

TOWN OF GROTON FINANCE COMMITTEE Regular Session

*Monday, September 16, 2019, 7:15 p.m.
2nd Floor Meeting Room
173 Main St. Groton, MA*

Meeting Jointly with the Select Board

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

Absent: G. Green

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

Also Present: P. Dufresne (Town Accountant), M. Haddad (Town Manager), C. Sartini (Press), D. Dunbar (Executive Assistant), T. Orcutt (Water/Sewer Superintendent), T. Delaney (DPW Director), K. Shelp (COA Director)

Documents available at the meeting: FY19 Fall Town Meeting Warrant draft of 9/12/19
Committee Interest Form: P. Doherty
Town Manager's Weekly Report 9/16/19

Mr. Robertson called the regular session of the Finance Committee to order at 7:15 p.m.

Mr. Haddad informed the group that Ms. Manugian had offered additional comments and revisions to the overall Financial Management Policies. The Finance Committee and Select Board will meet to discuss these revisions separately before voting to approve the document.

The Select Board voted to open the public hearing on the Town Meeting Warrant at 7:20 pm.

Mr. Haddad presented a summary of each article as listed in the draft warrant dated 9/12/19 (please see attached). Discussion highlights are as follows:

Article 1 – Prior Year Bills: There are currently two (2) bills requiring approval: A-1 Odd Jobs (\$150) and WasteZero (\$3,045).

Article 2 – Adjustments to FY20 Budget: Town Meeting will be asked to approve \$13,000 for an upgrade to the Financial Software used by the Accounting Department and \$70,393 for interest payments on the BAN's outstanding related to the DPW Facility and the Library Roof projects. A brief discussion ensued regarding whether the funding for the financial software upgrade should be found in the existing budget

or charged to Free Cash. Mr. Haddad explained that a portion of this upgrade represented one-time start-up costs (licensing) while the remainder would be ongoing operational expenses.

Article 3 – Water Enterprise Transfer \$150,000: Mr. Orcutt explained that this transfer from E&D was necessary to begin exploring options for mitigating the Manganese contamination issue at the Whitney Well. The Water Department is working closely with DEP to deliver as much information to the public and to Town officials as quickly as possible. There will be a meeting in Worcester next week that should help clarify some of the emerging concerns. Mr. Orcutt is cautiously estimating a \$7.5 million infrastructure project to be financed over 20 years; this level of impact to the ratepayers will almost certainly require a rate increase. Some of the construction may be phased in to help minimize that impact, but public hearings will be scheduled when sufficient information is available. Mr. Degen suggested reaching out to Dunstable to explore a tie-in to their infrastructure.

The Select Board voted to open the Public Hearing for the Amelia Way Road Layout. This hearing was then continued until the current discussion advanced to Article 16 of the warrant.

Mr. Haddad opined that given the Town's current budget constraints as well as the pending school construction project, the Town has no capacity to contribute to the funding of the Water Enterprise manganese mitigation effort. Mr. Orcutt noted that while the Town has some ability to negotiate, the solution will ultimately be up to DEP. He hopes to be able to stagger implementation over 5 years. He added that he believes this project is the financial responsibility of the ratepayers. Mr. Giger stressed the importance of keeping the public apprised of all progress on this matter. Mr. Haddad pointed out that no decisions would be made without Select Board participation: there will be an executive session scheduled jointly with the Select Board, Water Commissioners and representatives from DEP for the purpose of negotiating a final mitigation plan. Mr. Degen wondered why manganese has become a problem so suddenly. Mr. Orcutt replied that the well dates back to 1989, and intensive pumping combined with recent droughts has likely caused an increase in minerals being drawn in.

Article 4 – Sewer Enterprise Transfer: This article is expected to be withdrawn.

Article 5 – Transfer to Capital Stabilization: Mr. Haddad reduced the list of requested Capital Purchases for FY21 to only those most crucial to operations, and expects to spend approximately \$513,240 from this fund. The Library Parking Lot project and refurbishing of Fire Engine #5 will be delayed (a total of about \$275,000). Mr. Prest asked whether the Country Club capital items would be included on this list if it was organized as an Enterprise. Mr. Haddad replied that Enterprises cover their own capital purchases, but he will not recommend restructuring the Country Club as an Enterprise until it completes several successful years without a tax subsidy. The group briefly discussed selling the used golf carts at auction to help finance the acquisition of new carts. Mr. Haddad will follow up on this.

Article 6 – Transfer to General Stabilization: Mr. Haddad is recommending a transfer of only \$2,546 based on the current balance in the account. Subsequent interest postings through September, may make this transfer unnecessary.

Article 7 – Transfer to GDRSD Capital Stabilization: This fund requires a deposit of \$261,000 to meet the District’s capital needs for FY21. Mr. Degen asked for a detail of the District’s capital spending plan for FY21. Ms. Pine asked if it would be helpful to advance additional funds to aid in addressing the upcoming Florence Roche project. Ms. Gilbert agreed that this is worth considering as the Town will be responsible for all furnishings and playground expenses; MSBA will reimburse only for building costs.

Article 8 – Crosswalk Signage on Main St: Mr. Delaney would like \$15,000 from Free Cash to install a lighted crosswalk at the GDRSD Middle School. Mr. Haddad noted that as this is on a Town road, it is the Town’s responsibility. The group briefly discussed how to expedite the process of painting the “school zone” notice on the pavement. Mr. Delaney felt it would be quicker for the Town to do it rather than waiting for the State; he will follow up on this.

Article 9 – CPC Project for Prescott Fire Suppression Sprinkler: Mr. Haddad informed the group that bids for this project are due on 10/16/19; CPC has approximately \$200,000 available for appropriation for this purpose.

Article 10 – BOA Cyclical Inspections: Mr. Haddad said that \$21,600 will be needed for this effort, and as it will be an annual expense, he asked for guidance on whether this should be funded as a budget adjustment rather than from Free Cash. The full Measure and List was completed ahead of schedule, advancing the start of the cyclical inspection cycle to FY20 (rather than FY21 as previously expected). Mr. Haddad said that excess levy capacity is available for this in FY20. Mr. Robertson feels this should be a budgetary expense; Mr. Degen agreed but said that the funding from FY20 should come from Free Cash.

Article 11 – Stormwater Strategy: The MS4 Permit requirements are already stressing the Town’s budget and proper compliance is estimated to cost between \$250,000 and \$500,000 annually. This article seeks \$15,000 for a consultant to aid in determining how to appropriately present the need to Town Meeting as well as how to equitably raise and collect these funds. Mr. Delaney is proposing a fee for each parcel of property owned to be managed through either a Revolving or Enterprise Fund. He added that NRWS is already doing some useful studies, and the Town’s own Stormwater Committee will be participating in the process. Mr. Haddad said that quotes will be sought and presented to the Spring Town Meeting.

Article 12 – Ban on Single-Use Plastic Bags: Mr. Prest pointed out that clarification may be needed regarding how the rules will apply to check-out bags as opposed to product bags. Mr. Degen replied that the intention of this article is to ban check-out bags, and product bags must be re-usable, recyclable and or compostable.

Article 13 – Land Grant for Purchase of Trimper Property: The Conservation Commission is seeking authorization to apply for a land grant in the amount of \$243,000 to offset the purchase price of \$400,000. Mr. Easom noted that purchase of this parcel will aid in access (via frontage on Martins Pond Rd) and help mitigate the loss of the Brooks Orchard easement which is to be extinguished. Ms. Manugian expressed concern that the Land Purchase Priority List maintained by the Conservation Commission had not been updated in 18 years. Mr. Easom replied that the list may not have changed in 18 years, but it is more or less continually updated.

Article 14 – Transfer Station Revolving Fund: This fund will help raise funds to maintain the new Glass Pulverizer Plant through the collection of user fees.

Article 15 – Senior Center Revolving Fund: The Senior Center will house a new fitness room with exercise equipment that will require regular maintenance and eventual replacement. The COA Director has estimated that it will cost approximately \$600 per year to maintain, which can be offset through the leveling of a reasonable fee (somewhere between \$35 and \$50 per year). The COA is also considering offering relief from this fee for those who can prove a financial hardship. Ms. Shelp assured the group that all users will receive mandatory training and will sign a waiver of liability form. Ms. Pine stated that although she was originally opposed to charging seniors for use of their new exercise room, she now supports this proposal. Ms. Manugian wondered why the COA budget couldn't be increased to include the annual maintenance expenses; equipment replacement could be funded through capital stabilization. Ms. Shelp does not believe the proposed fee will discourage use of the room. Mr. Haddad noted that the new building is scheduled to open on 10/22/19.

The Select Board opened the Public Hearing on Acceptance of Amelia Way at 8:43 pm

Article 16 – Acceptance of Amelia Way: Both the Planning Board and the DPW Director concur that the road is ready to be accepted as laid out. Mr. Delaney said both the road and the catch basins have been maintained and are in good shape. The Public Hearing was closed at 8:45 pm. The Select Board voted to recommend the acceptance of Amelia Way as a Town Way to Town Meeting.

Article 17 - Acceptance of Mockingbird Hill Rd as a Town Way: Mr. Haddad explained that this road layout will be available on 10/07/19.

Mr. Haddad summarized the total Free Cash spending to be approved at Town Meeting: Free Cash has been certified at \$1.3 million and approximately \$827,000 will be requested at the Fall Town Meeting. Additional Free Cash needs are estimated at about \$274,000 (\$175,000 for OPEB and \$100,000 for BAN payments, and an as yet undetermined amount for Department Head merit pays), leaving an estimated unexpended balance in Free Cash of approximately \$200,000.

At this time (8:45 pm) the Select Board continued the Public Hearing on the Fall Town Meeting Warrant to 9/30/19, and the Finance Committee relocated to the Groton Electric Light Department 1st Floor Conference Room to continue their meeting.

The Finance Committee discussed the following Town Meeting Articles and took positions as noted:

Article 1: Prior Year Bills - \$3,195 funded from Free Cash

On a motion by Mr. Prest, seconded by Mr. Manugian, the Finance Committee voted unanimously to recommend Article 1 to Town Meeting. The Vote: 5-0-0

Article 2: Amend FY20 Operating Budget - Mr. Manugian suggested that the Town could find a portion of the requested budget adjustment in the current appropriation. The members agreed that the \$3,000

ongoing budgetary request from Accounting should be found within the voted FY20 budget. Mr. Manugian moved to request to amend Article 2 to fund \$10,000 for the Accounting software upgrade from Free Cash, and to raise and appropriate \$70,393 for Debt Service in FY20. Mr. Whitefield seconded the motion and the Finance Committee voted to recommend Article 2 (as amended) to Town Meeting. The Vote 5-0-0

Article 3: Transfer within the Water Enterprise - On a motion by Mr. Manugian, seconded by Mr. Prest, the Finance Committee voted unanimously to recommend Article 3 to Town Meeting. The Vote: 5-0-0

Article 4: Transfer within Sewer Enterprise - No position taken

Article 5: Transfer to Capital Stabilization - Mr. Prest expressed concern that the Capital Stabilization Fund would be used to fund improvements to the Country Club, thereby requiring the entire tax base to subsidize a small number of club members. Mr. Robertson suggested that the new Capital Planning Committee could take another look at the Country Club, but pointed out that individual capital items would not be voted until the Spring. Mr. Manugian moved to amend this article to specify a transfer in the amount of \$500,000; Mr. Whitefield seconded and the Finance Committee voted unanimously to recommend this article (as amended) to Town Meeting. The Vote: 5-0-0

Article 6: Transfer to General Stabilization - On a motion by Mr. Prest, seconded by Mr. Manugian, the Finance Committee voted unanimously to recommend this article to Town Meeting. The Vote: 5-0-0

Article 7: Transfer to GDRSD Capital Stabilization: Mr. Robertson would like to see detail regarding the District's FY21 capital spending plan prior to taking a position on this article. The other members agreed to defer taking a position until this information has been received.

Article 8: Installation of Crosswalk Signage on Main St. - On a motion by Mr. Prest, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend this article to Town Meeting. The Vote: 5-0-0

Article 9: Prescott Sprinkler Project – The Finance Committee deferred taking a position on this article until bids are received.

Article 10: BOA Cyclical Inspection – Mr. Manugian suggested transferring \$21,600 from the Reserve Fund as this was an unforeseen event for FY20. The members discussed this, considering the fact that there are fewer opportunities to tap Free Cash during the year than the Reserve Fund. On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend supporting this article to Town Meeting with funding from Free Cash for FY20. The Vote: 5-0-0

Article 11: Stormwater Strategy – The group discussed the program the Town of Westford put in place to address stormwater costs. Mr. Prest noted the excessive pollutants entering various watersheds from Martins Pond Rd. He stressed that mitigating this will be much more expensive than residents realize. On a motion by Mr. Manugian, seconded by Mr. Prest, the Finance Committee voted unanimously to recommend this article to Town Meeting. The Vote: 5-0-0

Article 12: Ban on Single Use Plastic Bags – Mr. Prest said he will request clarification of the language in this article. No positions were taken.

Article 13: ConsCom Land Grant Request \$243,000 – On a motion by Mr. Manugian, seconded by Mr. Doody, the Finance Committee voted unanimously to recommend this article to Town Meeting. The Vote: 5-0-0

Article 13: Transfer Station Revolving Fund – On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend this article to Town Meeting. The Vote: 5-0-0

Article 15: Senior Center Revolving Fund – On a motion by Mr. Prest, seconded by Mr. Doody, the Finance Committee voted unanimously to recommend this article to Town Meeting. The Vote: 5-0-0

Other Business:

Mr. Robertson noted that the Tri-Board would be meeting on Monday 9/23/19 at 9:00 am, and the Select Board would be having a workshop on FY21 budget guidance that same evening at 6:00 pm. Ms. Dufresne will confirm these dates/times and ensure that FinCom members will be allowed to attend both meetings. Mr. Robertson encouraged the other members to attend if they can, but stressed the importance of scheduling a dedicated budget guidance meeting for the FinCom prior to the joint meeting on this topic set for October 7, 2019. The members agreed to schedule a meeting on October 1, 2019 at 7:00 pm so as to prepare for the joint session on 10/7/19.

Mr. Robertson officially adjourned the regular session of the Finance Committee at 10:00 p.m.

Respectfully submitted,

Patricia Dufresne, Recording Secretary

REVISED: 09/12/2019

Warrant, Summary, and Recommendations

TOWN OF GROTON



2019 FALL TOWN MEETING

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

Beginning Monday, October 21, 2019 @ 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 21, 2019**

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, 344 Main Street, Groton, Massachusetts in said Town on Monday, the twenty-first day of October, 2019 at Seven O'clock in the evening, to consider the following:

ARTICLE LISTINGS

Article 1	Prior Year Bills	3
Article 2	Amend the Fiscal Year 2020 Town Operating Budget	3
Article 3	Transfer within Water Enterprise Fund	3
Article 4	Transfer within Sewer Enterprise Fund	4
Article 5	Transfer Money into the Capital Stabilization Fund	4
Article 6	Transfer Money into the Stabilization Fund	4
Article 7	Transfer Money into the GDRSD Capital Stabilization Fund	5
Article 8	Install Crosswalk Signage on Main Street	5
Article 9	Community Preservation Committee Funding Recommendations	6
Article 10	Update Assessors Maps/Cyclical Inspections	6
Article 11	Funding for Stormwater Master Plan	7
Article 12	Amend Bylaws – Ban Single-Use Plastic Bags	7
Article 13	Purchase Trimper Property	10
Article 14	Establish Transfer Station Revolving Fund	11
Article 15	Establish Senior Center Revolving Fund	11
Article 16	Acceptance of Amelia Way as a Town Way	12
Article 17	Acceptance of Mockingbird Hill Road as a Town Way	12
	Report of the Town Manager to the 2019 Fall Town Meeting	15

ARTICLE 1: PRIOR YEAR BILLS

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

SELECT BOARD

Select Board:
Finance Committee:

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

ARTICLE 2: AMEND THE FISCAL YEAR 2020 TOWN OPERATING BUDGET

To see if the Town will vote to amend the Fiscal Year 2020 Operating Budget as adopted under Article 4 of the 2019 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 2020, or to take any other action relative thereto.

**FINANCE COMMITTEE
SELECT BOARD
TOWN MANAGER**

Select Board:
Finance Committee:

Summary: *The Fiscal Year 2020 Town Operating Budget was approved at the 2019 Spring Town Meeting in April, 2019. 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 2020 Operating Budget. Please see the Town Manager's Report contained in the back of this Warrant for an explanation outlining the proposed changes.*

ARTICLE 3: 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 2020 Water Department Operating Budget for general expenses, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

Select Board:
Finance Committee:
Water Commissioners:

Summary: *This article will request a transfer of funds from Water Surplus to help fund the Fiscal Year 2020 Water Department's Operational Expenses.*

ARTICLE 4: 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 2020 Sewer Enterprise Department Budget for general expenses, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

Select Board:
Finance Committee:
Sewer Commission:

Summary: *This article will request a transfer of funds from Sewer Surplus to help fund the Fiscal Year 2020 Sewer Department's Operational Expenses.*

ARTICLE 5: TRANSFER MONEY INTO THE CAPITAL STABILIZATION FUND

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 added to the sum already on deposit in the Capital Stabilization Fund, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: *As of the Printing of this Warrant, the Fund has a balance of \$171,958. 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 6: TRANSFER MONEY INTO THE STABILIZATION FUND

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 added to the sum already on deposit in the Stabilization Fund, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: *As of the printing of this Warrant, the balance in this fund is \$1,988,036. 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 7: TRANSFER MONEY INTO THE GDRSD CAPITAL STABILIZATION FUND

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 added to the sum already on deposit in the Town of Groton Capital Stabilization Fund for the Groton Dunstable Regional School District, or to take any other action relative thereto.

TOWN MANAGER

Select Board:
Finance Committee:

Summary: *As of the printing of the Warrant, the balance in this fund is \$214,160. This fund covers 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 8: INSTALL CROSSWALK SIGNAGE ON MAIN STREET

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 engineering and installation of lighted crosswalk signage, and all costs related and associated thereto at the crosswalk located at the Groton Dunstable Middle School on Main Street, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: *The Town, through a grant from the Department of Transportation's Complete Streets Program, has installed lighted crosswalk signage at almost every crosswalk on Main Street. These lighted signs have dramatically improved pedestrian safety up and down Main Street. One Crosswalk that has not been addressed is the one located at the Florence Roche Elementary/Groton Dunstable Regional Middle School. The Select Board would like to install a lighted sign at this location as well.*

ARTICLE 9: COMMUNITY PRESERVATION FUNDING RECOMMENDATIONS

To see if the Town will vote to adopt and approve the recommendations of the Community Preservation Committee for Fiscal Year 2020, and vote to implement such recommendations by appropriating a sum or sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, and by authorizing the Select Board, with the approval of the Community Preservation Committee, to acquire, by purchase, gift or eminent domain, such real property interests in the name of the Town, or enforceable by the Town, including real property interests in the form of permanent affordable housing restrictions and historical preservation restrictions that will meet the requirements of Chapter 184 of the General Laws, as may be necessary or proper to carry out the foregoing, or to take any other action relative thereto.

CPC Proposal A: Prescott School Sprinkler System \$TBD

Summary: *The 2018 Spring Town Meeting appropriated funding from the Community Preservation Account to install a sprinkler system at the Prescott School. Bid specifications, asking for a "Design/Build" concept was adopted for the bidding strategy. Unfortunately, sprinkler installation companies were not interested on bidding on this kind of project. Based on this, the Friends of Prescott, with the support of the Town Manager, has gone back to the CPC and requested permission to expend some of the funds authorized for this project on the design of the system. The Friends have now designed the system and gone back out to bid. Bids were due on October 16th (after the Warrant went to Print). In the event that the bids come in higher than the remaining balance of the project (approximately \$225,000), this Article will seek the additional funding from Community Preservation Funding to pay for the entire project. This Article should be considered a placeholder for this purpose. Should bids come in under the remaining balance, this Article will be withdrawn.*

Select Board:

Finance Committee:

Community Preservation Committee:

COMMUNITY PRESERVATION COMMITTEE

ARTICLE 10: UPDATE ASSESSORS MAPS/CYCLICAL INSPECTIONS

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 updating the tax maps for Fiscal Year 2020, as required by the Department of Revenue and to start the cyclical inspection process of inspecting every property in town within the Department of Revenue's five year period guidelines, said inspections to commence in the Spring of 2020 and to continue every year thereafter, or to take any other action relative thereto.

BOARD OF ASSESSORS

Select Board:

Finance Committee:

Summary: *The Assessors' Office is required to update the Tax Maps pursuant Department of Revenue guidelines, on a yearly basis, however, the Board of Assessors/Assessors' Office will be updating two (2) years' worth of mapping since the full measure and list was in process during the last two years. This made updating the maps unfeasible due to the daily updating in the field. Cyclical inspections are required to be performed on a yearly basis to cover the entire Town in a five (5) year span.*

ARTICLE 11: FUNDING FOR STORMWATER STRATEGY

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 retaining consultants and engineers to assist the Town in developing a Stormwater funding strategy, and all costs associated and related thereto, to comply with Massachusetts Small Municipal Separate Storm Water Sewer System General Permit (MS4), or to take any other action relative thereto

**TOWN MANAGER
DPW DIRECTOR**

**Select Board:
Finance Committee:**

Summary: *The Municipal Separate Stormwater Sewer System Permit (MS4) was created to address Stormwater sewer systems in Municipalities. Stormwater typically contains a number of pollutants, such as oil and grease from roadways and parking lots, pesticides and fertilizers from lawns, sediment from construction sites, sand and dirt from roadway maintenance practices, and carelessly discarded trash such as cigarette butts, wrappers, and plastic bottles. When these pollutants enter water bodies, they can contaminate drinking water supplies, hinder recreation activities, and harm aquatic and other wildlife habitats. In addition to washing pollutants into our surface waters, improperly managed storm water runoff can result in soil erosion and flooding. The purpose of the MS4 Permit is to ensure Municipalities are addressing this issue. To that end, the Town of Groton needs to develop a strategy to address the expense of stormwater runoff. The purpose of this article is to provide funding to hire consultants to help the Town develop a funding strategy.*

ARTICLE 12: AMEND BYLAWS – BAN SINGLE-USE PLASTIC BAGS

To see if the Town will vote to amend the General Bylaws of the Town by creating a new Chapter 200 entitled "Single-Use Plastic Bags" as follows:

CHAPTER 200 – Single-Use Plastic Bags

§ 200-1. Purpose and intent.

- A. The production and use of thin-film, single-use plastic checkout bags have significant impacts on the environment, including but not limited to: contributing to the potential

death of marine animals through ingestion and entanglement, contributing to pollution of the land environment, creating a burden to solid waste collection and recycling facilities, clogging storm drainage systems. Single-Use plastic bags require the use of millions of barrels of crude oil nationally for their manufacture, and are not biodegradable. They gradually disintegrate into minute particles which absorb toxins contaminating the food chain including the food humans eat.

- B. The goal of this bylaw is to reduce the common use of plastic checkout bags and to encourage the use of reusable bags by consumers, thereby reducing local land and marine pollution, advancing solid waste reduction, protecting the Town's unique natural beauty and irreplaceable natural resources, and improving the quality of life for the citizens of the Town.

§ 200-2. Definitions.

As used in this article, the following terms shall have the meanings indicated:

ASTM D6400 — The American Society for Testing and Materials (ASTM) International Standard Specification for Compostable Plastics.

CHECKOUT BAG — A bag with or without handles provided by a store to a customer at the point of sale that is intended for the purpose of transporting food or merchandise out of the store.

COMPOSTABLE PLASTIC BAG — A plastic bag that conforms to the current ASTM D6400 standard specifications by a recognized verification entity.

PRODUCT BAG —

- A. A bag in which loose produce, bulk items, unwrapped baked goods or prepared food, or other products are placed by the consumer to deliver such items to the point of sale or checkout area of the store; or
- B. A bag that contains or wraps foods to retain moisture or to segregate foods (like meat or ice cream) or other items to prevent contamination or damage when the items are placed together in a recyclable bag or reusable bag. Bags without handles used to cover clothing such as a dry-cleaning bag are not included in this definition.

RECYCLABLE PAPER BAG — A paper bag that is 100% recyclable and contains at least 40% post-consumer recycled content, and displays in a visible manner on the outside of the bag:

- A. The word "recyclable" or a symbol identifying the bag as recyclable; and
- B. A label identifying the bag as being made from post-consumer recycled content and the percentage of post-consumer recycled content in the bag.

REUSABLE BAG — A bag that is either:

- A. Made of cloth or other machine-washable fabric; or

- B. Made of plastic other than polyethylene or polyvinyl chloride that is durable, non-toxic, and generally considered a food-grade material, and is more than four mils in thickness.

SINGLE-USE PLASTIC CHECKOUT BAG — A plastic checkout bag that is less than four mils thick and is not a compostable plastic bag.

STORE — Any commercial enterprise selling goods, food or services directly to the public, whether for or not for profit, including, but not limited to, convenience and grocery stores, markets, restaurants, pharmacies, liquor stores, take-out food purveyors, and merchandise retailers.

§ 200-3. Use regulations.

- A. No store in the Town shall provide to any customer a single-use plastic checkout bag. Existing stock should be phased out within six months of July 1, 2020, and any remaining stock should be disposed of properly.
- B. If a store provides checkout bags to customers, it may only provide reusable bags, recyclable paper bags or compostable plastic bags.
- C. If a store provides product bags to customers, the bag shall comply with the requirements of being either a reusable bag, recyclable paper bag or compostable bag.

§ 200-4. Administration and enforcement.

- A. This bylaw may be enforced by any Town police officer or agent of the Board of Health or other individuals appointed by the Town Manager.
- B. A person, individually or by his servant or agent, who violates any provision of this bylaw may be penalized by a noncriminal disposition pursuant to MGL c. 40, § 21D, and the Town's noncriminal disposition bylaw. The following penalties apply:

- [1] First violation: a written warning.
- [2] Second violation: fine of \$100.
- [3] Third violation: fine of \$200.
- [4] Fourth and subsequent violations: fine of \$300.

- C. Each day the violation continues constitutes a separate violation.

§ 200-5. Effective date.

This bylaw takes effect on July 1, 2020.

SELECT BOARD

Select Board:

Finance Committee:

Summary: *The purpose of this by-law is to promote the use of reusable bags by reducing the number of paper bags and eliminating the use of thin-film, single-use plastic checkout bags distributed in the Town of Groton. Reducing the use of paper bags and eliminating the use of thin-film, single-use plastic bags through a combined effort by citizens and businesses will have*

a positive impact on our environment including, but not limited to: reducing waste and unnecessary strains on recycling resources; minimizing litter, reducing the carbon footprint of Groton; protecting our ponds, lakes, and waterways; avoiding the waste of finite natural resources; protecting land and water based small animals; and preserving the unique natural beauty of our Town.

ARTICLE 13: PURCHASE TRIMPER PROPERTY

To see if the Town of Groton will vote to appropriate the sum of \$400,000 for the acquisition by gift, negotiated purchase or eminent domain a parcel of 36.21 acres and 5.85 acres owned by the Hellen H. Trimper Investment Trust as shown as parcels labeled "Remaining Land of Helen H. Trimper, Trustee of the Helen H. Trimper Investment Trust" and "Parcel "A"" respectively on the plan entitled "Plan of Land in Groton, Mass." prepared by David E. Ross Associates, Inc., dated April 2, 2019, both parcels to be managed and controlled by the Conservation Commission of the Town of Groton for conservation and passive outdoor recreation purposes pursuant to M.G.L. Section 8C of Chapter 40; to transfer the sum of \$400,000 from the Conservation Fund therefor to authorize an application for a Massachusetts Local Acquisitions for Natural Diversity (LAND) Program grant, in the event that such a grant is awarded to the Town, then, to the extent permitted by the terms of the grant, said proceeds to be returned to the Conservation Fund; that the Town Manager or Select Board be authorized to file on behalf of the Town of Groton any and all applications deemed necessary under the Self-Help Act (M.G.L. Chapter 132A, Section 11) or any other applications for funds in any way connected with the scope of this acquisition, and that the Town Manager and the Select Board and the Conservation Commission be authorized, as they deem appropriate, to enter into all agreements and execute any and all instruments including the conveyance of a perpetual conservation restriction in accordance with M.G.L. Chapter 184 as required by Section 12(a) of Chapter 44B or Chapter 293 Section 10 of the Acts of 1998 as amended, as may be necessary on behalf of the Town of Groton to affect said purchase, which conservation restriction may be granted to the Groton Conservation Trust or any other organization qualified and willing to hold such a restriction, or to take any other action relative thereto.

CONSERVATION COMMISSION

Select Board:

Finance Committee:

Summary: *Applying for a state grant will enable the Town to leverage funds already set aside in the Conservation Fund for the acquisition of approximately 42 acres of conservation land. The Conservation Commission is able to spend from the Conservation Fund without Town Meeting approval; however, the Commission needs approval to apply for and receive reimbursement from the grant. The negotiated purchase price for this property is \$400,000 and the grant would reimburse approximately \$243,000 to the Conservation Fund. This land has frontage on Martins Pond Road and is adjacent to Williams Barn/Sorhaug Woods, which in turn connects across Chicopee Row to extensive acreage of conserved land extending north towards Reedy Meadow Road. To the east, Williams Barn/Sorhaug Woods connects to a number of conserved lands extending northeast into Dunstable. Acquiring this land will significantly increase the connectivity between these northern open spaces and the Town center*

via the Gibbet Hill/Scarlet Hill Conservation Restriction areas. The property itself includes approximately 7 acres of open meadow atop a drumlin and drops to the west nearly 170 feet through beautiful mixed woodland into a wetland, which drains into Martins Pond. Protecting large tracts of contiguous open space ensures a diversity of wildlife, habitats, and recreational opportunities for generations of Groton residents.

ARTICLE 14: ESTABLISH TRANSFER STATION REVOLVING FUND

To see if the Town will vote to provide for any amounts collected by the Transfer Station as user fees for the Glass Plant be credited to a separate account to be expended without further appropriation by the DPW Director for Glass Plant equipment maintenance, and further to accept the provision of the second paragraph of Massachusetts General Law, Chapter 40, section 3 to allow any balance in such account at the close of each fiscal year to remain available for expenditure, without appropriation for such purposes in future years, or to take any other action relative thereto.

DPW DIRECTOR

Select Board:
Finance Committee:

Summary: *This Article will allow the DPW Director to collect fees from municipalities who utilize the new glass pulverizing plant at the transfer station, and then expend those fees for the purpose of general up-keep and maintenance on that equipment. A spending limitation of \$10,000 annually is suggested for this account and will be managed by the DPW Director.*

ARTICLE 15: ESTABLISH SENIOR CENTER REVOLVING FUND

To see if the Town will vote to provide for any amounts collected by the Senior Center as user fees for the fitness room be credited to a separate account to be expended without further appropriation by the Council on Aging Director for fitness equipment maintenance and replacement as needed, and further to accept the proviso of the second paragraph of Massachusetts General Law, Chapter 40, section 3 to allow any balance in such account at the close of each fiscal year to remain available for expenditure, without appropriation for such purposes in future years, or to take any other action relative thereto.

COUNCIL ON AGING DIRECTOR

Select Board:
Finance Committee:

Summary: *This Article will allow the Council on Aging Director to collect fees from individuals who utilize the new fitness equipment at the Senior Center, and then expend those fees for the purpose of general up-keep and maintenance on that equipment. It is expected that the fund balance in this account will eventually accumulate to also cover replacement of equipment as this becomes necessary. A spending limitation of \$10,000 annually is suggested for this account, and expenses will be managed by the Council on Aging Director.*

ARTICLE 16: ACCEPTANCE OF AMELIA WAY AS A TOWN WAY

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

SELECT BOARD

Select Board:

Finance Committee:

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

ARTICLE 17: ACCEPTANCE OF MOCKINGBIRD HILL ROAD AS A TOWN WAY

To see if the Town will vote to accept Mockingbird Hill Road as a public way, as recommended by the Planning Board and laid out by the Select Board and shown on a plan entitled "Roadway As-Built for Mockingbird Hill Road, Sta. 0+00 – 16+13.23, in Groton, Massachusetts", prepared by R. Wilson Associates, dated July 12, 2019, recorded with the Middlesex South District Registry of Deeds, and on file with the Town Clerk; to authorize the Select Board to acquire, by gift, purchase or eminent domain such land and easements for the creation, maintenance and operation of a public way, including but not limited to easements for access, grading, drainage, sloping, construction and utilities, in all or any portions of such way and the parcels on such way, or to take any other action relative thereto.

SELECT BOARD

Select Board:

Finance Committee:

Summary: *To accept Mockingbird Hill Road as a public way.*

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 30th Day of September in the year of our Lord Two Thousand Nineteen.

Alison S. Manugian

Alison S. Manugian, Chair

Joshua A. Degen

Joshua A. Degen, Vice Chair

John F. Reilly

John F. Reilly, Clerk

John R. Giger

John R. Giger, 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

Patricia DuFresne

From: Mark Haddad
Sent: Friday, September 13, 2019 6:13 PM
To: Bud Robertson; Patricia DuFresne; Dawn Dunbar
Subject: Fwd: New Committee Interest Form Entry

Sent from my iPhone

Begin forwarded message:

From: Town of Groton <mchiasson@townofgroton.org>
Date: September 13, 2019 at 4:30:11 PM EDT
To: <selectboard@townofgroton.org>
Subject: New Committee Interest Form Entry

Name

Peter Doherty

Phone Number

508-801-1649

Email

peterdoherty77@gmail.com

What Committee Are You Interested In Joining?

Finance

Please give us a brief explanation of why you are interested

I am a finance expert interested in helping the town allocate its resources efficiently so that the town may execute its strategic goals while providing the least amount of burden to tax payers possible. I can send a resume if required.

Sent from [Town of Groton](#)

Fall Town Meeting (10/21/2019)

Finance Committee Positions on Articles votes taken :

9/16/2019

Y-N-Def

Article #	Description	Dollar Amount	Moved	Seconded	Gary G	Scott W	Dave M	Bud R	Colby D	Art P	Total Vote
absent 9-16											
1	Prior Year Bills	3,195	AP	DM							5-0-0
2	Amend FY2 OPS Budget	80,393	DM	SW							5-0-0
	Raise & Approp for Debt	70,393									
	Free Cash for Acctg Software	10,000									
3	Transfer within Water Enterprise	150,000	DM	AP							5-0-0
4	Transfer within Sewer Enterprise	0									Deferred
5	Transfer to Capital Stabilization	500,000	DM	SW							5-0-0
6	Transfer to General Stabilization	2,546	AP	DM							5-0-0
7	Transfer to GDRSD Cap Stab	261,000									Deferred
8	X Walk Sign Main St/Middle Schl	15,000	AP	SW							5-0-0
9	CPC Prescott Sprinkler System										Deferred
10	Update Assessors Wraps/Cyclical Inspections	21,600	DM	SW							5-0-0
11	Stormwater Strategy	15,000	DM	AP							5-0-0
12	Plastic Bag By-Law Amendment										
13	ConsCom Trimper Prop Grant	243,000	DM	CD							5-0-0
14	Glass Plant Revolving Fund	\$10,000 annual limit	DM	SW							5-0-0
15	Sr.Ctr. Fitness Room Revolving Fund	\$10,000 annual limit	AP	CD							5-0-0
16	Acceptance of Amelia Way										
17	Acceptance of Mockingbird Hill										
	Total from CPC Funds	0									
	Total from Free Cash 9/2019	828,341									
	Total from Enterprise Receipts	0									
	Free Cash Certified 9/2019	1,335,762									
	Free Cash Committed 10/2019	828,341									
	FY20 Free Cash Bal. Remaining	507,421									