowance (30*9)		\$270.00				\$270.00
Insurance Opt Out (92.32*9)		\$830.88				\$830.88
Longevity			\$500.00			\$500.00
Vacation buy back (4230.77/2)		\$2,115.38				\$2,115.38
TOTAL ANTICIPATED:	\$42,162.38	\$39,882.93	\$19,043.02			\$101,088.33
BUDGET BALANCE THRU PW18						\$86,623.61
REQUESTED LINE ITEM TRANSFER OF QUINN						11230.13 **
ADJUSTED BUDGET BALANCE THRU PW18						\$97,853.74
REQUESTED LINE ITEM TRANSFER (ADJUSTED BUDGET-TOTAL ANTICIPATED)						\$3,234.59 **

Patricia DuFresne

From: Michael Chiasson
Sent: Thursday, February 25, 2016 11:02 AM
To: Patricia DuFresne
Subject: RE: Wage / Salary line item adjustment

Perfect! Can we transfer like \$300 from salary to wages? Or should it be the exact amount of 214.41?

Michael Chiasson

IT Director
Town of Groton
173 Main St.
Groton, MA 01450
PH: (978) 732-1890
mchiasson@townofgroton.org

From: Patricia DuFresne
Sent: Thursday, February 25, 2016 11:00 AM
To: Michael Chiasson <mchiasson@townofgroton.org>
Subject: RE: Wage / Salary line item adjustment

We can absolutely move a salary appropriation to the wage budget. We have to get Town Meeting approval for this though, so typically we ask all the Department Heads to list any of these types of budget adjustments that they need. They we add an article to the Spring Town Meeting Warrant that accounts for all these line item transfers. Just send me an email with any of your requests, and we will make sure to get that on the warrant.

Tricia D.

From: Michael Chiasson
Sent: Thursday, February 25, 2016 10:44 AM
To: Patricia DuFresne <pdufresne@townofgroton.org>
Subject: Wage / Salary line item adjustment

Hi Tricia, earlier in the year I thought we had extra money in our budget for small amounts of overtime as they came up.

Later we discussed that we didn't.

Mike Bettano had worked the following additional OT hours below and was paid during them.
PW4- 1.5 hours of OT - \$49.46
PW6 - 1 hour of OT - \$32.97
PW8 - 4 hours of OT - \$131.88

There was a week in PW7 where Jessica was on vacation so we only paid her for 19 of her 38 hours then.

Can we take some money from one category to add to the other to make sure this balances out? Or is there a better way to do this?

Thanks!

-Mike