

# TOWN OF GROTON FINANCE COMMITTEE Regular Session

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*Monday, August 20<sup>th</sup>, 6:00 p.m.  
Town Manager's Office  
173 Main St. Groton, MA*

**Present for Finance Committee:** G. Green (Chair), B. Robertson (Vice Chair), Art Prest, S. Whitefield, D. Manugian, L. Leonard, C. Doody

**Absent:** None

**Also Present:** P. Dufresne (Town Accountant), M. Haddad (Town Manager), D. Dunbar (Executive Assistant), S. McCurdy (Fire Chief), A. Manugian (Select Board)

**Documents available at the meeting:** Fire Department Staffing Memo of 8/14/18

*Mr. Green called the regular session of the Finance Committee to order at 6:00 p.m.*

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**Fire Fighter Hiring Proposal:** Mr. Green explained that as the Finance Committee is responsible for funding any new positions, it was necessary to have an additional discussion and vote on this topic. Mr. Haddad agreed saying that the funding for 2 additional Fire Fighters for FY19 (\$74,539) would be formally requested at the Fall Town Meeting, and can be covered through the use of Ambulance Receipts. In FY20, the estimated cost of \$149,077 would come from multiple sources: \$75,000 from Ambulance Receipts, \$20,000 from additional Meals Tax Revenue, and \$54,077 from Levy Capacity (expected to receive a bump up from new growth currently estimated at \$27 million for FY19). Mr. Haddad explained that Ambulance Receipts are used annually to support Fire Department operations and for scheduled ambulance purchases, and sufficient revenue is available to increase operational support by \$75,000 permanently. Chief McCurdy outlined the particular staffing challenges currently being faced by the department noting that he is filling many open shifts himself. He stressed that this is not a short-term problem that will resolve itself when those employees currently out on leave are back on the job. Even fully-staffed the department cannot cover shifts properly, and the current situation is completely unsustainable as staff members are becoming worn out. He cannot guarantee that public safety needs will be met without adding personnel as soon as possible. The current shift structure was discussed, as well as the availability of per diem and call members to support operations. Chief McCurdy believes that hiring per diem staff would not be an efficient or reasonable approach to solving the current crisis. This would cause some job description/shift conflicts, and would result in training up new staff members who are likely to leave to take full-time positions in other Towns. Mr. Robertson reminded the group that Ambulance Revenue should not be a consideration when voting this proposal; instead, the selling point should be response time and saving lives. He would like to see the impact of the proposed new hires on overtime projections (which are unlikely to shrink in his opinion, but may stop growing). He asked whether the impact of hiring

additional fire fighters would be felt more strongly on EMS operations or fire calls. Chief McCurdy explained that while 64% of operations are EMS related, fire calls are part of the equation. Response time is completely unacceptable currently during instances of back-to-back calls.

Ms. Leonard noted that Dunstable had received a state grant for fire fighter wages, and wondered why Groton did not. Chief McCurdy said he had requested a copy of Dunstable's grant application and would try to determine why Groton's application was rejected. Mr. Manugian said he would like to support this, but would prefer to see cuts made to the budget in order to make room for new hires. Mr. Haddad asked for time to study the budget before responding to this request. Mr. Manugian asked why new revenue often comes to light in the middle of the year. Mr. Haddad explained that new growth calculations are not available until September, and not finalized until the Tax Recap is completed (December). Mr. Whitefield asked about the availability of Workers Compensation wage reimbursements. Mr. Haddad said that due to unreasonably high insurance premiums, the Town's IOD policy only covers medical costs for anything over \$25,000. Mr. Doody and Mr. Prest voiced support for hiring additional fire fighters. Mr. Robertson said he would defer taking a position until he has financial projections in hand.

**On a motion by Mr. Prest, seconded by Ms. Leonard, the Finance Committee voted in the majority to support hiring two (2) additional full-time Fire Fighters for FY19 in accordance with the proposal presented in the 8/14/18 Firefighter staffing memo. The Vote: 4-0-3 (Mr. Green, Mr. Robertson & Mr. Manugian abstained)**

Mr. Haddad will provide the updated 5-year financial projections to the Finance Committee. Mr. Green stressed the importance of the ongoing work of the Fire Department Task Force in determining the best model for the future of that department.

*At this time (6:55 p.m.) the Finance Committee meeting relocated to the Select Board's meeting room for the Public Hearing on the Fall Town Meeting Warrant scheduled for 7:15 p.m.*

***Finance Committee meeting Jointly with Select Board: 7:00 p.m.***

**Present for the Select Board:** B. Pine, A. Manugian, J. Giger

**Also Present:** T. Delaney (DPW Director), P. DeRensis (Town Counsel), M. Gerath (Library Trustee), B. DeGroot (Historic Commission Chair), T. Tada (Town Planner), J. Petropoulos (Resident)

Documents Available for the Meeting – Fall Town Meeting Warrant (draft)  
Special Town Meeting Warrant (draft)

The Select Board briefly addressed a resident complaint about public works issues, and appointed B. Erickson to the Local Cultural Council.

**Fire Department Staffing Discussion** – The Select Board discussed attempting more aggressive recruitment strategies and the unfortunate reality of not being able to augment staffing until January. Ms. Pine would like the Town to institute a policy that would require newly hired Firefighters to reimburse

the Town for the cost of their training if they sever their relationship with Groton soon after their training is completed. Town Counsel (DeRensis) agreed this could be done if bargained. Mr. Haddad suggested drafting a side letter to the current agreement. Mr. Giger noted that this may be difficult to enforce.

*At this time (7:15 p.m.) the Select Board voted to open the Public Hearing, and then immediately deferred it until the close of the current discussion.*

Chief McCurdy explained the complexities of staffing shifts at the Fire Department and stressed the critical time period of 6:00 p.m. to 8:00 p.m. that is often not covered. He also touched on the Fire Department Strategic Plan findings, saying that this effort began in FY17, and their final report did not include FY17 data. Ms. Pine wondered if the Department could get by with adding only a single new member rather than two. Chief McCurdy replied that it would certainly help, but would not fully address some of the crucial weaknesses the department is facing. Mr. Giger believes that the years of understaffing have led to the current crisis, and this should be resolved now. Ms. Manugian agreed saying that the Town must demonstrate its support of the Firefighters and begin work to resolve this staffing crisis. Mr. Haddad outlined his funding plan, and said he would provide 5-year projections to both the FinCom and Select Board.

**On a motion by Mr. Giger, seconded by Ms. Pine, the Select Board voted unanimously to move forward with hiring two (2) additional full-time Firefighters, subject to Town Meeting Appropriation. The Vote: 3-0-0**

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*Mr. Manugian left the meeting at this time (7:40 pm)*

The Select Board re-opened the Public Hearing to discuss the Town Meeting Warrants at this time (7:40 p.m.) Highlights of the discussion are as follows:

**Special Town Meeting Warrant:**

Art. 1: Wage & Classification Schedule – This article provides a 4% COLA for By-Law Employees. Mr. Robertson pointed out that there were a few errors that needed to be corrected. Mr. Haddad replied that those corrections were in process.

Art. 2: Amend FY19 Operating Budget – Mr. Haddad drew the group's attention to Appendix B in the Warrant distributed, which details both the originally voted FY19 budget as well as the proposed changes for the Fall Town Meeting. Changes include labor contract obligations, the cost of 2 additional Firefighters, and an increase to the legal budget due to a change in counsel. New Growth is estimated to be higher this year which will help to compensate for these budget increases. Mr. Haddad offered to add a 3rd column to this spreadsheet in order to show the variances from the original vote to the proposed budget.

Art. 3: Amend Zoning Bylaw to Ban Certain kinds of Recreational Marijuana – The Planning Board will make a formal recommendation to Town Meeting. Should this pass by 2/3's majority vote, it must be included as a question on the November ballot. If it fails at Town Meeting, no further action will be necessary. Mr.

Haddad will speak to the Town Moderator and Town Counsel regarding the kinds of citizen amendments that would be accepted on the floor of Town Meeting.

**Fall Town Meeting Warrant:**

Art. 1: Prior Year Bills – Mr. Haddad informed the group that there are currently approximately 5 prior year bills which total about \$1,400.

Art. 2 & 3: Transfer into Water/Sewer Enterprises: This article is necessary in order for the Enterprises to re-balance their budgets in light of the newly settled collective bargaining agreements.

Art. 4,5 & 6: Transfer into Stabilization Accounts – In order to remain in compliance with the Town's Overall Financial Policies and given the proposed FY19 budget amendments, Mr. Haddad is proposing that \$508,000 be transferred into Capital Stabilization (1.5% of budget), \$54,000 be transferred into General Stabilization (5% of budget), and \$450,000 be transferred into GDRSD Stabilization (to meet estimated FY20 capital needs).

Art. 7: Design/Bidding Highway Garage – Mr. Delaney explained that the estimated cost of the project is \$4 Million. The proposal includes a washing bay, enlarges the break room, converts an office, addresses code compliance and adds a new vehicle storage building. The vehicle storage building will be pre-fabricated steel, will be minimally heated, and of slab-construction. He believes that the increased expenditure will bring a number of needed benefits to the site. Design is estimated to cost \$223,000, Construction is \$3,565,000 and administrative/clerk of the works services will be approximately \$195,000. Only Design/Bid costs will be sought at Town Meeting this fall; construction costs will be requested in the spring with bids in hand. Mr. Haddad noted that Free Cash certification should be received in the next couple of weeks which will help the Town finalize a funding plan. Ms. Manugian asked whether this project includes only needs or perhaps some wish list items as well. Mr. Delany replied that there were no extras included in this proposal. Mr. Green would like to see a building committee established for this project. Mr. Haddad agreed to do so.

Art. 8: - New Library Roof Design/Bidding – Mr. Haddad explained that \$60,000 will be requested at this Town Meeting for design, but the construction is projected at approximately \$1 million. He suggested doing a combined bond issue for both the Highway Garage and Library Roof projects. Mr. Gerath (Library Trustee) provided some additional details: basement leakage will be investigated as part of the project, and the roof will be comprised of 100-year slate (this is more cost effective than a 20-30-year roof due to mobilization expenses). Original building installment errors will be corrected. He noted that the Library Endowment will not provide funding for this project, but the Trust Funds may contribute. Ms. Pine stressed the importance of the Historic Commission and HDC participation. Mr. Gerath added that the CPC may provide some funding for the historic portion only. This discussion is ongoing. In response to a question from a resident, Mr. Gerath opined that during the 1999 renovation, poor oversight, substandard materials and a bankrupt general contractor contributed to the current problems plaguing the library building.

Art. 9: Offset the Tax Rate – This topic will be discussed once Free Cash has been certified

Art. 10: Extension of Center Sewer District – Mr. Orcutt said this would provide services to 227 Boston Rd, and the Sewer Commissioners would take a position on this shortly. The group briefly discussed available capacity and the procedure to follow when residents wish to connect.

Art. 11: Extend 4 Corners Sewer District – Mr. Orcutt explained that owners of the new parcels connecting cover all their own construction costs. The lots were all approved a number of years ago: 24 units for over 55 housing and 10-12 units for starter homes. The Planning Board has drawings of the subdivision; the Sewer Commission simply defines the district.

Art. 12: 4 Corners Sewer District - Mr. Haddad explained that this is the bylaw under which the new enterprise will operate. It provides for both residential and commercial properties. Another rate hearing is scheduled for next Monday. He added that he plans to reverse the order of Articles 11 & 12 on the final draft of the Warrant.

Art. 13: Amend Chapter 13 of the Town of Groton Code – Mr. Haddad said this bylaw updates and amends the duties and appointment process of the Finance Committee.

Art. 14: Amend Bylaws to Change Selectmen to Select Board – Mr. Haddad explained that this update provides for the requested change to the name of the Select Board.

Art. 15: Amend Chapter 218 to change Selectmen to Select Board – Mr. Haddad said that this article amends the name of the Select Board in Zoning Chapter 218

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Art. 16: Create Bylaw – Capital Planning Advisory Committee – Mr. Haddad requested that this article be removed from the warrant in favor of creating an ad hoc committee for the time being. Should the committee prove successful, it can be set up under a bylaw at a later date. Ms. Pine moved to remove Article 16 from the Warrant; Ms. Manugian seconded and the vote carried unanimously (3-0-0).

Art. 17: Demolition Delay Bylaw – Mr. DeGroot (Historic Commission) outlined the reasons behind his request to amend the demolition by law to extend the delay from 6 months to 18 months. He feels that 18 months is required to sufficiently protect Groton's historical assets. He reminded the group that this is a commission without a budget that is asking for extra time for its volunteers to do their research. He noted that Groton has a very short demolition delay currently compared to other towns. He added that there is no requirement that the commission take the full 18 months; some decisions will be made more quickly. A brief discussion ensued regarding the benchmarks and process of conducting a demolition delay on a historic property. Mr. DeGroot said that a comprehensive historic inventory data base now exists.

Art. 18: Acceptance of Amelia Way – The final inspection by the engineer is scheduled for Wednesday, and will be made available to the Select Board. If the Planning Board and DPW Director are not satisfied, then it is likely that this article will not be recommended. Mr. Giger opined that there are reasons to be cautious regarding acceptance of this road.

Art. 19: Acceptance of Reconfigured Farmers ROW & Peabody St. – This discussion was tabled as Attorney Collins was not available to attend this meeting.

Art. 20: Citizens' Petition Policy for Waiving of Fees – Mr. Petropoulos offered that this could be withdrawn if the Select Board adopts a policy on this matter prior to Town Meeting. Mr. Haddad said the same 10 citizen signatures would be required to remove this article from the warrant prior to printing. Alternatively, it can be indefinitely postponed at Town Meeting.

Art. 21: Citizens' Petition Amend Zoning Bylaw – Mr. Tada informed the group that the Planning Board is not currently satisfied with the language in this article, and the proponent may not be ready to move forward with corrections in time to meet the deadline. In order to facilitate the process, the resident proponent was given permission to access Town Counsel. Mr. Haddad will report back to the Select Board on any progress that is made with respect to this article.

**Prescott Lease** – Mr. Haddad explained that he and Ms. Manugian and Mr. Robertson were working with the Friends of Prescott to ensure that they could take over the building on September 1<sup>st</sup>. He added that the plan is for that building to be completely self-sufficient by the third year of operations. In order for the Town to meet maintenance expenses in the meantime, he is requesting an additional \$25,000 on top of the \$32,000 already in the budget for FY19. This funding will be provided from Free Cash. Mr. Robertson noted that if the Friends of Prescott business model is correct, the Town won't need to spend any of the additional maintenance funds. If they are not successful, the Town will be obligated by the lease to maintain the building entirely at its own cost. Mr. Giger expressed concern about this arrangement and hopes that the Friends of Prescott are sufficiently incentivized to pay their portion. Mr. Haddad replied that the lease agreement is very clear on this point, and assured the Board that the signed lease would be made public.

**On a motion by Ms. Pine, seconded by Ms. Manugian, the Select Board voted unanimously (3-0-0) to open the warrant to add an additional article. On a motion by Ms. Pine, seconded by Mr. Giger, the Select Board voted unanimously (3-0-0) to add an article requesting operational funding for the Prescott building. On a motion by Ms. Pine, seconded by Mr. Giger, the Select Board voted unanimously (3-0-0) to close the Fall Town Meeting Warrant. On a motion by Ms. Manugian, seconded by Mr. Pease, the Select Board voted unanimously (3-0-0) to continue the Public Hearing on the Fall Town Meeting Warrant to Monday, August 27<sup>th</sup>.**

*At this time, L. Leonard and S. Whitefield left the meeting (9:15 p.m.)*

**Local Fee Collection** – The Board discussed options for deferring Building Permit fees, and made some amendments to policy language previously supplied by Mr. Giger.

**Commercial Development in Groton** – Mr. Petropoulos discussed the concept of economic development arguing that the public will make better decisions regarding development if they are informed about issues such as capacity and drivers of capacity. He plans to work with the Economic Development Committee and will ask to make a presentation to Town Meeting eventually, but would like to present to the Select Board initially. Mr. Haddad agreed to schedule time on a future agenda.

**Open Meeting Law Violation** – An open meeting law violation has been leveled regarding the list of open issues that is added to each Select Board agenda. Mr. Haddad reminded the Board that they must act on this issue immediately to meet the response deadline. He went on to say that Town Counsel had reviewed the matter and has opined that no violation took place. Mr. Giger felt that the examination by Town

Counsel was very thorough. Ms. Pine said she has some sympathy for the complainant, and wondered if the public would be better served if the ongoing issues list was labeled differently on the agenda document so as to indicate that no votes were likely to be taken on those issues. Mr. Haddad suggested adding a blanket statement to the end of the agenda indicating that votes may be taken rather than adding this language for each topic. Several potential language amendments were discussed. **On a motion by Ms. Manugian, seconded by Mr. Pease, the Select Board voted unanimously (3-0-0) to authorize Town Counsel to issue a decision letter on the open meeting law violation.**

**On-Going Issues** – Mr. Haddad briefly updated the Board on progress made on open issues A through R listed on the agenda. He specifically noted that: the Prescott Lease will be ready next week and the old Senior Center has been demolished and the new foundation will be poured next week. He is hoping that the new building will be up and closed for the winter by November 1<sup>st</sup>.

*Mr. Green adjourned the meeting of the Finance Committee at 9:40 p.m.*

Respectfully submitted,

Patricia Dufresne, Recording Secretary

Revised: 8-1-2018

## **Warrant, Summary, and Recommendations**

# **TOWN OF GROTON**



## **SPECIAL TOWN MEETING OCTOBER 1, 2018**

**Groton-Dunstable Middle School Auditorium  
344 Main Street, Groton, Massachusetts 01450**

**Beginning Monday, October 1, 2018 @ 7:30 PM**

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Attention – Voters and Taxpayers

Please bring this Report to Town Meeting



## **Town Meeting Access for Voters with Disabilities**

**Parking** – Universally accessible parking spaces are available in the parking lot in front of the Groton Dunstable Middle School South. There is a ramp providing access from the parking lot to the front door of the Middle School.

**Wheelchair Accessible & Companion Seating** – Wheelchair spaces, seating for people with mobility issues and companion seats are available in the center aisle on both sides of the auditorium.

**Sign Language** – A Sign Language Interpreter will be provided for the hearing impaired, upon request, at least one week prior to the meeting.

**Speaking at Town Meeting** – There will be volunteers available to bring hand-held microphones to voters who have mobility issues or cannot stand in line and wait at the microphones.

**Restrooms** – Accessible restrooms are available near the entrance to the auditorium.

**Transportation to Town Meeting** - The Council on Aging van will be available to Groton residents attending Town Meetings at no charge. All riders will be at the meeting prior to the start. However, the van will depart the school at 10 PM regardless of the status of the meeting. The van is wheelchair accessible. Your reservation can be made by calling the Senior Center at 978-448-1170. Seats will be filled on a first come, first serve basis.

**Questions or concerns** - If you or a member of your household has questions or would like to request a sign language interpreter, please contact ADA Coordinator Michelle Collette at Town Hall at 978 448-1105 at least one week before the Town Meeting.

**SPECIAL TOWN MEETING WARRANT  
OCTOBER 1, 2018**

Middlesex, ss.  
Commonwealth of Massachusetts  
To any Constable in the Town of Groton

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Auditorium in said Town on Monday, the first day of October, 2018 at Seven-Thirty in the evening, to consider the following:

**ARTICLE LISTINGS**

<b>Article 1</b>	Wage and Classification Schedule	3
<b>Article 2</b>	Amend the Fiscal Year 2019 Operating Budget	3
<b>Article 3</b>	Amend Zoning Bylaw to Ban Certain Kinds of Recreational Marijuana	4
	Appendix A – Wage and Classification Schedule	7
	Town Manager's Report to the October 1, 2018 Fall Town Meeting	10

**ARTICLE 1: WAGE AND CLASSIFICATION SCHEDULE**

To see if the Town will vote to amend and adopt for Fiscal Year 2019 the Town of Groton Wage and Classification schedule as shown in Appendix A of this Warrant, or to take any other action relative thereto.

**SELECT BOARD  
TOWN MANAGER**

**Select Board: *Recommendation Deferred Until Town Meeting***  
**Finance Committee: *Recommendation Deferred Until Town Meeting***

**Summary:** *The purpose of this Article is to set the wage and classification schedule for the three (3) employees covered by the Personnel Bylaw. Under the policy of the Board of Selectmen, these employees receive the same benefits as contained in the Town Supervisors' Union Contract. Now that the Supervisor's Union Contract has been settled, the Wage and Classification Schedule approved at the 2018 Spring Town Meeting under Article 3, needs to be updated to reflect these changes. Essentially, these employees will receive a four (4) percent cost of living adjustment and increase their health insurance cost share from twenty (20%) percent employee funded to thirty (30%) percent employee funded. Another important change will be that any employee performance adjustment received will be paid as a one-time cash payment, instead of added to the employees' base pay. This will reduce the cost of wage adjustments in the future.*

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**ARTICLE 2: AMEND THE FISCAL YEAR 2019 TOWN OPERATING BUDGET**

To see if the Town will vote to amend the Fiscal Year 2019 Operating Budget as adopted under Article 4 of the 2018 Spring Town Meeting and vote to raise and appropriate and/or transfer from available funds a sum or sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2019, or to take any other action relative thereto.

**FINANCE COMMITTEE  
SELECT BOARD  
TOWN MANAGER**

**Select Board: *See Town Manager's Report in Back of Warrant for Recommendations***  
**Finance Committee: *See Town Manager's Report in Back of Warrant for Recommendations***

**Summary:** *The Fiscal Year 2019 Town Operating Budget was approved at the 2018 Spring Town Meeting in April, 2018. At that time, the Town had yet to complete negotiations with the various Town Unions and, while money was set aside to address Collective Bargaining, the various budgetary line items were approved without any funding for this purpose. Since that time, several Unions have settled with the Town and the Town needs to fund the Agreements. Any changes to this Budget would have to be made prior to setting the tax rate. The purpose of this article is to make any necessary changes to balance the FY 2019 Operating Budget, including addressing Collective Bargaining. Please see the Town Manager's Report contained in the back of this Warrant for an explanation of the outcome of Collective Bargaining and outlining any of the other proposed changes.*

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**ARTICLE 3: AMEND ZONING BYLAW TO BAN CERTAIN USES OF RECREATONAL MARIJUANA**

To see if the Town will vote to amend the Code of the Town of Groton, Chapter 218 Zoning as follows:

A) By adding the following definitions to Section 218-4, Definitions:

**Craft marijuana cultivator cooperative**, a marijuana cultivator comprised of residents of the Commonwealth and organized as a limited liability company, limited liability partnership, or cooperative corporation under the laws of the Commonwealth, which is licensed to cultivate, obtain, manufacture, process, package and brand cannabis or marijuana products to transport marijuana to marijuana establishments, but not to consumers.

**Marijuana research facility**, an entity licensed to engage in research projects by the Massachusetts Cannabis Control Commission.

**Marijuana microbusiness**, a co-located marijuana establishment that can be either a Tier 1 marijuana cultivator or product manufacturer or both, in compliance with the operating procedures for each license (as defined and classified by the Massachusetts Cannabis Control Commission).

B) Revising Section 218-13, Schedule of Use Regulations, for the category of Marijuana Establishments and marijuana-related business, as added by vote of the 2018 Spring Town Meeting, to provide that such uses shall be prohibited in all zoning districts, as follows (with deletions shown in strikethrough and additions shown as underlined):

**Section 218-13**

	R-A	R-B	NB	VB	GB	I	P	O
<b>Marijuana Establishments any other type of licensed marijuana-related business</b>								
Marijuana cultivator, <u>but not including craft marijuana cultivator cooperative</u>	N	N	N	N	N <u>PB</u>	PB	N	N
Marijuana product manufacturer	N	N	N	N	N	<u>PB N</u>	N	N
Marijuana retailer	N	N	N	N	<u>PB N</u>	<u>PB N</u>	N	N
Marijuana testing facility	N	N	N	N	PB	PB	N	N
Marijuana transportation or distribution facility	N	N	N	N	N	<u>PB N</u>	N	N
<u>Marijuana research facility</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>PB</u>	<u>PB</u>	<u>N</u>	<u>N</u>
Any other type of licensed marijuana-related business, <u>including marijuana microbusiness</u>	N	N	N	N	N	<u>PB N</u>	N	N
On-site consumption of marijuana at licensed marijuana establishment	N	N	N	N	N	N	N	N

- C) Revising Section 218-16.1, Marijuana Establishments, as adopted at the 2018 Spring Town Meeting, subsections C(5).c and D(3), as follows (with deletions shown in strikethrough and additions shown as underlined):

**Section 218-16.1**

C. General requirements and conditions for all marijuana establishments. . . .

(5) Pursuant to ~~Massachusetts General Laws Chapter 94G, Section 3(b) (2) †~~ The maximum number of Licensed Marijuana Establishments in the Town of Groton shall be consistent with the following provision.

- a) ~~Shall not prohibit one or more types of Marijuana Establishment~~
- b) ~~Shall not limit the number of marijuana retail establishments, to less than 20% of liquor licenses issued pursuant to Section 15 of MGL Chapter 138 for retail sale of alcohol not consumed on the premises in the Town of Groton. Said number to be rounded up to the next whole number.~~
- c) The number of total non-retail Marijuana Establishments as established in Section 218-16.1 (D)(3) shall not exceed one (1) an aggregate of three (3).

D. Special permit requirements. . . .

(3) A special permit for a marijuana establishment shall be limited to one or more of the following uses that shall be prescribed by the special permit granting authority:

- a) Marijuana cultivator
- b) ~~Marijuana product manufacturer~~
- c) ~~Marijuana retailer~~
- d) b) Marijuana testing facility
- e) Marijuana research facility
- e) ~~Marijuana transportation or distribution facility~~
- f) ~~Any other type of licensed marijuana related business~~

or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**

**Finance Committee:**

**Planning Board**

**Summary:** *The Select Board placed non-binding questions on the 2018 Spring Town Election Ballot asking the Town to advise them as to what kinds of Recreational Marijuana Uses should be allowed in Groton. Based on the results, it appears that the Town would be in favor of cultivation, testing and research only. The purpose of this Article is to amend the Zoning Bylaw adopted at the 2018 Spring Town Meeting by banning all other uses of Recreational Marijuana in the Town of Groton. Should Town Meeting pass this proposed bylaw by the required 2/3's Majority, the Select Board will call for a Special Election on November 6, 2018 to confirm this vote as required by State Law.*

Hereof fail not and make return of your doings to the Town Clerk on or before time of said meeting.

Given under our hands this 10<sup>th</sup> Day of September in the year of our Lord Two Thousand Eighteen.

Barry A. Pease

Barry A. Pease, Chair

Alison S. Manugian

Alison S. Manugian, Vice Chair

John R. Giger

John R. Giger, Clerk

Joshua A. Degen

Joshua A. Degen, Member

Rebecca H. Pine

Rebecca H. Pine, Member

OFFICERS RETURN

Groton, Middlesex

Pursuant to the within Warrant, I have this day notified the Inhabitants to assemble at the time, place, and for the purpose mentioned as within directed. Personally posted by Constable.

\_\_\_\_\_  
Constable

\_\_\_\_\_  
Date Duly Posted

		APPENDIX A			FACTOR:	1.0400
		Town of Groton Personnel By-Law				
		Wage and Classification Schedule				
		Fiscal Year 2019 (Effective July 1, 2018)				
Grade	Position Title	Low				High
4	Salary	38,115				47,169
	Wages	18.35				22.67
5	Salary	40,291				49,869
	Wages	19.39				23.98
7	Salary	46,588				59,012
	Wages	22.93				28.36
8	Salary	52,888				65,485
	Wages	25.43				31.48
9	Salary Executive Assistant to Town Manager	54,163				67,024
	Wages	26.04				32.23
10	Salary	62,118				76,864
	Wages	29.87				40.14
11	Salary Human Resources Director	66,734				82,582
	Wages	32.09				39.71
12	Salary	66,935				82,871
	Wages	32.20				39.85

		APPENDIX A Town of Groton Personnel By-Law Wage and Classification Schedule Fiscal Year 2019 (Effective July 1, 2018)			FACTOR:	1.0400
Grade	Position Title	Low				High
13	Salary	68,737				85,048
	Wages	33.05				40.90
14	Salary	69,315				85,774
	Wages	33.33				41.24
15	Salary	73,092				90,447
	Wages	35.13				43.48
16	Salary	75,732				93,770
	Wages	36.41				45.06
17	Salary	84,844				104,961
	Wages	40.79				50.47
18	Salary	91,754				113,553
	IT Director Wages	44.12				54.60
19	Salary	94,164				116,513
	Wages	45.26				56.04
20	Salary	100,967				124,175
	Wages	48.55				59.71

APPENDIX A			
NON-CLASSIFIED, TEMPORARY SEASONAL AND STIPEND POSITIONS			
<b>NON-STEP AND STIPEND POSITIONS</b>			
<b>FIRE/EMS DEPARTMENT</b>		<b>Country Club Seasonal Employees</b>	
Deputy Chief: Fire	24.84	Pro Shop Staff	11.00 - 15.00
Deputy Chief: EMS	24.41	Pool Staff	11.00 - 15.00
Rescue Advisory	1.00	Lifeguards	11.00 - 16.00
Call Captain: Fire	24.03	Swim Coaches	11.00 - 21.00
Call Captain: EMS	24.03	Camp Staff	11.00 - 15.00
Call Lieutenant: Fire	23.55	Counselors	11.00 - 16.50
Call Lieutenant: EMS	23.55	Buildings & Grounds	11.00 - 25.00
Call Lieutenant: Rescue	23.55		
Call Firefighter	20.60		
Call Emergency Medical Technician	20.60		
Call Rescue Personnel	20.60		
Probationary Firefighter	17.16		
Probationary Emergency Medical Technician	17.16		
Probationary Rescue Personnel	17.16		
<b>MISCELLANEOUS</b>			
Veteran's Agent	1,742		
Director of Veteran's Services	1,742		
Earth Removal Inspector	1,500		
Dog Officer	13,973		
Animal Inspector	2,082		
Animal Control Officer	2,082		
Town Diarist	1.00		
Keeper of the Town Clock	1.00		
Conservation Land Manager	14.07		
Park Ranger	11.00		
Graves Registration Officer	250		
Emergency Management Director	1,270		
Election Worker: Warden	Minimum Wage		
Election Worker: Precinct Clerk	Minimum Wage		
Election Worker: Inspectors (Checker)	Minimum Wage		

# APPENDIX B

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<u>GENERAL GOVERNMENT</u>			
<b>MODERATOR</b>			
1000	Salaries	\$ 65	\$ 65
1001	Expenses	\$ 80	\$ 80
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 145</b>	<b>\$ 145</b>
<b>SELECT BOARD</b>			
1020	Salaries	\$ -	\$ -
1021	Wages	\$ -	\$ -
1022	Expenses	\$ 3,100	\$ 3,100
1023	Engineering/Consultant	\$ -	\$ -
1024	Minor Capital	\$ 27,000	\$ 27,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 30,100</b>	<b>\$ 30,100</b>
<b>TOWN MANAGER</b>			
1030	Salaries	\$ 207,912	\$ 211,072
1031	Wages	\$ 108,280	\$ 108,280
1032	Expenses	\$ 14,000	\$ 14,000
1033	Engineering/Consultant	\$ -	\$ -
1034	Performance Evaluations	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 330,192</b>	<b>\$ 333,352</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b>FINANCE COMMITTEE</b>			
1040	Expenses	\$ 210	\$ 210
1041	Reserve Fund	\$ 150,000	\$ 150,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 150,210</b>	<b>\$ 150,210</b>
<b>TOWN ACCOUNTANT</b>			
1050	Salaries	\$ 91,110	\$ 91,110
1051	Wages	\$ 44,067	\$ 44,067
1052	Expenses	\$ 32,140	\$ 32,140
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 167,317</b>	<b>\$ 167,317</b>
<b>BOARD OF ASSESSORS</b>			
1060	Salaries	\$ 72,000	\$ 75,500
1061	Wages	\$ 50,316	\$ 50,316
1062	Expenses	\$ 22,630	\$ 22,630
1063	Legal Expense	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 144,946</b>	<b>\$ 148,446</b>
<b>TREASURER/TAX COLLECTOR</b>			
1070	Salaries	\$ 84,125	\$ 88,000
1071	Wages	\$ 104,658	\$ 104,658
1072	Expenses	\$ 21,865	\$ 21,865
1073	Tax Title	\$ 4,500	\$ 4,500
1074	Bond Cost	\$ 6,000	\$ 6,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 221,148</b>	<b>\$ 225,023</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b>TOWN COUNSEL</b>			
1080	Expenses	\$ 70,000	\$ 70,000
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
<b>HUMAN RESOURCES</b>			
1090	Salary	\$ 75,412	\$ 79,000
1091	Expenses	\$ 10,000	\$ 10,000
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 85,412</b>	<b>\$ 89,000</b>
<b>INFORMATION TECHNOLOGY</b>			
1100	Salary	\$ 104,888	\$ 109,100
1101	Wages	\$ 54,288	\$ 54,288
1102	Expenses	\$ 24,800	\$ 24,800
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 183,976</b>	<b>\$ 188,188</b>
<b>GIS STEERING COMMITTEE</b>			
1120	Expenses	\$ 18,600	\$ 18,600
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 18,600</b>	<b>\$ 18,600</b>
<b>TOWN CLERK</b>			
1130	Salaries	\$ 83,936	\$ 83,936
1131	Wages	\$ 58,731	\$ 58,731
1132	Expenses	\$ 11,690	\$ 11,690
1135	Minor Capital	\$ -	\$ -
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 154,357</b>	<b>\$ 154,357</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>			
1140	Stipend	\$ 14,346	\$ 14,346
1141	Expenses	\$ 11,070	\$ 11,070
1142	Minor Capital	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 25,416</b>	<b>\$ 25,416</b>
<b>STREET LISTINGS</b>			
1150	Expenses	\$ 5,100	\$ 5,100
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 5,100</b>	<b>\$ 5,100</b>
<b>INSURANCE &amp; BONDING</b>			
1160	Insurance & Bonding	\$ 230,000	\$ 230,000
1161	Insurance Deductible Reserve - Liability	\$ 12,000	\$ 12,000
1162	Insurance Deductible Reserve - 111F	\$ 25,000	\$ 25,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 267,000</b>	<b>\$ 267,000</b>
<b>TOWN REPORT</b>			
1170	Expenses	\$ 1,500	\$ 1,500
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,500</b>	<b>\$ 1,500</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b>POSTAGE/TOWN HALL EXPENSES</b>			
1180	Expenses	\$ 55,000	\$ 55,000
1181	Telephone Expenses	\$ 40,000	\$ 40,000
1182	Office Supplies	\$ 17,000	\$ 17,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 112,000</b>	<b>\$ 112,000</b>
<b>TOTAL GENERAL GOVERNMENT</b>		<b>\$ 1,967,419</b>	<b>\$ 1,985,754</b>
<b>LAND USE DEPARTMENTS</b>			
<b>CONSERVATION COMMISSION</b>			
1200	Salary	\$ 63,240	\$ 64,480
1201	Wages	\$ -	\$ -
1202	Expenses	\$ 6,724	\$ 6,724
1203	Engineering & Legal	\$ -	\$ -
1204	Minor Capital	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 69,964</b>	<b>\$ 71,204</b>
<b>PLANNING BOARD</b>			
1210	Salaries	\$ 76,500	\$ 79,560
1211	Wages	\$ -	\$ -
1212	Expenses	\$ 7,850	\$ 7,850
1215	M.R.P.C. Assessment	\$ 3,600	\$ 3,600
1216	Legal Budget	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 87,950</b>	<b>\$ 91,010</b>

LINE	DEPARTMENT/DESCRIPTION		FY 2019 ORIGINAL BUDGET 4/30/2018		FY 2019 PROPOSED BUDGET 10/1/2018
<b>ZONING BOARD OF APPEALS</b>					
1220	Wages	\$	19,285	\$	19,285
1221	Expenses	\$	1,700	\$	1,700
<b>DEPARTMENTAL TOTAL</b>		\$	<b>20,985</b>	\$	<b>20,985</b>
<b>HISTORIC DISTRICT COMMISSION</b>					
1230	Wages	\$	-	\$	-
1231	Expenses	\$	-	\$	-
<b>DEPARTMENTAL TOTAL</b>		\$	-	\$	-
<b>BUILDING INSPECTOR</b>					
1240	Salaries	\$	84,125	\$	87,490
1241	Wages	\$	56,949	\$	56,949
1242	Expenses	\$	3,500	\$	3,500
1243	Minor Capital	\$	-	\$	-
<b>DEPARTMENTAL TOTAL</b>		\$	<b>144,574</b>	\$	<b>147,939</b>
<b>MECHANICAL INSPECTOR</b>					
1250	Fee Salaries	\$	30,000	\$	30,000
1251	Expenses	\$	5,000	\$	5,000
<b>DEPARTMENTAL TOTAL</b>		\$	<b>35,000</b>	\$	<b>35,000</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b>EARTH REMOVAL INSPECTOR</b>			
1260	Stipend	\$ 1,500	\$ 1,500
1261	Expenses	\$ 100	\$ 100
1262	Minor Capital	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,600</b>	<b>\$ 1,600</b>
<b>BOARD OF HEALTH</b>			
1270	Wages	\$ -	\$ -
1271	Expenses	\$ 1,000	\$ 1,000
1272	Nursing Services	\$ 11,892	\$ 11,892
1273	Nashoba Health District	\$ 26,059	\$ 26,059
1274	Herbert Lipton MH	\$ 8,000	\$ 8,000
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 10,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 56,951</b>	<b>\$ 56,951</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>			
1280	Fee Salaries	\$ 3,200	\$ 3,200
1281	Expenses	\$ 100	\$ 100
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,300</b>	<b>\$ 3,300</b>
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 420,324</b>	<b>\$ 427,989</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b><u>PROTECTION OF PERSONS AND PROPERTY</u></b>			
<b>POLICE DEPARTMENT</b>			
1300	Salaries	\$ 329,378	\$ 325,378
1301	Wages	\$ 1,739,539	\$ 1,807,757
1302	Expenses	\$ 198,849	\$ 210,969
1303	Lease or Purchase of Cruisers	\$ 4,000	\$ 4,000
1304	PS Building (Expenses)	\$ -	\$ -
1305	Minor Capital	\$ 20,000	\$ 20,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,291,766</b>	<b>\$ 2,368,104</b>
<b>FIRE DEPARTMENT</b>			
1310	Salaries	\$ 116,479	\$ 116,479
1311	Wages	\$ 809,601	\$ 846,130
1312	Expenses	\$ 168,300	\$ 168,300
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,094,380</b>	<b>\$ 1,130,908</b>
<b>GROTON WATER FIRE PROTECTION</b>			
1320	West Groton Water District	\$ 1	\$ 1
1321	Groton Water Department	\$ 1	\$ 1
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2</b>	<b>\$ 2</b>
<b>ANIMAL INSPECTOR</b>			
1330	Salary	\$ 2,082	\$ 2,082
1331	Expenses	\$ 400	\$ 400
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,482</b>	<b>\$ 2,482</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b>ANIMAL CONTROL OFFICER</b>			
1340	Salary	\$ 2,082	\$ 2,082
1341	Expenses	\$ 400	\$ 400
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,482</b>	<b>\$ 2,482</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>			
1350	Salary	\$ -	\$ -
1351	Expenses	\$ 12,750	\$ 12,750
1352	Minor Capital	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 12,750</b>	<b>\$ 12,750</b>
<b>DOG OFFICER</b>			
1360	Salary	\$ 15,000	\$ 15,000
1361	Expenses	\$ 4,000	\$ 4,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 19,000</b>	<b>\$ 19,000</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>			
1370	Wages	\$ 480,247	\$ 497,796
1371	Expenses	\$ 18,250	\$ 18,250
1372	Minor Capital	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 498,497</b>	<b>\$ 516,046</b>
<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>		<b>\$ 3,921,359</b>	<b>\$ 4,051,775</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b><u>REGIONAL SCHOOL DISTRICT BUDGETS</u></b>			
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>			
1400	Operating Expenses	\$ 557,295	\$ 557,295
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 557,295</b>	<b>\$ 557,295</b>
<b><u>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</u></b>			
1410	Operating Expenses	\$ 20,215,428	\$ 20,215,428
1411	Debt Service, Excluded	\$ 814,060	\$ 814,060
1412	Debt Service, Unexcluded	\$ 57,181	\$ 57,181
1413	Out of District Placement	\$ -	\$ -
1414	Capital Assessment	\$ 425,425	\$ 425,425
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 21,512,094</b>	<b>\$ 21,512,094</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 22,069,389</b>	<b>\$ 22,069,389</b>
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>			
<b>HIGHWAY DEPARTMENT</b>			
1500	Salaries	\$ 103,824	\$ 107,823
1501	Wages	\$ 656,020	\$ 656,020
1502	Expenses	\$ 134,300	\$ 134,300
1503	Highway Maintenance	\$ 90,000	\$ 90,000
1504	Minor Capital	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 984,144</b>	<b>\$ 988,143</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b>STREET LIGHTS</b>			
1510	Expenses	\$ 15,000	\$ 15,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>SNOW AND ICE</b>			
1520	Expenses	\$ 165,000	\$ 165,000
1521	Overtime	\$ 140,000	\$ 140,000
1522	Hired Equipment	\$ 35,000	\$ 35,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 340,000</b>	<b>\$ 340,000</b>
<b>TREE WARDEN BUDGET</b>			
1530	Salary	\$ -	\$ -
1531	Expenses	\$ 3,000	\$ 3,000
1532	Trees	\$ 1,500	\$ 1,500
1533	Tree Work	\$ 10,000	\$ 10,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 14,500</b>	<b>\$ 14,500</b>
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>			
1540	Wages	\$ 131,626	\$ 131,626
1541	Expenses	\$ 260,850	\$ 260,850
1542	Minor Capital	\$ 20,000	\$ 20,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 412,476</b>	<b>\$ 412,476</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b>SOLID WASTE DISPOSAL</b>			
1550	Wages	\$ 128,236	\$ 128,236
1551	Expenses	\$ 44,486	\$ 44,486
1552	Tipping Fees	\$ 130,000	\$ 130,000
1553	North Central SW Coop	\$ 5,850	\$ 5,850
1554	Minor Capital	\$ 10,000	\$ 10,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 318,572</b>	<b>\$ 318,572</b>
<b>PARKS DEPARTMENT</b>			
1560	Wages	\$ -	\$ -
1561	Expenses	\$ 65,759	\$ 65,759
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65,759</b>	<b>\$ 65,759</b>
<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>		<b>\$ 2,150,451</b>	<b>\$ 2,154,450</b>
<b><u>LIBRARY AND CITIZEN'S SERVICES</u></b>			
<b>COUNCIL ON AGING</b>			
1600	Salaries	\$ 73,524	\$ 76,465
1601	Wages	\$ 72,785	\$ 72,785
1602	Expenses	\$ 8,454	\$ 8,454
1603	Minor Capital	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 154,763</b>	<b>\$ 157,704</b>

LINE	DEPARTMENT/DESCRIPTION		FY 2019 ORIGINAL BUDGET 4/30/2018		FY 2019 PROPOSED BUDGET 10/1/2018
<b>SENIOR CENTER VAN</b>					
1610	Wages	\$	59,580	\$	59,580
1611	Expenses	\$	17,673	\$	17,673
<b>DEPARTMENTAL TOTAL</b>		\$	<b>77,253</b>	\$	<b>77,253</b>
<b>VETERAN'S SERVICE OFFICER</b>					
1620	Salary	\$	5,000	\$	5,000
1621	Expenses	\$	1,100	\$	1,100
1622	Veterans' Benefits	\$	50,000	\$	50,000
1623	Minor Capital	\$	-	\$	-
<b>DEPARTMENT TOTAL</b>		\$	<b>56,100</b>	\$	<b>56,100</b>
<b>GRAVES REGISTRATION</b>					
1630	Salary/Stipend	\$	250	\$	250
1631	Expenses	\$	760	\$	760
<b>DEPARTMENTAL TOTAL</b>		\$	<b>1,010</b>	\$	<b>1,010</b>
<b>CARE OF VETERAN GRAVES</b>					
1640	Contract Expenses	\$	1,550	\$	1,550
<b>DEPARTMENTAL TOTAL</b>		\$	<b>1,550</b>	\$	<b>1,550</b>
<b>OLD BURYING GROUND COMMITTEE</b>					
1650	Expenses	\$	800	\$	800
<b>DEPARTMENTAL TOTAL</b>		\$	<b>800</b>	\$	<b>800</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b>LIBRARY</b>			
1660	Salary	\$ 367,248	\$ 367,248
1661	Wages	\$ 317,936	\$ 317,936
1662	Expenses	\$ 200,498	\$ 200,498
1663	Minor Capital	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 885,682</b>	<b>\$ 885,682</b>
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>			
1670	Expenses	\$ 500	\$ 500
1671	Fireworks	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 500</b>	<b>\$ 500</b>
<b>WATER SAFETY</b>			
1680	Wages	\$ 4,200	\$ 4,200
1681	Expenses and Minor Capital	\$ 28,747	\$ 28,747
1682	Property Maint. & Improvements	\$ 9,000	\$ 9,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 41,947</b>	<b>\$ 41,947</b>
<b>WEED MANAGEMENT</b>			
1690	Wages	\$ -	\$ -
1691	Expenses: Weed Harvester	\$ 7,000	\$ 7,000
1692	Expenses: Great Lakes	\$ 2,385	\$ 2,385
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 9,385</b>	<b>\$ 9,385</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b>GROTON COUNTRY CLUB</b>			
1700	Salary	\$ 143,285	\$ 146,406
1701	Wages	\$ 112,481	\$ 112,481
1702	Expenses	\$ 139,940	\$ 139,940
1703	Minor Capital	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 395,706</b>	<b>\$ 398,827</b>
<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>		<b>\$ 1,624,696</b>	<b>\$ 1,630,758</b>
<b><u>DEBT SERVICE</u></b>			
<b><u>DEBT SERVICE</u></b>			
2000	Long Term Debt - Principal Excluded	\$ 682,210	\$ 682,210
2001	Long Term Debt - Principal Non-Excluded	\$ 40,040	\$ 40,040
2002	Long Term Debt - Interest - Excluded	\$ 183,235	\$ 183,235
2003	Long Term Debt - Interest - Non-Excluded	\$ 3,148	\$ 3,148
2006	Short Term Debt - Principal - Town	\$ 429,438	\$ 429,438
2007	Short Term Debt - Interest - Town	\$ 50,319	\$ 50,319
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,388,390</b>	<b>\$ 1,388,390</b>
<b>TOTAL DEBT SERVICE</b>		<b>\$ 1,388,390</b>	<b>\$ 1,388,390</b>
<b><u>EMPLOYEE BENEFITS</u></b>			
<b><u>EMPLOYEE BENEFITS</u></b>			
<b>GENERAL BENEFITS</b>			
3000	County Retirement	\$ 2,081,699	\$ 2,081,699
3001	State Retirement	\$ -	\$ -
3002	Unemployment Compensation	\$ 35,000	\$ 35,000
<b>INSURANCE</b>			
3010	Health Insurance/Employee Expenses	\$ 1,908,875	\$ 1,742,399
3011	Life Insurance	\$ 3,160	\$ 3,160
3012	Medicare/Social Security	\$ 138,100	\$ 138,100
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 4,166,834</b>	<b>\$ 4,000,358</b>
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>\$ 4,166,834</b>	<b>\$ 4,000,358</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018
<b><u>ADDITIONAL APPROPRIATIONS</u></b>			
<b>ADDITIONAL APPROPRIATIONS</b>			
	Capital Budget Request	\$ 455,558	\$ 455,558
	Offset Reciepts	\$ 20,000	\$ 20,000
	Cherry Sheet Offsets	\$ 1,000	\$ 1,000
	Snow and Ice Deficit	\$ 200,000	\$ 200,000
	State and County Charges	\$ 89,523	\$ 89,523
	Allowance for Abatements/Exemptions	\$ 200,000	\$ 200,000
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 966,081</b>	<b>\$ 966,081</b>
	<b>GRAND TOTAL - TOWN BUDGET</b>	<b>\$ 38,674,943</b>	<b>\$ 38,674,943</b>

Revised: 08/12/2018

## **Warrant, Summary, and Recommendations**

# **TOWN OF GROTON**



## **2018 FALL TOWN MEETING**

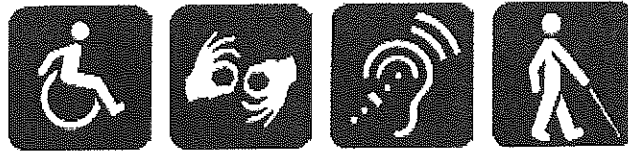
**Groton-Dunstable Middle School Auditorium  
344 Main Street, Groton, Massachusetts 01450**

**Beginning Monday, October 1, 2018 @ 7:00 PM**

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Attention – Voters and Taxpayers

Please bring this Report to Town Meeting



## **Town Meeting Access for Voters with Disabilities**

**Parking** – Universally accessible parking spaces are available in the parking lot in front of the Groton Dunstable Middle School South. There is a ramp providing access from the parking lot to the front door of the Middle School.

**Wheelchair Accessible & Companion Seating** – Wheelchair spaces, seating for people with mobility issues and companion seats are available in the center aisle on both sides of the auditorium.

**Sign Language** – A Sign Language Interpreter will be provided for the hearing impaired, upon request, at least one week prior to the meeting.

**Speaking at Town Meeting** – There will be volunteers available to bring hand-held microphones to voters who have mobility issues or cannot stand in line and wait at the microphones.

**Restrooms** – Accessible restrooms are available near the entrance to the auditorium.

**Transportation to Town Meeting** - The Council on Aging van will be available to Groton residents attending Town Meetings at no charge. All riders will be at the meeting prior to the start. However, the van will depart the school at 10 PM regardless of the status of the meeting. The van is wheelchair accessible. Your reservation can be made by calling the Senior Center at 978-448-1170. Seats will be filled on a first come, first serve basis.

**Questions or concerns** - If you or a member of your household has questions or would like to request a sign language interpreter, please contact ADA Coordinator Michelle Collette at Town Hall at 978 448-1105 at least one week before the Town Meeting.

**FALL TOWN MEETING WARRANT  
OCTOBER 1, 2018**

Middlesex, ss.  
Commonwealth of Massachusetts  
To any Constable in the Town of Groton

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Auditorium in said Town on Monday, the first day of October, 2018 at Seven O'clock in the evening, to consider the following:

**ARTICLE LISTINGS**

<b>Article 1</b>	Prior Year Bills	3
<b>Article 2</b>	Transfer Within Water Enterprise Fund	3
<b>Article 3</b>	Transfer Within Sewer Enterprise Fund	3
<b>Article 4</b>	Transfer Money into the Capital Stabilization Fund	4
<b>Article 5</b>	Transfer Money into the Stabilization Fund	4
<b>Article 6</b>	Transfer Money into the GDRSD Capital Stabilization Fund	4
<b>Article 7</b>	Design and Bidding -- Highway Garage	5
<b>Article 8</b>	New Library Roof Design and Bidding	5
<b>Article 9</b>	Offset the Tax Rate	6
<b>Article 10</b>	Extend Center Sewer District	6
<b>Article 11</b>	Extend Four Corner Sewer District	7
<b>Article 12</b>	Four Corner Sewer District Bylaw	7
<b>Article 13</b>	Amend Chapter 13 of the Code of the Town of Groton	10
<b>Article 14</b>	Amend Town Bylaws to Change Selectmen to Select Board	11
<b>Article 15</b>	Amend Chapter 218 to Change Selectmen to Select Board	11
<b>Article 16</b>	Create Bylaw -- Capital Planning Advisory Committee	11
<b>Article 17</b>	Amend Chapter 125 Demolition Delay Bylaw	13
<b>Article 18</b>	Acceptance of Amelia Way as a Town Way	14
<b>Article 19</b>	Acceptance of Reconfigured Farmers Row and Peabody Street	15
<b>Article 20</b>	Citizens' Petition -- Policy on Waiving of Fees	15
<b>Article 21</b>	Citizens' Petition -- Amend Zoning Bylaw	16
	Report of the Town Manager to the 2018 Fall Town Meeting	18

**ARTICLE 1: PRIOR YEAR BILLS**

To see if the Town will vote to transfer from available funds a sum or sums of money for the payment of unpaid bills from prior fiscal years, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:** *Town Meeting approval is required to pay bills from a prior fiscal year. A list of unpaid bills will be provided at Town Meeting.*

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**ARTICLE 2: TRANSFER WITHIN WATER ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Water Enterprise Fund Surplus to the Fiscal Year 2019 Water Department Operating Budget for general expenses, or to take any other action relative thereto.

**BOARD OF WATER COMMISSIONERS**

**Select Board:**  
**Finance Committee:**  
**Water Commissioners:**

**Summary:** *This article will request a transfer of funds from Water Surplus to help fund the Fiscal Year 2019 Water Department's Operational Expenses.*

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**ARTICLE 3: TRANSFER WITHIN SEWER ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Sewer Enterprise Fund Surplus to the Fiscal Year 2019 Sewer Enterprise Department Budget for general expenses, or to take any other action relative thereto.

**BOARD OF SEWER COMMISSIONERS**

**Select Board:**  
**Finance Committee:**  
**Sewer Commission:**

**Summary:** *This article will request a transfer of funds from Sewer Surplus to help fund the Fiscal Year 2019 Sewer Department's Operational Expenses.*

---

**ARTICLE 4:           TRANSFER MONEY INTO THE CAPITAL STABILIZATION FUND**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum or sums of money to be added to the sum already on deposit in the Capital Stabilization Fund, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:**   *The Fund has a balance of \$\_\_\_\_\_. The financial management goal is to achieve and maintain a balance in the Capital Stabilization Fund equal to 1.5% of the total annual budget. The target amount for the Capital Stabilization Fund will be provided at Town Meeting.*

---

**ARTICLE 5:           TRANSFER MONEY INTO THE STABILIZATION FUND**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum or sums of money to be added to the sum already on deposit in the Stabilization Fund, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:**   *The balance in this fund is \$\_\_\_\_\_ million. The financial management goal is to achieve and maintain a balance in the Stabilization Fund equal to 5% of the total annual budget. The target amount for the Stabilization Fund will be provided at Town Meeting.*

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**ARTICLE 6:           TRANSFER MONEY INTO THE GDRSD CAPITAL STABILIZATION FUND**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum or sums of money to be added to the sum already on deposit in the Town of Groton Capital Stabilization Fund for the Groton Dunstable Regional School District, or to take any other action relative thereto.

**TOWN MANAGER**

**Select Board:**  
**Finance Committee:**

**Summary:**   *This fund was created last year to provide the necessary funding to cover the Town of Groton's share of the Groton Dunstable Regional School District Committee's long-range Capital Plan to address its capital needs. The target amount will be provided at Town Meeting.*

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**ARTICLE 7:            DESIGN AND BIDDING – HIGHWAY GARAGE**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager , for the purpose of hiring an architect and/or engineer, pursuant to the Designer Selection Guidelines adopted by the Board of Selectmen in December, 2010, for the design, or design and construction bidding process, of a new Highway Garage, and/or the renovation and expansion of the current Highway Garage, and all costs associated and related thereto, or to take any other action relative thereto.

**TOWN MANAGER  
DPW DIRECTOR**

**Select Board:  
Finance Committee:**

**Summary:**    *When the current Highway Garage was originally constructed in 1989, the scope and design of the building was reduced due to budgetary constraints. The current building is undersized and does not meet the needs of the Town's current operations. Last Spring, the Town retained the services of an Architect to review the building and make recommendations on potential upgrades. This article requests funding to allow the Town to secure design and bid-level documents that will determine how much a renovated and expanded Highway Garage will cost and thereby adequately inform voters for a future Town Meeting vote.*

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**ARTICLE 8:            NEW LIBRARY ROOF DESIGN AND BIDDING**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, a sum or sums of money, to be expended by the Board of Library Trustees, for the purpose of hiring an architect and/or engineer, for the design, or design and construction bidding process, and all other costs related thereto, for a new roof for the Groton Public Library, or to take any other action relative thereto.

**BOARD OF LIBRARY TRUSTEES**

**Select Board:  
Finance Committee:**

**Summary:**    *The Library has been experiencing water infiltration into the building in all areas since the 1999 renovation and addition. After years of fixing each issue separately (with a total cost exceeding \$100,000), the Library Trustees (with CPA and State Aid funding) hired Building Envelope Scientists from Gorman Richardson Lewis Architects (GRLA) to do a thorough study of the building systems to make an overall recommendation on what needs to be done. GRLA's evaluation is that the library is experiencing widespread failure of the existing steep slope synthetic slate and original slate roofing systems, associated flashings, and gutters resulting in moisture infiltration throughout the building. Based on their findings, they are recommending complete replacement of all roofs (including the central low-slope EPDM roof with skylights), gutters, and drainage systems, as well as masonry and window repairs. We are requesting*

\$66,000 for additional investigation, design, and bid services for the recommended work. The design will include every part of the building envelope, from the roof deck to the foundation. The Library Trustees will be provided with all construction drawings, technical specifications, and other bid documents, and quoted services include administration of all phases of the bidding process.

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**ARTICLE 9:           OFFSET THE TAX RATE**

To see if the Town will vote to transfer a sum of money from the General Excess and Deficiency Fund (Free Cash) or from other available funds for the purpose of affecting the tax rate for the period beginning July 1, 2018, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**

**Finance Committee:**

**Summary:**   *The intent of this article is to use a portion of Free Cash or General Stabilization Fund monies as a funding source for the FY 2019 Budget in order to lower the amount of money required to be raised from taxes or to balance a deficit budget. The Select Board has voted to recommend that \$\_\_\_\_\_ be transferred from Free Cash to reduce the Fiscal Year 2019 tax rate.*

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**ARTICLE 10:       EXTEND CENTER SEWER DISTRICT**

To see if the Town will vote to extend the "Groton Center Sewer District" as established by the vote of the Special Town Meeting of February 6, 1989, under Article 7, and as shown most recently on the plan approved under article 14 of the Annual Town Meeting of April 25, 2005, to include the property shown on Assessor's Lot 235-1 (227 Boston Road) and its successors or assigns, and provided that all costs of designing, laying, and construction of the extension and any associated connection and the cost of additional capacity and the property owner's proportionate share of the general benefit facilities, and all other costs associated therewith, are paid by the owner of the property benefited thereby, whether by the assessment of betterments or otherwise, or to take any other action relative thereto.

**BOARD OF SEWER COMMISSIONERS**

**Select Board:**

**Finance Committee:**

**Board of Sewer Commissioners**

**Summary:**   *This Article, if approved, will extend the Center Sewer District to 227 Boston Road.*

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**ARTICLE 11:        EXTEND FOUR CORNERS SEWER DISTRICT**

To see if the Town will vote to extend the "Four Corners Sewer District", as established by the vote under Article 12 of the 2015 Spring Town Meeting, to include the property shown on Groton Assessors' Maps as Lot 120-2.16 and 120-2.40 on the Plan entitled "Four Corners Village Sewer District", a copy of which is on file in the Town Clerk's Office, provided that all costs of designing, laying, and construction of the connection and any General Benefits Facility Charge are paid by the owner of the property benefited thereby, or to take any other action relative thereto.

**TOWN MANAGER**

**Select Board:**  
**Finance Committee:**

**Summary:**    *The purpose of this Article is to expend the Four Corner Sewer District to include two residential parcels, Lot 120-2.16 and Lot 120-2.40. The Developer has agreed to pay all cost associated with adding this parcel to the District, including connection fees and other related charges. This article seeks to amend the original district by adding these parcels.*

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**ARTICLE 12:        FOUR CORNERS SEWER DISTRICT**

To see if the Town will vote to amend Chapter 190 "Sewers" of the Code of the Town of Groton, by deleting Article III in its entirety and inserting in its place a new Article III as follows:

**Article III.  
Four Corners Sewer District**

**§190-8.        Establishment.**

There is hereby established a Sewer system within the Town entitled "Four Corners Sewer District" comprised of land situated in a geographical area bounded and described on a plan of land entitled "Four Corners Sewer District" prepared by the Town of Groton and dated July, 2018, on file with the office of the Town Clerk. The land as shown on said plan of land shall be served by a system of sewerage to be provided by the Town within the territorial limits, and subject to the capacity of said system.

**§190-9        Extension and Expansion of Four Corners Sewer District.**

The system may be extended and expanded to serve increased land area if there remains sufficient capacity, by a vote of Town Meeting following the establishment of said Sewer System.

**§190-10      Assessment for General and Special Benefit Facilities.**

Pursuant to MGL C. 83, § 15, the assessment of betterments for extensions of the "Four Corners Sewer District" beyond its limits as of the date of the adoption of this article, and the costs of general benefit facilities, including, but not limited to, pumping stations, trunk and force mains, shall be separated from the costs of special benefit facilities, including, but not limited to, the sewer mains, serving adjacent properties.

**§190-11      Connections required.**

The owner or occupant of a building situated within the Four Corners Sewer District (the Sewer System), as it may be amended, shall:

A. In the case of an existing building within the Sewer System as of the effective date of this Article, connect said building to the sewer with an effective drain within one year of said effective date or, in the case of an extension of the Sewer System, within two years of the date when said sewer is available for such connection.

B. In the case of a new building within the Sewer System constructed after the effective date of this Article, or in the case of renovation of a building which would trigger the requirement to upgrade a subsurface sewage disposal system under the provisions of Title 5 of the State Environmental Code (310 CMR 15.000) or any successor regulation, connect said building to the sewer prior to the issuance of a certificate of occupancy by the Building Inspector.

C. Authority. The Groton Sewer Commission, (or in its inability to act, the Select Board acting as such) and the Groton Board of Health shall both be responsible for compliance with and oversight of §§ 190-11 and 190-12 and may act independently and cooperatively within their respective areas of responsibility. The Groton Sewer Commission shall provide administrative services, such as maintenance of connection records for properties within the Sewer District and issuance of notices to property owners. The Groton Board of Health shall address matters of compliance, enforcement, and act upon applications for variances.

**§190-12      Variances.**

A variance from the connection requirement may be granted by the Board of Health for any one of the following reasons:

A. That said land by reason of its grade or level or any other cause cannot be drained into such sewer, or that a connection is economically unfeasible (defined as the cost of connection being in excess of 10% of the assessed value of the subject property). The applicant shall provide sufficient documentary evidence that a connection is not a feasible option; or

B. In the case of property used for residential purposes, that the buildings on said land are served by a private on-site subsurface sewage disposal system which was issued a certificate of compliance in accordance with the provisions of said Title 5 as in effect on or after March 31, 1995, and, after an inspection as defined in 310 CMR 15.302, is determined not to be failing to protect public health and safety and the environment as defined in 310 CMR 15.303. Such variance shall continue for a period of three years, provided the subsurface sewage disposal system is pumped once a year during said three years, or for a period of two years if the system has not been so pumped. After such time period the system shall be re-inspected and an additional variance may be granted if the re-inspection determines the system is not failing to

protect public health and safety and the environment as defined in 310 CMR 15.303. Any variance granted under this subsection shall expire upon the "transfer of title" to the property served by the system, as defined in 310 CMR 15.301, and the property shall be connected no later than 90 days after the date of the transfer of title.

C. In the case of property used for nonresidential purposes, that the buildings on said property are served by a private on-site subsurface sewage disposal system which was issued a certificate of compliance in accordance with the provisions of said Title 5 as in effect on or after March 31, 1995, and, after an inspection as defined in 310 CMR 15.302, is determined not to be failing to protect public health and safety and the environment as defined in 310 CMR 15.303. Such variance shall expire after one year. After such time period the subsurface sewage disposal system shall be re-inspected and an additional variance may be granted if the re-inspection determines the system is not failing to protect public health and safety and the environment as defined in 310 CMR 15.303. Any variance granted under this subsection shall expire upon the "transfer of title" to the property served by the system, as defined in 310 CMR 15.301, and the property shall be connected no later than 90 days after the date of the transfer of title.

D. In the event that the Massachusetts Department of Environmental Protection or successor entity institutes a set of requirements for subsurface sewage disposal system performance stricter than those set forth in the then current version of said Title 5, any variances granted hereunder shall not be considered as exempting the applicable disposal system from the connection requirement. Instead, in that case, any existing systems with variances must either meet the new requirements or the property must be connected to the Sewer System. Such mandatory connections shall be made within 90 days of the effective date of the new requirements for commercial properties or six months of said effective date for residential properties.

E. The Board of Health may review any Title 5 inspection and any approved subsurface sewage disposal works permit to determine if a subsurface sewage disposal system is protective of public health and safety and the environment in considering any variance request.

F. A notice of any variance granted hereunder shall be recorded with the Middlesex South District Registry of Deeds and evidence thereof provided to the Board of Health. Such notice shall state that the variance shall expire upon the "transfer of title" as defined in 310 CMR 15.301.

#### **TOWN MANAGER**

**Select Board:**

**Finance Committee:**

**Summary:** *Now that the Four Corners Sewer Project is completed, this article is brought forward to set forth the Bylaw provisions establishing how the District will function. This proposed Bylaw amendment creates a framework for operation that is similar to that in place for the Center Sewer District. The Select Board and Sewer Commission will then establish regulations for the operation of the District.*

**ARTICLE 13:            AMEND CHAPTER 13 OF THE CODE OF THE TOWN OF GROTON**

To see if the Town will vote to amend Chapter 13 "Finance Committee" of the Code of the Town of Groton by deleting Chapter 13 in its entirety and in its place adding a new Chapter 13 "Finance Committee" as follows:

**CHAPTER 13 – FINANCE COMMITTEE**

**§ 13-1. Membership; purpose.** [Amended 10-22-2007 STM, Art. 14]

There shall be a finance committee that shall consist of 7 voters appointed by a 3-person committee that shall consist of the chair of the select board, the chair of the finance committee and the town moderator; provided, however, that if the chair of the finance committee is being considered for reappointment, the finance committee shall select another member who is not being considered for reappointment. Members of the finance committee shall serve terms of 3 years; provided, however, that the terms shall be so arranged that the terms of office of as nearly an equal number of members as possible shall expire each year. The finance committee shall appoint a chair and a deputy chair to run meetings and present the finance committee's recommendations during the town budget process.

**§ 13-2. Duties.**

- a. Whenever the Warrant for any Town Meeting contains an article or articles under which an appropriation or expenditure of money may be made, the Finance Committee shall consider such article or articles after one or more public hearings thereon and shall report its recommendations to the Town Meeting.
- b. serve as the advisors to the town meeting, the select board, the town manager and the department of finance on all matters pertaining to the budget, including budgeting strategy and goals and the balancing of revenues and expenditures;
- c. together with the select board, town manager and department of finance, develop a budget strategy and set financial goals for each fiscal year;
- d. present the finance committee's annual budget at the spring town meeting;
- e. consult with the select board and the town manager prior to collective bargaining to develop a strategy aligning with the town's long-term budgetary strategy and goals;
- f. review the preliminary results of collective bargaining to ensure alignment with long-term budgetary strategy and goals; and
- g. perform any other duties as may be required by law.

**§ 13-3. Annual Review of Financial Policies**

Annually, the select board and the finance committee shall review and update the town's overall financial management policy. When reviewing and updating the policy, the select board and the finance committee shall seek input from the town manager, the department of finance and other advisors.

or to take any other action relative thereto.

**TOWN MANAGER  
TOWN CLERK**

**Select Board:  
Finance Committee:**

**Summary:** *The Town of Groton Charter was recently updated to change the way the Finance Committee is appointed and further codified its duties and responsibilities. The purpose of this Article is to update the Town's Bylaw to reflect these changes.*

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**ARTICLE 14: AMEND TOWN BYLAWS TO CHANGE SELECTMEN TO SELECT BOARD**

To see if the Town will vote to amend the Town Bylaws, with the exceptions of Chapter 13 Finance Committee and Chapter 218 Zoning, by changing the words "Board of Selectmen," wherever they appear, to the words "Select Board" and making such other clerical revisions as are required to change all references to the Board of Selectmen and its members to "Select Board" and "Select Board Members," or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:** *The Board of Selectmen voted unanimously on February 12, 2018 to change the name of the board to the Select Board. This article is necessary in order to make the name change in the Town Bylaws. Chapter 13 Finance Committee and Chapter 218 Zoning will be addressed in separate articles. A list of affected town bylaws is on file with the Town Clerk and included in this Town Meeting Information Packet.*

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**ARTICLE 15: AMEND CHAPTER 218 – CHANGE SELECTMEN TO SELECT BOARD**

To see if the Town will vote to amend the Chapter 218 Zoning, by changing the words "Board of Selectmen," wherever they appear, to the words "Select Board" and making such other clerical revisions as are required to change all references to the Board of Selectmen and its members to "Select Board" and "Select Board Members," or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**  
**Planning Board:**

**Summary:** *The Board of Selectmen voted unanimously on February 12, 2018 to change the name of the board to the Select Board. This article is necessary in order to make the name change in the Chapter 218 Zoning Bylaw, which would require a 2/3rds vote of the Meeting. A copy of Chapter 218 Zoning, as proposed to be amended, is on file with the Town Clerk.*

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**ARTICLE 16:            CREATE BYLAW - CAPITAL PLANNING ADVISORY COMMITTEE**

To see if the Town will vote to amend the Code of the Town of Groton by adding a new Chapter 14 entitled "Capital Planning Advisory Committee" as follows:

**CHAPTER 14**  
**Capital Planning Advisory Committee**

**§14-1 – Establishment**

There shall be a committee to study the requirements and needs for significant capital expenditures for all buildings, playing fields and courts, recreation structures, large equipment, and municipal buildings in the Town of Groton. The committee shall be known as the "Capital Planning Advisory Committee." and shall advise the Town Manager, Select Board and Finance Committee on the results of its work. Said committee shall also assist the Town Manager in planning for the management of building projects as charged by the Town pursuant to votes of Town Meeting, this bylaw, and the Massachusetts General Laws.

**§14-2 – Appointment**

The Town Manager, with the approval of the Select Board, shall appoint a Capital Planning Advisory Committee consisting of five (5) regular voting members, all serving without compensation. The Town Manager shall endeavor to appoint individuals who, by reason of their current or prior background have skills in the areas of capital planning, finance, construction, or other relevant experience. All members shall be residents of the Town of Groton and appointed for one-year terms.

**§14-3 – Purpose**

The Capital Planning Advisory Committee shall have continuing responsibility in assisting the Town Manager in developing the Annual Five (5) Year Capital Plan, including the capital equipment replacement plan, developing a long-range building plan and other maintenance projects for the Town. In addition, they shall assist in the development and annual updating of a long-range building maintenance capital spending plan for all municipal buildings. Working with the Town Manager, Select Board, Finance Committee and other Town committees and boards which propose building and renovation projects, the Capital Planning Advisory Committee shall establish general criteria for significant Capital expenditures, including equipment and buildings, and develop guidelines for communication regarding these projects between and among interested committees and the public. The Capital Planning Advisory Committee shall assist the Town Manager in overseeing the planning and design for construction, reconstruction, major alteration, renovation, enlargement, major maintenance, demolition, and removal of all Town buildings and recreation structures and playing fields and courts, including any significant installation, renovation or upgrade of service equipment and major systems.

**§14-4 – Duties**

In carrying out its duties and responsibilities the Committee shall:

- A. In consultation with the Town Manager and Department Heads, assess ongoing space needs, and conduct periodic review and audit of the physical condition of all municipal buildings, service equipment, recreational structures, fields, and courts, and major technology and communication systems.

- B. Assist in the development of the Annual Five (5) Year Capital Budget, including the sequencing of significant equipment replacement, building construction projects, and/or maintenance project(s) to be undertaken by the Town in the ensuing five (5) fiscal years.
- C. After reviewing the rolling 5-year Capital Management Plan, and prior to November 15 of each calendar year, prepare and present to the Town Manager, Select Board and Finance Committee, a recommendation of major construction and/or maintenance project(s) to be undertaken by the Town in the ensuing fiscal year.
- D. Seek comments from and coordinate activities with appropriate Town officials, including but not limited to the Town Manager, Director of Public Works, Police Chief, Fire Chief, Building Commissioner and other Town boards and committees, including but not limited to the Planning Board, Zoning Board of Appeals, Conservation Commission, Historical Commission, Board of Health, Finance Committee, Council on Aging and Community Preservation Committee.
- E. Review and report the financial requirements of all projects within its jurisdiction, or for which it may become responsible

or to take any other action relative thereto.

### **SELECT BOARD**

**Select Board:**

**Finance Committee:**

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**Summary:** *In an effort to assist the Town Manager in planning for the future with respect to Capital Planning, including building and equipment, the Select Board and Finance Committee would like to establish a permanent Committee that would perform this function. This Bylaw was drafted cooperatively between members of the Select Board, Finance Committee and Town Manager.*

### **ARTICLE 17:           AMEND CHAPTER 125 – DEMOLITION DELAY BYLAW**

To see if the Town will vote to amend Chapter 125 "Demolition Delay" of the Code of the Town of Groton, by deleting Sections 125-3(G), 125-3(H) and 125-4(A) in their entirety and inserting in their place new Sections 125-3(G), 125-3(H) and 125-4(A) as follows:

§125-3 (G) If after a public hearing the Historical Commission determines that the significant building should be preferably preserved ("preservation determination"), the Historical Commission shall, within five days after the hearing, notify in writing the Building Inspector and the applicant, and no demolition permit may be issued until eighteen (18) months after the date of the preservation determination by the Historical Commission.

§125-3 (H) Notwithstanding anything contained in Subsection G, the Building Inspector may issue a demolition permit for a building with a preservation determination at any time after receipt of written advice from the Historical Commission to the effect that either:

- (1) The Historical Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building; or

- (2) The Historical Commission is satisfied that for at least eighteen (18) months the applicant has made continuing, bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate or restore the subject building, and that such efforts have been unsuccessful.

§125-4 (A) Once a significant building is given a determination of significance by the Historical Commission, the applicant and owner shall be responsible for properly securing the building to the satisfaction of the Building Inspector, whether occupied or vacant. Should the applicant fail to so secure the building and the significant building is destroyed at any time during the eighteen-month demolition delay period and such destruction could have been prevented by the required security measures as determined by the Building Inspector, it shall be considered a demolition in violation of this chapter.

or to take any other action relative thereto.

### **HISTORICAL COMMISSION**

**Select Board:**

**Finance Committee:**

**Summary:** *The Demolition Delay Bylaw was enacted for the purpose of preserving and protecting significant buildings within the Town of Groton which are outside Local Historic Districts. The bylaw is intended to encourage owners and townspeople, with assistance from the Groton Historical Commission, to seek out persons who might be willing to purchase, preserve, rehabilitate or restore such buildings rather than demolish them, and to limit the detrimental effect of demolition on the historical architectural resources of the Town. The Historical Commission is charged with implementing this bylaw. The Historical Commission would like to extend the length of the demolition delay from 6 months (as the bylaw currently reads) to 18 months. This will allow the committee the needed time to perform required due diligence activities.*

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### **ARTICLE 18: ACCEPTANCE OF AMELIA WAY AS A TOWN WAY**

To see if the Town will vote to accept Amelia Way as a public way, as recommended by the Planning Board and laid out by the Select Board and as shown on a plan entitled "Amelia Way Street Acceptance Plan in Groton, Massachusetts," prepared by Hannigan Engineering, Inc., Leominster, MA for Grand Coast Capital Group, Hingham, Massachusetts, dated January 16, 2018, and on file with the Town Clerk; to authorize the Select Board to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of a public way, including but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way, or to take any other action relative thereto.

### **SELECT BOARD**

**Select Board:**

**Finance Committee:**

**Summary:** *To accept Amelia Way as a public way.*

**ARTICLE 19: ACCEPTANCE OF RECONFIGURED FARMERS ROW & PEABODY STREET**

To see if the Town will vote to accept those portions of Farmers Row and Peabody Street, including sidewalks, as recommended by the Planning Board and laid out and relocated by the Select Board, and as shown on the on the as-built plans entitled "\_\_\_\_\_", prepared by Samiotes Consultants, Inc., dated \_\_\_\_\_ and on file with the Town Clerk; to authorize the Select Board to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of a public way, including but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way, or to take any other action relative thereto.

**SELECT BOARD**

**Select Board:**  
**Finance Committee:**

**Summary:** *During this past summer, Groton School installed a sidewalk on Farmers Row and a portion of Peabody Street and reconfigured the Farmers Row/Peabody Street intersection in order to have a safer intersection meeting Massachusetts Department of Transportation standards (previously, Peabody Street did not meet Farmers Row at a right angle, and a utility pole was situated in the center of the intersection). These improvements were approved by the Groton Select Board in 2016 as specific repairs in accordance with M.G.L. c. 82, §21. Portions of these improvements are situated outside of the existing rights of way for these two streets. Approval of this article will include those areas in the rights of way, and allow the Town to accept the gift of land to accomplish this.*

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**ARTICLE 20:****CITIZENS' PETITION – POLICY FOR WAIVING OF FEES**

We the undersigned ask the Groton Town Meeting to direct the Select Board of Groton Massachusetts to develop and adhere to a policy to direct the Select Board of Groton that will prevent the Board, or any employee or other elected or appointed official under the authority of the Board, from taking any action that would have the immediate or eventual effect of providing an individual or group with a discount or waiver of any fee, tax or other municipally imposed cost in excess of five thousand (\$5,000) without bringing the proposed subsidy to Town Meeting for approval by a majority vote. Said policy should be binding and enforced until and unless a subsequent policy is approved by Town Meeting which expressly dismisses said policy. Costs attributable to taxpayer and ratepayer entities such as municipal government and utilities may be exempted from the resulting policy. Friendly amendments to the dollar threshold are invited at Town Meeting. This petition may be withdrawn should the Board adopt such a policy prior to Town Meeting.

**CITIZENS' PETITION****NAME**

Jack Petropoulos  
Barbara Badstubner  
Kevin Lindemer  
Bard Salmon  
Bruce Easom

**ADDRESS**

18 Kemp Street  
54 Kemp Street  
227 Boston Road  
154 Farmers Row  
435 Martins Pond Road

**NAME**

Alan Hoch  
Joshua Degen  
Robert Flynn  
Janet Landry Shea  
Raymond Caruso

**ADDRESS**

106 Peabody Street  
409 Martins Pond Road  
425 Nashua Road  
103 Paquawket Path  
117 Broadmeadow Road

**Select Board:**

**Finance Committee:**

**Summary:** The following summary was prepared by the petitioners and represents their view on the Article: *When municipal revenues are reduced without a corresponding reduction in municipal costs, taxpayers are required to pay additional taxes to make up for the reduction. A waiver or discounting of fees or taxes has the effect of reducing revenue. The result is that the beneficiary of the waiver or discount is subsidized by taxpayers. This Article proposes that significant subsidies should be approved by Town Meeting. Should the Select Board determine to adopt a policy that grants itself the authority to waive or discount fees or taxes, this Article asks Town Meeting to require that the Board include in said policy a threshold of discount or waiver above which Town Meeting approval would be required. The proposed threshold is \$5,000. If this Article is approved, any discount or waiver that is being considered by the Select Board that exceeds \$5,000 would need to be brought to Town Meeting for approval before being granted. The threshold amount in this Article refers the amount of the waiver or discount rather than the amount of the original tax or fee. The Article recognizes that Town Meeting may wish to raise or lower the threshold amount and invites friendly amendments regarding the threshold amount to be proposed and debated as part of the consideration of this Article.*

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**ARTICLE 21: CITIZENS' PETITION – AMEND ZONING BYLAW**

To see if the Town will vote that Section 218-16 of the Town of Groton Zoning By-Laws be amended to add a new sub-section (3) as follows:

"§218-16 (3) Notwithstanding any other provision or interpretation of Chapter 218, permitted uses which are ancillary to a principal residence shall be allowed on adjacent or near-by lots where the principal residence and the adjacent or near-by lot or lots are all located in an area of the Town where: the original subdivision of the land resulted in small, camp-sized lots (i.e. in the Lost Lake section of the Town); or in neighborhoods where lot sizes are generally below the Minimum Lot Dimensions for residences set forth in §218-20."

or to take any other action relative thereto.

**CITIZENS' PETITION**

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>ADDRESS</u>
John W. Valentine	313 Whiley Road	Arthur Prest	8 Weymissel Road
Linda Valentine	313 Whiley Road	Daniel Cuglietta	60 Whiley Road
George W. Day	12 Highland Road	Heather Rhodes	50 Arrow Trail
Lynda Moore	20 Highland Road	John Reilly	50 Arrow Trail
Carole Prest	8 Weymissel Road	Bonnie Carter	8 Lone Lane

**Select Board:**

**Finance Committee:**

**Summary:** The following summary was prepared by the petitioners and represents their view on the Article: *The purpose of this amendment is to allow parking, storage of boats or other belongings or any other permitted uses on lots which are adjacent to or near-by a principal residence in neighborhoods where lot sizes are historically much smaller than presently required. Those familiar with areas of the Town such as the Lost Lake area know that historically, lots were virtually campsites. Consequently, many residents lack adequate parking or storage on their lots. Many lots have been used for parking and storage for nearby homes since before the zoning laws. Others have acquired lots for such purposes. This amendment would validate that practice. It is also widely known that the current interpretation/application of the law has been sporadic, and when enforced, it has often been the result of complaints motivated by personal disputes unrelated to actual zoning matters. Any ancillary uses permitted by this amendment will still be subject to §218-5 A of the zoning by-laws which prohibit "uses which are dangerous or detrimental to a neighborhood because of fire hazard, offensive noise, smoke, vibration, harmful radioactivity, electrical interference, dust, odor, fumes, heat, glare, unsightliness or other objectionable characteristics."*

Hereof fail not and make return of your doings to the Town Clerk on or before time of said meeting.

Given under our hands this 10<sup>th</sup> Day of September in the year of our Lord Two Thousand Eighteen.

Barry A. Pease

Barry A. Pease, Chair

Alison S. Manugian

Alison S. Manugian, Vice Chair

John R. Giger

John R. Giger, Clerk

Joshua A. Degen

Joshua A. Degen, Member

Rebecca H. Pine

Rebecca H. Pine, Member

#### OFFICERS RETURN

Groton, Middlesex

Pursuant to the within Warrant, I have this day notified the Inhabitants to assemble at the time, place, and for the purpose mentioned as within directed. Personally posted by Constable.

\_\_\_\_\_  
Constable

\_\_\_\_\_  
Date Duly Posted

## Mark Haddad

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**From:** Mark Haddad  
**Sent:** Thursday, August 16, 2018 6:46 AM  
**To:** Mark Haddad  
**Subject:** FW: Groton DPW Study: Budget Information  
**Attachments:** PROPOSED PLANS 8-8-18.pdf

Sent from my Verizon Smartphone

----- Forwarded message -----

**From:** "HELENE KARL Architects, Inc." <[hka2@npv.com](mailto:hka2@npv.com)>  
**Date:** Aug 8, 2018 7:37 PM  
**Subject:** Groton DPW Study: Budget Information  
**To:** Tom Delaney <[tdelaney@townofgroton.org](mailto:tdelaney@townofgroton.org)>  
**Cc:**

As requested, enclosed is the suggested budget funding for the subject Project.

HKA based the costs on the attached building and site plans. While HKA reviewed several options for renovations of the existing facilities, HKA believes the attached layout addresses the potential programmatic, logistical, technical and political challenges for the Project. *Note: On the basis of the field survey, the existing garage/office building is in fair/poor conditions and the other remaining structures are in very poor condition except the 'fabric' salt storage shed.*

**Programmatic:** The existing "garage/office" structure satisfies the administrative and vehicle repair requirements. HKA believes that a comprehensive renovation of the structure will address the current deficiencies with the structure. The primary programmatic issues appears to be the lack of vehicle storage area.

Currently, the DPW parks vehicles in the repair garage, makeshift vehicle shed and back shed. The DPW requires parking spaces for 23 vehicles ranging in size from a 10-wheeler to a sidewalk tractor. HKA proposes the construction of a new 11,000 SF vehicle storage garage that will easily accommodate 20 large vehicles and includes an aisle that allows additional parking when necessary. The proposed garage size will address the current and future DPW vehicle storage needs.

In addition, HKA proposes relocating the existing material storage bins to allow for proper traffic flow from the proposed vehicles storage garage.

**Logistical:** The proposed plan allows for the existing operations to remain operational during construction. HKA proposes that the existing makeshift shed, material bins and back shed be demolished and then the new vehicles storage garage and bins be constructed. Upon completion, vehicles and some of the garage operations can be temporarily or permanently relocate into the new garage while the existing garage/office building is renovated.

HKA proposes that the renovations to the existing garage/office include residing/re-roofing the existing structure, reconfiguring the office area and upgrading the building utilities. The office operations will need to temporarily relocated for a 2-3 month period during the renovations. *Note: During the phase 1 or phase 2 construction, HKA also recommends that the existing 'wood' sand storage shed be demolished and a new fabric sand storage shed be constructed.*

**Technical:** The proposed renovations and upgrades also address the technical challenges associated with the site. The existing garage/office structure has a septic system and limited fire protection system due to the limited water service at

the site. By renovating the existing structure, these utilities will be "grandfathered" and will not have to be upgraded --- saving a substantial amount of money. [Note: An addition or modification to the existing garage/office would also trigger seismic upgrades to the building.] The proposed vehicle storage garage will be for "cold storage" and classified as a "utility building" thus requiring limited heating and eliminating the need for restrooms (again reducing the demand and costs on the septic system).

**Political:** Ultimately, the Town will need to request the funds at Town meeting. The Town can easily justify the need for the new vehicle storage garage, material bins and sand storage sheds because the existing structures are in very poor condition. These failing structures present a liability to personnel as well as millions of dollars worth of vehicles/equipment.

Secondly, a strict renovation of the existing 30+ year old garage/office (no additions) will be viewed as the most economical method to address the building deficiencies (ventilation, life safety, etc.) that present a safety and hazard issue to the current employees.

Finally, the proposed approach is the most economical solution to address the immediate and future needs of the DPW.

While this email highlights the findings from the building assessment, HKA will forward the full assessment under separate cover.

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In the interim, HKA suggests that the Town budget the following funds.

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**Soft Costs:**

*Design/Bidding Phase -*

A/E Design/Bidding Fee: \$185,000

OPM Fee: \$15,000

Geotechnical Report: \$10,000

Site Survey: \$8,000

Bidding Expenses: \$5,000

**Subtotal \$223,000**

*Construction Phase -*

A/E Construction Admin Services: \$70,000

Testing Services: \$15,000

OPM Services: \$35,000

Clerk-of-the-Works: \$75,000

**Subtotal \$195,000**

**Construction Costs:**

Renovate existing Garage/Office - \$1,100,000

New Vehicles Storage Garage - \$1,875,000

Site Work (paving) - \$150,000

Material Bins - \$65,000

Sand Storage - \$300,000

Demolition - \$75,000

**Total \$3,565,000**

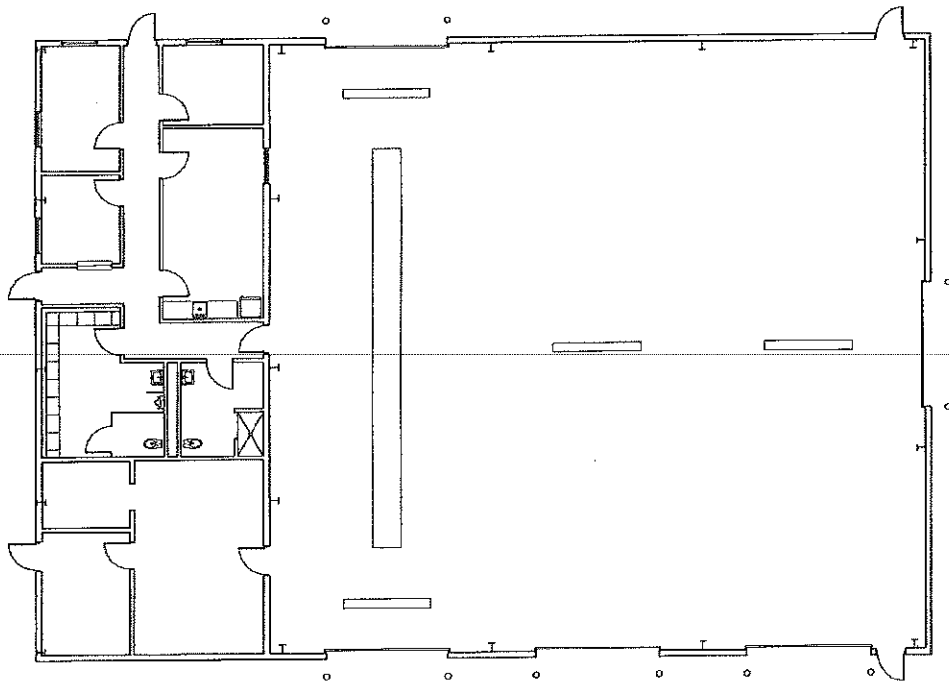
Please call if you have any questions.

Thanks.

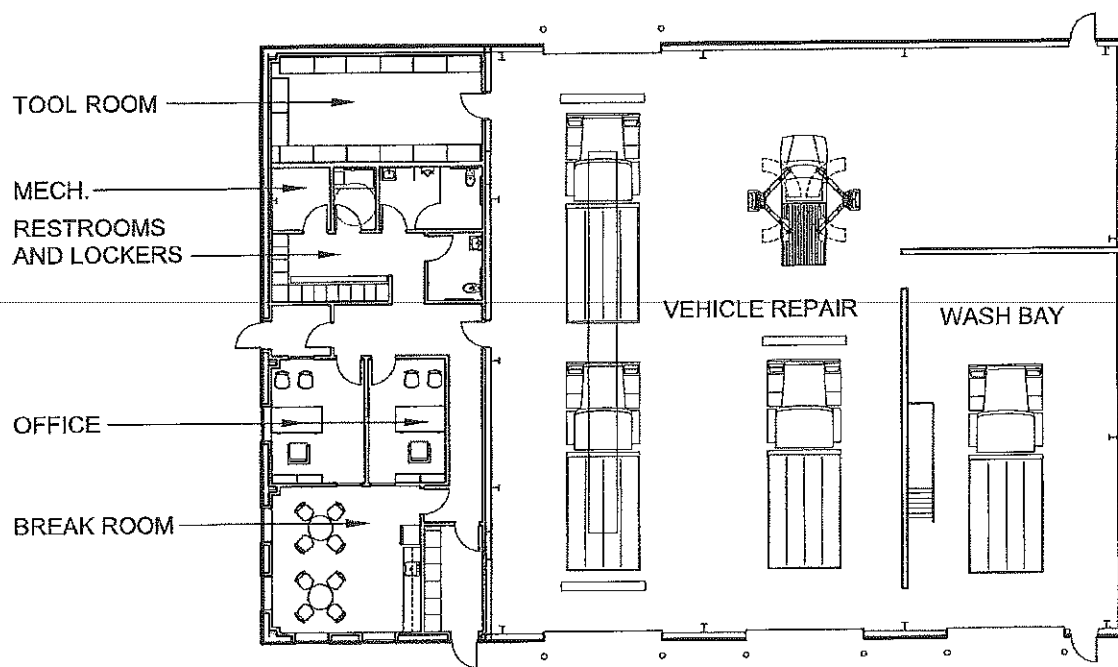
Gregg

--  
HELENE KARL Architects, Inc.  
61 Skyfields Drive  
Groton, MA 01450  
(978) 449-0470

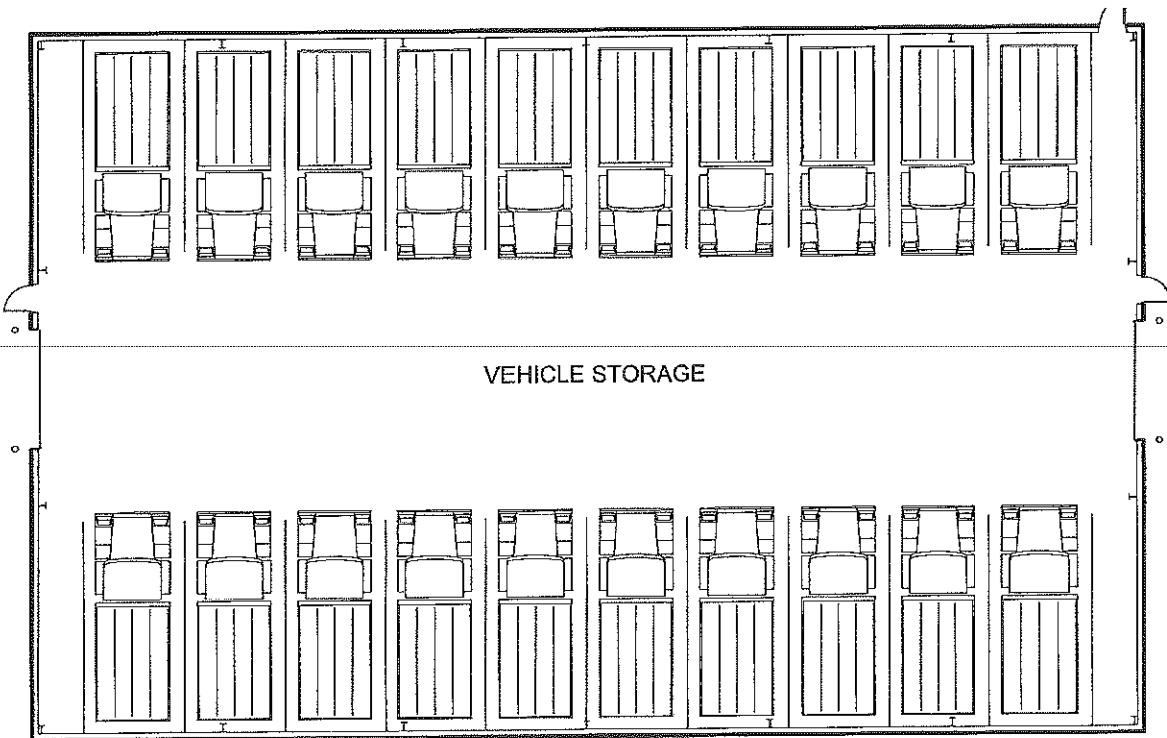
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1 EXISTING FLOOR PLAN - 7,140 S.F.  
SCALE: 1/16"=1'-0" 0 10 20 30 FEET

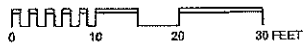


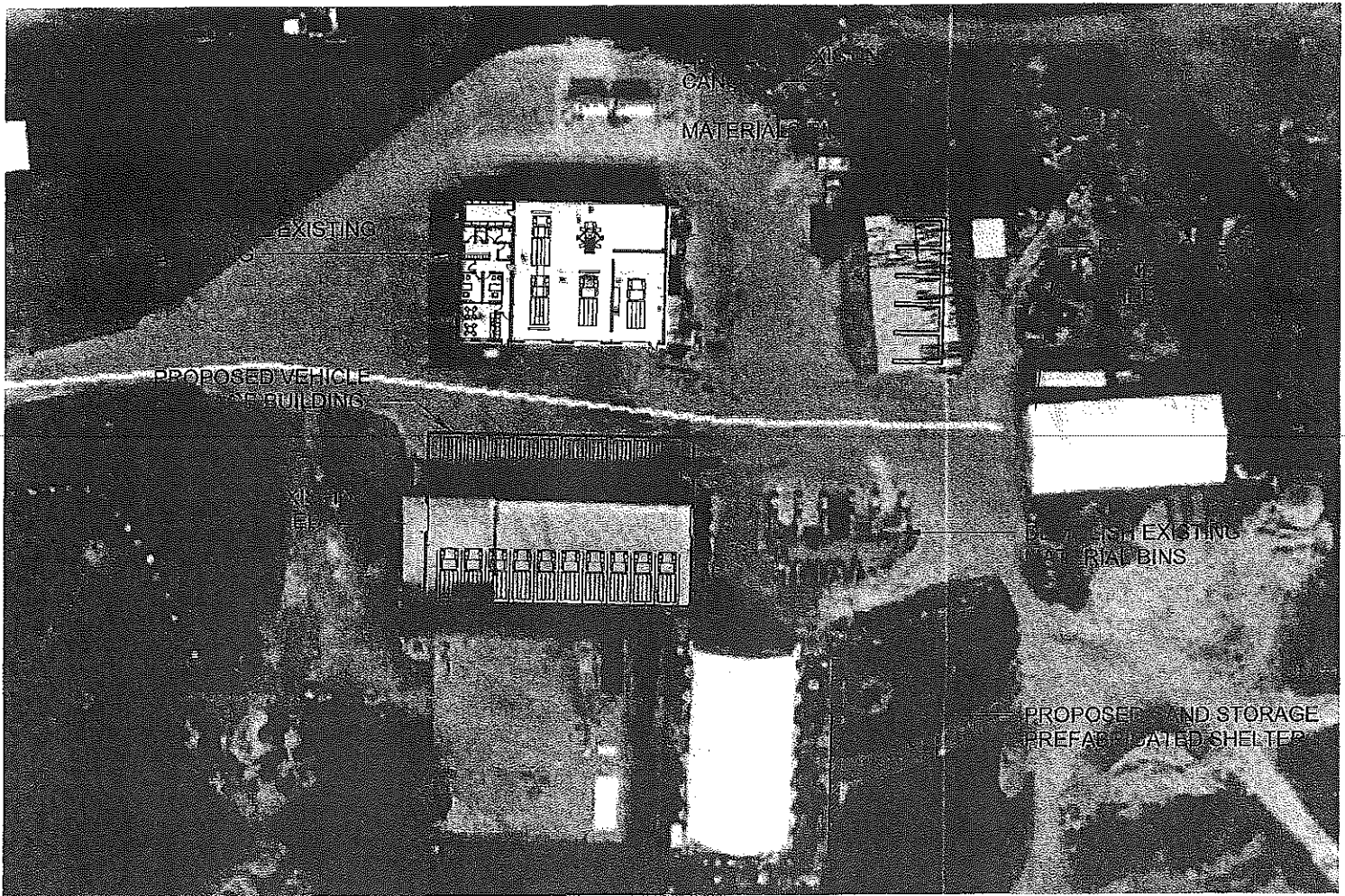
1 PROPOSED FLOOR PLAN EXIST. BUILDING - 7,140 S.F.  
 SCALE: 1/16"=1'-0" 0 10 20 30 FEET



1 PROPOSED FLOOR PLAN NEW BUILDING - 11,064 S.F.

SCALE: 1/16"=1'-0"

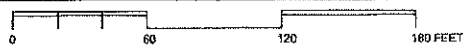




1

## PROPOSED SITE PLAN

SCALE: 1" = 60'





## TOWN OF GROTON

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

## Select Board

Barry A. Pease, *Chairman*  
Alison S. Manugian, *Vice-Chairman*  
John R. Giger, *Clerk*  
Joshua A. Degen, *Member*  
Rebecca H. Pine, *Member*

**Town Manager**  
Mark W. Haddad

**To:** *Select Board  
Finance Committee*

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

**Subject:** *Increasing Firefighter Staffing in Fiscal Years 2019 and 2020*

**Date:** *August 14, 2018*

Based on the discussion and the outcome of the joint meeting between the Select Board, Finance Committee and Fire Department Task Force Study Committee on August 6, 2018, Fire Chief Steele McCurdy and I are recommending that the Select Board and Finance Committee authorize increasing the staffing of full time Firefighter/EMT's by two firefighters in FY 2019. We believe this is a necessary first step to protect the Town and its residents due to staffing shortages that the Town has been facing for the last several years. While we have been able to address these shortages with our dedicated Call Department Members, it is becoming increasingly difficult to fill these shifts on a regular basis.

It is important to note that the Fire Department Task Force Study Committee has begun its work to determine whether or not to recommend a permanent increase in staffing to provide for 24/7 coverage. They will need several months to complete their work and make a final recommendation to the Select Board and Finance Committee. However, the immediate need for two additional Firefighter/EMT's cannot wait. To illustrate the need, one needs to look no further than what has transpired over the last two and one-half years (since January, 2016). The following chart shows the number of weekday shifts, shifts where the Department ran with less than the optimum number of Firefighter/EMT's (four), and the number of vacant full-time shifts:

Year/Period	Number of Weekday Shifts	Shifts with less than Optimum Coverage	Vacant Full-Time Shifts
Jan, 2016 – Dec, 2016	262	28	234
Jan, 2017 – Dec, 2017	260	53	155
Jan, 2018 – Present	152	35	140

This cannot continue for several reasons. First, the Full-Time Staff is experiencing a high level of overtime that is leading to burnout and errors. Second, the Fire Chief is forced to serve as a Firefighter/EMT (serving as fourth, third or in some instances second Firefighter/EMT for coverage). Third, we have lost 11 per diem Firefighter/EMT's over the last two years, further exacerbating the issue by reducing coverage. Chief McCurdy strongly believes that adding two additional full-time Firefighter/EMT's would help address this immediately.

**Select Board  
Finance Committee  
Firefighter Staffing Increase  
page two**

Adding these two positions would allow the Chief to assign them to opposite 12-hour shifts working the four (4) on, four (4) off schedules. These two shifts will mirror the shifts currently filled by Lieutenant Crocker and Lieutenant Shute. This will provide consistency in supervision. The 12 hours shifts will run from 8:00 a.m. through 8:00 p.m. This schedule will allow the Department to bolster their coverage seven (7) days a week to prevent any further staffing crisis such as those the Department has experienced this summer. Further, it will provide a control mechanism to hold overtime usage within budget. In addition, it will provide one (1) person in the station from 6:00 p.m. to 8:00 p.m., which are the absolute toughest hours for the Department to find Fire and EMS coverage.

That said, one (1) person on duty does not accomplish total coverage. This means that the on-duty person will need to wait for additional personnel to arrive prior to responding to a call. Based on this, the budget for the Call Department must stay intact as is, since their utilization will remain unchanged. In addition to the extended coverage, the two (2) additional personnel allows for three (3) people on duty during weekend hours where the Department experiences a higher call volume with limited on-call support.

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To understand the budgetary impact of this recommendation, the following full year budget is offered (based on FY 2020 Firefighter Union Contract):

Full-time Salaries (2 Firefighters at \$57,941)	\$115,882
Uniform Costs	\$ 4,400
Health Insurance (2 family plans at 70% Town Cost)	<u>\$ 28,795</u>
Total	\$149,077

The Department would expect the Firefighters to start working full time around January 1, 2019, therefore, it is anticipated that the FY 2019 cost would be half, or \$74,539. This can be paid for out of Ambulance Revenues, which currently has a balance (as of July 1, 2018) of \$535,000. To pay for FY 2020, we believe a combination of recurring Ambulance Revenue, increased Meals Tax and levy limit tax capacity, will provide sufficient funding to pay for these positions in FY 2020 and beyond.

We anticipate being able to increase the amount taken from Ambulance Revenues from \$225,000 to \$300,000 in FY 2020. The following chart shows anticipated revenue, less anticipated expenses over the next ten years (this is a very conservative estimate as we are currently collecting a higher rate):

**Select Board  
Finance Committee  
Firefighter Staffing Increase  
page three**

Ambulance Receipt Account											
10 Year Plan											
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Revenue (net of costs/refunds)											
Balance forward each 7/1	\$535,000	\$803,000	\$491,000	\$214,000	\$262,000	\$310,000	\$33,000	\$81,000	\$129,000	\$157,000	(\$120,000)
FY 19 to 29 @ \$29K/mo	\$348,000	\$348,000	\$348,000	\$348,000	\$348,000	\$348,000	\$348,000	\$348,000	\$348,000	\$348,000	\$348,000
Operational Expenses											
Ops Encumb for next fiscal yr		(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)
Capital Expenses											
Two Additional Firefighter/EMT's	(\$80,000)										
Engine 3 Replacement		(\$300,000)									
Ambulance 2 Replacement			(\$325,000)							(\$325,000)	
Rescue Tools									(\$20,000)		
Ambulance 1 Replacement						(\$325,000)					
Service 1 Replacement		(\$60,000)									(\$60,000)
	\$803,000	\$491,000	\$214,000	\$262,000	\$310,000	\$33,000	\$81,000	\$129,000	\$157,000	(\$120,000)	(\$132,000)

We also anticipate an increase in meals tax revenue from the current budgeted amount of \$120,000 in FY 2019 to \$140,000 in FY 2020. These two revenue sources would require a tax contribution of \$55,000 from the general fund to cover the full year cost. I believe we will be able to set aside the necessary tax revenue (combination of new growth and other revenues) to cover this cost. It is too early to determine the impact of the Room Occupancy Tax as we do not have enough information at this time to determine the anticipated revenue from this tax. We may have better information on this tax income during the FY 2020 Budget Process. Revenue Estimates are as follows:

Amount Needed in FY 2020	\$149,077
Ambulance Revenue	(\$ 75,000)
Increased Meals Tax	(\$ 20,000)
Levy Capacity – Tax Revenue	<u>(\$ 54,077)</u>
Balance	\$ 0

Thank you for your consideration of this very important request. Both Steele and I look forward to discussing this in more detail with the Select Board and Finance Committee.

MWH/rjb

cc: A. Steele McCurdy – Fire Chief  
Patricia Dufrene – Town Accountant  
Fire Department Task Force Study Committee