

TOWN OF GROTON FINANCE COMMITTEE Regular Session

*Monday, October 1, 2018, 6:30 p.m.
Middle School Cafeteria
344 Main St. Groton, MA*

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

Absent: C. Doody

Also Present: P. Dufresne (Town Accountant/Recording Secretary), J. Anderson

Documents available at the meeting: FY18 Fall Town Meeting Motions

Mr. Green called the regular session of the Finance Committee to order at 6:30 p.m.

Positions to be taken on Warrant Articles:

Article 8: Library Roof Design/Bidding (\$66,000) - The members discussed the Library Roof Design project and determined that those individuals who had previously deferred taking a position were now willing to support the project. Therefore, the Finance Committee members are now unanimously in favor of recommending this article to Town Meeting (7-0-0)

Article 7: Highway Garage Design/Bidding (\$230,000) – Mr. Prest and Ms. Leonard had previously voted to support this article, while the remaining members had deferred taking a position pending receipt of additional information. Mr. Green said he is still conflicted due to the high construction cost currently anticipated. He noted that this could be resolved by requesting that the Capital Planning Advisory Committee hold project costs to a predetermined amount. Mr. Manugian said that this article should have been presented in the spring, along with the new fiscal budget. The group discussed options for scheduling Town Meeting appropriation votes for design versus construction costs. Mr. Manugian would like to see all capital requests presented at one time so as to give the public a complete understanding of the financial implications and limitations. Upon completion of this discussion, it was determined that the majority of Finance Committee members was now in favor of supporting this article (5-1-1: Mr. Green does not support, and Mr. Doody was not present to take a position).

Special Town Meeting Article 2: FY19 Budget Adjustments – Mr. Robertson had previously deferred taking a position pending receipt of the 5-Year Forecast. He confirmed that he had received that document, however, the budgetary difficulty remains. The 5-Year Forecast indicates operating budget deficits for FY21 and beyond due to the decision to hire 2 additional fire fighters as well as the impact of the newly

settled collective bargaining agreements. The Finance Committee members determined that they now unanimously support this article (7-0-0).

Mr. Green officially adjourned the regular session of the Finance Committee at 6:50 p.m.; the members relocated to the PAC for the 2018 Fall Town Meeting beginning at 7:00 p.m.

Respectfully submitted,

Patricia Dufresne, Recording Secretary

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

ARTICLE 1: PRIOR YEAR BILLS

Mover: Barry Pease

MOTION: I move that the sum of One Thousand Three Hundred Forty-Five Dollars and Two Cents (\$1,067.68) be hereby transferred from the Excess and Deficiency Fund (Free Cash) for the payment of the following bills of prior fiscal years:

<u>Vendor</u>	<u>Amount</u>
Megan Foster	\$ 177.13
Itemor	\$ 325.00
Liberty Supply	\$ 118.00
Liberty Supply	\$ 75.00
Liberty Supply	\$ 161.00
Nashua Animal Hospital	\$ 79.06
Nashua Animal Hospital	\$ 132.49

Total Requested \$ 1,067.68

Quantum of Town Meeting Vote: 4/5's Majority

ARTICLE 2: TRANSFER WITHIN WATER FUND

Mover: Tom Orcutt

MOTION: I move that the sum of Forty Thousand Dollars (\$40,000) be transferred from the Water Enterprise Fund Surplus to the Fiscal Year 2019 Water Department Budget for general expenses.

Quantum of Town Meeting Vote: Majority

ARTICLE 3: TRANSFER WITHIN SEWER FUND

Mover: Jim Gmeiner

MOTION: I move that the sum of Forty Thousand Dollars (\$40,000) be transferred from the Sewer Enterprise Fund Surplus to the Fiscal Year 2019 Sewer Enterprise Department Budget for general expenses.

Quantum of Town Meeting Vote: Majority

ARTICLE 4: CAPITAL STABILIZATION FUND

Mover: Joshua Degen

MOTION: I move that the sum of Five Hundred Fifty Thousand Dollars (\$550,000) be transferred from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Capital Stabilization Fund.

Quantum of Town Meeting Vote: Majority

ARTICLE 5: STABILIZATION FUND

Mover: Barry Pease

MOTION: I move that the sum of Fifty-Four Thousand Dollars (\$54,000) be transferred from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Stabilization Fund.

Quantum of Town Meeting Vote: Majority

ARTICLE 6: GDRSD CAPITAL STABILIZATION FUND

Mover: Barry Pease

MOTION: I move that the sum of Six Hundred Thousand Dollars (\$600,000) be transferred from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Groton Dunstable Regional School District Capital Stabilization Fund.

Quantum of Town Meeting Vote: Majority

ARTICLE 7: DESIGN AND BIDDING – HIGHWAY GARAGE

Mover: Joshua Degen

MOTION: I move that the sum of Two Hundred Thirty Thousand Dollars (\$230,000) be hereby appropriated, 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, and to meet this appropriation \$230,000 be hereby transferred from the Excess and Deficiency Fund (Free Cash).

Quantum of Town Meeting Vote: Majority

ARTICLE 8: LIBRARY ROOF DESIGN AND BIDDING

Mover: David Zeiler

MOTION: I move that the sum of Sixty-Six Thousand Dollars (\$66,000) be hereby appropriated, 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 and to meet this appropriation \$66,000 be hereby transferred from the Excess and Deficiency Fund (Free Cash).

Quantum of Town Meeting Vote: Majority

ARTICLE 9: OPERATIONAL FUNDING - PRESCOTT SCHOOL Mover: John Giger

MOTION: I move that the sum of Thirty Thousand Dollars (\$30,000), be hereby appropriated 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, and to meet this appropriation \$30,000 be hereby transferred from the Excess and Deficiency Fund (Free Cash).

Quantum of Town Meeting Vote: Majority

ARTICLE 10: EXTEND CENTER SEWER DISTRICT

Mover: Jim Gmeiner

MOTION: I move that the boundary of "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, be hereby extended 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.

Quantum of Town Meeting Vote: Majority

ARTICLE 11: FOUR CORNERS SEWER DISTRICT

Mover: Alison Manugian

MOTION: I move that the Code of the Town of Groton be hereby amended by deleting Article III of Chapter 190 in its entirety and inserting in its place a new Article III as set forth in the Warrant for the 2018 Fall Town Meeting.

Quantum of Town Meeting Vote: Majority

ARTICLE 12: EXTEND FOUR CORNERS SEWER DISTRICT

Mover: Alison Manugian

MOTION: I move that the boundaries of the "Four Corners Sewer District", as established by the vote under Article 12 of the 2015 Spring Town Meeting, be extended to include the properties shown on Groton Assessors' Maps as Lot 120-2.16 and 120-2.40 on the Plan entitled "Four Corners Village Sewer District", 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.

Quantum of Town Meeting Vote: Majority

ARTICLE 13: AMEND CHAPTER 13 OF THE CODE

Mover: Barry Pease

MOTION: I move that Chapter 13 "Finance Committee" of the Code of the Town of Groton be amended by deleting Chapter 13 in its entirety and in its place adding a new Chapter 13 "Finance Committee" as set forth in the Warrant for the 2018 Fall Town Meeting.

Quantum of Town Meeting Vote: Majority

ARTICLE 14: CHANGE SELECTMEN TO SELECT BOARD

Mover: Rebecca Pine

MOTION: I move that the Town Bylaws, with the exceptions of Chapter 13 Finance Committee and Chapter 218 Zoning, be hereby amended 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".

Quantum of Town Meeting Vote: Majority

ARTICLE 15: AMEND CHAPTER 218

Mover: Rebecca Pine

MOTION: I move that Chapter 218 Zoning, be hereby amended 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".

Quantum of Town Meeting Vote: 2/3's Majority

ARTICLE 16: AMEND DEMOLITION DELAY BYLAW

Mover: Bob DeGroot

MOTION: I move that Chapter 125 "Demolition Delay" of the Code of the Town of Groton, be amended 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 set forth in the Warrant for the 2018 Fall Town Meeting.

Quantum of Town Meeting Vote: Majority

ARTICLE 17: ACCEPTANCE OF AMELIA WAY

Mover: Joshua Degen

MOTION: I move that Article 17 be withdrawn from consideration.

Quantum of Town Meeting Vote: Majority

ARTICLE 18: FARMERS ROW & PEABODY STREET

Mover: John Giger

MOTION: I move that 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, be accepted as a public way; and that the Select Board be hereby authorized to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of such portions of farmers Row and Peabody Street as 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.

Quantum of Town Meeting Vote: Majority

ARTICLE 19: CITIZENS' PETITION

Mover: John Valentine

MOTION: I move that Section 218-16 of the Town of Groton Zoning By-Laws be amended to add a new sub-section (3) as set forth in the Warrant for the 2018 Fall Town Meeting.

Quantum of Town Meeting Vote: 2/3's Majority

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

ARTICLE 1: WAGE AND CLASSIFICATION SCHEDULE Mover: John Giger

MOTION: I move that the Town of Groton Wage and Classification schedule as shown in Appendix A of the Warrant for the October 1, 2018 Special Town Meeting be adopted for Fiscal Year 2019.

Quantum of Town Meeting Vote: Majority

ARTICLE 2: AMEND THE FY 2019 BUDGET Mover: Gary Green

MOTION: I move that the Town of Groton Fiscal Year 2019 Operating Budget, as adopted under Article 4 of the April 30, 2018 Spring Town Meeting, be hereby amended as shown on the following chart, each line item to be considered as a separate appropriation for the purposes voted, and to appropriate from Emergency Medical Services Receipts Reserved the sum of \$80,000 to Fire and Emergency Medical Services and to appropriate the sum of Eighty-Five Thousand One Hundred Eighty-Four (\$85,184) Dollars from the Fiscal Year 2019 Tax Levy and other General Revenues of the Town, to fund said increases, for a total of \$165,184:



ARTICLE 2 BUDGET ADJUSTMENTS

LINE	DEPARTMENT/DESCRIPTION	FY 2019		FY 2019		DIFFERENCE
		ORIGINAL	BUDGET	PROPOSED	BUDGET	
		4/30/2018		10/1/2018		
1030	Town Manager Salaries	\$	207,912	\$	211,121	\$ 3,209
1031	Town Manager Wages	\$	108,280	\$	114,138	\$ 5,858
1051	Town Accountant Wages	\$	44,067	\$	46,187	\$ 2,120
1060	Board of Assessors Salaries	\$	72,000	\$	75,555	\$ 3,555
1061	Board of Assessors Wages	\$	50,316	\$	52,675	\$ 2,359
1070	Treasurer/Collector Salaries	\$	84,125	\$	88,165	\$ 4,040
1071	Treasurer/Collector Wages	\$	104,658	\$	111,864	\$ 7,206
1080	Town Counsel Expenses	\$	70,000	\$	90,000	\$ 20,000
1090	Human Resources Salary	\$	75,412	\$	79,104	\$ 3,692
1100	Information Technology Salary	\$	104,888	\$	109,759	\$ 4,871
1101	Information Technology Wages	\$	54,288	\$	56,635	\$ 2,347
1131	Town Clerk Wages	\$	58,731	\$	61,274	\$ 2,543
1200	Conservation Commission Salary	\$	63,240	\$	65,796	\$ 2,556
1210	Planning Board Salaries	\$	76,500	\$	80,235	\$ 3,735
1220	Zoning Board of Appeals Wages	\$	19,285	\$	19,630	\$ 345
1240	Building Inspector Salaries	\$	84,125	\$	88,165	\$ 4,040
1241	Building Inspector Wages	\$	56,949	\$	58,327	\$ 1,378
1300	Police Salaries	\$	329,378	\$	326,053	\$ (3,325)
1301	Police Department Wages	\$	1,739,539	\$	1,815,832	\$ 76,293
1302	Police Department Expenses	\$	198,849	\$	210,969	\$ 12,120
1311	Fire Department Wages	\$	809,601	\$	909,540	\$ 99,939
1312	Fire Department Expenses	\$	168,300	\$	172,700	\$ 4,400
1370	Police and Fire Communications Wages	\$	480,247	\$	497,796	\$ 17,549
1500	Highway Department Salaries	\$	103,824	\$	108,592	\$ 4,768
1501	Highway Department Wages	\$	656,020	\$	682,727	\$ 26,707
1502	Highway Department Expenses	\$	134,300	\$	136,900	\$ 2,600
1540	Municipal Building Wages	\$	131,626	\$	135,700	\$ 4,074
1550	Solid Waste Disposal Wages	\$	128,236	\$	133,393	\$ 5,157
1600	Council on Aging Salaries	\$	73,524	\$	76,790	\$ 3,266
1601	Council on Aging Wages	\$	72,785	\$	75,451	\$ 2,666
1610	Senior Center Van Wages	\$	59,580	\$	60,200	\$ 620
1660	Library Salary	\$	367,248	\$	379,281	\$ 12,033
1661	Library Wages	\$	317,936	\$	326,922	\$ 8,986
1700	Country Club Salary	\$	143,285	\$	149,336	\$ 6,051
3010	Health Insurance/Employee Expenses	\$	1,908,875	\$	1,716,301	\$ (192,574)
TOTAL		\$	9,157,929	\$	9,323,113	\$ 165,184

Quantum of Town Meeting Vote: Majority

ARTICLE 3: AMEND ZONING-RECREATONAL MARIJUANA Mover: Rebecca Pine

MOTION: I move that the Code of the Town of Groton, Chapter 218 Zoning be hereby amended as follows, by amending Section 218-4; Section 218-13; and Section 218-16.1 as set forth in the Warrant for the October 1, 2018 Special Town Meeting.

Quantum of Town Meeting Vote: 2/3's Majority

Fall Town Meeting (10/01/2018)

Finance Committee Positions on Articles votes taken :

FINAL

as of 10/01/18

Y-N-Def

Article #	Description	Presenter	Dollar Amount	Moved	Seconded	Gary G	Scott W	Dave M	Bud R	Colby D	Art P	Lorraine L	Total Vote
1	Prior Year Bills	AP	1,068	LL									7-0-0
2	Trf within Water Enterprise		40,000	DM	BR								7-0-0
3	Trf Within Sewer Enterprise		4,000	AP	DM								7-0-0
4	Trf Into Cap Stabilization	DM	550,000	BR	SW								7-0-0
5	Trf into Gen Stabilization	SW	54,000	BR	SW								7-0-0
6	Trf into GDRSD Cap Stabilization	BR	600,000	AP	DM								7-0-0
7	Highway Garage Design/Bidding	AP	230,000	AP	LL	NO				Def			5-1-1
8	Library Roof Design/Bidding	GG	66,000	LL	AP								7-0-0
9	Prescott Operational Funding	BR	30,000	BR	LL								7-0-0
10	Extend Center Sewer District												N/A
11	4 Corner Sewer District By Law												N/A
12	Extend 4 Corner District												N/A
13	Amend Chapter 13 Code TOG	GG		BR	LL								7-0-0
14	Amend ByLaw Select Brd Name												N/A
15	Amend Chap 218 Selet Brd Name												N/A
16	Amend Demolition Delay ByLaw												N/A
17	Accept Amelia Way												N/A
18	Accept Reconfig Farmers ROW/Peabody St												N/A
19	Cit Petition - Amend Zoning ByLaw												N/A
	Total from CPC Funds												
	Total from Free Cash		1,531,068										

Fall Town Meeting (10/01/2018)

Finance Committee Positions on Articles votes taken :

FINAL

as of 10/01/18

Y-N-Def

Article #	Description	Presenter	Dollar Amount	Moved	Seconded	Gary G	Scott W	Dave M	Bud R	Colby D	Art P	Lorraine L	Total Vote
	Total from Enterprise Receipts												
	Total from R & A												
	Free Cash Certified 9/2018		2,212,873										
	9/18 Free Cash Bal. Remaining		681,805										