

# TOWN OF GROTON FINANCE COMMITTEE/ Regular Session Minutes

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*Monday, March 18<sup>th</sup>, 2019 7:15 p.m.  
Town Hall 2nd Floor Meeting Room  
173 Main St. Groton, MA*

*Meeting Jointly with Select Board for Public Hearing on Spring Town Meeting Warrant*

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

**Absent:** Lorraine Leonard

**Present for Select Board:** J. Giger, J. Degen, B. Pease (Chair), A. Manugian, B. Pine

**Also Present:** P. Dufresne (Groton Town Accountant), M. Haddad (Town Manager), M. Hartnett (Tax Collector/Treasurer), J. Greeno (Principal Assessor), M. Doig (H.R. Director), M. Luth (Police Chief), S. McCurdy (Fire Chief), N. Gualco (Conservation Administrator), T. Tada (Town Planner), M. Gilbert (School Committee Chair), T. Orcutt (Water/Sewer Superintendent), V. Abraham (Library Director), D. Zeiler (Library Trustee), N. Wilder (Library Trustee), T. Shute (Fire Lieutenant), T. Delaney (DPW Director), C. Sartini (Groton Herald), C. Perkins (Planning Board) (J. Amaral (Omni Properties), M. Collette (Stormwater Inspector/ADA Coordinator), Residents of Olivia Way

**Documents available at the meeting:** FY20 Budget Iterations and 5-Year Projections  
Prescott Maintenance Proposal  
Spring Town Meeting Warrant (revised 3/12/19)  
Free Cash Balance Update  
ADA Building Survey

*Mr. Green called the Finance Committee into session at 7:20 p.m.*

*Review of Town Meeting Warrant by Article:*

**Art. 26: Use Conservation Land for Drainage (Citizen's Petition)** – Residents of Olivia Way presented their request for a conservation easement for drainage purposes, which is expected to mitigate the extreme flooding issues plaguing the area. The easement requires that an equal or greater parcel of land be placed under conservation restriction, more information on this will follow. Ms. Collette informed the group that the Stormwater Committee is working on the problem, and erosion damage and public safety issues must be dealt with as soon as possible. Pumping of standing water has somewhat abated this untenable situation, however the long-term remedy will require several more months to accomplish. Mr. Pease asked why these floods were manifesting at this point in time. Ms. Collette replied that high levels of

rainfall and infiltration systems are exasperating the problem, but the precise catalyst for this extreme (12 feet) flooding incident is unknown. Mr. Degen suggested seizing the performance bond, but was told that the Town is working with the engineer and developer to affect the quickest resolution.

**Article 4: FY20 Annual Operating Budget** – Mr. Haddad explained that updates from the School Districts as well as a recommendation to hire additional fire fighters have pushed the FY20 budget into a deficit position (\$278,570). Pursuant to a request from the Town of Dunstable, the GDRSD has voted to offset their FY20 Operating Budget with \$400k of E&D. He stressed that he is not in favor of using that E&D offset in FY20 as it will make it that much harder to balance the budget in FY21. Mr. Haddad presented several scenarios for resolving the deficit (see attached). Scenario #1 provides a list of municipal budget reductions (\$279,289 in total) which leaves a levy limit surplus of \$719, an anticipated tax rate of \$18.70 and an increase to the average household tax bill of approximately \$271. Scenario #2 proposes allowing the District E&D offset to reduce the overall tax levy obligation by \$308,731. This results in a levy limit surplus of \$30,161, an anticipated tax rate of \$18.68 and an average household tax bill of approximately \$262. Scenario #3 would fund the budget through use of a tax override in the amount of \$308,731. This results in a levy limit surplus of \$338,892 (to be used to offset increases in FY21), an anticipated tax rate of \$18.68 and an increase to the household tax bill of \$262. He pointed out that requesting a tax override carries the added advantage of allowing the residents an opportunity to specifically vote their approval of hiring additional fire fighters.

The members briefly discussed the cumulative (5-year) override totals based on the projections calculated under the various budget scenarios. Mr. Degen felt it was too early to strategize a 5-year override plan. He would rather deal with the immediate situation for FY20. He recommended waiting for the new district/municipal tri-board to come to an understanding of the true operational needs for both towns and the district. The Select Board should focus on whether to authorize the \$279k override recommended by the FinCom. Mr. Green opined that by utilizing municipal budget cuts, and assuming that revenue has been budgeted conservatively, it may be possible to ride through smaller deficit projections. He is very concerned about the District's decision to use E&D to offset its operating budget (although he appreciates their intention to provide relief to Dunstable). Mr. Robertson noted that the budget impact of hiring two additional new fire fighters is reported as \$64k, however, it is important to remember that this is net of benefits and call department budget offsets. The true cost would be closer to \$160,000. Mr. Haddad clarified that only budget Scenario #1 eliminates the budgeted deficit for Snow & Ice (\$200k); Scenario #2 and #3 allow that cushion to remain. Ms. Manugian recommended caution with respect to changing the snow and ice budget procedure. She would like to focus more attention on grant revenue. Ms. Gilbert spoke up saying that she hopes the new working group will help strategize for overcoming projected budget deficits and avoiding tax overrides. She added that the District also annually uses about \$680k of one-time grant revenue to balance its budget, which she is comfortable with. Mr. Robertson stressed that spending at levels that exceed revenue will always lead to tax overrides. 80% of spending for both the Town and District is for wages and benefits. The growth in this category must be fixed at 3% or this problem will never be resolved. Both entities must work together to achieve this when the next critical round of union negotiations gets underway. Mr. Giger expressed concern that a 5-year override would leave the town with an enormous budget challenge in year six. He also suggested adding a line to the quarterly budget reports that indicates the offsets received from the larger grants.



**Art. 5: Contribution to OPEB Trust Fund** - This article transfers \$169k from Free Cash to hold down growth of the net present value of the OPEB liability. Ms. Pine asked whether a larger than expected balance in Free Cash would allow for a greater amount to be appropriated for OPEB. Mr. Haddad noted that if all articles pass Town Meeting as presented, the balance in Free Cash will be less than \$200k.

**Art. 6: FY20 Capital Budget** – Mr. Haddad said that the Engine 3 replacement (\$140,875) would be financed with a State House Note over five years. The Dump Truck and Tractor Trailer Unit were purchased in FY19 using a State House Note (the current request is for debt service), and the Triplex Greens Mower is an ongoing Capital Lease with two annual payments remaining (FY20 & FY21). The DPW Director is considering the purchase of a single vehicle which would combine the features of the brush mower and the backhoe, thereby eliminating the need to purchase both. Mr. Delaney (DPW Director) noted that with regards to the Police Station painting expenditure, once all the siding on the building has been replaced with cement board, no additional painting will be required.

**Art. 7: Renovation of DPW Facilities** – The bids for this project are due on April 18<sup>th</sup>. The current estimate has risen to approximately \$5 million, which has led the building committee to request a base bid on the main building only (approximately \$2.6 million), while including the vehicle storage building as an add alternate only.

**Art. #8: Library Roof** – Mr. Haddad said the bids for this project are due on April 12<sup>th</sup>. He drew the members' attention to the March 15<sup>th</sup> memo from the Library Trustees regarding the decision to use genuine slate rather than synthetic slate for the roof project. He added that the CPC will hold a meeting next week to decide whether to recommend CPC funds (Historic Preservation) be used to offset some of the \$1 million cost. Mr. Zeiler (Library Trustee) noted that the total cost estimate includes gutters and drain repair as well as the roof.

**Art #9: Increase Local Room Occupancy Excise** – Mr. Haddad said that \$50k has been included in the FY20 budget, and an additional increase for FY21 will not be part of revenue projections until this article passes at Town Meeting. This revenue is not earmarked to offset any particular expenditure.

**Art #10 – Legislation to Establish a Ticket Tax** - Mr. Haddad explained that he had been in touch with Representative Harrington who had informed him that the House Ways and Means Committee is unlikely to move this request forward as it has state-wide implications. Mr. Degen would like to move forward with it anyway, as it is important to find a way to recapture lost revenue from this venture. Ms. Perkins asked whether other non-profits will be expected to collect this tax for large events. Mr. Degen replied that this was intended as a pass-through fee, and not meant to burden non-profits. Mr. Pease noted that Lawrence Academy, Nashoba Tech and Groton School would also be impacted for their non-athletic events. He added that administering the tax is a cost in itself.

**Art. 13: NVTSH Roof/Window Project Debt** – NVTSH is borrowing \$3.7 million for roof and window upgrades, \$37k of which represents Groton's share of the debt service (annually over the next 10 to 15 years). A majority of member towns must approve this article at their respective Town Meetings.

**Art. #14: Operational Funding for Prescott School** – Mr. Haddad presented the most current estimate of the maintenance costs required for the Prescott Building. The 3-year total has been revised to \$104,562 requiring \$86k to be voted from Free Cash at the Spring Town Meeting. Free Cash remaining if all Town Meeting articles pass, will be \$185k. Ms. Manugian noted that there is a meeting scheduled with the Friends of Prescott next week to review the business plan. Mr. Haddad said that the board could defer taking action until after that meeting. Mr. Degen pointed out that the building needs a sprinkler system which expense is not eligible for grant funding. In light of the ever-expanding liability to the Town, he wondered if it was time to reconsider selling the building. This topic will be added to a future agenda.

**Art. #15 – Accessibility Improvements** – Ms. Collette (ADA Coordinator) said that the municipal building survey resulted in an estimated cost of \$60k for ADA improvements, not including the Prescott building which will require a much larger investment (see attached). The committee is planning to apply for all available grant opportunities, for which Prescott in particular may be eligible. Mr. Haddad explained that this was not included in the budget as it is in the nature of a one-time cost project.

*At this point in the meeting (9:30 pm), the Finance Committee relocated to the 2<sup>nd</sup> Floor Lunch Room to take positions on warrant articles and to discuss other business.*

**Library Sunday Hours/Summer Reading Program** – Mr. Zeiler and Ms. Abraham explained to the members that cutting hours at the library will be enormously impactful to residents and will result in the library having to pay an extra percentage of the book budget. They reminded the group that the Library Endowment contributes a sizable portion of the Library expenses.

**Town Meeting Warrant Article Positions:** Positions were taken on various articles for which the members felt sufficient information had been received (see attached). Mr. Manugian identified several municipal line items from which expenses could be trimmed, including \$240k in Dispatch wages (which receive generous grant support) and \$25k for Pepperell Sewer Debt (which could be debt-excluded). Ms. Dufresne did not feel that Groton could exclude another Town's debt, but will check on this. Mr. Green asked that the 10-yr Budget to Actual spreadsheet completed for A. Manugian be forwarded to the FinCom members. Ms. Dufresne will do this, and will also provide a history of Grant awards by department and fiscal year. The members briefly discussed the Free Cash balance update, and Mr. Robertson noted that if revenue trends lower, this will put pressure on funding capital items for both the Town and the District. Mr. Green calculated the annual Free Cash spending commitment at about \$1.1 million. The Finance Committee will schedule another meeting later in the week with the Fire Chief, Police Chief, DPW Director and the Town Manager in order to obtain additional budget line and capital spending information prior to taking positions on the remaining Town Meeting Articles.

**Mr. Green officially adjourned the regular session of the Finance Committee at 10:35 p.m.**

Respectfully submitted,

Patricia Dufresne, Recording Secretary



**COST OF ADA TRANSITION PLAN**  
**for Department Head Review**  
**January 17, 2019**

Item	Building/Item	Installation Deadline	Estimated Item Cost	Estimated Total Cost
	<b>CENTER FIRE STATION</b>			
1	Relocate trash bin obstructing accessible sink.	31-Dec-19	\$60.00	
2	Install a soap dispenser in one of the 2 <sup>nd</sup> Floor Unisex Restrooms.	31-Dec-19	\$72.00	
				<b>\$132.00</b>
	<b>GROTON COUNTRY CLUB</b>			
1	Relocate dumpsters that obstruct HP parking.	31-Dec-19	\$2,000.00	
2	Install 2 railings for steep entrance way.	31-Dec-19	\$1,680.00	
3	Purchase one HP "Van Accessible" sign for one of the current HP spots.	31-Dec-19	\$205.00	
	Relocate the Raised Lettered Braille restroom signs and move them to the pull side wall.	31-Dec-19	\$120.00	
5	Repair crack in concrete walkway entrance.	31-Dec-19	\$1,190.00	
6	Install an accessible coat rack in Function Hall Coat Room.	31-Dec-19	\$150.00	
7	Make part of the bar accessible in the Function Hall.	31-Dec-19	\$1,127.00	
8	Replace the Men's and Women's Room Toilet with accessible ones.	31-Dec-19	\$2,090.00	
9	Install a curb cut for the sidewalk near the accessible entrance.	31-Dec-19	\$1,868.00	
10	Remove weeds from curb cut.	31-Dec-19	\$60.00	
11	Remove weeds from above ground HP Parking sign.	31-Dec-19	\$60.00	
12	Install a new crosswalk to provide accessible path of travel.	31-Dec-19	\$2,160.00	
13	Install a total of 3 curb cuts.	31-Dec-20	\$5,604.00	

**COST OF ADA TRANSITION PLAN**  
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Item	Building/Item	Installation Deadline	Estimated Item Cost	Estimated Total Cost
14	Install above ground HP parking signs and ground markings for the HP ground markings for the accessible parking on the golf course side of the Function Hall.	31-Dec-19	\$460.00	
15	Repaint the ground markings for the HP accessible parking space near the accessible entrance of the function hall.	31-Dec-19	\$930.00	
16	Relocate the restroom signs from the doors to the pull side of each door.	31-Dec-19	\$120.00	
17	Install accessible coat hooks in both the Men's and Women's restrooms and locker rooms.	31-Dec-19	\$296.00	
18	Lower the mirrors in both the Men's and Women's restroom to an accessible height.	31-Dec-19	\$240.00	
19	Lower the paper towel dispensers in both the Men's and Women's restrooms.	31-Dec-19	\$120.00	
20	Install accessible urinals in both the Men's restroom and locker room.	31-Dec-19	\$3,100.00	
21	Install a paddle handle on the doors connecting the Men's and Women's Restroom to the parlor.	31-Dec-19	\$152.00	
22	Install accessible handles on both office doors.	31-Dec-19	\$152.00	
23	Purchase & install a pool lift for the pool area.	31-Dec-21	\$2,995.00	
24	Lower the soap dispensers in both the Men's and Women's locker rooms.	31-Dec-19	\$120.00	
25	Install accessible handles on the accessible stalls in both the Men's and Women's locker rooms.	31-Dec-19	\$184.00	
26	Install accessible lockers in both the Men's and Women's locker rooms.	31-Dec-19	\$436.00	

**COST OF ADA TRANSITION PLAN**  
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Item	Building/Item	Installation Deadline	Estimated Item Cost	Estimated Total Cost
27	Post sign(s) informing people with disabilities of the accessible path to access the Men's and Women's locker rooms.	31-Dec-19	\$500.00	
28	Install accessible showers in both the Men's and Women's locker rooms.	31-Dec-19	\$4,800.00	
29	Install an HP accessible parking space in the parking lot between the locker rooms and the Pub.	31-Dec-19	\$205.00	
30	Tighten the stall lock on the accessible stall in the Men's Restroom.	31-Dec-19	\$325.00	
31	Publicize the availability of golf carts to access the pool area as an ADA reasonable accommodation.	31-Dec-19	\$0.00	
32	Install another railing on the steps that lead from the function hall to the pool.	31-Dec-19	\$380.00	
				<b>\$33,829.00</b>
	<b>GROTON ELECTRIC LIGHT DEPARTMENT</b>			
1	Install a HP "Van Accessible" parking sign at the HP accessible parking space.	31-Dec-19	\$205.00	
2	Install accessible coat hooks in both the Men's and Women's restrooms.	31-Dec-19	\$130.00	
3	Install accessible coat hooks in both the Men's and Women's restrooms.	31-Dec-19	\$815.00	
4	Install an A/V alarm in the small conference room.	31-Dec-19	\$1,560.00	
5	Install knurled handles on the Janitor and Storage closets.	31-Dec-19	\$310.00	
				<b>\$3,020.00</b>



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Item	Building/Item	Installation Deadline	Estimated Item Cost	Estimated Total Cost
	<b>LEGION HALL</b>			
1	Repave the area where the current HP accessible parking space is located.	30-Jun-19	\$3,380.00	
2	Stripe the current HP accessible parking space.	30-Jun-19	\$1,340.00	
3	Add a "Van Accessible" space where the current HP accessible space is located.	31-Dec-19	\$205.00	
4	Remove the lip from the walkway to the accessible entrance.	31-Dec-19	\$480.00	
5	Repair the cracks on the walkway to the accessible entrance.	31-Dec-19	\$720.00	
6	Post a directional sign for people with disabilities to the accessible entrance.	31-Dec-19	\$85.00	
7	Relocate the items being stored in the hallway at the accessible entrance.	31-Dec-19	\$120.00	
8	Designate the Women's restroom as the accessible restroom.	31-Dec-19	\$145.00	
				<b>\$6,475.00</b>
	<b>LOST LAKE FIRE STATION</b>			
1	Install one HP Van Accessible space with ground markings and above ground sign.	31-Dec-19	\$385.00	
2	Attach the loose Women's Room shower door to allow accessibility.	31-Dec-19	\$120.00	
3	Relocate the trash bin obstructing the accessible sink.	31-Dec-19	\$120.00	
4	Install two handrails on the walkway in front of building.	31-Dec-19	\$760.00	
5	Repair the cracks and holes on the sidewalk in the rear of Lost Lake Fire Station.	31-Dec-18	\$480.00	



**COST OF ADA TRANSITION PLAN**  
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Item	Building/Item	Installation Deadline	Estimated Item Cost	Estimated Total Cost
6	Purchase an International Symbol of Access sign for the currently designated HP accessible parking space.	31-Dec-19	\$205.00	
7	Repaint the crosswalk ground markings.	31-Dec-19	\$2,160.00	
8	Repaint the HP accessible parking space ground markings.	31-Dec-19	\$730.00	
9	Install knurled handles on both room A109 and A117 doors which are custodians, and storage closets.	31-Dec-19	\$430.00	
				<b>\$5,390.00</b>
	<b>POLICE STATION</b>			
1	Install an A/V alarm in the unisex restroom and hallway near interview room.	31-Dec-19	\$1,560.00	
2	Insulate the pipe on the sink in the unisex restroom.	31-Dec-19	\$260.00	
3	Lower the tampon container in the unisex restroom.	31-Dec-19	\$120.00	
4	Lower the service counter in front of the Dispatch room.	31-Dec-19	\$3,140.00	
5	Relocate or install a new mat at the front entrance of the Groton Police Department.	31-Dec-19	\$115.00	
6	Install one "Van Accessible" sign on the pole at one of the HP spaces.	31-Dec-19	\$290.00	
				<b>\$5,485.00</b>
	<b>PRESCOTT SCHOOL</b>			
1	Relocate the accessible HP parking space near the ramp entrance to a space along the front side of the building with an above ground sign attached to a pole in the grass.	31-Dec-19	\$820.00	

**COST OF ADA TRANSITION PLAN**  
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Item	Building/Item	Installation Deadline	Estimated Item Cost	Estimated Total Cost
2	Add two new accessible parking spaces in the rear of the building and removing the accessible space currently in the rear	31-Dec-19	\$605.00	
3	Install one "Van Accessible" space provided at Prescott School.	31-Dec-19	\$230.00	
4	Remove "Reserved for Secretary" sign and purchase sign and mount it at the appropriate height at the accessible parking space on the side of the building.	31-Dec-19	\$0.00	
5	Make the Front Entrance and Ramp Entrance doors easier to open.	30-Jun-19	\$145.00	
	Remove or replace the mat at the Ramp Entrance door that is a potential tripping hazard.	30-Jun-19	\$72.00	
7	Install a railing on the steps at the front entrance of Prescott School.	30-Jun-19	\$380.00	
8	Repair the large cracks in the ramp to the side entrance of the building.	30-Jun-19	\$595.00	
9	Smooth out the 1-inch lip located at the base of the ramp at the side entrance of the building.	30-Jun-19	\$960.00	
10	Excavate and regrade a 4-foot flat spot directly in front of the rear entrance of the building.	31-Dec-19	\$1,475.00	
11	Install new railings that are properly installed ¾ inches from the concrete wall on the basement entrance on the side of the building.	31-Dec-19	\$3,705.00	
12	Install a Directional sign informing people with disabilities how to access the basement.	31-Dec-19	\$85.00	
13	Install Raised Letter Braille Room Number signs in Prescott School.	31-Dec-19	\$1,190.00	



**COST OF ADA TRANSITION PLAN**  
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Item	Building/Item	Installation Deadline	Estimated Item Cost	Estimated Total Cost
14	Install knurled handles on the Electrical Room Door (Gym), Room B120, Room 216.	31-Dec-19	\$285.00	
15	Post ADA public notice at Prescott School.	31-Dec-19	\$0.00	
16	Install Fire Doors in the Gym.	31-Dec-19	\$1,120.00	
17	Remove the concreted debris and buckets of trash in the basement hallway in front of the Parent Resource Center.	31-Dec-19	\$435.00	
18	install an accessible counter in Room 309 (School Admin Office).	31-Dec-19	\$3,140.00	
19	install a door on the accessible stall in the B118 Women's Room.	31-Dec-19	\$240.00	
20	Install accessible coat hooks in the both Men's and Women's basement restrooms.	31-Dec-19	\$130.00	
21	Relocate the desk blocking an accessible path to the accessible stall in the B118 Women's Restroom.	31-Dec-19	\$290.00	
22	Install hardware on every stall door in the Prescott School restrooms.	31-Dec-19	\$570.00	
23	Install a full elevator to provide access to all floors in order to facilitate the programming planned at Prescott School.	30-Jun-20	\$150,000.00	
	<b>GRANT APPLICATION</b>			<b>\$166,472.00</b>
	<b>PUBLIC LIBRARY</b>			
1	Install an accessible coat hook in the Men's and Women's 3 <sup>rd</sup> Floor Restrooms and the 1 <sup>st</sup> Floor Family Restroom.	31-Dec-19	\$95.00	
2	Install insulation on the sinks in every restroom.	31-Dec-19	\$360.00	
3	Install a knurled handled on the 3 <sup>rd</sup> Floor "Roof Access" door and the 2 <sup>nd</sup> Floor "Sprinkler Room" door.	31-Dec-19	\$290.00	

**COST OF ADA TRANSITION PLAN**  
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Item	Building/Item	Installation Deadline	Estimated Item Cost	Estimated Total Cost
4	Remove bookcases in the 2 <sup>nd</sup> Floor Women's and Staff restrooms.	31-Dec-19	\$60.00	
5	Install Elevator Hall call buttons with Raised and Braille lettering.	31-Dec-19	<b>\$310.00</b>	
6	Install an accessible sink in the 1 <sup>st</sup> Floor Community Room.	31-Dec-19	\$1,600.00	
7	Raise the HP Signs to the correct height.	31-Dec-19	<b>\$120.00</b>	
8	Purchase one HP "Van Accessible" sign for one of the current HP spots.	31-Dec-19	<b>\$205.00</b>	
9	Repair or patch curb cut to sidewalk leading to Library accessible entrance.	31-Dec-19	\$1,200.00	
10	Install truncated domes on parking lot curb cut once repaired or patched.	31-Dec-19	\$190.00	
	<b>TOWN HALL</b>			
1	Install insulation on the sinks in both the Men's and Women's Restrooms.	31-Dec-19	\$120.00	
2	Remove shelf from Women's Room preventing a 5ft. turning radius	31-Dec-19	\$60.00	
3	Remove wires causing a tripping hazard in 2 <sup>nd</sup> Floor Conference Room and 1 <sup>st</sup> Floor meeting room.	31-Dec-19	\$240.00	
4	Install an accessible coat rack in the 1st Floor Stairway and 2 <sup>nd</sup> Floor Conference Room.	31-Dec-19	\$980.00	
5	Install a middle railing on the front entrance stairs.	31-Dec-19	\$3,600.00	
6	Remove the "Employees Only" and to install an appropriate raised and lettered sign on the wall next to that entrance.	31-Dec-19	\$205.00	
7	Raise the height of the HP parking signs.	31-Dec-19	\$360.00	



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8	Move the 2 <sup>nd</sup> HP parking spot away from falling snow and debris and with less slope.	31-Dec-19	\$480.00	
9	Repair cracks on ramps that exceeds ¾ inches.	31-Dec-19	\$680.00	
10	Repaint railings on the ramp as well as the steps.	31-Dec-19	\$1,280.00	
11	Acquire Sorensen type video relay service to enhance the Town's communication access.	31-Dec-19	\$0.00	
				<b>\$8,005.00</b>
	<b>TRANSFER STATION</b>			
1	Install an "Employee Only" sign at the Transfer Station office.	31-Dec-19	\$145.00	
	Install one HP parking plus one "Van Accessible" sign on 2 poles outside the office entrance.	31-Dec-19	\$290.00	
3	Provide an access ramp to the station office.	31-Dec-21	\$7,640.00	
				<b>\$8,075.00</b>
	<b>TOTAL SUM OF ALL PLANS</b>			<b>\$236,883.00</b>



**Library Director**  
Vanessa Abraham

## GROTON PUBLIC LIBRARY

99 Main Street  
Groton, Massachusetts 01450  
978-448-8000  
gpltrustees@gpl.org

## Board of Trustees

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**To:** Select Board and Finance Committee

**From:** The Board of Trustees of the Groton Public Library

**Subject:** Slate Versus Synthetic Slate for the Library Roof Replacement

**Date:** March 15, 2019

The purpose of this memorandum is to respond to requests for consideration of cost savings of using synthetic slate versus natural slate for the library building envelope project during our FY2020 budget discussion in January. After consultation with the project engineer, Gorman Richardson Lewis Architects (GRLA), and review of their cost estimates, the GPL Trustees recommend that natural slate be used for the replacement of both the original 1893 roof and the more recent 1999 steep slope roof. We base these recommendations on the following factors:

1. GRLA has recommended use of natural slate based on its proven durability, aesthetics, and cost-effectiveness.
2. A variety of organizations with responsibility for long-lived structures, including the U.S. National Park Service, recommend slate over alternative products.
3. The Groton Historical District has strongly recommended use of slate on the 1893 roof.
4. We believe that use of a single material type across both structures provides an aesthetic advantage.
5. Synthetic slate is warranted for approximately 50 years and the warranty would extend only to the cost of replacement materials, not their installation.
6. The roofing materials on the 1999 roof are synthetic slate with a warranty of 50 years. Despite this and their installation only 20 years ago, the materials are failing, and the company is no longer available to offer any sort of remedy. Based on this precedent, we are concerned about manufacturers' ability to estimate a product life without a proven track record and honor a warranty in the future. In contrast, natural slate has a long record of durability, as demonstrated by the 1893 portion of the roof, which is in fair condition, despite being 125 years old.
7. Despite the initial increase in project costs, the Trustees have concluded that, over the long term, that investment will pay for itself (see Table 1). We reached this conclusion based on the following assessment:
  - a. GRLA estimated that costs of the natural slate installed would be roughly twice what the synthetic material is estimated to be (\$40/ft<sup>2</sup> vs. \$20/ft<sup>2</sup>).
  - b. GRLA has estimated a life time for the synthetic slate of 30 to 50 years (average of 40 years) and synthetic slate of 75 to 125 years (average of 100 years).
  - c. Every line item in the base cost, such as materials and installation of the roofing materials, is "marked up" to account for General Conditions, Mobilization, Bonds and Insurance, Overhead and Profit, and Contingency. Use of slate for the 1999 roof is estimated to cost \$66,000 more



March 15, 2019

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for materials and installation than the synthetic slate. When “fully loaded” this difference in cost is estimated to be \$105,000. The fully loaded cost of installation and materials for the 1999 roof using slate is estimated to be \$221,000 while the fully loaded costs for synthetic slate is estimated to be \$116,000.

- d. The costs of the roofing materials over the next 100 years, the estimated life of a slate roof, were estimated based on the circumstances above. During this period, on average, the synthetic slate would have to be replaced twice.
- e. The calculation is performed using 2019 dollars without consideration of inflation or of the time value of money (i.e., net present value). To some extent, these two factors would be expected to cancel each other (i.e., the rate of inflation is about equal to the available interest rate).
- f. This analysis considers only the replacement of the roofing materials without any associated costs of underlayment, repairs of water damage, etc.
- g. As shown in Table 1, the estimated life time costs for natural slate is \$127,000 less than the synthetic slate. We believe that this estimate of the difference in lifetime costs is likely to be underestimated as it neglects the costs of other roof components, contracting, etc.

**Table 1: Estimated 100-Year Costs of Two Roofing Material Options – 1999 Roof Only (3,300 ft<sup>2</sup>)**

Note that findings for the 1893 portion of the roof would be very similar when adjusted for the respective roof areas (3,100 ft<sup>2</sup> vs. 3,300 ft<sup>2</sup>)

Material	Estimate Life (years)	Cost of Installation (Unloaded)	Cost of Installation (Loaded)	Estimated Number of Replacements in 100 Years	Total Materials and Installation Costs in 100 Years
Slate	100	\$132,000	\$221,000	0	\$221,000
Synthetic Slate	40	\$66,000	\$116,000	2	\$348,000

The Trustees appreciate that Groton has very important fiscal constraints this year and in the next several years. We make the recommendation to pursue the option that will result in a higher short-term cost based on a number of factors, primary among them is that it is the prudent fiscal alternative to ensure that the Groton’s investment in the GPL is protected. In reaching this conclusion, we have relied on the advice of the professionals that we have hired to guide us, important but less tangible issues of aesthetics, our unsatisfactory experience with similar materials currently installed at the GPL, and our best estimates of long-term value to the taxpayers of Groton.

Thank you for your attention to this matter. Please do not hesitate to contact us if you have questions or comments.

cc:     Select Board  
          Finance Committee  
          Mark Haddad – Town Manager  
          Dawn Dunbar – Executive Assistant

# Spring Town Meeting (4/29/2019)

Finance Committee Positions on Articles votes taken :

3/18/2019

Y-N-Def

Article #	Description	Dollar Amount	Moved	Seconded	Gary G	Scott W	Dave M	Bud R	Colby D	Art P	Lorraine L	Total Vote
1	Hear Reports											N/A
2	Elected Officials Compensation	88,495	DM	BR								6-0-0
3	Wage & Classification Schedule		AP	DM								6-0-0
4	<b>FY2020 Operating Budget</b>											
5	Appropriation to OPEB Trust	169,000	BR	SW								6-0-0
6	<b>FY2020 Capital Budget</b>											
6.1	Engine #3 Replacement	140,875										
6.2	Service #1 Replacement	60,000										
6.3	Brush/Field Mower	45,000										
6.4	Hwy Dump Truck	40,000										
6.5	Hwy Backhoe	95,000										
6.6	IT Infrastructure	40,000	DM	BR								6-0-0
6.7	Dispatch Center Upgrade	60,000										
6.8	Municipal Building Repairs	25,000	BR	AP								6-0-0
6.9	Police Station Paint/Roof	20,000										
6.10	Transfer Sta Tractor Trailer	40,000	BR	DM								6-0-0
6.11	Police Cruisers	109,845	BR	DM								6-0-0
6.12	Pool Improvements	15,000	BR	DM								6-0-0
6.13	Cart Path Improvements	10,000	BR	DM								6-0-0



# Spring Town Meeting (4/29/2019)

Finance Committee Positions on Articles votes taken :

3/18/2019

Y-N-Def

Article #	Description	Dollar Amount	Moved	Seconded	Gary G	Scott W	Dave M	Bud R	Colby D	Art P	Lorraine L	Total Vote
6.14	Triplex Greens Mower	5,100	BR	DM								6-0-0
7	DPW Facilities Renovation FY19											
8	Library Roof FY19											
9	Increase Room Occ. Tax FY21	from 3% to 6%	CD	BR								5-0-0
10	Establish Ticket Tax											
11	CPC Funding Accounts	738,000										
12	CPC Project Recommendations											
12.1	2019 Housing Production Plan	20,400										
12.2	Housing Coord Salary	48,882										
12.3	Historic Volumes Cabinet	5,627										
12.4	Trf to Conservation Fund	100,000										
12.5	1893 Library Roof Repair	371,000										
12.6	Fitch's Bridge Wall Repair	45,000										
12.7	GDRHS Track Resurface	112,607										
13	NVTHS Roof/Window Project	3,704,616	DM	SW								5-0-0
14	Prescott Maint. Funding FY19	86,000										
15	Accessibility Improvements FY19	60,000	DM	BR								5-0-0
16	James Brook Maintenance FY19	50,000	BR	DM								5-0-0
17	Adoption of Stretch Code											N/A
18	Zoning Off-Site/Street Parking											N/A
19	Zoning Housekeeping Updates											N/A
20	Forestry Agreement 10-year											N/A
21	Water Discharge in Public Way											N/A

# Spring Town Meeting (4/29/2019)

Finance Committee Positions on Articles votes taken :

3/18/2019

Y-N-Def

Article #	Description	Dollar Amount	Moved	Seconded	Gary G	Scott W	Dave M	Bud R	Colby D	Art P	Lorraine L	Total Vote
22	Additional Liquor Licenses											N/A
23	Stormwater Mgmt Amendment											N/A
24	Legislation for Updated Charter											N/A
25	Cit. Pet. Town Ctr Overlay District											N/A
26	Cit. Pet. Drainage on Cons. Land											N/A
27	FY19 Line Item Transfers	<i>reclass only</i>										
28	Snow & Ice Deficit Offset											
29	Water Enterprise Transfer	110,000										
30	Sewer Enterprise Transfer	130,000										
31	Cable Enterprise Transfers											
32	Prior Year Bills											
33	Surrenden Farms Debt Service	481,660	BR	DM								5-0-0
34	Revolving Fund Spending Limits											
35	Increase RE Tax Exemptions		DM	BR								5-0-0
36	Reduce Vet Residency Requiremt		BR	DM								5-0-0
	Total from CPC Funds	703,516										
	Total from Free Cash 4/2019	496,857										
	Total from Enterprise Receipts	240,000										
	Total from R & A	0										
	Free Cash Certified 9/2018	2,212,873										
	Free Cash Committed 10/2018	1,531,068										
	FY19 Free Cash Bal. Remaining	184,948										



# Spring Town Meeting (4/29/2019)

Finance Committee Positions on Articles votes taken :

3/18/2019

Y-N-Def

Article #	Description	Dollar Amount	Moved	Seconded	Gary G	Scott W	Dave M	Bud R	Colby D	Art P	Lorraine L	Total Vote
1	Hear Reports											N/A
2	Elected Officials Compensation	88,495	DM	BR								6-0-0
3	Wage & Classification Schedule		AP	DM								6-0-0
4	<b>FY2020 Operating Budget</b>											
5	Appropriation to OPEB Trust	169,000	BR	SW								6-0-0
6	<b>FY2020 Capital Budget</b>											
6.1	Engine #3 Replacement	140,875										
6.2	Service #1 Replacement	60,000										
6.3	Brush/Field Mower	45,000										
6.4	Hwy Dump Truck	40,000										
6.5	Hwy Backhoe	95,000										
6.6	IT Infrastructure	40,000	DM	BR								6-0-0
6.7	Dispatch Center Upgrade	60,000										
6.8	Municipal Building Repairs	25,000	BR	AP								6-0-0
6.9	Police Station Paint/Roof	20,000										
6.10	Transfer Sta Tractor Trailer	40,000	BR	DM								6-0-0
6.11	Police Cruisers	109,845	BR	DM								6-0-0
6.12	Pool Improvements	15,000	BR	DM								6-0-0
6.13	Cart Path Improvements	10,000	BR	DM								6-0-0

# Prescott School Anticipated Funding Needs FY 2019 through FY 2021

## Year 1 (FY 2019) Needs

Outside Stair Repair	\$	2,000
Outside Clogged Drain	\$	1,000
Paint and Replaster Walls	\$	4,000
Electrical Panel Work	\$	9,500
Spring Mowing (165X6)	\$	990
Condensate Pumps	\$	7,000
Grinder Pumps	\$	3,500
Replace/Repair All Toilets	\$	900
Hot Water Heater	\$	1,000
Repair Side Steps	\$	1,000
Furnace Cleaning	\$	700
Burglar Alarm Repairs	\$	2,500
Clean Storm Drain	\$	1,000

**Total Needed**

**\$ 35,090**

## Year 2 (FY 2020) Needs

Building Insurance	\$	13,256
Snow Plowing	\$	12,700
Mowing (Annually)	\$	2,310
Misc. Landscaping	\$	1,000
Fire Extinguisher Inspections	\$	500
Fire Alarm Inspection	\$	500
Boiler Tune-Up	\$	1,200
Boiler Inspection	\$	200
Repair Pipe In Basement	\$	1,100
Gym Light Replacement	\$	2,700

**Total Needed**

**\$ 35,466**

## Year 3 (FY 2021) Needs

Building Insurance	\$	14,256
Snow Plowing	\$	13,100
Mowing (Annually)	\$	2,450
Misc. Landscaping	\$	1,000
Fire Extinguisher Inspections	\$	500
Fire Alarm Inspection	\$	500
Boiler Tune-Up	\$	1,300
Boiler Inspection	\$	200
Furnace Cleaning	\$	700

**Total Needed**

**\$ 34,006**

**Grand Total Needed (3 Years)**  
**Current Balance In Article**

**\$ 104,562**  
**\$ 21,896**

**2019 Town Meeting Request**

**\$ 82,666 - Round Up to \$86,000**



## Free Cash Update

FY 2019 Certified Amount	\$	2,212,873
2018 Fall Town Meeting Appropriations	\$	1,531,068
<b>Balance</b>	<b>\$</b>	<b>681,805</b>
Anticipated Needs		
OPEB	\$	169,000
Debt Service	\$	98,714
Performance Incentive/Leap Year	\$	33,143
Prescott School	\$	86,000
Accessibility Improvements	\$	60,000
Broadmeadow Road Drainage	\$	50,000
<b>Final FY 2019 Balance</b>	<b>\$</b>	<b>184,948</b>

7/1/2018 Proposed Spending for FY19

Free Cash Spending Plan Beginning FALL FY 2019		" Free Cash"	Spent
10/1/2018	<b>ATM -Fall 2018 for FY2019</b>	Reserve \$200K	
	Balance Certified 9/2018	\$2,212,873.00	
Art 1	Prior Year Bills	(\$1,068.00)	
Art 4	Fund Capital Stabilization	(\$550,000.00)	FY19
Art 5	Fund Regular Stabilization	(\$54,000.00)	FY19
Art 6	GDRSD CapStab Funding	(\$600,000.00)	FY19
Art 7	DPW Garage Design/Bidding	(\$230,000.00)	FY19
Art 8	Library Roof Design/Bidding	(\$66,000.00)	FY19
Art 9	Prescott Operations Funding 3 yr	(\$30,000.00)	FY19
<b>Carry Forward:Fall of 2018 for FY19</b>		\$681,805.00	(\$1,531,068.00)
<b>Carryforward for Spring FY19 (4/2019)</b>			
	Balance Forward 4/2019	\$681,805.00	
	Proposed Expenditures:		
PROPOSED	BAN Principal Paydowns FY2020	(\$98,714.00)	FY20
PROPOSED	OPEB Funding FY2020	(\$169,000.00)	FY20
PROPOSED	Leap Year Wages	(\$8,020.00)	FY20
PROPOSED	Employee Merit Payments	(\$25,123.00)	FY20
PROPOSED	Prescott School	(\$86,000.00)	FY19
PROPOSED	Broadmeadow Road Drainage	(\$50,000.00)	FY19
PROPOSED	ADA Initiative	(\$60,000.00)	FY19
	FY18 Grant Deficits ?	\$0.00	
	Subtotals		(\$496,857.00)
<b>CarryForward to Year End</b>		<b>\$184,948.00</b>	<b>(\$2,027,925.00)</b>
		Free Cash Balance	Free Cash Spent



**Five Year Budget Projections Based on Various Scenarios  
Need for Override by Fiscal Year**

	Anticipated Override Fiscal Year <u>2020</u>	Anticipated Override Fiscal Year <u>2021</u>	Anticipated Override Fiscal Year <u>2022</u>	Anticipated Override Fiscal Year <u>2023</u>	Anticipated Override Fiscal Year <u>2024</u>	Anticipated Override Fiscal Year <u>2025</u>	Five Year Cummulative <u>Total</u>
Original Budget 12-31-2018	\$ -	\$ 240,792	\$ 315,808	\$ 312,143	\$ 352,131	\$ 395,229	\$ 1,616,103
Scenario #1 - Reduce Town Budget	\$ -	\$ 435,900	\$ 442,635	\$ 277,308	\$ 308,808	\$ 347,856	\$ 1,812,507
Scenario #2 - GDRSD Uses E&D		\$ 764,628	\$ 438,532	\$ 274,120	\$ 305,429	\$ 339,454	\$ 2,122,163
Scenario #3 - Override In FY 2020	\$ 308,731	\$ 448,178	\$ 438,533	\$ 274,120	\$ 305,428	\$ 339,455	\$ 2,114,445

### **Budget Iterations**

Original Budget Submitted on 12-31-2018	\$	39,663,768
Original Levy Limit Surplus/(Deficit)	\$	-
Original Anticipated Tax Rate	\$	18.70
Original Increase in Average Tax Bill	\$	271

### **Increases to Budget Since 12-31-2018**

GDRSD Superintendents Budget	\$	276,485
Nashoba Tech Proposed Assessment	\$	43,507
Two Additional Firefighter/EMTs	\$	64,039
<b>Total Increases</b>	<b>\$</b>	<b>384,031</b>
<b>New Total Budget</b>	<b>\$</b>	<b>40,047,799</b>

### **Offsets to Budget Increases**

Governor's State Aid Projections	\$	55,625
Reduction in Snow and Ice Deficit	\$	50,000
Library State Aid Offset	\$	1,916
Increase in State Charges	\$	(2,080)
<b>Total Offsets</b>	<b>\$</b>	<b>105,461</b>
<b>Levy Limit Surplus/Deficit</b>	<b>\$</b>	<b>(278,570)</b>



### Scenarios To Balance the Budget

#### Scenario #1 - Reduce Town Budget As Follows

Eliminate Snow and Ice Deficit	\$	150,000
Close Sargisson Beach	\$	27,569
Eliminate Funding For New Police Dog	\$	3,000
Eliminate Funding for Pepperell Sewer Debt	\$	25,683
Reduce Increase in Assessors Office Hours	\$	7,000
Eliminate Funding for Local Inspector	\$	1,575
Eliminate Funding For TADS	\$	8,000
Eliminate Funding for CodeRed	\$	7,000
Reduce Senior Center Van Appropriation	\$	10,000
Reduce Health Insurance	\$	13,000
Eliminate Sunday Hours/Summer Reading	\$	26,462
<b>Total Reductions</b>	<b>\$</b>	<b>279,289</b>
<b>Levy Limit Surplus/(Deficit)</b>	<b>\$</b>	<b>719</b>
Anticipated Tax Rate Under Scenario #1	\$	18.70
Anticipated Increase in Average Tax Bill	\$	271

**Scenario #2 - GDRSD Reduces Request Using E&D**

Reduce GDRSD Assessment Request	\$	308,731
<b>Levy Limit Surplus/(Deficit)</b>	<b>\$</b>	<b>30,161</b>
Anticipated Tax Rate Under Scenario #2	\$	18.68
Anticipated Increase in Average Tax Bill	\$	262

**Scenario #3 - Seek Override of \$308,731**

GDRSD Request Still Uses E&D to Reduce Request	\$	308,731
<b>Levy Limit Surplus/(Deficit)</b>	<b>\$</b>	<b>338,892</b>
Anticipated Tax Rate Under Scenario #3	\$	18.68
Anticipated Increase in Average Tax Bill	\$	262