

# TOWN OF GROTON FINANCE COMMITTEE Regular Session

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*Monday, April 13<sup>th</sup>, 2020, 7:00 p.m.  
Virtual Meeting  
Zoom ID# 195-579-478*

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

**Present for Finance Committee:** B. Robertson (Chair), C. Doody, D. Manugian, S. Whitefield, M. Linskey, A. Prest

**Absent:** G. Green

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

**Also Present:** P. Dufresne (Town Accountant), D. Dunbar, M. Haddad, B. Easom, M. Bouchard, T. Delaney, J. Kauppi, M. Doig, M. Hartnett, T. Tada, J. Greeno

**Documents available at the meeting:** Spring Town Meeting Warrant Draft 4/07/2020  
FY21 Levy Limit Projection 4/08/2020  
Stormwater Enterprise Draft Budget

Ms. Manugian called the regular session of the Select Board to order at 7:00 p.m.

Mr. Robertson called the regular session of the Finance Committee to order at 7:02 p.m.

Ms. Pine informed those present that the Groton Herald would be available on line without a subscription in an effort to help keep citizens informed of unfolding events during this crisis. Also, several organizations are working to replace the services lost when Loaves and Fishes was forced to close temporarily. Finally, the Trust Commissioners would like to remind citizens that trust funds are available to help those who find themselves in financial need during this time. Ms. Pine and Mr. Giger thanked town employees and first responders for their work thus far during the pandemic. Ms. Manugian noted that the Nashoba Valley Technical High School District is looking to fill the position of Groton Alternate School Committee member which was recently vacated. Ms. Manugian thanked the exiting representative for her service.

Mr. Haddad said he issued a press release to notify the public of actions taken by the Select Board last week to extend the closure of Town Hall through May 4<sup>th</sup>. He will continue to keep the public informed in this way about events related to the pandemic. The GDRSD School Committee will be meeting on Wednesday evening jointly with the Select Board and Finance Committee to discuss budgetary issues. The Town Manager is working closely with the Town Clerk and Town Moderator to prepare for the upcoming Town Meeting and Town Elections. Mr. Haddad noted that he is meeting weekly with all Town Department Heads to facilitate the continuity of services to residents while Town Hall is closed. The

Commonwealth has issued new guidelines limiting grocery stores to operating at only 40% of capacity at any one time; this will affect Shaw's in Groton.

In an effort to provide some relief to taxpayers, M. Hartnett (Tax Collector) requested that the Select Board adopt legislation that was passed last week which would extend tax deadlines to June 1<sup>st</sup>, and waive associated penalties through June 30<sup>th</sup>. On a motion by Mr. Degen, seconded by Ms. Pine, the Select Board voted unanimously to adopt the provisions of the Municipal Relief Legislation. The Vote: B. Pine=Aye, J. Giger=Aye, J. Reilly = Ayer, A. Manugian = Aye, J. Degen = Aye

Mr. Haddad informed the meeting that the Board of Assessors has requested to extend the due date for real estate exemption applications from April 1<sup>st</sup> through June 1<sup>st</sup>. Mr. Greeno (Principal Assessor) noted that these applications would apply to the 2020 levy year. On a motion by Mr. Degen, seconded by Ms. Manugian, the Select Board voted unanimously to approve the extension of RE exemption applications through June 1<sup>st</sup>. The Vote: B. Pine=Aye, J. Giger=Aye, J. Reilly = Ayer, A. Manugian = Aye, J. Degen = Aye

Responding to a question from Ms. Manugian, Mr. Haddad offered to provide an update on the status of restaurant inspections for the next meeting.

At 7:15 p.m.: On a motion by J. Degen, seconded by B. Pine, the Select Board voted unanimously to Open the Public Hearing on the Spring Town Meeting Warrant. The Vote: B. Pine=Aye, J. Giger=Aye, J. Reilly = Ayer, A. Manugian = Aye, J. Degen = Aye

**Spring Town Meeting Warrant:** Mr. Haddad confirmed that the Town Meeting date is currently set for May 18<sup>th</sup>, but may change as the pandemic situation evolves. He explained that 11 articles have been removed from the warrant and reviewed the remaining articles in order as they appear on the draft warrant document (attached). Highlights of the discussion are as follows:

**Article 1: Hear Reports** – No discussion

**Article 2: Elected Officials Compensation** – No discussion

**Article 3: Wage & Classification Schedule** – Mr. Haddad explained that this article provides parameters by which the By-Law employees are to be paid (2% COLA for FY21).

**Article 4: FY21 Operating Budget** – Mr. Haddad requested that this discussion be taken up after Wednesday night (when the school committee, select board, and finance committee are meeting to discuss budgetary issues). He confirmed for Ms. Pine that the GDRSD had reduced their capital request by \$18,933 from their initial estimate and said he would attend the Finance Committee meeting on the 21<sup>st</sup> to participate in their budget discussion.

**Article 5: OPEB Trust Fund Contribution** – Mr. Degen would like to see this article deferred until the Fall Town Meeting due to the current FY21 budget deficit and in order to preserve Free Cash. Mr. Haddad said he is reluctant to defer that funding as it is necessary per our Financial Management Policy and helps prevent the net present value of the OPEB liability from increasing. Treatment of OPEB funding and adhering to policy guidelines are critical to maintaining the Town's AAA bond rating. If it must be deferred, then he would recommend doubling the amount deposited in the fall in order to catch up. Ms. Dufresne noted that the annual OPEB report would be completed as of 6/30/20 and would reflect a missed funding opportunity. This report is

provided to the rating agencies before every bond issue. Mr. Degen would like the Finance Committee to provide an opinion on this matter. Ms. Manugian was concerned that skipping deposits may cause this funding to be considered “optional” in future years.

**Article 6: Capital Budget** – Mr. Haddad informed the group that many of the originally requested purchases have been removed from consideration and will be deferred until the Town is in a more stable financial position. The items that remain to be considered include the DPW vehicles (Dump Truck and Tractor Trailer Unit) for which debt service is owed (\$80,000), the final lease payment for the Triplex Mower (\$5,100) and IT infrastructure upgrades (\$40,000). Additionally, he feels it is important to move forward with the replacement for Ambulance #2 in FY21. Repairs on this ambulance are becoming more frequent and more costly. Also, the lead time necessary for the build must be considered.

**Article 7: Police Generator Repair** – The generator in use is original to the construction of the building and some of its parts are obsolete. A functioning generator is critical to emergency operations. The proposed repair is estimated to cost \$25,000 and will address the automatic transfer switch, the manual transfer switch and wiring upgrades. Mr. Manugian suggested using the Reserve Fund for this repair. Mr. Haddad said that was certainly an option if the Finance Committee approves it, but he is hoping to retain the current balance in the Reserve Fund (\$125,600) against other emergencies which may come up prior to year-end. In response to a question from Mr. Degen, Mr. Delaney replied that the new parts being purchased will integrate with this older model generator and will work in a new model as well, if grant money is received to replace it. Mr. Giger expressed support for this article.

**Article 8: Creation of Stormwater Enterprise Fund** – Mr. Haddad said that this article authorizes the creation of the new Enterprise Fund that is necessary for the collection of fees to be used to comply with the new MS4 permit. He drew the group’s attention to the draft budget provided (see attached) which has been revised to include one dedicated employee at a cost of \$70,000. Ms. Pine noted that given the current hiring freeze, the Select Board would have to discuss this proposal. Mr. Degen suggested that contracting with an outside firm to supply some of the budgeted services may be a way to keep costs down. Mr. Delaney felt that the savings would not be significant, and the town would suffer during emergency events. Mr. Degen said emergency services could be negotiated in the contract and would like this option explored further.

**Article 9: CPC Funding Recommendations** – The CPC has agreed to defer all proposed projects except two: The Prescott School Sprinkler Project and the Housing Coordinator Salary appropriation. Mr. Haddad informed the group that there is approximately \$220,000 available in the CPC budget for previously appropriated sprinkler funding at Prescott School. They are proposing an additional \$125,000 be voted to add to that sum as the cost for this project is expected to be in excess of the current balance. Bids are due on April 15<sup>th</sup>. Mr. Haddad is recommending that the Housing Coordinator salary be appropriated as well, because otherwise, the Town would lose her services on July 1<sup>st</sup>. Mr. Prest and Mr. Giger expressed concern regarding putting off weed maintenance projects on the lakes and Baddacook Pond, given the investment the Town has already made in these areas. Mr. Haddad agreed but said that attendance at the Spring Town Meeting is expected to be very low given the Covid-19 crisis. He would rather defer as many projects as possible to the fall, in the interest of promoting fuller public participation. Mr. Degen is unhappy with the process of discussing budgets for biddable projects during open

session prior to advertising for bids. Mr. Haddad agreed that the process is flawed, but does not know how else to get this done.

**Article 10: Zoning By-Law Codification** – Mr. Tada explained that the provenance of this article relates to the many amendments and additions to this by-law that have been made over the years. The text is not well-organized and hard to search. Mr. Burke has re-organized the text and grouped provisions in a more logical order and created a table of contents. Also, 2 outdated provisions will be deleted: (concerning accessory apartments and the moratorium on recreational marijuana). Mr. Tada assured the group that the requisite public hearings have been held. Ms. Manugian was glad to see this update accomplished.

**Article 11: Acceptance of Amelia Way** – The Town has now received all releases necessary from residents, therefore this should be a routine discussion at Town Meeting. Town Counsel has opined that the public hearing held last fall fulfills the necessary obligations in that regard.

**Article 12: FY20 Line Item Transfers** – Mr. Haddad said that these are often handled at year end with a vote of the Select Board and the Finance Committee. It may be handled in the same way this year.

**Article 13: Offset Snow & Ice Deficit** – The current FY20 Snow & Ice deficit is approximately \$100,000. The Assessors have been asked to release \$50,000 from overlay surplus for this purpose, and the Town plans to cover the remaining \$50,000 with a line item transfer.

**Article 14: Appropriation for Town Forest expenses** - \$5,000 will be requested as a transfer from Town Forest Receipts Reserved to cover the next several years of expenses related to the Town Forest.

**Articles 15, 16, 17: Transfers from E&D for FY20 Enterprise Operations** – These are routine “housekeeping” articles; transfer amounts will be provided shortly.

**Article 18: Prior Year Bills** – Mr. Haddad believes there are a couple of prior year obligations to be voted thus far. Ms. Dufresne said they total approximately \$200 and will provide copies for the next meeting. As this article must pass with a 4/5 vote of Town Meeting, Ms. Pine suggested that this be removed from the consent agenda and voted separately. Mr. Haddad replied that he expects the consent agenda vote to carry unanimously.

**Article 19: Surrenden Farms Debt** – This will be the second to last payment for this CPC debt.

**Article 20: Limits on Revolving Funds** – This article sets the annual spending limits on the Town’s revolving funds. Ms. Pine wondered if these limits should be increased on any of the funds due to the Covid-19 crisis. Mr. Haddad disagreed, saying that the opposite was more likely.

**Article 21 Exemptions & Article 22 Veterans Residency Requirements** – No Discussion

**Town Meeting and Local Election Update** – The Town Moderator explained that the date of Town Meeting is generally driven by a desire to have an election in June. The Town Meeting is scheduled for May 18<sup>th</sup>, but if it is not safe to hold it then, it may be postponed to June or July. The venue may be changed as well. These decisions will be made later, upon receiving guidance on the state of emergency in Massachusetts from Governor Baker. In the meantime, Town officials are exploring contingencies and options for helping people to feel comfortable attending. The Town Clerk noted that given the requirements for social distancing, he will encourage voting via absentee ballot this year. Also, it would be difficult to ensure that the polls and materials are all sufficiently sanitized to protect public health. If the Select Board must work with the Moderator and Clerk to delay Town Meeting and/or the Election, Ms. Manugian would prefer to start

planning for this sooner rather than later. Ms. Pine asked whether the deadline for pulling papers to run for office would change as well. Mr. Bouchard replied that this date would not change. The group briefly discussed the procedures for obtaining and returning an absentee ballot. Mr. Bouchard noted that in Massachusetts, it is not legal to simply mail an absentee ballot to every voter; an application must be received before a ballot can be mailed. This law could change given the circumstances. Mr. Giger believes that voters in Groton should be encouraged to begin the application process now, if they are at all concerned about voting in person. Mr. Haddad said he would work with the IT Department and the Town Clerk to provide a link to that application on the front page of the Town's website.

On a motion by Ms. Pine, seconded by Mr. Reilly, the Select Board voted unanimously to continue the public hearing on the Spring Town Meeting Warrant until 5:00 pm on April 21<sup>st</sup>. The Vote: The Vote: B. Pine=Aye, J. Giger=Aye, J. Reilly = Aye, A. Manugian = Aye, J. Degen = Aye

**Mr. Robertson officially adjourned the regular session of the Finance Committee at 8:25 p.m.**

Respectfully submitted,

Patricia Dufresne, Recording Secretary

# **FISCAL YEAR 2021 LEVY LIMIT CALCULATION**

## **BALANCED BUDGET**

Revised: 4/8/2020

### **I. TO CALCULATE THE FY 2020 LEVY LIMIT**

A.	FY 2019 LEVY LIMIT	\$	30,650,535	
A1.	ADD AMENDED FY 2019 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	766,263	
C.	ADD FY 2020 NEW GROWTH	\$	515,620	
D.	ADD FY 2020 OVERRIDE	\$	-	
E.	FY 2020 SUBTOTAL	\$	31,932,418	\$ 31,932,418
F.	FY 2020 LEVY CEILING	\$	48,508,630	FY 2019 LEVY LIMIT

### **II. TO CALCULATE THE FY 2021 LEVY LIMIT**

A.	FY 2020 LEVY LIMIT	\$	31,932,418	
A1.	ADD AMENDED FY 2020 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	798,310	
C.	ADD FY 2021 NEW GROWTH	\$	173,800	
D.	ADD FY 2021 OVERRIDE			
E.	FY 2021 SUBTOTAL	\$	32,904,529	\$ 32,904,529
F.	FY 2021 LEVY CEILING	\$	48,508,630	FY 2020 LEVY LIMIT

Revised: 4/7/2020

## Operating Budget Comparison - Fiscal Year 2020 Vs. Fiscal Year 2021

### BALANCED BUDGET

<u>Category</u>	<u>FY 2020</u>		<u>FY 2021</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
Municipal Wages	\$	7,979,033	\$	8,102,678	\$ 123,645	1.55%
Employee Benefits	\$	4,036,106	\$	4,143,463	\$ 107,357	2.66%
<b>Sub-Total - Wages and Benefits</b>	<b>\$</b>	<b>12,015,139</b>	<b>\$</b>	<b>12,246,141</b>	<b>\$ 231,002</b>	<b>1.92%</b>
Municipal Expenses	\$	2,852,894	\$	2,807,725	\$ (45,169)	-1.58%
<b>Sub-Total -</b>	<b>\$</b>	<b>14,868,033</b>	<b>\$</b>	<b>15,053,866</b>	<b>\$ 185,833</b>	<b>1.25%</b>
Debt Service - In-Levy Only	\$	345,397	\$	346,039	\$ 642	0.19%
<b>Total - All Municipal</b>	<b>\$</b>	<b>15,213,430</b>	<b>\$</b>	<b>15,399,905</b>	<b>\$ 186,475</b>	<b>1.23%</b>
Nashoba Tech	\$	728,802	\$	688,273	\$ (40,529)	-5.56%
Groton-Dunstable Operating	\$	21,264,294	\$	22,719,506	\$ 1,455,212	6.84%
Groton-Dunstable Debt	\$	59,533	\$	58,147	\$ (1,386)	-2.33%
Groton Dunstable Capital	\$	479,011	\$	442,859	\$ (36,152)	-7.55%
<b>Sub-Total - Education</b>	<b>\$</b>	<b>22,531,640</b>	<b>\$</b>	<b>23,908,785</b>	<b>\$ 1,377,145</b>	<b>6.11%</b>
<b>Grand Total - Town Budget</b>	<b>\$</b>	<b>37,745,070</b>	<b>\$</b>	<b>39,308,690</b>	<b>\$ 1,563,620</b>	<b>4.14%</b>

# APPENDIX A

## TOWN OF GROTON FISCAL YEAR 2021

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<u>GENERAL GOVERNMENT</u>								
MODERATOR								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	0.00%	\$ 0.01	0.00%
1001	Expenses	\$ -	\$ 80	\$ 80	\$ 80	0.00%	\$ 0.02	0.00%
DEPARTMENTAL TOTAL		\$ 65	\$ 145	\$ 145	\$ 145	0.00%	\$ 0.03	0.00%
BOARD OF SELECTMEN								
1020	Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1022	Expenses	\$ 2,943	\$ 3,300	\$ 3,300	\$ 3,300	0.00%	\$ 0.69	0.01%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1024	Minor Capital	\$ 25,689	\$ 25,683	\$ 25,683	\$ 25,683	0.00%	\$ 5.37	0.06%
DEPARTMENTAL TOTAL		\$ 28,632	\$ 28,983	\$ 28,983	\$ 28,983	0.00%	\$ 6.06	0.07%
TOWN MANAGER								
1030	Salaries	\$ 211,362	\$ 225,163	\$ 228,635	\$ 228,635	1.54%	\$ 47.80	0.54%
1031	Wages	\$ 112,660	\$ 120,592	\$ 125,336	\$ 125,336	3.93%	\$ 26.20	0.30%
1032	Expenses	\$ 9,117	\$ 14,500	\$ 14,600	\$ 14,600	0.69%	\$ 3.05	0.03%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 333,139	\$ 360,255	\$ 368,571	\$ 368,571	2.31%	\$ 77.05	0.87%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>FINANCE COMMITTEE</b>								
1040	Expenses	\$ 210	\$ 215	\$ 215	\$ 215	0.00%	\$ 0.04	0.00%
1041	Reserve Fund	\$ 66,965	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 31.36	0.35%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 67,175</b>	<b>\$ 150,215</b>	<b>\$ 150,215</b>	<b>\$ 150,215</b>	<b>0.00%</b>	<b>\$ 31.40</b>	<b>0.36%</b>
<b>TOWN ACCOUNTANT</b>								
1050	Salaries	\$ 91,110	\$ 95,155	\$ 97,083	\$ 97,083	2.03%	\$ 20.30	0.23%
1051	Wages	\$ 46,132	\$ 47,792	\$ 49,627	\$ 49,627	3.84%	\$ 10.38	0.12%
1052	Expenses	\$ 32,140	\$ 34,056	\$ 37,595	\$ 37,595	10.39%	\$ 7.86	0.09%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 169,382</b>	<b>\$ 177,003</b>	<b>\$ 184,305</b>	<b>\$ 184,305</b>	<b>4.13%</b>	<b>\$ 38.53</b>	<b>0.44%</b>
<b>BOARD OF ASSESSORS</b>								
1060	Salaries	\$ 75,676	\$ 78,580	\$ 80,528	\$ 80,528	2.48%	\$ 16.84	0.19%
1061	Wages	\$ 52,596	\$ 62,321	\$ 64,728	\$ 64,728	3.86%	\$ 13.53	0.15%
1062	Expenses	\$ 19,917	\$ 46,881	\$ 25,858	\$ 25,858	-44.84%	\$ 5.41	0.06%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 148,189</b>	<b>\$ 187,782</b>	<b>\$ 171,114</b>	<b>\$ 171,114</b>	<b>-8.88%</b>	<b>\$ 35.77</b>	<b>0.40%</b>
<b>TREASURER/TAX COLLECTOR</b>								
1070	Salaries	\$ 88,286	\$ 91,700	\$ 93,975	\$ 93,975	2.48%	\$ 19.65	0.22%
1071	Wages	\$ 112,007	\$ 114,899	\$ 119,037	\$ 119,037	3.60%	\$ 24.89	0.28%
1072	Expenses	\$ 18,752	\$ 20,690	\$ 20,945	\$ 20,945	1.23%	\$ 4.38	0.05%
1073	Tax Title	\$ 2,048	\$ 5,950	\$ 5,725	\$ 5,725	-3.78%	\$ 1.20	0.01%
1074	Bond Cost	\$ 2,550	\$ 4,975	\$ 4,900	\$ 4,900	-1.51%	\$ 1.02	0.01%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 223,643</b>	<b>\$ 238,214</b>	<b>\$ 244,582</b>	<b>\$ 244,582</b>	<b>2.67%</b>	<b>\$ 51.13</b>	<b>0.58%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>TOWN COUNSEL</b>								
1080	Expenses	\$ 146,553	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 18.82	0.21%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 146,553</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00%</b>	<b>\$ 18.82</b>	<b>0.21%</b>
<b>HUMAN RESOURCES</b>								
1090	Salary	\$ 79,225	\$ 82,673	\$ 84,313	\$ 84,313	1.98%	\$ 17.63	0.20%
1091	Expenses	\$ 9,917	\$ 11,000	\$ 11,000	\$ 11,000	0.00%	\$ 2.30	0.03%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 89,142</b>	<b>\$ 93,673</b>	<b>\$ 95,313</b>	<b>\$ 95,313</b>	<b>1.75%</b>	<b>\$ 19.93</b>	<b>0.23%</b>
<b>INFORMATION TECHNOLOGY</b>								
1100	Salary	\$ 109,880	\$ 114,722	\$ 117,004	\$ 117,004	1.99%	\$ 24.46	0.28%
1101	Wages	\$ 56,462	\$ 58,848	\$ 61,095	\$ 61,095	3.82%	\$ 12.77	0.14%
1102	Expenses	\$ 15,037	\$ 24,800	\$ 24,800	\$ 24,800	0.00%	\$ 5.18	0.06%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 181,379</b>	<b>\$ 198,370</b>	<b>\$ 202,899</b>	<b>\$ 202,899</b>	<b>2.28%</b>	<b>\$ 42.42</b>	<b>0.48%</b>
<b>GIS STEERING COMMITTEE</b>								
1120	Expenses	\$ 12,261	\$ 18,600	\$ 10,800	\$ 10,800	-41.94%	\$ 2.26	0.03%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 12,261</b>	<b>\$ 18,600</b>	<b>\$ 10,800</b>	<b>\$ 10,800</b>	<b>-41.94%</b>	<b>\$ 2.26</b>	<b>0.03%</b>
<b>TOWN CLERK</b>								
1130	Salaries	\$ 84,732	\$ 88,430	\$ 92,073	\$ 92,073	4.12%	\$ 19.25	0.22%
1131	Wages	\$ 61,568	\$ 61,619	\$ 67,751	\$ 67,751	9.95%	\$ 14.16	0.16%
1132	Expenses	\$ 10,199	\$ 9,575	\$ 9,867	\$ 9,867	3.05%	\$ 2.06	0.02%
1135	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 156,499</b>	<b>\$ 159,624</b>	<b>\$ 169,691</b>	<b>\$ 169,691</b>	<b>6.31%</b>	<b>\$ 35.48</b>	<b>0.40%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>								
1140	Stipend	\$ 13,159	\$ 7,964	\$ 19,115	\$ 19,115	140.02%	\$ 4.00	0.05%
1141	Expenses	\$ 16,439	\$ 11,276	\$ 12,185	\$ 12,185	8.06%	\$ 2.55	0.03%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 29,598</b>	<b>\$ 19,240</b>	<b>\$ 31,300</b>	<b>\$ 31,300</b>	<b>62.68%</b>	<b>\$ 6.54</b>	<b>0.07%</b>
<b>STREET LISTINGS</b>								
1150	Expenses	\$ 3,834	\$ 5,100	\$ 5,000	\$ 5,000	-1.96%	\$ 1.05	0.01%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,834</b>	<b>\$ 5,100</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>-1.96%</b>	<b>\$ 1.05</b>	<b>0.01%</b>
<b>INSURANCE &amp; BONDING</b>								
1160	Insurance & Bonding	\$ 209,457	\$ 230,000	\$ 230,000	\$ 230,000	0.00%	\$ 48.08	0.54%
1161	Insurance Deductible Reserve - Liability	\$ 6,128	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.51	0.03%
1162	Insurance Deductible Reserve - 111F	\$ 36,521	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.23	0.06%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 252,106</b>	<b>\$ 267,000</b>	<b>\$ 267,000</b>	<b>\$ 267,000</b>	<b>0.00%</b>	<b>\$ 55.82</b>	<b>0.63%</b>
<b>TOWN REPORT</b>								
1170	Expenses	\$ 1,424	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,424</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.00%</b>	<b>\$ 0.31</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>POSTAGE/TOWN HALL EXPENSES</b>								
1180	Expenses	\$ 54,929	\$ 55,000	\$ 60,000	\$ 60,000	9.09%	\$ 12.54	0.14%
1181	Telephone Expenses	\$ 24,494	\$ 40,000	\$ 35,000	\$ 35,000	-12.50%	\$ 7.32	0.08%
1182	Office Supplies	\$ 15,385	\$ 17,000	\$ 17,000	\$ 17,000	0.00%	\$ 3.55	0.04%
<hr/>								
DEPARTMENTAL TOTAL		\$ 94,808	\$ 112,000	\$ 112,000	\$ 112,000	0.00%	\$ 23.42	0.26%
<hr/>								
TOTAL GENERAL GOVERNMENT		\$ 1,937,829	\$ 2,107,704	\$ 2,133,418	\$ 2,133,418	1.22%	\$ 446.02	5.05%
<hr/>								
<b>LAND USE DEPARTMENTS</b>								
<b>CONSERVATION COMMISSION</b>								
1200	Salary	\$ 66,686	\$ 70,169	\$ 71,545	\$ 71,545	1.96%	\$ 14.96	0.17%
1201	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1202	Expenses	\$ 8,556	\$ 7,336	\$ 7,350	\$ 7,350	0.19%	\$ 1.54	0.02%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<hr/>								
DEPARTMENTAL TOTAL		\$ 75,242	\$ 77,505	\$ 78,895	\$ 78,895	1.79%	\$ 16.49	0.19%
<hr/>								
<b>PLANNING BOARD</b>								
1210	Salaries	\$ 80,549	\$ 83,043	\$ 85,518	\$ 85,518	2.98%	\$ 17.88	0.20%
1211	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1212	Expenses	\$ 7,662	\$ 8,650	\$ 8,650	\$ 8,650	0.00%	\$ 1.81	0.02%
1215	M.R.P.C. Assessment	\$ 3,575	\$ 3,664	\$ 3,756	\$ 3,756	2.51%	\$ 0.79	0.01%
1216	Legal Budget	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<hr/>								
DEPARTMENTAL TOTAL		\$ 91,786	\$ 95,357	\$ 97,924	\$ 97,924	2.69%	\$ 20.47	0.23%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>ZONING BOARD OF APPEALS</b>								
1220	Wages	\$ 19,567	\$ 20,460	\$ 21,375	\$ 21,375	4.47%	\$ 4.47	0.05%
1221	Expenses	\$ 1,100	\$ 2,000	\$ 1,500	\$ 1,500	-25.00%	\$ 0.31	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 20,667</b>	<b>\$ 22,460</b>	<b>\$ 22,875</b>	<b>\$ 22,875</b>	<b>1.85%</b>	<b>\$ 4.78</b>	<b>0.05%</b>
<b>HISTORIC DISTRICT COMMISSION</b>								
1230	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1231	Expenses	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>0.00%</b>
<b>BUILDING INSPECTOR</b>								
1240	Salaries	\$ 88,286	\$ 91,253	\$ 93,975	\$ 93,975	2.98%	\$ 19.65	0.22%
1241	Wages	\$ 57,086	\$ 61,762	\$ 56,970	\$ 56,970	-7.76%	\$ 11.91	0.13%
1242	Expenses	\$ 1,951	\$ 3,100	\$ 3,100	\$ 3,100	0.00%	\$ 0.65	0.01%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 147,323</b>	<b>\$ 156,115</b>	<b>\$ 154,045</b>	<b>\$ 154,045</b>	<b>-1.33%</b>	<b>\$ 32.21</b>	<b>0.36%</b>
<b>MECHANICAL INSPECTOR</b>								
1250	Fee Salaries	\$ 35,160	\$ 30,000	\$ 30,000	\$ 30,000	0.00%	\$ 6.27	0.07%
1251	Expenses	\$ 3,236	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.05	0.01%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 38,396</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>0.00%</b>	<b>\$ 7.32</b>	<b>0.08%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>								
1260	Stipend	\$ 1,500	\$ 1,500	\$ 2,500	\$ 2,500	66.67%	\$ 0.52	0.01%
1261	Expenses	\$ 72	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02	0.00%
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,572</b>	<b>\$ 1,600</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>62.50%</b>	<b>\$ 0.54</b>	<b>0.01%</b>
<b>BOARD OF HEALTH</b>								
1270	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1271	Expenses	\$ 295	\$ 1,175	\$ 1,575	\$ 1,575	34.04%	\$ 0.33	0.00%
1272	Nursing Services	\$ -	\$ 12,487	\$ 13,111	\$ 13,111	5.00%	\$ 2.74	0.03%
1273	Nashoba Health District	\$ 45,951	\$ 27,362	\$ 28,730	\$ 28,730	5.00%	\$ 6.01	0.07%
1274	Herbert Lipton MH	\$ 8,000	\$ 8,000	\$ -	\$ -	-100.00%	\$ -	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 9,490	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.09	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 63,736</b>	<b>\$ 59,024</b>	<b>\$ 53,416</b>	<b>\$ 53,416</b>	<b>-9.50%</b>	<b>\$ 11.17</b>	<b>0.13%</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>								
1280	Fee Salaries	\$ 1,620	\$ 3,200	\$ 3,200	\$ 3,200	0.00%	\$ 0.67	0.01%
1281	Expenses	\$ 100	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,720</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>0.00%</b>	<b>\$ 0.69</b>	<b>0.01%</b>
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 440,442</b>	<b>\$ 450,361</b>	<b>\$ 448,055</b>	<b>\$ 448,055</b>	<b>-0.51%</b>	<b>\$ 93.67</b>	<b>1.06%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>PROTECTION OF PERSONS AND PROPERTY</b>								
<b>POLICE DEPARTMENT</b>								
1300	Salaries	\$ 320,115	\$ 329,473	\$ 268,334	\$ 268,334	-18.56%	\$ 56.10	0.63%
1301	Wages	\$ 1,743,279	\$ 1,877,967	\$ 1,968,864	\$ 1,968,864	4.84%	\$ 411.62	4.66%
1302	Expenses	\$ 198,083	\$ 213,400	\$ 217,200	\$ 217,200	1.78%	\$ 45.41	0.51%
1303	Lease or Purchase of Cruisers	\$ 3,960	\$ 4,000	\$ 4,920	\$ 4,920	23.00%	\$ 1.03	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1305	Minor Capital	\$ 17,483	\$ 20,000	\$ 20,000	\$ 20,000	0.00%	\$ 4.18	0.05%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,282,920</b>	<b>\$ 2,444,840</b>	<b>\$ 2,479,318</b>	<b>\$ 2,479,318</b>	<b>1.41%</b>	<b>\$ 518.34</b>	<b>5.87%</b>
<b>FIRE DEPARTMENT</b>								
1310	Salaries	\$ 117,048	\$ 125,000	\$ 235,000	\$ 235,000	88.00%	\$ 49.13	0.56%
1311	Wages	\$ 880,306	\$ 1,045,641	\$ 999,244	\$ 999,244	-4.44%	\$ 208.91	2.36%
1312	Expenses	\$ 183,756	\$ 174,700	\$ 174,700	\$ 174,700	0.00%	\$ 36.52	0.41%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,181,110</b>	<b>\$ 1,345,341</b>	<b>\$ 1,408,944</b>	<b>\$ 1,408,944</b>	<b>4.73%</b>	<b>\$ 294.56</b>	<b>3.33%</b>
<b>GROTON WATER FIRE PROTECTION</b>								
1320	West Groton Water District	\$ -	\$ 1	\$ 1	\$ 1	0.00%	\$ 0.00	0.00%
1321	Groton Water Department	\$ -	\$ 1	\$ 1	\$ 1	0.00%	\$ 0.00	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>0.00%</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>ANIMAL INSPECTOR</b>								
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.44	0.00%
1331	Expenses	\$ -	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.08	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.52</b>	<b>0.01%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>ANIMAL CONTROL OFFICER</b>								
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.44	0.00%
1341	Expenses	\$ -	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.08	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.52</b>	<b>0.01%</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>								
1350	Salary	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.84	0.01%
1351	Expenses	\$ 8,755	\$ 12,750	\$ 12,500	\$ 12,500	-1.96%	\$ 2.61	0.03%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 8,755</b>	<b>\$ 16,750</b>	<b>\$ 16,500</b>	<b>\$ 16,500</b>	<b>-1.49%</b>	<b>\$ 3.45</b>	<b>0.04%</b>
<b>DOG OFFICER</b>								
1360	Salary	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.14	0.04%
1361	Expenses	\$ 2,796	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.84	0.01%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,796</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>0.00%</b>	<b>\$ 3.97</b>	<b>0.04%</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>								
1370	Wages	\$ 353,427	\$ 512,770	\$ 416,823	\$ 416,823	-18.71%	\$ 87.14	0.99%
1371	Expenses	\$ 17,840	\$ 18,375	\$ 23,875	\$ 23,875	29.93%	\$ 4.99	0.06%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 371,267</b>	<b>\$ 531,145</b>	<b>\$ 440,698</b>	<b>\$ 440,698</b>	<b>-17.03%</b>	<b>\$ 92.13</b>	<b>1.04%</b>
<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>		<b>\$ 3,866,012</b>	<b>\$ 4,362,042</b>	<b>\$ 4,369,427</b>	<b>\$ 4,369,427</b>	<b>0.17%</b>	<b>\$ 913.49</b>	<b>10.34%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
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**REGIONAL SCHOOL DISTRICT BUDGETS**

**NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL**

1400 Operating Expenses	\$	557,295	\$	728,802	\$	688,273	-5.56%	\$	143.89	1.63%
<b>DEPARTMENTAL TOTAL</b>	<b>\$</b>	<b>557,295</b>	<b>\$</b>	<b>728,802</b>	<b>\$</b>	<b>688,273</b>	<b>-5.56%</b>	<b>\$</b>	<b>143.89</b>	<b>1.63%</b>

**GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT**

1410 Operating Expenses	\$	21,512,094	\$	21,264,294	\$	22,719,506	6.84%	\$	4,749.83	53.76%
1411 Debt Service, Excluded	\$	-	\$	739,429	\$	648,497	-12.30%	\$	135.58	1.53%
1412 Debt Service, Unexcluded	\$	-	\$	59,533	\$	58,147	-2.33%	\$	12.16	0.14%
1413 Out of District Placement	\$	-	\$	-	\$	-	0.00%	\$	-	0.00%
1414 Capital Assessment	\$	-	\$	479,011	\$	442,859	-7.55%	\$	92.59	1.05%
<b>DEPARTMENTAL TOTAL</b>	<b>\$</b>	<b>21,512,094</b>	<b>\$</b>	<b>22,542,267</b>	<b>\$</b>	<b>23,869,009</b>	<b>5.89%</b>	<b>\$</b>	<b>4,990.15</b>	<b>56.48%</b>

<b>TOTAL SCHOOLS</b>	<b>\$</b>	<b>22,069,389</b>	<b>\$</b>	<b>23,271,069</b>	<b>\$</b>	<b>24,557,282</b>	<b>5.53%</b>	<b>\$</b>	<b>5,134.04</b>	<b>58.10%</b>
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**DEPARTMENT OF PUBLIC WORKS**

**HIGHWAY DEPARTMENT**

1500 Salaries	\$	108,713	\$	112,891	\$	115,659	2.45%	\$	24.18	0.27%
1501 Wages	\$	680,881	\$	702,999	\$	708,055	0.72%	\$	148.03	1.68%
1502 Expenses	\$	136,024	\$	136,900	\$	136,900	0.00%	\$	28.62	0.32%
1503 Highway Maintenance	\$	107,486	\$	90,000	\$	90,000	0.00%	\$	18.82	0.21%
1504 Minor Capital	\$	-	\$	-	\$	-	0.00%	\$	-	0.00%
<b>DEPARTMENTAL TOTAL</b>	<b>\$</b>	<b>1,033,104</b>	<b>\$</b>	<b>1,042,790</b>	<b>\$</b>	<b>1,050,614</b>	<b>0.75%</b>	<b>\$</b>	<b>219.65</b>	<b>2.49%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>STREET LIGHTS</b>								
1510	Expenses	\$ 7,758	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.14	0.04%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 7,758</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>0.00%</b>	<b>\$ 3.14</b>	<b>0.04%</b>
<b>SNOW AND ICE</b>								
1520	Expenses	\$ 172,169	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 34.50	0.39%
1521	Overtime	\$ 160,886	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 29.27	0.33%
1522	Hired Equipment	\$ 71,529	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.32	0.08%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 404,584</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>0.00%</b>	<b>\$ 71.08</b>	<b>0.80%</b>
<b>TREE WARDEN BUDGET</b>								
1530	Salary	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1531	Expenses	\$ 998	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.63	0.01%
1532	Trees	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31	0.00%
1533	Tree Work	\$ 5,509	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.09	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 6,507</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>0.00%</b>	<b>\$ 3.03</b>	<b>0.03%</b>
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>								
1540	Wages	\$ 134,513	\$ 145,276	\$ 149,451	\$ 149,451	2.87%	\$ 31.24	0.35%
1541	Expenses	\$ 269,507	\$ 260,850	\$ 270,950	\$ 270,950	3.87%	\$ 56.65	0.64%
1542	Minor Capital	\$ 19,999	\$ 20,000	\$ 20,000	\$ 20,000	0.00%	\$ 4.18	0.05%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 424,019</b>	<b>\$ 426,126</b>	<b>\$ 440,401</b>	<b>\$ 440,401</b>	<b>3.35%</b>	<b>\$ 92.07</b>	<b>1.04%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>SOLID WASTE DISPOSAL</b>								
1550	Wages	\$ 129,746	\$ 138,211	\$ 143,243	\$ 143,243	3.64%	\$ 29.95	0.34%
1551	Expenses	\$ 43,837	\$ 44,486	\$ 44,486	\$ 44,486	0.00%	\$ 9.30	0.11%
1552	Tipping Fees	\$ 130,000	\$ 135,000	\$ 135,000	\$ 135,000	0.00%	\$ 28.22	0.32%
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.22	0.01%
1554	Minor Capital	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.09	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 319,433</b>	<b>\$ 333,547</b>	<b>\$ 338,579</b>	<b>\$ 338,579</b>	<b>1.51%</b>	<b>\$ 70.78</b>	<b>0.80%</b>
<b>PARKS DEPARTMENT</b>								
1560	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1561	Expenses	\$ 65,759	\$ 65,759	\$ 55,759	\$ 55,759	-15.21%	\$ 11.66	0.13%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65,759</b>	<b>\$ 65,759</b>	<b>\$ 55,759</b>	<b>\$ 55,759</b>	<b>-15.21%</b>	<b>\$ 11.66</b>	<b>0.13%</b>
<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>		<b>\$ 2,261,164</b>	<b>\$ 2,237,722</b>	<b>\$ 2,254,853</b>	<b>\$ 2,254,853</b>	<b>0.77%</b>	<b>\$ 471.41</b>	<b>5.34%</b>
<b><u>LIBRARY AND CITIZEN'S SERVICES</u></b>								
<b>COUNCIL ON AGING</b>								
1600	Salaries	\$ 76,834	\$ 79,489	\$ 81,868	\$ 81,868	2.99%	\$ 17.12	0.19%
1601	Wages	\$ 64,866	\$ 77,707	\$ 81,026	\$ 81,026	4.27%	\$ 16.94	0.19%
1602	Expenses	\$ 8,117	\$ 8,454	\$ 8,454	\$ 8,454	0.00%	\$ 1.77	0.02%
1603	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 149,817</b>	<b>\$ 165,650</b>	<b>\$ 171,348</b>	<b>\$ 171,348</b>	<b>3.44%</b>	<b>\$ 35.82</b>	<b>0.41%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>SENIOR CENTER VAN</b>								
1610	Wages	\$ 48,391	\$ 51,190	\$ 52,091	\$ 52,091	1.76%	\$ 10.89	0.12%
1611	Expenses	\$ 8,268	\$ 17,673	\$ 17,673	\$ 17,673	0.00%	\$ 3.69	0.04%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 56,659</b>	<b>\$ 68,863</b>	<b>\$ 69,764</b>	<b>\$ 69,764</b>	<b>1.31%</b>	<b>\$ 14.59</b>	<b>0.17%</b>
<b>VETERAN'S SERVICE OFFICER</b>								
1620	Salary	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.05	0.01%
1621	Expenses	\$ 514	\$ 1,100	\$ 1,100	\$ 1,100	0.00%	\$ 0.23	0.00%
1622	Veterans' Benefits	\$ 39,373	\$ 42,000	\$ 42,000	\$ 42,000	0.00%	\$ 8.78	0.10%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENT TOTAL</b>		<b>\$ 44,887</b>	<b>\$ 48,100</b>	<b>\$ 48,100</b>	<b>\$ 48,100</b>	<b>0.00%</b>	<b>\$ 10.06</b>	<b>0.11%</b>
<b>GRAVES REGISTRATION</b>								
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.05	0.00%
1631	Expenses	\$ 756	\$ 760	\$ 760	\$ 760	0.00%	\$ 0.16	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,006</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>0.00%</b>	<b>\$ 0.21</b>	<b>0.00%</b>
<b>CARE OF VETERAN GRAVES</b>								
1640	Contract Expenses	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	0.00%	\$ 0.32	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>0.00%</b>	<b>\$ 0.32</b>	<b>0.00%</b>
<b>OLD BURYING GROUND COMMITTEE</b>								
1650	Expenses	\$ -	\$ 800	\$ 800	\$ 800	0.00%	\$ 0.17	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>0.00%</b>	<b>\$ 0.17</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>LIBRARY</b>								
1660	Salary	\$ 380,525	\$ 393,185	\$ 407,364	\$ 407,364	3.61%	\$ 85.17	0.96%
1661	Wages	\$ 304,798	\$ 331,213	\$ 331,959	\$ 331,959	0.23%	\$ 69.40	0.79%
1662	Expenses	\$ 198,474	\$ 205,304	\$ 205,304	\$ 205,304	0.00%	\$ 42.92	0.49%
1663	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	-	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 883,797</b>	<b>\$ 929,702</b>	<b>\$ 944,627</b>	<b>\$ 944,627</b>	<b>1.61%</b>	<b>\$ 197.49</b>	<b>2.24%</b>
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>								
1670	Expenses	\$ 500	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.10	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	0.00%	-	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>0.00%</b>	<b>\$ 0.10</b>	<b>0.00%</b>
<b>WATER SAFETY</b>								
1680	Wages	\$ 2,966	\$ 4,118	\$ 4,200	\$ 4,200	1.99%	\$ 0.88	0.01%
1681	Expenses and Minor Capital	\$ 25,766	\$ 30,301	\$ 2,732	\$ 2,732	-90.98%	\$ 0.57	0.01%
1682	Property Maint. & Improvements	\$ 7,695	\$ 9,000	\$ 9,000	\$ 9,000	0.00%	\$ 1.88	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 36,427</b>	<b>\$ 43,419</b>	<b>\$ 15,932</b>	<b>\$ 15,932</b>	<b>-63.31%</b>	<b>\$ 3.33</b>	<b>0.04%</b>
<b>WEED MANAGEMENT</b>								
1690	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	-	0.00%
1691	Expenses: Weed Harvester	\$ 6,370	\$ 7,000	\$ 7,000	\$ 7,000	0.00%	\$ 1.46	0.02%
1692	Expenses: Great Lakes	\$ 2,385	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	\$ 0.50	0.01%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 8,755</b>	<b>\$ 9,385</b>	<b>\$ 9,385</b>	<b>\$ 9,385</b>	<b>0.00%</b>	<b>\$ 1.96</b>	<b>0.02%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<b>GROTON COUNTRY CLUB</b>								
1700	Salary	\$ 150,373	\$ 157,118	\$ 161,634	\$ 161,634	2.87%	\$ 33.79	0.38%
1701	Wages	\$ 119,626	\$ 114,461	\$ 144,000	\$ 144,000	25.81%	\$ 30.11	0.34%
1702	Expenses	\$ 150,837	\$ 133,540	\$ 136,000	\$ 136,000	1.84%	\$ 28.43	0.32%
1703	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<hr/>								
	DEPARTMENTAL TOTAL	\$ 420,836	\$ 405,119	\$ 441,634	\$ 441,634	9.01%	\$ 92.33	1.04%
	TOTAL LIBRARY AND CITIZEN SERVICES	\$ 1,604,234	\$ 1,674,098	\$ 1,704,650	\$ 1,704,650	1.83%	\$ 356.38	4.03%
 <u>DEBT SERVICE</u>								
<b>DEBT SERVICE</b>								
2000	Long Term Debt - Principal Excluded	\$ 722,250	\$ 894,840	\$ 970,030	\$ 970,030	8.40%	\$ 202.80	2.30%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ 159,250	\$ 159,394	\$ 159,394	0.09%	\$ 33.32	0.38%
2002	Long Term Debt - Interest - Excluded	\$ 325,402	\$ 367,022	\$ 503,757	\$ 503,757	37.26%	\$ 105.32	1.19%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ 87,433	\$ 95,071	\$ 95,071	8.74%	\$ 19.88	0.22%
2006	Short Term Debt - Principal - Town	\$ -	\$ 85,714	\$ 85,174	\$ 85,174	-0.63%	\$ 17.81	0.20%
2007	Short Term Debt - Interest - Town	\$ 100,885	\$ 13,000	\$ 6,400	\$ 6,400	-50.77%	\$ 1.34	0.02%
<hr/>								
	DEPARTMENTAL TOTAL	\$ 1,148,537	\$ 1,607,259	\$ 1,819,826	\$ 1,819,826	13.23%	\$ 380.46	4.31%
	TOTAL DEBT SERVICE	\$ 1,148,537	\$ 1,607,259	\$ 1,819,826	\$ 1,819,826	13.23%	\$ 380.46	4.31%
 <u>EMPLOYEE BENEFITS</u>								
<b>EMPLOYEE BENEFITS</b>								
GENERAL BENEFITS								
3000	County Retirement	\$ 2,081,699	\$ 1,973,053	\$ 2,090,289	\$ 2,090,289	5.94%	\$ 437.00	4.95%
3001	State Retirement	\$ 100,000	\$ 169,000	\$ 177,094	\$ 177,094	4.79%	\$ 37.02	0.42%
3002	Unemployment Compensation	\$ 2,585	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.14	0.04%
INSURANCE								
3010	Health Insurance/Employee Expenses	\$ 1,408,012	\$ 1,729,553	\$ 1,722,480	\$ 1,722,480	-0.41%	\$ 360.11	4.08%
3011	Life Insurance	\$ 3,293	\$ 3,400	\$ 3,600	\$ 3,600	5.88%	\$ 0.75	0.01%
3012	Medicare/Social Security	\$ 123,246	\$ 146,100	\$ 135,000	\$ 135,000	-7.60%	\$ 28.22	0.32%
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	DEPARTMENTAL TOTAL	\$ 3,718,835	\$ 4,036,106	\$ 4,143,463	\$ 4,143,463	2.66%	\$ 866.25	9.80%
	TOTAL EMPLOYEE BENEFITS	\$ 3,718,835	\$ 4,036,106	\$ 4,143,463	\$ 4,143,463	2.66%	\$ 866.25	9.80%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 APPROPRIATED	FY 2021 TOWN MANAGER BUDGET	FY 2021 FINCOM BUDGET	PERCENT CHANGE	FY 2021 AVERAGE TAX BILL	FY 2021 PERCENT OF TAX BILL
<u>ADDITIONAL APPROPRIATIONS</u>								
ADDITIONAL APPROPRIATIONS								
	Capital Budget Request	\$ 455,558	\$ 705,820	\$ 471,670	\$ 471,670	-33.17%	\$ 98.61	1.12%
	Offset Reciepts	\$ 18,998	\$ 18,527	\$ 18,527	\$ 18,527	0.00%	\$ 3.87	0.04%
	Cherry Sheet Offsets	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	Snow and Ice Deficit	\$ 171,350	\$ -	\$ 100,000	\$ 100,000	100.00%	\$ 20.91	0.24%
	State and County Charges	\$ 91,612	\$ 93,392	\$ 93,392	\$ 93,392	0.00%	\$ 19.52	0.22%
	Allowance for Abatements/Exemptions	\$ 200,000	\$ 202,272	\$ 150,000	\$ 150,000	-25.84%	\$ 31.36	0.35%
<hr/>								
	DEPARTMENTAL TOTAL	\$ 937,518	\$ 1,020,011	\$ 833,589	\$ 833,589	-18.28%	\$ 174.27	1.97%
	GRAND TOTAL - TOWN BUDGET	\$ 37,983,960	\$ 40,766,372	\$ 42,264,563	\$ 42,264,563	3.68%	\$ 8,836	100.00%

## Warrant, Summary, and Recommendations

# TOWN OF GROTON



## 2020 SPRING TOWN MEETING

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

Beginning Monday, May 18, 2020 @ 7:00 PM

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Attention – Voters and Taxpayers

**Please bring this Report to Town Meeting**

***THE BUDGET HANDOUT FOR ARTICLE 4 IS AVAILABLE  
IN THE BACK OF THE WARRANT***



## **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 the Select Board's Office at Town Hall at 978 448-1111 at least one week before the Town Meeting.

**SPRING TOWN MEETING WARRANT  
MAY 18, 2020**

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

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Auditorium in said Town on Monday, the eighteenth day of May, 2020 at Seven O'clock in the evening, to consider all business other than the election of Town Officers and on the ninth day of June, 2020 at an adjourned session thereof to give their ballots for:

Vote for One	Board of Assessors	3 Years
Vote for One	Board of Health	3 Years
Vote for Two	Select Board	3 Years
Vote for One	Commissioner of Trust Funds	3 Years
Vote for One	Groton-Dunstable Regional School Committee	3 Years
Vote for One	Groton-Dunstable Regional School Committee	2 Years
Vote for One	Groton Electric Light Commission	3 Years
Vote for Two	Park Commission	3 Years
Vote for One	Park Commission	2 Years
Vote for Two	Planning Board	3 Years
Vote for One	Planning Board	2 Years
Vote for One	Planning Board	1 Year
Vote for One	Sewer Commission	3 Years
Vote for Two	Trustees of the Groton Public Library	3 Years
Vote for One	Water Commission	3 Years
Vote for One	Groton Housing Authority	5 Years
Vote for One	Groton Housing Authority	4 Years

### **ARTICLE LISTINGS**

<b>Article 1:</b>	Hear Reports	
<b>Article 2:</b>	Elected Officials Compensation	
<b>Article 3:</b>	Wage and Classification Schedule	
<b>Article 4:</b>	Fiscal Year 2021 Annual Operating Budget	
<b>Article 5:</b>	Appropriate FY 2021 Contribution to the OPEB Trust Fund	
<b>Article 6:</b>	Fiscal Year 2021 Capital Budget	
<b>Article 7:</b>	Police Department Generator	
<b>Article 8:</b>	Create a Stormwater Enterprise Fund	
<b>Article 9:</b>	Community Preservation Funding Recommendations	
<b>Article 10:</b>	Amend Zoning Bylaw – Bylaw Codification	
<b>Article 11:</b>	Acceptance of Amelia Way as a Town Way	
<b>Article 12*:</b>	Current Year Line Item Transfers	
<b>Article 13*:</b>	Appropriate Money to Offset the Snow and Ice Deficit	
<b>Article 14*:</b>	Appropriation to Fund Town Forest Expenses	
<b>Article 15*:</b>	Transfer Within Center Sewer Enterprise Fund	
<b>Article 16*:</b>	Transfer Within Four Corners Sewer Enterprise Fund	
<b>Article 17*:</b>	Transfer Within Cable Enterprise Fund	
<b>Article 18*:</b>	Prior Year Bills	
<b>Article 19*:</b>	Debt Service for Surrenden Farms	
<b>Article 20*:</b>	Establishing Limits for the Various Revolving Funds	
<b>Article 21*:</b>	Accept Law Increasing Real Estate Tax Exemptions	
<b>Article 22*:</b>	Accept Provisions of M.G.L., c. 59, §5	
	Budget Report of the Town Manager and Finance Committee to Town Meeting	
	Appendix A – Fiscal Year 2021 Proposed Operating Budget	
	Appendix B – Fiscal Year 2021 Wage and Classification Schedule	

***\*Articles 12 through 22 is the Consent Agenda and will be considered as a single vote.***

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**ARTICLE 1: HEAR REPORTS**

To see if the Town will vote to hear and act on the report of the Select Board and other Town Officers and Committees, or to take any other action relative thereto.

**SELECT BOARD**

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

**Summary:** *To hear reports of Town Boards, Committees and Commissions and to accept the annual report and other reports that may be presented to Town Meeting.*

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**ARTICLE 2: ELECTED OFFICIALS' COMPENSATION**

To see if the Town will vote to set the compensation for the elected officials of the Town for the ensuing year, or to take any other action relative thereto.

**SELECT BOARD**

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

**Summary:** *To provide compensation for elected officials as proposed by the Town Manager. The Town Clerk shall receive a salary of \$91,748 in FY 2021 and the Moderator shall receive a salary of \$65 in FY 2021.*

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**ARTICLE 3: WAGE AND CLASSIFICATION SCHEDULE**

To see if the Town will vote to amend and adopt for Fiscal Year 2021 the Town of Groton Wage and Classification schedule as shown in Appendix B of this Warrant, or to take any other action relative thereto.

**SELECT BOARD**  
**TOWN MANAGER**

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

**Summary:** *The purpose of this Article is to set the wage and classification schedule for the three (3) employees covered by the Personnel Bylaw. Under the policy of the Select Board, these employees receive the same benefits as contained in the Town Supervisors' Union Contract. These employees will receive a two (2) percent cost of living adjustment in Fiscal Year 2021.*

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**ARTICLE 4: FISCAL YEAR 2021 ANNUAL OPERATING BUDGET**

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 as may be necessary to defray the expenses of the Town for the next fiscal year (2021), and act upon the budget of the Finance Committee, or to take any other action relative thereto.

**FINANCE COMMITTEE  
SELECT BOARD  
TOWN MANAGER**

**Select Board:  
Finance Committee:**

**Summary:** *In accordance with Section 6 of the Town Charter, the Finance Committee conducts its annual budget process by receiving the Town Manager's proposed balanced budget on or before December 31<sup>st</sup>; meeting with department heads and boards; holding public budget hearings in preparation for issuing its recommendations to Town Meeting; and presenting its budget recommendations at the Spring Town Meeting. The budget handout for this Article is contained in Appendix A of this Warrant. Please also see the Finance Committee's and Town Manager's Report which includes the Finance Committee's and Select Board's recommendations.*

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**ARTICLE 5: APPROPRIATE FY 2021 CONTRIBUTION TO THE OPEB TRUST**

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, to be added to the Other Post-Employment Benefits Liability Trust Fund as authorized by Massachusetts General Laws, Chapter 32B, Section 20, or to take any other action relative thereto.

**SELECT BOARD  
TOWN MANAGER**

**Select Board:  
Finance Committee:**

**Summary:** *The purpose of this article is to fund the Town's OPEB Liability. The Select Board and Finance Committee have adopted a funding policy for this purpose. One of the funding goals is to commit to an annual appropriation to the Trust that would keep the Net Present Value Liability from growing until such time as the Town can begin to pay down the liability. In Fiscal Year 2021, the anticipated amount necessary for this purpose is estimated to be \$177,094. This Article will seek an appropriation of \$177,094 from Free Cash to add to the OPEB Liability Trust Fund.*

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**ARTICLE 6: FISCAL YEAR 2021 CAPITAL BUDGET**

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 funding the Fiscal Year 2021 Capital Budget, or to take another other action relative thereto.

**TOWN MANAGER**

**Summary:** *The following is the proposed Town Manager's Capital Budget for Fiscal Year 2021:*

**Item #1 – Ambulance 2 Replacement                      \$325,000                      Fire/EMS**

**Summary:** *The Fire Chief has instituted an equipment replacement program to improve the equipment of the Department. Ambulance 2 is a 2012 ambulance that is due for regular replacement in FY 2021.*

**Select Board:  
Finance Committee:**

**Item #2 – Dump Truck                                      \$40,000                                      Highway**

**Summary:** *At the 2018 Spring Town Meeting, the Meeting authorized the acquisition of a new Dump Truck for the Highway Department by borrowing the necessary funds (\$185,000) through the Commonwealth's State House Notes method and pay off the debt over five years. This will be the third of five payments for the Dump Truck.*

**Select Board:  
Finance Committee:**

**Item #3 – IT Infrastructure                                      \$40,000                                      Town Facilities**

**Summary:** *This item in the Capital Budget was established nine years ago and has been very successful. In Fiscal Year 2021, the following items will be purchased/upgraded with this allocation: Ten (10) new computers for Town Hall, Five (5) new computers for the Library; Replace aging servers and storage arrays; expand network; upgrade network switches to increase wireless coverage.*

**Select Board:  
Finance Committee:**

**Item #4 – Tractor Trailer Unit****\$40,000****Transfer Station**

**Summary:** *At the 2018 Spring Town Meeting, the Meeting authorized the acquisition of a new Tractor Trailer Unit for the Transfer Station by borrowing the necessary funds (\$160,000) through the Commonwealth's State House Notes method and pay off the debt over four years. This will be the third of four payments for the Unit.*

**Select Board:**

**Finance Committee:**

**Item #5 – Triplex – Greens Mower****\$5,100****Country Club**

**Summary:** *The Country Club owns two triplex mowers. Four years ago, the Town proposed to replace one of the mowers so that the Club would have a backup mower. One cuts the greens and the other is used to cut the tees and collars around the greens. The Town Meeting agreed to finance the mower over five years. This is the final payment for a total cost of \$25,500.*

**Select Board:**

**Finance Committee:**

**TOWN MANAGER**

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**ARTICLE 7: POLICE DEPARTMENT GENERATOR**

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 in Fiscal Year 2020 and thereafter, for the purpose of repairing and upgrading the Generator located at the Groton Police Station, and all costs associated and related thereto, or to take any other action relative thereto.

**TOWN MANAGER**

**Select Board:**

**Finance Committee:**

**Summary:** *The Generator and automatic transfer switch (AWS) panel are original to the construction of the building in 1992. The panel components are obsolete and unavailable. If the components were to fail and it became necessary to use the generator to power the building, the Police Station and Communications center would not be operational for an extended period of time. A manual transfer switch (MTS) will be added in order to connect an external generator to provide power to the building in the event of primary generator failure or is needed for maintenance and repairs. The cost of this repair is \$25,000.*

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**ARTICLE 8: ADOPT M.G.L., C.44, §53 F½ CREATING A STORMWATER ENTERPRISE FUND**

To see if the Town will vote to establish a Stormwater Facilities Utility Enterprise Fund and to accept the provisions of Chapter 44, Section 53F½ of the Massachusetts General Laws, in order to authorize establishment of an Enterprise Fund known as the "Stormwater Facilities Utility Enterprise Fund" for the Groton Stormwater Facilities Utility, effective in Fiscal Year 2021, as follows:

**1. Amend Groton Bylaws to add to §154-2 Definitions the following:**

**STORMWATER FACILITIES UTILITY** – A Utility operation of the Town's Stormwater drainage facilities within the Town's Department of Public Works together with a related special user fee assessment, Town wide, as described in Groton Bylaw §154-5.

**2. Amend Groton Bylaw to add §154-5 as follows:**

**§154-5** There is hereby established a Stormwater Facilities Utility as follows.

- (a) The Stormwater Facilities Utility shall provide for the operation, maintenance, and upgrade or expansion of existing storm drain systems throughout the town; development of drainage studies, plans, flood control measures, and water-quality programs; administrative costs; and construction of capital improvement projects, and purchase of all equipment necessary for the installation, operation and maintenance of the system; and the town's compliance with requirements now or hereafter contained in permits issued by the Commonwealth of Massachusetts and The United States of America.
- (b) The Stormwater Facilities Utility shall be managed and operated by the Town Manager in consultation with the Groton Department of Public Works and shall be within the Town's Department of Public Works.
- (c) To generate funding specifically for stormwater management, a stormwater facility user utility fee is hereby imposed upon all Users of the Town's stormwater facilities throughout the town and the Select Board is hereby authorized to establish such user fee sufficient to meet the costs incurred by the Stormwater Facilities Utility and to amend such fee from time to time as warranted by the circumstances of costs and legal requirements.
- (d) The revenue received by the Town from the payment of Stormwater facilities user fees shall be deposited in the Stormwater Facilities Utility Enterprise Fund and the revenue generated shall be used by the Town Manager, in consultation with the Director of Public Works, to directly support the operation, maintenance, and upgrade or expansion of existing storm drain systems; development of drainage studies, plans, flood control measures, and water-quality programs; administrative costs; and construction of capital improvement projects, and purchase of all equipment necessary for the installation, operation and maintenance of the system; and the town's compliance with requirements contained in permits issued by the Commonwealth of Massachusetts and The United States of America .

**3. To accept M.G.L., Chapter 44, Section 53F1/2 "Enterprise Funds") for the Stormwater Facilities Utility Enterprise Fund, which statute provides as follows:**

*"Notwithstanding the provisions of section fifty-three or any other provision of law to the contrary, a city or town which accepts the provisions of this section may establish a separate account classified as an "Enterprise Fund", for a utility, cable television public access, health care, recreational or transportation facility, and its operation, as the city or town may designate, hereinafter referred to as the enterprise. Such*

*account shall be maintained by the treasurer, and all receipts, revenues and funds from any source derived from all activities of the enterprise shall be deposited in such separate account. The treasurer may invest the funds in such separate account in the manner authorized by sections fifty-five and fifty-five A of chapter forty-four. Any interest earned thereon shall be credited to and become part of such separate account. The books and records of the enterprise shall be maintained in accordance with generally accepted accounting principles and in accordance with the requirements of section thirty-eight. No later than one hundred and twenty days prior to the beginning of each fiscal year, an estimate of the income for the ensuing fiscal year and a proposed line item budget of the enterprise shall be submitted to the mayor, board of selectmen or other executive authority of the city or town by the appropriate local entity responsible for operations of the enterprise.”*

*“Said board, mayor or other executive authority shall submit its recommendation to the town meeting, town council or city council, as the case may be, which shall act upon the budget in the same manner as all other budgets. The city or town shall include in its tax levy for the fiscal year the amount appropriated for the total expenses of the enterprise and an estimate of the income to be derived by the operations of the enterprise. If the estimated income is less than the total appropriation, the difference shall be added to the tax levy and raised by taxation. If the estimated income is more than the total appropriation, the excess shall be appropriated to a separate reserve fund and used for capital expenditures of the enterprise, subject to appropriation, or to reduce user charges if authorized by the appropriate entity responsible for operations of the enterprise. If during a fiscal year the enterprise incurs a loss, such loss shall be included in the succeeding fiscal year's budget. If during a fiscal year the enterprise produces a surplus, such surplus shall be kept in such separate reserve fund and used for the purposes provided therefor in this section.”*

*“For the purposes of this section, acceptance in a city shall be by vote of the city council and approval of the mayor, in a town, by vote of a special or annual town meeting and in any other municipality by vote of the legislative body. A city or town which has accepted the provisions of this section with respect to a designated enterprise may, in like manner, revoke its acceptance.”*

or to take any other action relative thereto.

**TOWN MANAGER  
EARTH REMOVAL STORMWATER ADVISORY COMMITTEE**

**Select Board:  
Finance Committee:**

**Summary:** *The Town of Groton is under the jurisdiction of the NPDES MS4 stormwater permit program operated by US Environmental Protection Agency. The permit program requires the Town to proactively manage its storm drainage system and ensure the protection of its waterways from stormwater pollution. Compliance with the requirements of this program is mandatory. The establishment of an enterprise fund would create the most consistent and transparent funding mechanism to achieve compliance with this program to reduce the likelihood of flooding and protect its waterways from stormwater pollution. Should this Article not be approved, the Town will need to amend the Operating Budget in the Fall, 2020 to address these needs. This would require a reduction in other parts of the Budget to fund this compliance.*

## **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 2021, 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: Housing Coordinator**

**\$51,385**

**Summary:** *The Town established the position of Housing Coordinator in 2009, with the salary being paid out of the Community Preservation Administrative Account. Six years ago, the Community Preservation Committee approved the increase of the position to 25 hours and requested that it become an annual funding item to be approved by Town Meeting, with the funding to come from the Community Housing Reserve. Town Meeting has approved this for the last six years. This will be the seventh year that this position will be funded in this manner. The full amount to be paid from the Community Housing Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

### **CPC Proposal B: Prescott School – Phase III**

**\$125,000**

**Summary:** *This project is to fully fund the Prescott Fire Protection CPA grant that was voted by Town Meeting in 2018. Since that vote, information has come forward that the addition of a new fire alarm system installed at the same time as the sprinkler installation would not only be cost effective but would meet updated Fire Codes and allow access of individuals to the second floor of Prescott and also allow children under the age of 18 to be in the building without their parents. Some funds of the 2019 grant have been used for architectural designs for this project and for new fire doors. The additional funds requested in this article would supplement these funds, allow for the addition of the alarm system in the bids, plus address the possible increase in construction costs since the original grant was proposed. The full cost will not be known until the bids are received, prior to Town Meeting, but after publication of this description. The amount of \$6,000 to be paid from the Unallocated Reserve and the amount of \$119,000 to be paid from the Historic Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

## **COMMUNITY PRESERVATION COMMITTEE**

**ARTICLE 10:           AMEND ZONING BYLAW – BYLAW CODIFICATION**

To see if the Town will vote to recodify the Code of the Town of Groton, Chapter 218 Zoning according to the following Table of Contents:

- § 218-1 General Provisions
  - § 218-1.1 Authority and Title
  - § 218-1.2 Purposes
  - § 218-1.3 Basic Requirements
- §218-2 Administration
  - § 218-2.1 Enforcement
  - § 218-2.2 Building Permits
  - § 218-2.3 Special Permits
  - § 218-2.4 Board of Appeals
  - § 218-2.5 Site Plan Review
  - § 218-2.6 Repetitive Petitions
  - § 218-2.7 Violations and Penalties
  - § 218-2.8 Amendment
  - § 218-2.9 Effective Date
  - § 218-2.10 Conflict of Laws and Validity
  - § 218-2.11 Fees
- § 218-3 Definitions
- § 218-4 Zoning Districts.
  - § 218-4.1 Classes of Districts
  - § 218-4.2 Intention of Districts
  - § 218-4.3 Location of Districts
  - § 218-4.4 Boundaries of Districts
- § 218-5 Use Regulations
  - § 218-5.1 Basic Requirements
  - § 218-5.2 Schedule of Use Regulations
  - § 218-5.3 Accessory Uses
  - § 218-5.4 Special Use Considerations in Official Open-Space Districts
  - § 218-5.5 Special Use Considerations in R-B, VCB, NB, GB and I Districts
  - § 218-5.6 Conversion of Seasonal Residences
  - § 218-5.7 Nonconformance
  - § 218-5.8 Prohibited Uses
- § 218-6 Intensity Regulations
  - § 218-6.1 Basic Requirements
  - § 218-6.2 Schedule of Intensity Regulations
  - § 218-6.3 General Provisions
  - § 218-6.4 Hammerhead Lots
- § 218-7 Overlay Districts
  - § 218-7.1 Floodplain District Regulations
  - § 218-7.2 Water Resource Protection Overlay District
  - § 218-7.3 Town Center Overlay District
  - § 218-7.4 Recreational Overlay District
- § 218-8 General Regulations
  - § 218-8.1 Off-Street Parking and Loading

- § 218-8.2 Off-Site Off-Street Parking
- § 218-8.3 Appearance
- § 218-9 Special Residential Regulations
  - § 218-9.1 Flexible Development
  - § 218-9.2 Major Residential Development
  - § 218-9.3 Multifamily Use
  - § 218-9.4 Accessory Apartments
- § 218-10 Special Regulations
  - § 218-10.1 Personal Wireless Services Facilities
  - § 218-10.2 Wind Energy Conversion Facility
  - § 218-10.3 Large-Scale Ground-Mounted Solar Photovoltaic Facilities
  - § 218-10.4 Marijuana Establishments

or to take any other action relative thereto.

### **PLANNING BOARD**

**Select Board:**

**Finance Committee:**

**Summary:** *The Planning Board is proposing to recodify the existing Zoning Bylaw to make it more user-friendly. The bylaw has been amended over the years, in an additive fashion. The grouping of certain provisions, and the overall organization of the bylaw, is disjointed and difficult to follow. The Planning Board is attempting to reorganize the existing bylaw in a more logical manner that will make it easier to find specific information. The recodification involves regrouping the sections, and then renumbering the sections accordingly. There will be no changes to any of the existing provisions or requirements that are currently in effect. A copy of the proposed Zoning Bylaw recodification is available on the Town of Groton's website at: <https://www.grotonma.gov/>*

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### **ARTICLE 11: 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.*

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**ARTICLES 12 THROUGH 22 WILL BE PART OF THE CONSENT AGENDA. PLEASE SEE EXPLANATION PROVIDED BY THE TOWN MODERATOR AFTER ARTICLE 32.**

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**ARTICLE 12: CURRENT YEAR LINE ITEM TRANSFERS**

To see if the Town will vote to transfer certain sums of money within the Fiscal Year 2020 budget, or to take any other action relative thereto.

**SELECT BOARD**

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

**Summary:** *To transfer money within the Fiscal Year 2020 Budget should the need arise. A handout explaining any necessary transfers will be available at Town Meeting.*

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**ARTICLE 13: APPROPRIATE MONEY TO OFFSET SNOW AND ICE DEFICIT**

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, to reduce the deficit in the Fiscal Year 2020 Snow and Ice Budget, as approved under Article 4 of the 2019 Spring Town Meeting, or to take any other action relative thereto.

**TOWN MANAGER**

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

**Summary:** *This article will allow the Town to fund any deficit in the Snow and Ice Account in Fiscal Year 2020.*

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**ARTICLE 14:            APPROPRIATION TO FUND TOWN FOREST EXPENSES**

To see if the Town will vote to appropriate a sum or sums of money from Receipts Reserved for the Town Forest to Town Forest Expenses, or to take any other action relative thereto.

**BOARD OF SELECTMEN**

**Board of Selectmen:**  
**Finance Committee:**

**Summary:**    *The Town Forest Committee anticipates certain operational expenses to occur over the next several years and this appropriation allows a small amount of funds to be readily available for those expenses. The funds will remain in a special account and be used only for Town Forest operational expenditures.*

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**ARTICLE 15:            TRANSFER WITHIN CENTER SEWER ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Center Sewer Enterprise Fund Surplus to the Fiscal Year 2020 Center Sewer Enterprise Department Budget, or to take any other action relative thereto.

**BOARD OF SEWER COMMISSIONERS**

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

**Summary:**    *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2020 Center Sewer Budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

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**ARTICLE 16:           TRANSFER WITHIN FOUR CORNERS SEWER ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Four Corners Sewer Enterprise Fund Surplus to the Fiscal Year 2020 Four Corners Sewer Enterprise Department budget, or to take any other action relative thereto.

**BOARD OF SEWER COMMISSIONERS**

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

**Summary:**   *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2020 Four Corners Sewer Budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

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**ARTICLE 17:           TRANSFER WITHIN CABLE ENTERPRISE FUND**

To see if the Town will vote to transfer a sum or sums of money from the Cable Enterprise Fund Surplus to the Fiscal Year 2020 Cable Enterprise Department budget, or to take any other action relative thereto.

**CABLE ADVISORY COMMITTEE**

**Select Board:**  
**Finance Committee:**  
**Cable Advisory Committee:**

**Summary:**   *This article allows the Cable Advisory Committee to transfer money from its surplus account to cover any deficit in the Fiscal Year 2020 budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

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**ARTICLE 18:           PRIOR YEAR BILLS**

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

**SELECT BOARD**

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

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

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**ARTICLE 19: DEBT SERVICE FOR SURRENDEN FARMS**

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum or sums of money, pursuant to Massachusetts General Laws, Chapter 44B, Section 5 for debt service for Fiscal Year 2021 for the Surrenden Farm Land Acquisition, as authorized under Article 1 of the April 24, 2006 Special Town Meeting, or to take any other action relative thereto.

**COMMUNITY PRESERVATION COMMITTEE**

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**Summary:** *This article appropriates the debt payments for the Surrenden Farm Land Purchase. Funding for this article will come from Community Preservation Funds. The anticipated debt service for Fiscal Year 2021 is \$482,891. To fund this, \$90,000 would be paid from the Open Space Reserve and \$392,891 would be paid from the Unallocated Reserve.*

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**ARTICLE 20: ESTABLISHING LIMITS FOR THE VARIOUS REVOLVING FUNDS**

To see if the Town will vote, pursuant to the provisions of G.L. c. 44 sec 53E½ and the Revolving Fund Bylaw, to amend the Revolving Fund Bylaw to add or delete any revolving account and/or to set the FY 2021 spending limits for the various revolving funds as follows:

<b>Program or Purpose</b>	<b>FY 2021 Spending Limit</b>
Stormwater Management	\$20,000
Conservation Commission	\$50,000
Building Rental Fund	\$50,000
Affordable Housing Marketing	\$20,000
Home Recycling Equipment	\$10,000
Access for Persons with Disabilities	\$10,000
Boat Excise Tax Fund	\$ 5,000
Transfer Station Glass	\$10,000
Senior Center Fitness Equipment	\$10,000

or take any other action relative thereto.

**TOWN MANAGER**

**Select Board:**

**Finance Committee:**

**Summary:** *This Article sets the limit of annual spending for the various revolving funds authorized by previous Town Meeting vote and currently set forth in the Town's Bylaw for said purpose.*

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**ARTICLE 21: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTIONS**

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 59, §5C1/2, inserted by Section 14 of Chapter 62 of the Acts of 2014, for the purpose of increasing the real estate tax exemptions by 100 percent to all persons who qualify for property tax exemptions under Clauses 17, 17C, 17C1/2, 17D, 22, 22A, 22B, 22C, 22D, 22E, 22F, 22G, 37, 37A, 41, 41B, 41C, 41C½, 42, 43, 56 or 57 of G.L. c. 59, §5, or to take any other action relative thereto.

**BOARD OF ASSESSORS**

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

**Summary:** *This article is geared toward 70+ seniors, surviving spouses (widows/widowers), legally blind persons and veterans with service-connected disabilities. It would increase the exemption under state statute up to 100% of the exemption. These state exemption programs all have different eligibility requirements (inquire within the Assessor's office for specific eligibility requirements) in order to receive the specific exemption and are designed to help the neediest within our community to continue to remain in their homes by helping to relieve some of the property tax burden.*

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**ARTICLE 22: ACCEPT PROVISIONS OF M.G.L., CHAPTER 59, §5, CLAUSE 22F**

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 59, §5, clause 22F last paragraph, which, for clauses 22, 22A, 22B, 22C, 22D, 22E and 22F of section 5, allows the Town to reduce from five consecutive years to one year the residency requirement for, making certain veterans and their surviving spouses or parents, to be eligible for the property tax exemptions of said clauses 22 through 22F under Massachusetts General Laws, or to take any other action relative thereto.

**BOARD OF ASSESSORS**

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

**Summary:** *M.G.L.Ch. 59, s.5, clause Twenty-Second F, Last Paragraph. Notwithstanding this section, in any city or town which accepts this clause, the exemptions available pursuant to clauses Twenty-second, Twenty-second A, Twenty-second B, Twenty-second C, Twenty-second D, Twenty-second E and Twenty-second F may be granted to otherwise eligible persons who have resided in the commonwealth for 1 year prior to the date of filing for exemptions pursuant to the applicable clause.*

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## **Moderator's Consent Agenda to Save Time at Town Meeting**

To save time at Town Meeting, the Moderator will use a procedure known as a consent agenda. It is the bundling of non-controversial articles into a single motion to be voted on by Town Meeting. Routinely used in other towns, the consent agenda can save time by not requiring a main motion, a second, an explanation and a vote on every routine article to which there is no objection or question.

### **What Articles Are Included**

The consent agenda will generally consist of regular housekeeping articles unanimously supported by the Select Board and Finance Committee. The warrant identifies which articles are proposed for the consent agenda. If the articles in the consent agenda changes prior to Town Meeting but after the printing of the warrant, voters will be advised at Town Meeting.

### **How Consent Agendas Work**

When the meeting reaches the first article to be included in the consent agenda, the moderator will explain the process. The moderator will read the title of every article included in the consent agenda. He will pause after each article to allow any voter who has a question on the article to loudly state, "hold."

The held article will be set aside for individual consideration apart from the consent agenda. The voter who holds an article will be asked to identify him- or herself and be prepared to speak to the article later in the meeting.

After the meeting agrees on which articles to include in the consent agenda, there will be no debate and the moderator will immediately call for a vote. Every article included in the consent agenda will either pass or fail depending on the majority vote.

The articles held from the consent agenda will then be taken up individually in the order in which they appear in the warrant.

### **What Voters Need to Do**

Town Meeting voters should review in advance the articles in the consent agenda and be ready to state which article(s) they wish to hold for individual consideration

*Any voter with questions about Town Meeting procedure may call Town Moderator Jason Kauppi at (978) 391-4506 or email him at [moderator@townofgroton.org](mailto:moderator@townofgroton.org).*

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 27<sup>th</sup> Day of April in the year of our Lord Two Thousand Twenty.

*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

**BUDGET MESSAGE FROM THE  
TOWN MANAGER  
AND  
FINANCE COMMITTEE**

**TOWN OF GROTON  
FISCAL YEAR 2021**

Respectfully submitted,

*Mark W. Haddad*

Groton Town Manager

Respectfully submitted,

*Bud Robertson, Chair*

*Gary Green, Vice Chair*

*Colby Doody*

*Mary Linskey*

*David Manugian*

*Arthur Prest*

*Scott Whitefield*

Town of Groton Finance Committee