

**FINANCE COMMITTEE MEETING**  
**Town Hall, 1<sup>st</sup> Floor Meeting Room**  
**173 Main Street, Groton, MA**  
**Monday, September 10th, 2018 – 7:00 p.m.**

Minutes - Approved 10/09/18

members present: Gary Green, Bud Robertson, Dave Manugian, Scott Whitefield, Colby Doody, Arthur Prest, Lorraine Leonard

others present: Mark Haddad, Town Manager  
Patricia Dufresne, Town Accountant  
Alison Manugian, Select Board  
Beth Faxon, per diem minute taker

Chairman Green called the meeting to order at 7:03 pm

**Approval of Minutes:**

B.Robertson motioned to approve the 7/10/18 draft minutes including a name correction "Lorraine Leonard", D. Manugian seconded. 4 in favor, 3 abstain. The motion carries.

B. Robertson motioned to approve the 8/6/18 draft minutes with several minor amendments S.Whitefield seconded. 6 in favor. 1 abstain.

B.Robertson motioned to approve the 8/20/18 draft minutes. A.Prest. seconded. All in favor.

**Reserve Fund Transfer Request - Fitch's Bridge Wall** - present: Tom Delaney

T. Delaney DPW asking for Reserve Fund Transfer of \$ 17,515 to FY19 Highway Road Maintenance to cover the cost of repair to the upstream retaining wall which was structurally unsound and collapsed. M. Haddad reported this was not a budgeted item and the structure was originally funded by a CPA grant and implemented by the Greenway Committee in 2013. G. Green asked about the original engineering of the bridge and retaining wall and was told an engineering firm was retained; both the engineering plan and the as-built were approved to be within specifications. The faulty performance of the upper retaining wall is noted as a problem and there is another round of CPA funds expected to be requested in Spring 2019. G. Green expressed disappointment that Groton DPW staff was not involved with the implementation and oversight of the project and is in favor of such involvement on all town projects. His sentiment reflected additional disappointment at the lack of support from the design engineering firm when failures occurred after installation. M. Haddad stated that a procurement process will be undertaken for repair and stabilization of the other retaining wall. T. Delaney reported that the bridge is stable. The Conservation Commission has approved of the repair. A suggestion was made that the Town issue a letter of correspondence to the engineering firm hired for the project in an effort to notify them of the event and give them the opportunity to support their work.

Chairman Green moved to transfer \$17,515 from the FY19 Reserve Fund to Highway Road Maintenance, seconded by L. Leonard. All in favor.

**Townofgroton.org email addresses** - D. Manugian will check on this project and report back.

The Committee scheduled Monday October 22nd at either 7:30pm. or 8:00 pm.for the purpose of determining FY20 Budget Guidance

**Fall Town Meeting** - The Committee then continued to discuss and vote on the finance committee positions on Fall/Special Town Meeting Warrant Articles.The recommendations are as follows:

**Article 1.** Prior years bills. **D.M moved to recommend, B.R. seconded. All in favor.** A. Prest will present details of the article at the Town meeting. M. Haddad updated the Committee on Article 1 of the Fall Town meeting warrant - unpaid bills carried over from FY18. He reported a sum of \$1,345.00, although this total may be reduced for the final motion.

**Article 2.** - Transfer within water enterprise fund. **D.M. motion to recommend. B.R. seconded. All in favor**

**Article 3.** - Transfer within sewer enterprise fund. **A.P motion to recommend. D.M. seconded. All in favor.**

**Article 4.** - Transfer money into the capital stabilization fund. B.R. motion to recommend, S.W. second, All in favor. Mr. Haddad explained that a \$550,000 transfer is requested from free cash to replenish the Capital Stabilization fund. Chairman Green recommended that the Committee review all of the requests to transfer from free cash before taking action. Mr. Haddad briefly outlined Free Cash spending articles on the Town Meeting warrant and noted that this particular amount (\$550,000) supports the FY20 Town Manager's capital spending projection. He added that free cash was certified at \$2,212,873.00. Mr. Haddad stated a total Free Cash request of \$1,531,345.00 will be brought before the Committee and the Fall Town Meeting. **B.R moved to recommend. S.W. seconded. All in favor**

**Article 5** - Mr. Haddad is requesting a transfer of \$54,000 from Free Cash into the stabilization fund. **A.P moved to recommend. D.M. second. All in favor.**

**Article 6** - Transfer money into the GDRSD capital stabilization fund. Mr. Haddard reports a balance therein of \$80,000. The school committee is requesting two years worth of capital funding equaling \$600,000 be transferred into the school capital stabilization fund. Mr. Haddad is in favor of this transfer as it will cover and support the school needs. Chairman Green was not in favor of this method of doubling the transfer into the school capital stabilization fund. He added his concern of entitlement financial practices based on the position that the funds are already transferred. B. Robertson stated his support of transferring the \$600,000 at this time and expressed his expectation of substantial improvement in fiscal management by the school district of this school capital stabilization fund going forward. He added that this is part of the five year plan and whether the money is in the town's stabilization fund or the school committee's stabilization fund is irrelevant.

**A.P. moved to recommend. D.M seconded. All in favor.**

Chairman Green noted fiscal planning of the Florence Roche school could necessitate building the stabilization fund even higher.

S.Whitefield questioned if the money was not put into the stabilization fund, could it stay in free cash to cover unexpected expenses. Chairman Green asked for confirmation as to what other capital projects are a priority for funds.

M. Haddad reviewed the status of known town projects.

- The fire station in West Groton will be recommended for closure
- senior center project is breaking ground
- Lost lake fire protection project is completed
- highway DPW building - analysis
- Prescott school - analysis
- Florence Roche School - feasibility study

Chairman Green stated that it is prudent for the finance committee to maintain frugality with regards to recommending more money be put into the stabilization fund. He rejects the expectation that simply because there is a process in place, money should continued to be disbursed at the same rate to the school stabilization fund. Discussion ensued regarding the free cash. A. Manugian noted that free cash is based on both town spending, and (half based) on school spending. M. Haddad pointed out that departmental turnbacks of approximately \$400,000 were reasonable but revenue from building permits was unusually been high. He added no turnback or revenue occurs from the school's budget. He notes that 58% of the town's budget is allocated to the schools. A. Manugian suggests requesting accountability from the school committee based on the study of the implementation of the five year plan. She questioned if they have accurately predicted what is needed. She expects the mechanism to be soundly in place based on evaluation of the five year plan. Chairman Green is strongly in favor of a sound forecast based on best practices and data. He reiterated that it is the responsibility of the finance committee to manage the bottom line, but the school committee must do due diligence. L. Leonard added we are shorting the town capital by this practice and would be in favor of increasing the town capital stabilization fund. Mr. Haddad noted that the Town has financial policies that require specific balances to be maintained in the various stabilization funds.

#### **Article 7 - Design and Bidding, Highway garage**

Mr. Haddad provided an update on this project. An architect has been hired and has determined the cost to repair the existing structure to be 2 million. Results of the recent DPW building professional assessment done includes constructing a new DPW building on site in addition to repairing the existing DPW building. The construction of a second building on the site is recommended which pushes the total project cost estimate to approximately 4 million. Mr. Haddad is requesting to transfer \$230,000 from free cash to fund the design and bidding costs. M. Haddad invited the finance committee to attend the project planning meeting with the architect to go over the proposal next Monday at 5:00 p.m.

A.Prest offered to present details of this warrant article at Town meeting.

**A. P moved to recommend the article. L.L. seconded. 2 in favor, 5 deferred.**

#### **Article 8 - New library roof design and bidding**

**L. L moved to recommend the article. A. Prest seconded. YES - 3 Deferred - 4 (B.R, D.M, G.G, S.W.)**

Chairman Green offered to present the details of the article at town meeting. The finance committee attended an informational meeting where the consultant presented findings of their study of the library roof. \$66,000 is being requested to design and bid the library roof project.

The Committee returned to the discussion of the highway garage project. A few members agreed that review of an updated capital plan would be preferable prior to taking action on the new highway garage building proposal (Article 7).

M. Haddad proposed a strategy of securing all capital project bonds at the same time next summer to obtain the better rating. B. Robertson commented that taxpayer consideration withstanding, the Town would not want to put forth a combined large debt figure. D. Manugian added that there is a 5 year capital plan but the actual cost cannot be determined until it is executed. M. Haddad arranged the aforementioned meeting to help address expressed concerns at the 4 Million dollar cost of the new highway garage building. He explained that the design fee of \$230,000 and cooperative work with the building committee will meet the needs of the DPW. Concern was expressed that the \$230,000 design fee may be a moot point if project funding is not granted. Committee members expressed concern that approving the \$230k for design would be conceived as an endorsement for the 4 Million dollar project. Another member stated spring town meeting would be a better forum for such an article. B. Robertson reiterated the need for long term planning so as to minimize the impact to the taxpayer. Chairman Green asked to see the project plan and schedule.

**Article 9 - Operational funding for the Prescott School**

**B.R. motioned to recommend D.M. seconded. All in favor.**

M. Haddad reports that \$30,000 will be needed over the next three years to cover remaining maintenance expenses above the rental income. These expenses will include such items as insurance, snow removal, and landscaping. A Prest asked what would happen should the tenant default on the rent. M. Haddad assured him that the lease agreement addresses this clearly. M. Haddad responded to a question regarding the wording of the warrant article. He responded that the wording allows use of the funds over multiple years. He added that the wording will also support the possibility of lease renewal with this tenant. He said that any lease agreement over 3 years requires a town meeting vote.

**Article 10 - Extend the Central sewer district - no action taken.**

**Article 11 - Bylaw proposal to establish the Four Corners Sewer District - no action taken.**

**Article 12 - Extend the Four Corners Sewer District - no action taken.**

**Article 13 - Amend Chapter 13 of the Code of the Town of Groton. This is the Finance Committee chapter of the town code. B.R. moved to recommend L.L. seconded. All in favor.** Chairman Green will present the article at Town meeting.

**Article 14 - Amend town bylaws to change Selectmen to Select Board. - no action taken.**

**Article 15 - Amend chapter 218 change selectmen to select board - no action taken.**

**Article 16 - Demolition Delay - no action taken.**

**Article 17 - Roadway acceptance - no action taken.**

**Article 18 - Reconfiguration of roadway - no action taken.**

**Article 19 - zoning - no action taken.**

The Committee then continued to the report of the Town Manager to the 2018 Special Town Meeting.

**Article 1 - Wage and Classification schedule**

**A. Prest motioned to recommend. D. Manugian seconded. All in favor.**

**Article 2 - Amend the Fiscal year 2019 Town operating budget**

M. Haddad noted that and collective bargaining agreements resulted in changes to the operating budget. He added that noted in the Town Manager's report on Page 2 the financial status is \$40,000 under the levy. M. Haddad reported that revenues should come in higher than originally budgeted. He summarized the three main drivers for these proposed operating budget amendments: the addition of two full time permanent firefighters, an increase in the Town Counsel budget line, and finally the settled contracts.

The five-year projection has been revised and the long term financial outlook remains unchanged. He reported the Town will not need to ask taxpayers to approve an override next year. A. Prest expressed personal support of the current conservative budgeting plan. D. Manugian suggested the discussion on new growth be deferred to Spring town meeting. M. Haddad responded that such a timeline would not be advisable.. B. Robertson expressed concern over funding of two firefighters and suggested adding one each year. He is not convinced that the atypical funding sources for two firefighters is going to balance out over a two year span and expressed concern over recommending this portion article 2 at town meeting. A. Prest argued that if we do not recommend this the town may incur additional staffing problems. S. Whitefield expressed support of two firefighters and noted revenue as an issue to be managed. C. Colby also expressed his support of adding two new firefighters to the staff. Chairman Green noted his awareness of the long term budget concerns and expressed trepidation for moving ahead with the decision making process without sufficient planning data. He further stated he supports adding two firefighters to the staff. M. Haddad stated he commends the fire committee who has been studying and assessing the department and is confident the budget will be balanced.

**A.P. motioned to recommend. S.W. seconded. 6 - yes, B.R. deferred.**

**Article 3 - Recreational Marijuana - no action taken.**

The Committee set a date of October 22, 2018 for a joint meeting with the Select Board for the purposes of providing guidance for the FY20 Budget in preparation for a December 2018 deadline. Fall town meeting will be held on October 1st, 2018 at the Groton Dunstable Middle School auditorium. The Committee scheduled a preparatory meeting at 6:00 pm in the cafeteria. Chairman Green stated he will move and present the town budget articles. The Committee scheduled October 9, 2019 as their next meeting date. Chairman Green will send an email for members to review with meeting materials prior to the next meeting on October 9th, including;

- OPEB report
- financial policy document
- charter capital planning committee Capital Planning Advisory Committee (establishment)  
G. Green stated a draft will be distributed to the Committee and advised members to read and be prepared to discuss.
- support materials to prepare response for the Planning Board (Master Plan implementation input)
- any support materials related to the guidance FY 20 Budget meeting October 22, 2018

D.M moved to adjourn at 9:05 p.m. A. Prest seconded. All in favor.

Respectfully submitted,

Beth Faxon, per diem minute taker, Town of Groton

TOWN OF GROTON  
FIVE YEAR PROJECTION

Revised: 9/10/2018

	FY 2019	FY 2020	Percent Increase	FY 2021	Percent Increase	FY 2022	Percent Increase	FY 2023	Percent Increase	FY 2024	Percent Increase
<b>Expenditures</b>											
Municipal Wages	\$ 7,616,204	\$ 7,826,528	2.76%	\$ 7,983,059	2.00%	\$ 8,102,805	1.50%	\$ 8,224,347	1.50%	\$ 8,347,712	1.50%
Employee Benefits	\$ 3,974,260	\$ 4,093,867	3.01%	\$ 4,365,724	6.64%	\$ 4,694,039	7.52%	\$ 5,048,107	7.54%	\$ 5,430,008	7.57%
<b>Sub-Total</b>	<b>\$ 11,590,464</b>	<b>\$ 11,920,395</b>	<b>2.85%</b>	<b>\$ 12,348,783</b>	<b>3.59%</b>	<b>\$ 12,796,844</b>	<b>3.63%</b>	<b>\$ 13,272,454</b>	<b>3.72%</b>	<b>\$ 13,777,720</b>	<b>3.81%</b>
Municipal Expenses	\$ 2,817,309	\$ 2,845,482	1.00%	\$ 2,873,937	1.00%	\$ 2,902,676	1.00%	\$ 2,931,703	1.00%	\$ 2,961,020	1.00%
<b>Sub - Total</b>	<b>\$ 14,407,773</b>	<b>\$ 14,765,877</b>	<b>2.49%</b>	<b>\$ 15,222,720</b>	<b>3.09%</b>	<b>\$ 15,699,520</b>	<b>3.13%</b>	<b>\$ 16,204,157</b>	<b>3.21%</b>	<b>\$ 16,738,740</b>	<b>3.30%</b>
Debt Service - In Levy Capacity Only	\$ 522,945	\$ 522,945	0.00%	\$ 522,945	0.00%	\$ 522,945	0.00%	\$ 522,945	0.00%	\$ 522,945	0.00%
<b>Total - Municipal Budget</b>	<b>\$ 14,930,718</b>	<b>\$ 15,288,822</b>	<b>2.40%</b>	<b>\$ 15,745,665</b>	<b>2.99%</b>	<b>\$ 16,222,465</b>	<b>3.03%</b>	<b>\$ 16,727,102</b>	<b>3.11%</b>	<b>\$ 17,261,685</b>	<b>3.20%</b>
Groton Dunstable Regional School	\$ 20,215,428	\$ 21,292,910	5.33%	\$ 22,427,822	5.33%	\$ 23,623,225	5.33%	\$ 24,882,343	5.33%	\$ 26,208,572	5.33%
Middle School Roof Debt Service	\$ 57,181	\$ 58,039	1.50%	\$ 58,909	1.50%	\$ 59,783	1.50%	\$ 60,690	1.50%	\$ 61,600	1.50%
GRSD Capital	\$ 425,425	\$ -	-100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Nashoba Regional Technical High School	\$ 557,295	\$ 571,227	2.50%	\$ 585,508	2.50%	\$ 600,146	2.50%	\$ 615,149	2.50%	\$ 630,528	2.50%
<b>Total - Regional Schools Assessments</b>	<b>\$ 21,255,329</b>	<b>\$ 21,922,176</b>	<b>3.14%</b>	<b>\$ 23,072,240</b>	<b>5.25%</b>	<b>\$ 24,283,164</b>	<b>5.25%</b>	<b>\$ 25,558,183</b>	<b>5.25%</b>	<b>\$ 26,900,700</b>	<b>5.25%</b>
<b>Total Operating Expenses</b>	<b>\$ 36,186,047</b>	<b>\$ 37,210,998</b>	<b>2.83%</b>	<b>\$ 38,817,905</b>	<b>4.32%</b>	<b>\$ 40,505,629</b>	<b>4.35%</b>	<b>\$ 42,285,285</b>	<b>4.39%</b>	<b>\$ 44,162,386</b>	<b>4.44%</b>
<b>Additional Appropriations</b>											
OPEB	\$ 100,000	\$ 100,000	0.00%	\$ 100,000	0.00%	\$ 100,000	0.00%	\$ 100,000	0.00%	\$ 100,000	0.00%
Capital Budget Request	\$ 455,558	\$ 500,000	9.76%	\$ 500,000	0.00%	\$ 500,000	0.00%	\$ 500,000	0.00%	\$ 500,000	0.00%
Overlay Deficit From Prior Years	\$ -	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Cherry Sheet Offsets	\$ 18,998	\$ 20,000	0.00%	\$ 20,000	0.00%	\$ 20,000	0.00%	\$ 20,000	0.00%	\$ 20,000	0.00%
Snow and Ice Deficit	\$ 171,350	\$ 200,000	16.72%	\$ 205,000	0.00%	\$ 210,125	2.50%	\$ 215,378	2.50%	\$ 220,763	2.50%
State and County Charges	\$ 91,612	\$ 93,902	2.50%	\$ 96,250	2.50%	\$ 98,656	2.50%	\$ 101,123	2.50%	\$ 103,651	2.50%
Allowance for Abatements/Exemptions	\$ 200,000	\$ 200,000	0.00%	\$ 200,000	0.00%	\$ 200,000	0.00%	\$ 200,000	0.00%	\$ 200,000	0.00%
<b>Sub-Total Additional Appropriations</b>	<b>\$ 1,037,518</b>	<b>\$ 1,113,902</b>	<b>7.36%</b>	<b>\$ 1,121,250</b>	<b>0.68%</b>	<b>\$ 1,128,781</b>	<b>0.67%</b>	<b>\$ 1,136,501</b>	<b>0.68%</b>	<b>\$ 1,144,413</b>	<b>0.70%</b>
<b>Grand Total Appropriations</b>	<b>\$ 37,223,565</b>	<b>\$ 38,324,901</b>	<b>2.96%</b>	<b>\$ 39,939,154</b>	<b>4.21%</b>	<b>\$ 41,634,410</b>	<b>4.24%</b>	<b>\$ 43,421,785</b>	<b>4.29%</b>	<b>\$ 45,306,799</b>	<b>4.34%</b>
<b>Revenues</b>											
Previous Year Proposition 2½ Levy Limit	\$ 25,360,225	\$ 30,616,991	4.28%	\$ 31,884,297	4.14%	\$ 33,379,011	4.69%	\$ 34,951,060	4.71%	\$ 36,611,422	4.75%
Allowed 2½ Increase	\$ 734,006	\$ 785,425	4.28%	\$ 797,107	4.14%	\$ 834,475	4.69%	\$ 873,777	4.71%	\$ 915,286	4.75%
New Growth	\$ 522,760	\$ 501,881	-3.99%	\$ 514,428	2.50%	\$ 527,289	2.50%	\$ 540,471	2.50%	\$ 553,983	2.50%
<b>Proposition 2½ Override</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>100.00%</b>	<b>\$ 183,179</b>	<b>100.00%</b>	<b>\$ 210,285</b>	<b>14.80%</b>	<b>\$ 246,114</b>	<b>17.04%</b>	<b>\$ 284,785</b>	<b>15.71%</b>
State Aid	\$ 909,717	\$ 900,000	-1.07%	\$ 900,000	0.00%	\$ 900,000	0.00%	\$ 900,000	0.00%	\$ 900,000	0.00%
Local Receipts	\$ 3,993,241	\$ 4,116,192	3.08%	\$ 4,219,097	2.50%	\$ 4,324,574	2.50%	\$ 4,432,689	2.50%	\$ 4,543,506	2.50%
Free Cash	\$ 372,946	\$ 372,000	-0.25%	\$ 372,000	0.00%	\$ 372,000	0.00%	\$ 372,000	0.00%	\$ 372,000	0.00%
Transfer from Enterprise Funds	\$ 226,490	\$ 252,412	11.45%	\$ 269,046	6.59%	\$ 286,776	6.59%	\$ 305,675	6.59%	\$ 325,819	6.59%
Other Available Funds:	\$ 425,425	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
EMS Fund	\$ 305,000	\$ 300,000	-1.64%	\$ 300,000	0.00%	\$ 300,000	0.00%	\$ 300,000	0.00%	\$ 300,000	0.00%
Stabilization Fund	\$ -	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Capital Stabilization Fund	\$ 455,558	\$ 500,000	9.76%	\$ 500,000	0.00%	\$ 500,000	0.00%	\$ 500,000	0.00%	\$ 500,000	0.00%
<b>Grand Total Revenues</b>	<b>\$ 37,305,368</b>	<b>\$ 38,324,901</b>	<b>2.73%</b>	<b>\$ 39,939,154</b>	<b>4.21%</b>	<b>\$ 41,634,411</b>	<b>4.24%</b>	<b>\$ 43,421,785</b>	<b>4.29%</b>	<b>\$ 45,306,799</b>	<b>4.34%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 81,803</b>	<b>\$ 0</b>		<b>\$ (0)</b>		<b>\$ 0</b>		<b>\$ (0)</b>		<b>\$ 0</b>	

# **FISCAL YEAR 2019 LEVY LIMIT CALCULATION**

Revised: 9/4/2018

## **I. TO CALCULATE THE FY 2018 LEVY LIMIT**

A.	FY 2017 LEVY LIMIT	\$	28,151,493	
A1.	ADD AMENDED FY 2017 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	703,787	
C.	ADD FY 2018 NEW GROWTH	\$	504,945	
D.	ADD FY 2018 OVERRIDE	\$	-	
E.	FY 2018 SUBTOTAL	\$	29,360,225	\$ 29,360,225
F.	FY 2018 LEVY CEILING	\$	41,372,682	FY 2018 LEVY LIMIT

## **II. TO CALCULATE THE FY 2019 LEVY LIMIT**

A.	FY 2018 LEVY LIMIT	\$	29,360,225	
A1.	ADD AMENDED FY 2018 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	734,006	
C.	ADD FY 2019 NEW GROWTH	\$	522,760	
D.	ADD FY 2019 OVERRIDE			
E.	FY 2019 SUBTOTAL	\$	30,616,991	\$ 30,616,991
F.	FY 2019 LEVY CEILING	\$	41,703,346	FY 2019 LEVY LIMIT

Revised: 9/4/2018

**TOWN OF GROTON, MASSACHUSETTS  
FY 2019 TOTAL TAX LEVY CALCULATION**

<b>FY 2019 LEVY LIMIT</b>	<b>\$</b>	<b>30,616,991</b>
<b>CAPITAL EXCLUSION</b>	<b>\$</b>	<b>-</b>
<b>DEBT EXCLUSION - TOWN</b>	<b>\$</b>	<b>863,795</b>
<b>DEBT EXCLUSION - SEWER</b>	<b>\$</b>	<b>-</b>
<b>DEBT EXCLUSION - WATER</b>	<b>\$</b>	<b>-</b>
<b>DEBT EXCLUSION - GDRSD</b>	<b>\$</b>	<b>814,060</b>
<b>SUB-TOTAL - EXCLUSIONS</b>	<b>\$</b>	<b>1,677,855</b>
<b>TOTAL TAX LEVY</b>	<b>\$</b>	<b>32,294,846</b>



Revised: 9/4/2018

**TOWN OF GROTON  
FISCAL YEAR 2019  
REVENUE ESTIMATES**

	BUDGETED FY 2018	ESTIMATED FY 2019	CHANGE
<b>PROPERTY TAX REVENUE</b>	\$ 29,350,225	\$ 30,516,991	\$ 1,256,766
<b>DEBT EXCLUSIONS</b>	\$ 2,172,895	\$ 1,677,855	\$ (495,040)
<b>CHERRY SHEET - STATE AID</b>	\$ 912,979	\$ 909,717	\$ (3,262)
<b>UNEXPENDED TAX CAPACITY</b>	\$ (389,061)	\$ -	\$ 389,061
<b>LOCAL RECEIPTS:</b>			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,500,000	\$ 1,549,739	\$ 49,739
Meals Tax	\$ 115,000	\$ 120,000	\$ 5,000
Penalties & Interest on Taxes	\$ 90,000	\$ 90,000	\$ -
Payments in Lieu of Taxes	\$ 225,000	\$ 260,000	\$ 35,000
Other Charges for Services	\$ 67,000	\$ 67,000	\$ -
Fees	\$ 325,000	\$ 325,000	\$ -
Rentals	\$ 32,500	\$ 35,000	\$ 2,500
Library Revenues	\$ 11,000	\$ 12,000	\$ 1,000
Other Departmental Revenue	\$ 650,800	\$ 680,000	\$ 29,200
Licenses and Permits	\$ 300,000	\$ 300,000	\$ -
Fines and Forfeits	\$ 25,000	\$ 25,000	\$ -
Investment Income	\$ 19,000	\$ 20,000	\$ 1,000
Recreation Revenues	\$ 460,487	\$ 509,502	\$ 49,015
Miscellaneous Non-Recurring		\$ -	\$ -
<b>Sub-total - General Revenue</b>	<b>\$ 3,820,787</b>	<b>\$ 3,993,241</b>	<b>\$ 172,454</b>
Other Revenue:			
Free Cash	\$ 192,300	\$ 272,946	\$ 80,646
Capital Stabilization Fund for GDRSD	\$ -	\$ 425,425	\$ 425,425
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 426,980	\$ 455,558	\$ 28,578
EMS/Conservation Fund Receipts Reserve	\$ 225,000	\$ 305,000	\$ 80,000
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
<b>Sub-total - Other Revenue</b>	<b>\$ 844,280</b>	<b>\$ 1,458,929</b>	<b>\$ 614,649</b>
<b>WATER DEPARTMENT ENTERPRISE</b>	<b>\$ 1,131,936</b>	<b>\$ 1,276,333</b>	<b>\$ 144,397</b>
<b>SEWER DEPARTMENT ENTERPRISE</b>	<b>\$ 699,840</b>	<b>\$ 728,139</b>	<b>\$ 28,299</b>
<b>LOCAL ACCESS CABLE ENTERPRISE</b>	<b>\$ 206,455</b>	<b>\$ 204,149</b>	<b>\$ (2,306)</b>
<b>FOUR CORNER SEWER ENTERPRISE</b>	<b>\$ 6,250</b>	<b>\$ 31,424</b>	
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$ 38,766,586</b>	<b>\$ 40,896,777</b>	<b>\$ 2,130,191</b>

TOWN OF GROTON  
FISCAL YEAR 2019  
TAX LEVY CALCULATIONS

Revised: 9/4/2018

FY 2019 PROPOSED EXPENDITURES

Town Manager's Proposed Budget

General Government	\$	2,029,219
Land Use Departments	\$	432,378
Protection of Persons and Property	\$	4,128,335
Regional School Districts	\$	22,069,389
Department of Public Works	\$	2,193,757
Library and Citizen Services	\$	1,658,318
Debt Service	\$	1,388,390
Employee Benefits	\$	3,974,260

Sub-Total - Operating Budget

\$ 37,874,046

- A. TOTAL DEPARTMENTAL BUDGET REQUESTS
- B. CAPITAL BUDGET REQUESTS
- C. ENTERPRISE FUND REQUESTS
- D. COMMUNITY PRESERVATION REQUEST

\$ 37,874,046  
\$ 455,558  
\$ 2,002,411

OTHER AMOUNTS TO BE RAISED

1. Amounts certified for tax title purposes	\$	-
2. Debt and interest charges not included	\$	-
3. Final court judgments	\$	-
4. Total Overlay deficits of prior years	\$	-
5. Total cherry sheet offsets	\$	1,000
6. Revenue deficits	\$	-
7. Offset Receipts	\$	18,998
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	171,350
10. Other	\$	-

- E. TOTAL OTHER AMOUNTS TO BE RAISED
- F. STATE AND COUNTY CHERRY SHEET CHARGES
- G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS

\$ 191,348  
\$ 91,612  
\$ 200,000

TOTAL PROPOSED EXPENDITURES

\$ 40,814,975

# **FY 2019 ESTIMATED RECEIPTS**

ESTIMATED TAX LEVY				
Levy Limit				
Debt Exclusion				
A.	ESTIMATED TAX LEVY	\$	30,616,991	32,294,846
B.	CHERRY SHEET ESTIMATED RECEIPTS	\$		909,717
C.	LOCAL RECEIPTS NOT ALLOCATED	\$		3,993,241
C.	OFFSET RECEIPTS	\$		-
D.	ENTERPRISE FUNDS	\$		2,240,044
E.	COMMUNITY PRESERVATION FUNDS	\$		-
F.	FREE CASH	\$		272,946
OTHER AVAILABLE FUNDS				
	1. Stabilization Fund	\$	880,983	
	2. Capital Asset Fund	\$	305,000	
	3. EMS/Conservation Fund	\$		
G.	OTHER AVAILABLE FUNDS	\$		1,185,983
TOTAL ESTIMATED RECEIPTS		\$		40,896,777
FY 2019 SURPLUS/(DEFICIT)		\$		81,802

Revised: 9/04/2018

**TOWN OF GROTON, MASSACHUSETTS  
DEPARTMENT OF REVENUE  
TAX RATE RECAPITULATION**

**FISCAL YEAR 2019**

**I. TAX RATE SUMMARY**

la. Total amount to be raised (from Iie)	\$	40,814,975.01
lb. Total estimated receipts and other revenue sources (from IIie)	\$	8,601,931.01
lc. Tax levy (la minus lb)	\$	32,213,044.00
ld. Distribution of Tax Rates and Levies		

CLASS	(b) Levy Percentage (from LA -5)	(c) IC above times each percent in col (b)	(d) Valuation by Class (from LA -4)	(e) Tax Rates (c) x (d) x 1000	(f) Levy by Class (d) x (e) /1000
RESIDENTIAL	94.1939%	\$ 30,342,717.05	\$ 1,597,654,294.00	\$ 18.99	\$ 30,342,717.05
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.6823%	\$ 1,186,166.56	\$ 62,455,979.00	\$ 18.99	\$ 1,186,166.56
NET OF EXEMPT					\$ -
INDUSTRIAL	0.8252%	\$ 265,829.71	\$ 13,996,900.00	\$ 18.99	\$ 265,829.71
SUBTOTAL	98.7014%		\$ 1,674,107,173.00		\$ 31,794,713.32
PERSONAL	1.2986%	\$ 418,330.68	\$ 22,026,630.00	\$ 18.99	\$ 418,330.68
TOTAL	100.0000%		\$ 1,696,133,803.00		\$ 32,213,044.00

# **TAX RATE RECAPITULATION** **GROTON**

**FISCAL YEAR 2019**

## **II. AMOUNTS TO BE RAISED**

### **II a. Appropriations**

\$ 40,332,015

### **II b. Other amounts to be raised**

1. Amounts certified for tax title purposes
2. Debt and interest charges not included
3. Final court judgments
4. Total overlay deficits of prior years
5. Total cherry sheet offsets
6. Revenue deficits
7. Offset receipts deficits
8. Authorized Deferral of Teachers' Pay
9. Snow and Ice deficit
10. Other

\$ \$ \$ \$ \$ \$ \$ \$ \$ \$

-  
-  
-  
-  
1,000  
-  
18,998  
-  
171,350

### **TOTAL II b.**

\$ 191,348

### **II c. State and County Cherry Sheet Charges**

\$ 91,612

### **II d. Allowance for Abatements and Exemptions (overlay)**

\$ 200,000

### **II e. TOTAL AMOUNT TO BE RAISED**

\$ 40,814,975

### III. Estimated Receipts and Other Revenue Sources

#### III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts
2. Massachusetts School Building Authority Payments

\$	909,717	
\$	-	
\$		909,717

#### TOTAL III a.

#### III b. Estimated Receipts - Local

1. Local Receipts Not Allocated
2. Offset Receipts
3. Enterprise Funds
4. Community Preservation Funds

\$	3,993,241	
\$	-	
\$	2,240,044	
\$	-	
\$		6,233,285

#### TOTAL III b.

#### III c. Revenue Sources Appropriated for Particular Purposes

1. Free Cash
2. Other Available Funds

\$	272,946	
\$	1,185,983	
\$		1,458,929

#### TOTAL III c.

#### III d. Other Revenue Sources Appropriated Specifically to Reduce the Tax Rate

- 1a. Free Cash...appropriated on or before June 30, 2018
- 1b. Free Cash...appropriated on or after July 1, 2018
2. Municipal Light Source
3. Teachers' Pay Deferral
4. Other Source:

\$	-	
\$		8,601,931

#### TOTAL III d.

#### III e. Total Estimated Receipts and Other Revenue Sources

### IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

- a. Total Amount to be Raised
- b. Total Estimated Receipts and Other Revenue Sources
- c. Total Real and Personal Property Tax Levy
- d. Total Receipts from All Sources

\$	8,601,931	
\$	32,213,044	
\$		40,814,975

**TAX RATE RECAPITULATION  
GROTON**

**FISCAL YEAR 2019**

**LOCAL RECEIPTS NOT ALLOCATED**

		BUDGETED RECEIPTS FY 2018	ESTIMATED RECEIPTS FY 2019
1	MOTOR VEHICLE EXCISE	\$ 1,500,000	\$ 1,549,739
2	OTHER EXCISE	\$ 115,000	\$ 120,000
3	PENALTIES AND INTEREST ON TAXES	\$ 90,000	\$ 90,000
4	PAYMENTS IN LIEU OF TAXES	\$ 225,000	\$ 260,000
5	CHARGES FOR SERVICES - WATER	\$ -	\$ -
6	CHARGES FOR SERVICES - SEWER	\$ -	\$ -
7	CHARGES FOR SERVICES - HOSPITAL	\$ -	\$ -
8	CHARGES FOR SERVICES - TRASH DISPOSAL	\$ -	\$ -
9	OTHER CHARGES FROM SERVICES	\$ 67,000	\$ 67,000
10	FEES	\$ 325,000	\$ 325,000
11	RENTAL	\$ 32,500	\$ 35,000
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ 11,000	\$ 12,000
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 460,487	\$ 509,502
16	OTHER DEPARTMENTAL REVENUE	\$ 650,800	\$ 680,000
17	LICENSES AND PERMITS	\$ 300,000	\$ 300,000
18	SPECIAL ASSESSMENTS	\$ -	\$ -
19	FINES AND FORFEITS	\$ 25,000	\$ 25,000
20	INVESTMENT INCOME	\$ 19,000	\$ 20,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 3,820,787</b>	<b>\$ 3,993,241</b>

Revised: 9/04/2018

## Operating Budget Comparison - Fiscal Year 2018 Vs. Fiscal Year 2019

<u>Category</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$ 1,961,481	\$ 2,029,219	\$ 67,738	3.45%
Land Use	\$ 434,948	\$ 432,378	\$ (2,570)	-0.59%
Protection of Persons and Property	\$ 3,845,215	\$ 4,128,335	\$ 283,120	7.36%
Department of Public Works	\$ 2,136,809	\$ 2,193,757	\$ 56,948	2.67%
Library and Citizen Services	\$ 1,595,272	\$ 1,658,318	\$ 63,046	3.95%
<b>Sub-Total - Wages and Expenses</b>	<b>\$ 9,973,725</b>	<b>\$ 10,442,007</b>	<b>\$ 468,282</b>	<b>4.70%</b>
Debt Service	\$ 1,464,319	\$ 1,388,390	\$ (75,929)	-5.19%
Employee Benefits	\$ 3,842,510	\$ 3,974,260	\$ 131,750	3.43%
<b>Sub-Total - All Municipal</b>	<b>\$ 15,280,554</b>	<b>\$ 15,804,657</b>	<b>\$ 524,103</b>	<b>3.43%</b>
Nashoba Tech	\$ 607,520	\$ 557,295	\$ (50,225)	-8.27%
Groton-Dunstable Operating	\$ 19,038,970	\$ 20,215,428	\$ 1,176,458	6.18%
Groton-Dunstable Excluded Debt	\$ 1,077,059	\$ 814,060	\$ (262,999)	-24.42%
Groton-Dunstable Debt	\$ 59,835	\$ 57,181	\$ (2,654)	-4.44%
Groton Dunstable Capital	\$ -	\$ 425,425	\$ 425,425	100.00%
<b>Sub-Total - Education</b>	<b>\$ 20,783,384</b>	<b>\$ 22,069,389</b>	<b>\$ 1,286,005</b>	<b>6.19%</b>
<b>Grand Total - Town Budget</b>	<b>\$ 36,063,938</b>	<b>\$ 37,874,046</b>	<b>\$ 1,810,108</b>	<b>5.02%</b>



Revised: 9/4/2018

## Operating Budget Comparison - Fiscal Year 2018 Vs. Fiscal Year 2019

<u>Category</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$ 1,961,481	\$ 2,029,219	\$ 67,738	3.45%
Land Use	\$ 434,948	\$ 432,378	\$ (2,570)	-0.59%
Protection of Persons and Property	\$ 3,845,215	\$ 4,128,335	\$ 283,120	7.36%
Department of Public Works	\$ 2,136,809	\$ 2,193,757	\$ 56,948	2.67%
Library and Citizen Services	\$ 1,595,272	\$ 1,658,318	\$ 63,046	3.95%
Employee Benefits	\$ 3,842,510	\$ 3,974,260	\$ 131,750	3.43%
<b>Sub-Total</b>	<b>\$ 13,816,235</b>	<b>\$ 14,416,267</b>	<b>\$ 600,032</b>	<b>4.34%</b>
Debt Service - Excluded	\$ 1,097,819	\$ 865,445	\$ (232,374)	-21.17%
Debt Service - In Levy Only	\$ 366,500	\$ 522,945	\$ 156,445	42.69%
<b>Sub-Total - All Municipal</b>	<b>\$ 15,280,554</b>	<b>\$ 15,804,657</b>	<b>\$ 524,103</b>	<b>3.43%</b>
Nashoba Tech	\$ 607,520	\$ 557,295	\$ (50,225)	-8.27%
Groton-Dunstable Operating	\$ 19,038,970	\$ 20,215,428	\$ 1,176,458	6.18%
Groton-Dunstable Excluded Debt	\$ 1,077,059	\$ 814,060	\$ (262,999)	-24.42%
Groton-Dunstable Debt	\$ 59,835	\$ 57,181	\$ (2,654)	-4.44%
Groton Dunstable Capital	\$ -	\$ 425,425	\$ 425,425	100.00%
<b>Sub-Total - Education</b>	<b>\$ 20,783,384</b>	<b>\$ 22,069,389</b>	<b>\$ 1,286,005</b>	<b>6.19%</b>
<b>Grand Total - Town Budget</b>	<b>\$ 36,063,938</b>	<b>\$ 37,874,046</b>	<b>\$ 1,810,108</b>	<b>5.02%</b>

Revised: 8/30/2018

## Operating Budget Comparison - Fiscal Year 2018 Vs. Fiscal Year 2019

<u>Category</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
Municipal Wages	\$ 7,172,952	\$ 7,616,204	\$ 443,253	6.18%
Employee Benefits	\$ 3,842,510	#REF!	#REF!	#REF!
<b>Sub-Total - Wages and Benefits</b>	<b>\$ 11,015,462</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>
Municipal Expenses	\$ 2,800,773	\$ 2,817,309	\$ 16,536	0.59%
<b>Sub-Total -</b>	<b>\$ 13,816,235</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>
Debt Service - In-Levy Only	\$ 366,500	\$ 522,945	\$ 156,445	42.69%
<b>Total - All Municipal</b>	<b>\$ 14,182,735</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>
Nashoba Tech	\$ 607,520	\$ 557,295	\$ (50,225)	-8.27%
Groton-Dunstable Operating	\$ 19,038,970	\$ 20,215,428	\$ 1,176,458	6.18%
Groton-Dunstable Excluded Debt	\$ 1,077,059	\$ 814,060	\$ (262,999)	-24.42%
Groton-Dunstable Debt	\$ 59,835	\$ 57,181	\$ (2,654)	-4.44%
Groton Dunstable Capital	\$ -	\$ 425,425	\$ 425,425	100.00%
<b>Sub-Total - Education</b>	<b>\$ 20,783,384</b>	<b>\$ 22,069,389</b>	<b>\$ 1,286,005</b>	<b>6.19%</b>
<b>Grand Total - Town Budget</b>	<b>\$ 34,966,119</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>

Revised: 4/1/2018

## Operating Budget Comparison - Fiscal Year 2018 Vs. Fiscal Year 2019

	<u>Actual FY 2016</u>	<u>Actual FY 2017</u>	<u>Actual FY 2018</u>	<u>Proposed FY 2019</u>	<u>Total Dollar Difference</u>	<u>Percentage Change</u>
Municipal Budget	\$ 13,133,935	\$ 13,264,528	\$ 13,816,235	\$ 14,230,470	\$ 1,096,535	8.35%
Groton-Dunstable Operating	\$ 17,097,405	\$ 18,399,093	\$ 19,038,970	\$ 20,215,428	\$ 3,118,023	18.24%

Revised: 09/8/2018

## **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**

---

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>	Operational Funding for the Prescott School	6
<b>Article 10</b>	Extend Center Sewer District	6
<b>Article 11</b>	Four Corner Sewer District Bylaw	7
<b>Article 12</b>	Extend Four Corner Sewer District	9
<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>	Amend Chapter 125 Demolition Delay Bylaw	12
<b>Article 17</b>	Acceptance of Amelia Way as a Town Way	13
<b>Article 18</b>	Acceptance of Reconfigured Farmers Row and Peabody Street	13
<b>Article 19</b>	Citizens' Petition – Amend Zoning Bylaw	14
	Report of the Town Manager to the 2018 Fall Town Meeting	16

**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:** *Recommended Unanimously*  
**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.*

---

**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:** *Recommended Unanimously*  
**Finance Committee:**  
**Water Commissioners:** *Recommended Unanimously*

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

---

**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:** *Recommended Unanimously*  
**Finance Committee:**  
**Sewer Commission:** *Recommended Unanimously*

**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:** *(1 In Favor – Degen, 4 At Town Meeting)*  
**Finance Committee:**

**Summary:**   *As of the Printing of this Warrant, the Fund has a balance of \$59,416. 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:** *Recommended Unanimously*  
**Finance Committee:**

**Summary:**   *As of the printing of this Warrant, the balance in this fund is \$1,839,494. The financial management goal is to achieve and maintain a balance in the Fund equal to 5% of the total annual budget. The target amount for the Fund will be provided at Town Meeting.*

---

**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:** *(1 In Favor – Degen, 4 At Town Meeting)*  
**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.*

---



**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: *Recommended (3 In Favor, 1 Against – Manugian, 1ATM – Degen)***  
**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.*

---

**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: *Recommended (4 In Favor, 1 Against – Manugian)***  
**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.

---

**ARTICLE 9:                    OPERATIONAL FUNDING FOR PRESCOTT SCHOOL**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum or sums of money, to be expended by the Town Manager, for the purpose of providing funding to maintain and operate the Prescott School in future fiscal years, said funds to be used to supplement any rental income received from tenants of the building, and, further, to authorize the Select Board to lease all or any portions of the property located at 145 Main Street in Groton and known as the Prescott School for a term not to exceed six (6) years and to enter into agreements for the operation and use of such property for any public, commercial or municipal purposes for such consideration and on such terms and conditions as the Select Board deems advisable; or to take any other action relative thereto.

**SELECT BOARD**

**Select Board: *Recommended Unanimously***  
**Finance Committee:**

**Summary:**    *The 2018 Spring Town Meeting appropriated \$32,000 to operate the Prescott School. The Select Board has entered into a three (3) year lease of the Prescott School (the Article authorizes the Town to renew the lease for an additional three (3) years) with the Friends of Prescott to manage and operate the Building. The Friends will be leasing space within the building to various tenants in compliance with local zoning. They have agreed to ensure that they will cover all operational costs of the Prescott School by the third year of the lease. The purpose of this Article is appropriate necessary funding to cover the Town's expenses over the life of the lease.*

---

**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: *(2 Against – 3 At Town Meeting, Degen, Pease, Pine)***  
**Finance Committee:**  
**Board of Sewer Commissioners: *No Position***

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

---

**ARTICLE 11: FOUR CORNERS SEWER DISTRICT**

To see if the Town will vote to amend the Town Code of the Town of Groton by deleting Article III of Chapter 190 in its entirety and inserting in its place a new Article III as follows, or to take any other action relative thereto:

**Article III. Four Corners Sewer District**

**§190-8. Establishment.**

There is hereby established a system of sewerage per MGL c. 83, § 15 within that part of the Town of Groton identified as the "Four Corners Sewer District" as bounded and described by the plan entitled "Four Corners Sewer District," prepared by the Town of Groton, dated July 2018 and on file with the office of the Town Clerk. The land as shown on said plan shall be served by a system of sewerage to be provided by the Town within the territorial limits of such district, subject to the capacity of said system.

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

The sewer system therein may, by a vote of any Town Meeting, be extended and expanded to serve an increased land area if there remains, at the time of the vote, sufficient capacity.

**§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 III, 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 III, 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 III, 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 for the variance shall provide sufficient documentary evidence to show that a connection is not a feasible option or is economically unfeasible; 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 from the date of issuance, provided the subsurface sewage disposal system is pumped once a year during said three years, or for a period of two years from the date of issuance 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 three-year or two-year time period, as applicable, 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 promptly recorded by the property owner 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: *Recommended Unanimously***  
**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 12: 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: *Recommended Unanimously***  
**Finance Committee:**

**Summary:** *The purpose of this Article is to extend 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 costs 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.*

**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: *Recommended Unanimously*  
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.*

---

**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: Recommended (4 in Favor – 1 At Town Meeting, Degen)**  
**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.*

---

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

To see if the Town will vote to amend the Chapter 218 Zoning of the Code of the Town of Groton, 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: Recommended (4 In Favor – 1 At Town Meeting, Degen)**  
**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.*

---

**ARTICLE 16:                    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: (2 In Favor – 2 Against, Degen, Manugian – 1 At Town Meeting, Pease)**  
**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.*



**ARTICLE 17:            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:** *Recommendation Deferred Until Town Meeting*  
**Finance Committee:**

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

---

**ARTICLE 18:            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 "Plan of Land in Groton, Middlesex County Massachusetts," prepared by Samiotes Consultants, Inc., for Groton School, 282 Farmers Row, P.O. Box 991, Groton, MA 01450, dated September 5, 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:** *Recommendation Deferred Until Town Meeting*  
**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.*

---

## **ARTICLE 19: 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, where a principal residence exists on a parcel of land which is: 1) below the Minimum Lot Dimensions for residences set forth in §218-20 and 2) either the frontage or natural topography of the parcel makes it impossible to park at least two cars on such parcel, then permitted uses which are ancillary to the owner or lessor of such principal residence shall be allowed on a parcel of land owned, leased or permitted to be used by the owner or lessee of such principal residence where any part of the parcel of land upon which such ancillary use occurs, is within 250 yards of the parcel of land upon which the principal residence exists. Any parcel used for purposes ancillary to a principal residence under this provision shall be kept free of trash or belongings which are not used and maintained on a regular basis; and no unregistered vehicles or boats (which must be registered for ordinary use) may be kept thereon for more than two months while actively for sale, 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 Weymissset 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 Weymissset 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 within 250 yards of a principal residence in where the lot size and configuration will not accommodate at least two cars. Those familiar with areas of the Town such as the Lost Lake area know that historically, lots were virtually campsites. Other sections of the Town also have some very small lots where parking or storage of other personal belongings is not feasible. Many people who own or live in such residences have or have acquired nearby lots for parking and storage. Some were acquired and used for purposes ancillary to a principal residence before the zoning laws. Others have acquired lots for such purposes. This amendment would validate that practice and impose reasonable restrictions to such places from becoming eye-sores. 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. The result has been to deprive owners of the reasonable use of their property. 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." Beyond that, it will require that the cars, boats or other property kept on the lot will be used and maintained on a regular basis. Cars and boats kept on such lots must be registered (if subject to registration for use), except when actively for sale, and then only for two months. These very specific provisions, which are above and beyond the general provisions of §218-5, have been added to prevent such lots from becoming junk yards.

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

# REPORT OF THE TOWN MANAGER TO THE 2018 FALL TOWN MEETING

The 2018 Fall Town Meeting Warrant contains several warrant articles that seek appropriations from either the Town's Excess and Deficiency Fund (Free Cash) or the Excess and Deficiency Funds of the Water and Sewer Departments. None of these Articles will impact the Fiscal Year 2019 Tax Rate. The purpose of this report is to provide the residents and taxpayers with a summary of these articles and what will be the expected appropriation from those accounts. The Town's Free Cash has been certified at \$2,212,873 by the Department of Revenue.

The following is a summary of Warrant Articles requesting funding:

### **Article 1: Prior Year Bills**

**Amount Requested: \$1,345.02**

At this time, the Town is anticipating requesting funding from Free Cash to pay for the following bills:

<u>Vendor</u>	<u>Amount</u>
Megan Foster	\$ 177.13
Litemor	\$ 325.00
Liberty Supply	\$ 118.00
Liberty Supply	\$ 75.00
Liberty Supply	\$ 161.00
Nashua Animal Hospital	\$ 205.22
Nashua Animal Hospital	<u>\$ 283.67</u>
Total Requested	\$ 1,345.02

**Article 2:      *Transfer within Water Enterprise Fund      Amount Requested: \$40,000***

This Article requests a transfer of \$40,000 from Water Surplus to the Fiscal Year 2019 Water Department Budget to cover costs associated with collective bargaining and other departmental expenditures.

**Article 3:      *Transfer within Sewer Enterprise Fund      Amount Requested: \$40,000***

This Article requests a transfer of \$40,000 from Sewer Surplus to the Fiscal Year 2019 Sewer Department Budget to cover costs associated with collective bargaining and other departmental expenditures.

---

**Article 4:      *Transfer into Capital Stabilization Fund      Amount Requested: \$550,000***

As of the time of this writing, the Capital Stabilization Fund has a balance of \$59,416. 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. This would require an appropriation from Free Cash into the Capital Stabilization Fund of \$509,000 to meet this goal. However, the Town Manager is requesting an appropriation of \$550,000 to meet the anticipated Fiscal Year 2020 Capital Plan.

---

**Article 5:      *Transfer into the Stabilization Fund      Amount Requested: \$54,000***

As of the time of this writing, the Stabilization Fund has a balance \$1,839,494. The financial management goal is to achieve and maintain a balance in the Stabilization Fund equal to 5% of the total annual budget. This would require an appropriation from Free Cash of \$54,000 into the Stabilization Fund to meet this goal.

---

**Article 6:      *Transfer into GDRSD Cap Stab Fund      Amount Requested: \$600,000***

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. According to the Capital Plan approved by the Groton Dunstable Regional School Committee, Groton's share over the next two fiscal years is approximately \$600,000. The Town will request a transfer from Free Cash to meet this request.

---

**Article 7:      *Design and Bidding – Highway Garage      Amount Requested: \$230,000***

The Town contracted with HKA, Inc. to conduct a Feasibility Study for needed improvements to the Highway Garage located on Cow Pond Brook Road. The following is a summary of their report explaining the proposal and the funding needed to put the project out to bid:

HKA based the costs on the attached building and site plans (shown at end of this report). While HKA reviewed several options for renovations of the existing facilities, HKA believes the attached layout addresses the potential programmatic, logistical and technical 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 appear 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 be 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).

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

**Budget:**

**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
Contingency:	<u>\$ 7,000</u>

**Total** **\$230,000**

***Construction Phase (Anticipated, Subject to Bidding) –***

A/E Construction Admin Services:	\$ 70,000
Testing Services:	\$ 15,000
OPM Services:	\$ 35,000
Clerk-of-the-Works:	\$ 75,000
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:	<u>\$ 75,000</u>

**Total** **\$3,760,000**

This article will request a transfer from Free Cash of \$230,000 to pay for the Design/Bidding Phase, with the intent to come to a future Town Meeting to pay for the construction based on actual bids.

---

***Article 8: Library Roof Design and Bidding Amount Requested: \$66,000***

**From the Summary Contained in the Warrant:** 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. The Library Trustees are requesting a \$66,000 transfer from Free Cash 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.

---

**Article 9:      Operational Funding for Prescott School    Amount Requested: \$30,000**

**From the Summary Contained in the Warrant:**    The 2018 Spring Town Meeting appropriated \$32,000 to operate the Prescott School to supplement any rental income received from tenants of the Building. The Select Board has entered into a three (3) year lease of the Prescott School with the Friends of Prescott to manage and operate the Building. The Friends will be leasing space within the building to various tenants in compliance with local zoning. They have agreed to ensure that they will cover all operational costs of the Prescott School by the third year of the lease. The purpose of this Article is appropriate necessary funding to cover the Town's expenses over the life of the lease to ensure expenses are covered in the event the Friends of Prescott are unable to fulfill their obligations under the lease. This Article will request an appropriation of \$30,000 from Free Cash for this purpose.

=====

As stated above, the Town's Free Cash has been certified at \$2,212,873. The above stated Articles are seeking appropriations from Free Cash in the amount of \$1,531,345. Should they all pass, the Town will have a remaining balance in Free Cash of \$681,528.

Respectfully submitted,

*Mark W. Haddad*

Mark W. Haddad  
Town Manager



Revised: 9-8-2018

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

# **TOWN OF GROTON**



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

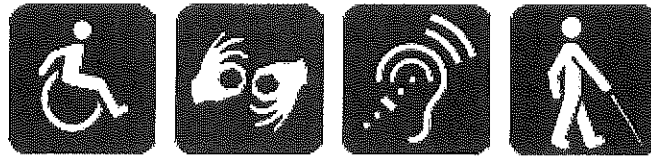
**Groton-Dunstable Middle School Auditorium  
344 Main Street, Groton, Massachusetts 01450**

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

---

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
	Town Manager's Report to the October 1, 2018 Fall Town Meeting	7
	Appendix A – Wage and Classification Schedule	15
	Appendix B – Fiscal Year 2019 Revised Operating Budget	18

## **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: *Recommended Unanimously***  
**Finance Committee:**

**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 Select Board, 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.*

---

## **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: *Recommended (3 In Favor - 2 ATM, Manugian, Pine)***  
**Finance Committee:**

**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, all 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.*

---

### 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	<del>N</del> <u>PB</u>	PB	N	N
Marijuana product manufacturer	N	N	N	N	N	<u>PB</u> <u>N</u>	N	N
Marijuana retailer	N	N	N	N	<u>PB</u> <u>N</u>	<u>PB</u> <u>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</u> <u>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</u> <u>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) t~~ 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
- c) 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: Recommended (3 In Favor – 2 Against, Manugian, Pease)**

**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

## TOWN MANAGER'S REPORT

## TO THE OCTOBER 1, 2018 SPECIAL TOWN MEETING

Article 2 of the October 1, 2018 Special Town Meeting Warrant amends the Fiscal Year 2019 Operating Budget of the Town of Groton. When the budget was originally approved at the 2018 Spring Town Meeting the Town had yet to conclude negotiations with the Town's seven (7) Unions. I am pleased to report that the Town has successfully concluded and ratified (subject to Town Meeting approval) Agreements with all seven (7) Unions. Town Meeting now needs to approve the funding for the Agreements and adjust the various line items to reflect agreed upon salaries and other budget related items. There were two other significant changes in the budget that will also be discussed in this Report, which will provide you with a breakdown of the proposed changes, along with a summary of the various Collective Bargaining Agreements and how they will impact the Fiscal Year 2019 Tax Rate.

As you will recall, the 2018 Spring Town Meeting voted a budget of \$37,708,862, which was \$40,000 under the levy limit based on our best estimate of revenues at that time. At that Town Meeting, we estimated that the Fiscal Year 2019 Tax Rate would be \$19.02. Since that time, we have begun to get a better picture of our estimates. Most importantly, in July, the Commonwealth finalized its budget and provided the Town with its final State Aid Estimates. Further, the Assessors continue to work toward the finalization of the Town's new growth figure. They should have it certified by the end of October. At this time, it appears that our revenues will come in higher than what we anticipated in the Spring. The following chart provides the difference between what was originally estimated and what we are estimating at this time:

	<u>Original</u>	<u>Current</u>	<u>Difference</u>
State Aid	\$ 912,979	\$ 909,717	\$ (3,262)
State Charges	\$ 89,523	\$ 91,612	\$ 2,089
Snow and Ice Deficit	\$ 200,000	\$ 200,000	\$ -
Cherry Sheet Offsets	\$ 1,000	\$ 1,000	\$ -
Off-Set Receipts	\$ 20,000	\$ 18,998	\$ (1,002)
Property Tax Levy	\$ 30,514,306	\$ 30,616,991	\$ 102,685
Local Receipts	\$ 3,993,241	\$ 3,993,241	\$ -
		<b>Difference</b>	<b>\$ 100,510</b>

Enclosed with this Warrant is Appendix B, which is a line by line comparison of proposed changes in the Town's Operating Budget, based on three major considerations. First, the Select Board and the Finance Committee have agreed to add two permanent full time Firefighter/EMT's to the Fire Department's Budget in Fiscal Year 2019. 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 the Fire Department has been able to address these shortages with its 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, the Department has lost 11 per diem Firefighter/EMT's over the last two years, further exacerbating the issue by reducing coverage.

Adding these two positions would allow the Fire 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 the two Lieutenants. 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.

To understand the budgetary impact of adding the two (2) Firefighter/EMT's, 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, it is believed that 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. It is anticipated that the Town will be able to increase the amount taken from Ambulance Revenues from \$225,000 to \$300,000 in FY 2020. It is also anticipated that the Town can increase its annual estimate in meals tax revenue from the current budgeted amount of \$120,000 in FY 2019 to \$140,000 in FY 2020 based on the addition of two new restaurants slated to open this Fall. These two revenue sources would require a tax contribution of \$55,000 from the general fund to cover the full year cost. It is too early to determine the impact of the Room Occupancy Tax as there is not enough information at this time to determine the anticipated revenue from this tax. 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

The Fire Department Wage Line and Health Insurance Line have been adjusted to reflect this addition of personnel.

The second proposed change in the Fiscal Year 2019 Operating Budget is a \$20,000 increase in the Town Counsel Budget Line. This change is based on the Select Board's decision to change Town Counsel Firms.

The third proposed change impacts several line items in the budget to reflect the settled Contracts. The following is a summary of the Collective Bargaining Agreements:

#### **Groton Communications Officers IBPO Local, #522**

The Town entered into a three-year agreement with this Union, in effect from July 1, 2018, through June 30, 2021. With regard to Salary Adjustments, each Union Member would receive a \$775 annual salary adjustment on June 30, 2018, and then have their hourly rate adjusted. This new hourly rate would then be increased by 2.5% effective July 1, 2018. Each Union Member would receive a salary adjustment of 1.75% in years two and three of the Agreement. There were minor adjustments in education reimbursement and First Responder stipends. Health Insurance Premium cost share was adjusted from the current 80 percent (Town Share)/20 percent (Employee Share) to 75/25 in FY 2019, 73/27 in FY 2020 and 70/30 in FY 2021. In addition, funding for a Health Reimbursement Account was eliminated from the contract. There were several wording changes in the Agreement that had no monetary impact, but will allow for smoother day to day operations.

The Financial Impact of this Agreement in FY 2019 is as follows:

Salary	\$ 16,406
Education	\$ 500
EMD Stipend	\$ 1,560
Sub-Total Cost	\$ 18,466
75/25 Cost Share Split	\$ (6,573)
HRA	\$ (3,352)
<b>YEAR 1 COST</b>	<b>\$ 8,541</b>

---

#### **Town Hall and Library Employees SEIU 888**

The Town entered into a three-year agreement with this Union, in effect from July 1, 2018, through June 30, 2021. With regard to Salary Adjustments, Union Members participating in the Town's Health Insurance Program as of July 1, 2018 shall receive a wage adjustment of four (4%) percent effective July 1, 2018. All other Employees shall receive a wage adjustment of two and one-half (2.5%) percent effective July 1, 2018. Each Union Member would receive a salary adjustment of 2% in years two and three of the Agreement. There was also a slight increase in the clothing allowance. Health Insurance Premium cost share was adjusted from the current 80 percent (Town Share)/20 percent (Employee Share) to 75/25 in FY 2019 and 70/30 in FY 2020. In addition, funding for a Health Reimbursement Account was eliminated from the contract, although a one-time cash payment to employees who used to participate in this program will be made in FY 2019. There were several wording changes in the Agreement that had no monetary impact.

The Financial Impact of this Agreement in FY 2019 is as follows:

Salary	\$ 50,915
One-Time Health Insurance Pay	\$ 6,475
Sub-Total Cost	\$ 57,390
75/25 Cost Share Split	\$ (17,520)
HRA	\$ (12,375)
<b>YEAR 1 COST</b>	<b>\$ 27,495</b>

---

**Highway, Transfer Station and Water Department Employees  
SEIU 888**

The Town entered into a three-year agreement with this Union, in effect from July 1, 2018, through June 30, 2021. With regard to Salary Adjustments, Union Members shall receive a wage adjustment of four (4%) percent effective July 1, 2018. Each Union Member would receive a salary adjustment of 2% in years two and three of the Agreement. There were slight adjustments in the clothing allowance and various stipends received by Union members. Health Insurance Premium cost share was adjusted from the current 80 percent (Town Share)/20 percent (Employee Share) to 75/25 in FY 2019 and 70/30 in FY 2020. In addition, funding for a Health Reimbursement Account was eliminated from the contract. There were several wording changes in the Agreement that had no monetary impact.

The Financial Impact of this Agreement in FY 2019 is as follows:

Salary	\$ 30,289
Snow/Sanding Stand By Pay	\$ 1,690
Clothing Allowance	\$ 1,300
License Stipend	\$ 1,300
Summer Standby Stipend	\$ 130
Overtime (Estimate)	\$ 3,500
Sub-Total Cost	\$ 38,209
75/25 Cost Share Split	\$ (11,946)
HRA	\$ (7,025)
<b>YEAR 1 COST</b>	<b>\$ 19,238</b>

---

**Town Supervisors Union  
AFSCME, Council 93**

The Town entered into a three-year agreement with this Union, in effect from July 1, 2018, through June 30, 2021. With regard to Salary Adjustments, Union Members shall receive a wage adjustment of four (4%) percent effective July 1, 2018. Each Union Member would receive a salary adjustment of 2% in years two and three of the Agreement. Increases paid to employees based on their performance will no longer be added to the Employee's base and will be paid as a one-time cash payment. Health Insurance Premium cost share was adjusted from the current 80 percent (Town Share)/20 percent (Employee Share) to 70/30 effective on October 1, 2018. In addition, funding for a Health Reimbursement Account was eliminated from the contract, although a one-time cash payment to employees who used to participate in this program will be made in FY 2019, FY 2020 and FY 2021. A Health Insurance Opt Out Program was also established providing payments to employees who choose not to take the Town's Health Insurance.

The Financial Impact of this Agreement in FY 2019 is as follows:

Salary	\$ 27,617
Health Insurance Payment	\$ 5,725
Opt Out	\$ 3,650
Sub-Total Cost	\$ 36,992
70/30 Cost Share Split (Oct. 1)	\$ (14,808)
HRA	\$ (5,725)
<b>YEAR 1 COST</b>	<b>\$ 16,459</b>

---

**Professional Firefighters of Groton  
IAFF, Local 4879**

The Town entered into a three-year agreement with this Union, in effect from July 1, 2018, through June 30, 2021. With regard to Salary Adjustments, Union Members shall receive a wage adjustment of four (4%) percent effective July 1, 2018. Each Union Member would receive a salary adjustment of 2% in years two and three of the Agreement. In addition, Full-time employees who are held over at the end of their shift for any work-related purpose, shall receive a minimum of two-hours of overtime pay. Health Insurance Premium cost share was adjusted from the current 80 percent (Town Share)/20 percent (Employee Share) to 70/30 effective on October 1, 2018. Funding for a Health Reimbursement Account was also eliminated from the contract, although a one-time cash payment to employees who used to participate in this program will be made in FY 2019, FY 2020 and FY 2021.

The Financial Impact of this Agreement in FY 2019 is as follows:

Salary	\$ 13,855
Holdover Shift (Estimate)	\$ 16,000
HRA Offset	\$ 2,675
Overtime (Estimate)	\$ 4,000
Sub-Total Cost	\$ 36,530
70/30 Cost Share Split	\$ (8,310)
HRA	\$ (2,675)
<b>YEAR 1 COST</b>	<b>\$ 25,545</b>

---

### **Groton Patrolmen's Association**

The Town entered into a three-year agreement with this Union, in effect from July 1, 2018, through June 30, 2021. With regard to Salary Adjustments, Union Members shall receive a wage adjustment of four (4%) percent effective July 1, 2018. Each Union Member would receive a salary adjustment of 2% in years two and three of the Agreement. There were slight adjustments in the uniform and clothing allowance and various stipends received by Union members. Health Insurance Premium cost share was adjusted from the current 80 percent (Town Share)/20 percent (Employee Share) to 75/25 in FY 2019 and 70/30 in FY 2020. In addition, funding for a Health Reimbursement Account was eliminated from the contract, although a one-time cash payment to employees who used to participate in this program will be made in FY 2019, FY 2020 and FY 2021.

The Financial Impact of this Agreement in FY 2019 is as follows:

Salary	\$ 36,246
HRA Offset	\$ 5,375
Clothing Allowance	\$ 1,300
Cleaning Allowance	\$ 3,380
Overtime (Estimate)	\$ 14,000
Sub-Total Cost	\$ 60,301
75/25 Cost Share Split	\$ (9,270)
HRA	\$ (5,375)
<b>YEAR 1 COST</b>	<b>\$ 45,656</b>

---

### **Groton Superior Officers Association NEPBA, Local 53**

The Town entered into a three-year agreement with this Union, in effect from July 1, 2018, through June 30, 2021. With regard to Salary Adjustments, each Union Member's salary will be sixteen and one-half (16.5%) percent differential from the top step Patrolmen to the Sergeant's Base Rate (current differential is 15%). A professional development stipend of \$2,000 was established for each Union Member. There were slight adjustments in the uniform and clothing allowance and various stipends received by Union members. Health Insurance Premium cost share was adjusted from the current 80 percent (Town Share)/20 percent (Employee Share) to 75/25 in FY 2019, 73/27 in FY 2020 and 70/30 in FY 2021. In addition, funding for a Health Reimbursement Account was eliminated from the contract. There were several wording changes in the Agreement that had no monetary impact, but will allow for smoother day to day operations.

The Financial Impact of this Agreement in FY 2019 is as follows:

Uniforms	\$ 400
Cleaning Allowance	\$ 4,160
Salary	\$ 16,372
Stipend	\$ 1,600
Professional Development	\$ 6,000
Sub-Total Cost	\$ 28,532
75/25 Cost Share Split	\$ (3,714)
HRA	\$ (2,700)
<b>YEAR 1 COST</b>	<b>\$ 22,118</b>

The Town's Operating Budget will increase by \$165,184 (from \$37,708,862 to \$37,874,045) based on these changes. Funding for the new Firefighter/EMTs will come from Ambulance Revenues, while the remaining funding will come from taxation. Based on the new Revenue Estimates, approving this proposed new Budget will leave the Town \$81,803 under the anticipated FY 2019 Levy Limit. The new anticipated Tax Rate for FY 2019 will be \$18.99 (a slight decrease from the original estimate in the Spring). The following Chart shows the comparison between FY 2018 and FY 2019:

	<u>Actual</u> <u>FY 2018</u>	<u>Proposed</u> <u>FY 2019</u>	<u>Dollar</u> <u>Change</u>	<u>Percent</u> <u>Change</u>
Levy Capacity Used*	\$ 28,971,162	\$ 30,535,188	\$ 1,564,026	5.40%
Tax Rate on Levy Capacity Used	\$ 17.37	\$ 18.00	\$ 0.63	3.63%
Average Tax Bill	\$ 7,382	\$ 7,650	\$ 268	3.63%
Excluded Debt	\$ 2,172,895	\$ 1,677,855	\$ (495,040)	-22.78%
Tax Rate on Excluded Debt	\$ 1.30	\$ 0.99	\$ (0.31)	-23.85%
Average Tax Bill	\$ 553	\$ 421	\$ (132)	-23.85%
Final Levy Used	\$ 31,144,057	\$ 32,213,043	\$ 1,068,986	3.43%
Final Tax Rate	\$ 18.67	\$ 18.99	\$ 0.32	1.71%
Average Tax Bill	\$ 7,935	\$ 8,071	\$ 136	1.71%

Respectfully submitted,

*Mark W. Haddad*

Mark W. Haddad  
Town Manager

# 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**

**FACTOR:**

**1.0400**

**Town of Groton Personnel By-Law  
Wage and Classification Schedule  
Fiscal Year 2019 (Effective July 1, 2018)**

<b>Grade</b>	<b>Position Title</b>	<b>Low</b>	<b>High</b>
<b>13</b>	<b>Salary</b>	<b>68,737</b>	<b>85,048</b>
	<b>Wages</b>	<b>33.05</b>	<b>40.90</b>
<b>14</b>	<b>Salary</b>	<b>69,315</b>	<b>85,774</b>
	<b>Wages</b>	<b>33.33</b>	<b>41.24</b>
<b>15</b>	<b>Salary</b>	<b>73,092</b>	<b>90,447</b>
	<b>Wages</b>	<b>35.13</b>	<b>43.48</b>
<b>16</b>	<b>Salary</b>	<b>75,732</b>	<b>93,770</b>
	<b>Wages</b>	<b>36.41</b>	<b>45.06</b>
<b>17</b>	<b>Salary</b>	<b>84,844</b>	<b>104,961</b>
	<b>Wages</b>	<b>40.79</b>	<b>50.47</b>
<b>18</b>	<b>Salary</b>	<b>91,754</b>	<b>113,553</b>
	<b>IT Director</b>		
	<b>Wages</b>	<b>44.12</b>	<b>54.60</b>
<b>19</b>	<b>Salary</b>	<b>94,164</b>	<b>116,513</b>
	<b>Wages</b>	<b>45.26</b>	<b>56.04</b>
<b>20</b>	<b>Salary</b>	<b>100,967</b>	<b>124,175</b>
	<b>Wages</b>	<b>48.55</b>	<b>59.71</b>

**APPENDIX A**  
**NON-CLASSIFIED, TEMPORARY SEASONAL AND STIPEND POSITIONS**

**NON-STEP AND STIPEND POSITIONS**

**FIRE/EMS DEPARTMENT**

Deputy Chief: Fire	24.84
Deputy Chief: EMS	24.41
Rescue Advisory	1.00
Call Captain: Fire	24.03
Call Captain: EMS	24.03
Call Lieutenant: Fire	23.55
Call Lieutenant: EMS	23.55
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

**Country Club Seasonal Employees**

Pro Shop Staff	11.00 - 15.00
Pool Staff	11.00 - 15.00
Lifeguards	11.00 - 16.00
Swim Coaches	11.00 - 21.00
Camp Staff	11.00 - 15.00
Counselors	11.00 - 16.50
Buildings & Grounds	11.00 - 25.00
Library Shelves	11.00 - 15.00

**MISCELLANEOUS**

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	DIFFERENCE
<b><u>GENERAL GOVERNMENT</u></b>				
<b>MODERATOR</b>				
1000	Salaries	\$ 65	\$ 65	\$ -
1001	Expenses	\$ 80	\$ 80	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 145</b>	<b>\$ 145</b>	<b>\$ -</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	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 30,100</b>	<b>\$ 30,100</b>	<b>\$ -</b>
<b>TOWN MANAGER</b>				
1030	Salaries	\$ 207,912	\$ 211,121	\$ 3,209
1031	Wages	\$ 108,280	\$ 114,138	\$ 5,858
1032	Expenses	\$ 14,000	\$ 14,000	\$ -
1033	Engineering/Consultant	\$ -	\$ -	\$ -
1034	Performance Evaluations	\$ -	\$ -	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 330,192</b>	<b>\$ 339,259</b>	<b>\$ 9,067</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b>FINANCE COMMITTEE</b>				
1040	Expenses	\$ 210	\$ 210	\$ -
1041	Reserve Fund	\$ 150,000	\$ 150,000	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 150,210</b>	<b>\$ 150,210</b>	<b>\$ -</b>
<b>TOWN ACCOUNTANT</b>				
1050	Salaries	\$ 91,110	\$ 91,110	\$ -
1051	Wages	\$ 44,067	\$ 46,187	\$ 2,120
1052	Expenses	\$ 32,140	\$ 32,140	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 167,317</b>	<b>\$ 169,437</b>	<b>\$ 2,120</b>
<b>BOARD OF ASSESSORS</b>				
1060	Salaries	\$ 72,000	\$ 75,555	\$ 3,555
1061	Wages	\$ 50,316	\$ 52,675	\$ 2,359
1062	Expenses	\$ 22,630	\$ 22,630	\$ -
1063	Legal Expense	\$ -	\$ -	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 144,946</b>	<b>\$ 150,860</b>	<b>\$ 5,914</b>
<b>TREASURER/TAX COLLECTOR</b>				
1070	Salaries	\$ 84,125	\$ 88,165	\$ 4,040
1071	Wages	\$ 104,658	\$ 111,864	\$ 7,206
1072	Expenses	\$ 21,865	\$ 21,865	\$ -
1073	Tax Title	\$ 4,500	\$ 4,500	\$ -
1074	Bond Cost	\$ 6,000	\$ 6,000	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 221,148</b>	<b>\$ 232,394</b>	<b>\$ 11,246</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b>TOWN COUNSEL</b>				
1080	Expenses	\$ 70,000	\$ 90,000	\$ 20,000
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 70,000</b>	<b>\$ 90,000</b>	<b>\$ 20,000</b>
<b>HUMAN RESOURCES</b>				
1090	Salary	\$ 75,412	\$ 79,104	\$ 3,692
1091	Expenses	\$ 10,000	\$ 10,000	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 85,412</b>	<b>\$ 89,104</b>	<b>\$ 3,692</b>
<b>INFORMATION TECHNOLOGY</b>				
1100	Salary	\$ 104,888	\$ 109,759	\$ 4,871
1101	Wages	\$ 54,288	\$ 56,635	\$ 2,347
1102	Expenses	\$ 24,800	\$ 24,800	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 183,976</b>	<b>\$ 191,194</b>	<b>\$ 7,218</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>\$ -</b>
<b>TOWN CLERK</b>				
1130	Salaries	\$ 83,936	\$ 83,936	\$ -
1131	Wages	\$ 58,731	\$ 61,274	\$ 2,543
1132	Expenses	\$ 11,690	\$ 11,690	\$ -
1135	Minor Capital	\$ -	\$ -	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 154,357</b>	<b>\$ 156,900</b>	<b>\$ 2,543</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>				
1140	Stipend	\$ 14,346	\$ 14,346	\$ -
1141	Expenses	\$ 11,070	\$ 11,070	\$ -
1142	Minor Capital	\$ -	\$ -	\$ -
<hr/>				
	DEPARTMENTAL TOTAL	\$ 25,416	\$ 25,416	\$ -
<b>STREET LISTINGS</b>				
1150	Expenses	\$ 5,100	\$ 5,100	\$ -
<hr/>				
	DEPARTMENTAL TOTAL	\$ 5,100	\$ 5,100	\$ -
<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	\$ -
<hr/>				
	DEPARTMENTAL TOTAL	\$ 267,000	\$ 267,000	\$ -
<b>TOWN REPORT</b>				
1170	Expenses	\$ 1,500	\$ 1,500	\$ -
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,500	\$ 1,500	\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<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	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 112,000</b>	<b>\$ 112,000</b>	<b>\$ -</b>
<hr/>				
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,967,419</b>	<b>\$ 2,029,219</b>	<b>\$ 61,800</b>

**LAND USE DEPARTMENTS**

<b>CONSERVATION COMMISSION</b>				
1200	Salary	\$ 63,240	\$ 65,796	\$ 2,556
1201	Wages	\$ -	\$ -	\$ -
1202	Expenses	\$ 6,724	\$ 6,724	\$ -
1203	Engineering & Legal	\$ -	\$ -	\$ -
1204	Minor Capital	\$ -	\$ -	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 69,964</b>	<b>\$ 72,520</b>	<b>\$ 2,556</b>
<hr/>				
<b>PLANNING BOARD</b>				
1210	Salaries	\$ 76,500	\$ 80,235	\$ 3,735
1211	Wages	\$ -	\$ -	\$ -
1212	Expenses	\$ 7,850	\$ 7,850	\$ -
1215	M.R.P.C. Assessment	\$ 3,600	\$ 3,600	\$ -
1216	Legal Budget	\$ -	\$ -	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 87,950</b>	<b>\$ 91,685</b>	<b>\$ 3,735</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b>ZONING BOARD OF APPEALS</b>				
1220	Wages	\$ 19,285	\$ 19,630	\$ 345
1221	Expenses	\$ 1,700	\$ 1,700	\$ -
<hr/>				
	DEPARTMENTAL TOTAL	\$ 20,985	\$ 21,330	\$ 345
<b>HISTORIC DISTRICTS COMMISSION</b>				
1230	Wages	\$ -	\$ -	\$ -
1231	Expenses	\$ -	\$ -	\$ -
<hr/>				
	DEPARTMENTAL TOTAL	\$ -	\$ -	\$ -
<b>BUILDING INSPECTOR</b>				
1240	Salaries	\$ 84,125	\$ 88,165	\$ 4,040
1241	Wages	\$ 56,949	\$ 58,327	\$ 1,378
1242	Expenses	\$ 3,500	\$ 3,500	\$ -
1243	Minor Capital	\$ -	\$ -	\$ -
<hr/>				
	DEPARTMENTAL TOTAL	\$ 144,574	\$ 149,992	\$ 5,418
<b>MECHANICAL INSPECTOR</b>				
1250	Fee Salaries	\$ 30,000	\$ 30,000	\$ -
1251	Expenses	\$ 5,000	\$ 5,000	\$ -
<hr/>				
	DEPARTMENTAL TOTAL	\$ 35,000	\$ 35,000	\$ -



LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b>EARTH REMOVAL INSPECTOR</b>				
1260	Stipend	\$ 1,500	\$ 1,500	\$ -
1261	Expenses	\$ 100	\$ 100	\$ -
1262	Minor Capital	\$ -	\$ -	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	<b>\$ -</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	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 56,951</b>	<b>\$ 56,951</b>	<b>\$ -</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>				
1280	Fee Salaries	\$ 3,200	\$ 3,200	\$ -
1281	Expenses	\$ 100	\$ 100	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>\$ -</b>
<hr/>				
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 420,324</b>	<b>\$ 432,378</b>	<b>\$ 12,054</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b><u>PROTECTION OF PERSONS AND PROPERTY</u></b>				
<b>POLICE DEPARTMENT</b>				
1300	Salaries	\$ 329,378	\$ 326,053	\$ (3,325)
1301	Wages	\$ 1,739,539	\$ 1,815,832	\$ 76,293
1302	Expenses	\$ 198,849	\$ 210,969	\$ 12,120
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>\$ 2,376,854</b>	<b>\$ 85,088</b>
<b>FIRE DEPARTMENT</b>				
1310	Salaries	\$ 116,479	\$ 116,479	\$ -
1311	Wages	\$ 809,601	\$ 909,540	\$ 99,939
1312	Expenses	\$ 168,300	\$ 172,700	\$ 4,400
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,094,380</b>	<b>\$ 1,198,718</b>	<b>\$ 104,339</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>\$ -</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>	<b>\$ -</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b>ANIMAL CONTROL OFFICER</b>				
1340	Salary	\$ 2,082	\$ 2,082	\$ -
1341	Expenses	\$ 400	\$ 400	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ -</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>				
1350	Salary	\$ -	\$ -	\$ -
1351	Expenses	\$ 12,750	\$ 12,750	\$ -
1352	Minor Capital	\$ -	\$ -	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 12,750</b>	<b>\$ 12,750</b>	<b>\$ -</b>
<b>DOG OFFICER</b>				
1360	Salary	\$ 15,000	\$ 15,000	\$ -
1361	Expenses	\$ 4,000	\$ 4,000	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ -</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>				
1370	Wages	\$ 480,247	\$ 497,796	\$ 17,549
1371	Expenses	\$ 18,250	\$ 18,250	\$ -
1372	Minor Capital	\$ -	\$ -	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 498,497</b>	<b>\$ 516,046</b>	<b>\$ 17,549</b>
<hr/>				
	<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>	<b>\$ 3,921,359</b>	<b>\$ 4,128,335</b>	<b>\$ 206,976</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
------	------------------------	--	--	------------

**REGIONAL SCHOOL DISTRICT BUDGETS**

**NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL**

1400 Operating Expenses	\$	557,295	\$	557,295	\$	-
<hr/>						
DEPARTMENTAL TOTAL	\$	557,295	\$	557,295	\$	-

**GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT**

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	\$	-
<hr/>						
DEPARTMENTAL TOTAL	\$	21,512,094	\$	21,512,094	\$	-

TOTAL SCHOOLS	\$	22,069,389	\$	22,069,389	\$	-
---------------	----	------------	----	------------	----	---

**DEPARTMENT OF PUBLIC WORKS**

**HIGHWAY DEPARTMENT**

1500 Salaries	\$	103,824	\$	108,592	\$	4,768
1501 Wages	\$	656,020	\$	682,727	\$	26,707
1502 Expenses	\$	134,300	\$	136,900	\$	2,600
1503 Highway Maintenance	\$	90,000	\$	90,000	\$	-
1504 Minor Capital	\$	-	\$	-	\$	-
<hr/>						
DEPARTMENTAL TOTAL	\$	984,144	\$	1,018,219	\$	34,075

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b>STREET LIGHTS</b>				
1510	Expenses	\$ 15,000	\$ 15,000	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</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	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ -</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	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ -</b>
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>				
1540	Wages	\$ 131,626	\$ 135,700	\$ 4,074
1541	Expenses	\$ 260,850	\$ 260,850	\$ -
1542	Minor Capital	\$ 20,000	\$ 20,000	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 412,476</b>	<b>\$ 416,550</b>	<b>\$ 4,074</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b>SOLID WASTE DISPOSAL</b>				
1550	Wages	\$ 128,236	\$ 133,393	\$ 5,157
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	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 318,572</b>	<b>\$ 323,729</b>	<b>\$ 5,157</b>

<b>PARKS DEPARTMENT</b>				
1560	Wages	\$ -	\$ -	\$ -
1561	Expenses	\$ 65,759	\$ 65,759	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 65,759</b>	<b>\$ 65,759</b>	<b>\$ -</b>

<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>	<b>\$ 2,150,451</b>	<b>\$ 2,193,757</b>	<b>\$ 43,306</b>
---	---------------------	---------------------	------------------

**LIBRARY AND CITIZEN'S SERVICES**

<b>COUNCIL ON AGING</b>				
1600	Salaries	\$ 73,524	\$ 76,790	\$ 3,266
1601	Wages	\$ 72,785	\$ 75,451	\$ 2,666
1602	Expenses	\$ 8,454	\$ 8,454	\$ -
1603	Minor Capital	\$ -	\$ -	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 154,763</b>	<b>\$ 160,695</b>	<b>\$ 5,932</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b>SENIOR CENTER VAN</b>				
1610	Wages	\$ 59,580	\$ 60,200	\$ 620
1611	Expenses	\$ 17,673	\$ 17,673	-
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 77,253</b>	<b>\$ 77,873</b>	<b>\$ 620</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	\$ -	\$ -	-
<hr/>				
	<b>DEPARTMENT TOTAL</b>	<b>\$ 56,100</b>	<b>\$ 56,100</b>	<b>-</b>
<b>GRAVES REGISTRATION</b>				
1630	Salary/Stipend	\$ 250	\$ 250	-
1631	Expenses	\$ 760	\$ 760	-
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>-</b>
<b>CARE OF VETERAN GRAVES</b>				
1640	Contract Expenses	\$ 1,550	\$ 1,550	-
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>-</b>
<b>OLD BURYING GROUND COMMITTEE</b>				
1650	Expenses	\$ 800	\$ 800	-
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>-</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b>LIBRARY</b>				
1660	Salary	\$ 367,248	\$ 379,281	\$ 12,033
1661	Wages	\$ 317,936	\$ 326,922	\$ 8,986
1662	Expenses	\$ 200,498	\$ 200,498	-
1663	Minor Capital	\$ -	\$ -	-
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 885,682</b>	<b>\$ 906,701</b>	<b>\$ 21,019</b>
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>				
1670	Expenses	\$ 500	\$ 500	-
1671	Fireworks	\$ -	\$ -	-
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>-</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	-
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 41,947</b>	<b>\$ 41,947</b>	<b>-</b>
<b>WEED MANAGEMENT</b>				
1690	Wages	\$ -	\$ -	-
1691	Expenses: Weed Harvester	\$ 7,000	\$ 7,000	-
1692	Expenses: Great Lakes	\$ 2,385	\$ 2,385	-
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 9,385</b>	<b>\$ 9,385</b>	<b>-</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b>GROTON COUNTRY CLUB</b>				
1700	Salary	\$ 143,285	\$ 149,336	\$ 6,051
1701	Wages	\$ 112,481	\$ 112,481	\$ -
1702	Expenses	\$ 139,940	\$ 139,940	\$ -
1703	Minor Capital	\$ -	\$ -	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 395,706</b>	<b>\$ 401,757</b>	<b>\$ 6,051</b>
	<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>	<b>\$ 1,624,696</b>	<b>\$ 1,658,318</b>	<b>\$ 33,622</b>
 <b><u>DEBT SERVICE</u></b>				
<b>DEBT SERVICE</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	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,388,390</b>	<b>\$ 1,388,390</b>	<b>\$ -</b>
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 1,388,390</b>	<b>\$ 1,388,390</b>	<b>\$ -</b>
 <b><u>EMPLOYEE BENEFITS</u></b>				
<b>EMPLOYEE BENEFITS</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	\$ 1,716,301	\$ (192,574)
3011	Life Insurance	\$ 3,160	\$ 3,160	\$ -
3012	Medicare/Social Security	\$ 138,100	\$ 138,100	\$ -
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 4,166,834</b>	<b>\$ 3,974,260</b>	<b>\$ (192,574)</b>
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 4,166,834</b>	<b>\$ 3,974,260</b>	<b>\$ (192,574)</b>
	<b>SUB TOTAL - TOWN BUDGET</b>	<b>\$ 37,708,862</b>	<b>\$ 37,874,045</b>	<b>\$ 165,184</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ORIGINAL BUDGET 4/30/2018	FY 2019 PROPOSED BUDGET 10/1/2018	DIFFERENCE
<b><u>ADDITIONAL APPROPRIATIONS</u></b>				
<b>ADDITIONAL APPROPRIATIONS</b>				
	Capital Budget Request	\$ 455,558	\$ 455,558	\$ -
	Offset Reciepts	\$ 20,000	\$ 18,998	\$ (1,002)
	Cherry Sheet Offsets	\$ 1,000	\$ 1,000	\$ -
	Snow and Ice Deficit	\$ 171,350	\$ 171,350	\$ -
	State and County Charges	\$ 89,523	\$ 91,612	\$ 2,089
	Allowance for Abatements/Exemptions	\$ 200,000	\$ 200,000	\$ -
<hr/>				
	DEPARTMENTAL TOTAL	\$ 937,431	\$ 938,518	\$ 1,087
	GRAND TOTAL - TOWN BUDGET	\$ 38,646,293	\$ 38,812,563	\$ 166,271

✓ BUD FY 1919  
R FT #1 Fitch Bridge

REQUEST FOR TRANSFER FROM THE RESERVE FUND

(To be submitted in triplicate)

Date 9.7.18

Advisory Board  
Town of Groton

Gentlemen:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested: \$ 17,515.00
2. To be transferred to: 420.5464  
(give name of appropriation)
3. Present balance in said appropriation: \$ 61,190.
4. The amount requested will be used for (give specific purpose):  
Actual Amount of Fitch Bridge Repair.

5. This expenditure is extraordinary and/or unforeseen for the following reasons:

I did not budget for this expense as Fitch's Bridge is not a regular part of Department of Public Works duties.

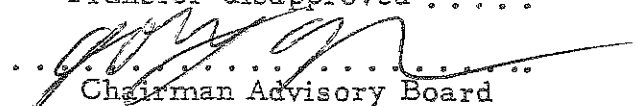
  
.....  
Officer or Department Head

Action of Advisory Board

Date of Meeting 9-10-18..... Number Present and Voting 7....

Transfer voted in the sum of \$ 17,515.....

Transfer disapproved .....

  
.....  
Chairman Advisory Board

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.