

SELECT BOARD / FINCOM REGULAR SESSION MEETING MINUTES
MONDAY, OCTOBER 18, 2021
Approved 11/02/21

SB Members Present: Rebecca H. Pine, Chair; Alison S. Manugian, Vice Chair; Peter S. Cunningham, Clerk; Joshua A. Degen, Member; John F. Reilly, Member

FinCom Members Present: Colby Doody, David Manugian, Art Prest, Bud Robertson (Chair), Gary Green, Scott Whitefield
Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Patricia Dufresne, Town Accountant; Melisa Doig, HR Director; Mike Bouchard, Town Clerk; Michael Luth, Police Chief; Hannah Moller, Tax Collector/Treasurer; Ravilla Garthe, Assistant Assessor

Ms. Pine called the meeting to order at 7:00pm and reviewed the agenda. She said that the Board and Finance Committee had just exited an Executive Session.

Mr. Robertson called the Finance Committee meeting to order at 7:00 pm.

ANNOUNCEMENTS

Mr. Cunningham said that there would be a redistricting of Groton which would mean a different senator and possibly 2 representatives for Groton. He said that the Town Clerk submitted a letter to the State because of the impact this would have on Groton. He said he wasn't sure what 2 state representative would do for Groton. Mr. Haddad said that the old lines were what the State was using and not the new lines that the Board voted on last week adding that was the issue. He said that he had a long conversation with Representative Harrington this morning about that.

Mr. Haddad said that Town Meeting was this Saturday at 9am. Ms. Pine said that the Select Board would be meeting on Thursday morning at 10am to make a final determination on the location for Town Meeting.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that there was a vacancy in one of their custodial positions. He said that they advertised for the vacancy and both Melisa Doig and Tom Delaney were recommending that he appoint Gale Risdon of Groton to this vacancy. Mr. Haddad said that he had made this appointment and would respectfully request that the Board consider ratifying this appointment.

Mr. Cunningham moved to affirm the Town Manager's appointment of Gail Risdon as a Custodian effective today. Mr. Reilly seconded the motion. The motion carried unanimously.

2. Mr. Haddad said that the 2021 Fall Town Meeting was scheduled to take place on Saturday, October 23, 2021 at 9:00 a.m. Mr. Haddad said that he had provided the Board with their final motions and reviewed the article assignments. Mr. Haddad pointed out a scrivener's error in the Town Clerk article adding the motions in the handout would show the corrected error.

3. Mr. Haddad reviewed the Board's schedule moving forward.

SELECT BOARD ITEMS FOR CONSIDERATION

1. Mr. Haddad said that The Groton Water Department was seeking a Certificate of Exemption to remove 2250 cubic yards of earth material associated with the construction of the Whitney Pond Wells Water Treatment Plant. Mr. Haddad said he had provided the Board with a memorandum from the Earth Removal Inspector which provided the Board with a recommendation to approve the exemption (with conditions) based on a determination from the Earth Removal Stormwater Advisory Committee. Mr. Haddad reviewed the conditions as outlined by the Earth Removal Committee.

Mr. Cunningham moved to approve the exemption requested by the Water Department. Ms. Manugian seconded the motion. The motion carried unanimously.

MINUTES

Mr. Cunningham moved to approve the minutes of the regularly scheduled meeting of October 4, 2021 as amended. Mr. Reilly seconded the motion. The motion carried unanimously.

BUDGET GUIDANCE DISCUSSION

Mr. Haddad said that the Assessors were comfortable with \$15.8M in new growth which would be used for planning purposes here. He said that \$15.8M in new growth would add \$278,080 in new levy capacity. He said that they thought the new levy limit would be set at \$34M. Mr. Haddad said that they were estimating level funding State Aid at this time. He said that they had also discussed what potential new growth (potential projects) was anticipated in FY23. He said that based on these potential projects, they were comfortable using \$15M in new growth for next year, FY23.

Mr. Haddad said that estimated receipts was the next thing the Finance Team reviewed. He said that Ms. Dufresne kept a 3 year, 5 year and 10 year list of receipts. He said that the Finance Team debated some areas in which to increase/decrease receipts. He said that they level funded motor vehicle excise tax. He said that there may be room to grow but left it level funded. He said that they were comfortable bumping up meals/room occupancy tax by \$100,000. Mr. Haddad said that because their residents were amazing and paid their taxes, there were not a lot of penalties and interest on taxes. He said that this was a double edge sword, and because of that, dropped it down \$10,000 to \$110,000. Mr. Haddad said that they increased PILOTS by \$35K adding they were hoping to negotiate with non-profits such as Groton Hill Music Center. Mr. Haddad said that with pension and health insurance increasing, other departmental revenue automatically increased. Mr. Haddad said that they also increase fines and forfeits by \$25K and investment income by \$10,000. Mr. Haddad said that based on this they thought they would take in \$173K in new revenue.

Mr. Haddad said he met with Mr. Robertson who thought they may be able to capture an additional \$200k in revenue. Mr. Robertson said that he thought motor vehicle excise could be bumped up by \$50k, and that PILOTS could go up by an additional \$50k as a couple of examples of where to increase revenue projections.

Mr. Manugian asked how often they reviewed potential revenue. Mr. Haddad said that they reviewed it monthly and again quarterly at Select Board meetings.

Mr. Haddad said that they were in line with previous years revenue estimated at 3.18%. He said that he showed in his memo what the municipal budget and school assessment had gone up in previous years as well as the total operating assessment of the school district. Mr. Haddad said that they averaged a 5.01% increase in the school assessment and a 2.76% increase in the municipal budget over that same period of time. Ms. Manugian asked that Mr. Haddad do the same assessment for Nashoba Tech.

Mr. Haddad said that he wanted to make a commitment to the municipal budget this next fiscal year. He said he had 5 areas to bring to their attention for consideration. He said that all 7 union contracts were up and needed to be negotiated next year. He said that the second area was the fire department. He said that the Chief specifically talked about fire prevention in his budget message last year. He said that the Groton Hill and the Deluxe property redevelopment were 2 major additions to the Town and for the department. Mr. Haddad said that Chief McCurdy was his own worst enemy in that because he trained his department so well, the call members were being hired for fulltime positions in other towns. He said that this fire prevention position would cost them \$100K which included salary, benefits, pension, uniforms, etc. Ms. Manugian asked for a job description. Mr. Reilly said that this person would also be a firefighter and able to respond to calls freeing up the Deputy Chief to help with administrative work. Mr. Green asked if they might be able to fund it with revenue. Mr. Green said that he would also like to hear about a recruitment and more important a retention process.

Mr. Haddad said that the next area was the Council on Aging. He said that they had a vacancy at the Center for a Volunteer Coordinator. He said he didn't want to see that position filled until the new Director had a chance to review the department. He said that the Director wanted to see a new position of Community Engagement Specialist take the place of the Volunteer Coordinator. He said that because the Center was busier, she also wanted a 19 hour a week admin for support. He said that based on what they had in the budget, they needed \$41k to fund those 2 positions the next FY. He said that the Council on Aging budget was .7% of the entire operating budget and serviced 25% of their population. He said it made sense to commit to the department and its new director and her vision. Mr. Haddad said that the Council voted unanimously this afternoon to support this. He said he wanted to fill the Community Engagement Specialist right away adding he would be able to cover the salary for the remainder of this fiscal year.

Mr. Brian LeBlanc of the GDSC, said that they had met to briefly discuss their guidance earlier which included no major additions adding they wanted to recover from COVID. He said that it would take 5 years to ramp down capital costs for Swallow Union for Groton per the regional agreement.

Ms. Pine said it made sense to increase the hours to 40 for the Community Engagement Specialist but wasn't convinced they needed admin help also because it was adding another position. Mr. Haddad said he was asking for ½ a position. Ms. Pine asked if this would allow the fitness room to be open on the weekends. Mr. Haddad said he could discuss that with Director. Mr. Haddad said he would like permission to advertise and fill the Community Engagement Specialist now adding there would be no impact to the current FY budget and a \$20k increase in the budget next year.

Mr. Cunningham moved to approve the request of the Town Manager to fill the Community Engagement Specialist through the end of this year based on what was in the current budget. Mr. Reilly seconded the motion.

Ms. Manugian said that it would be helpful to know what additional programs the Director was envisioning. Mr. Manugian said he supported this position.

The motion carried unanimously.

Mr. Haddad said he was requesting that the Board and Finance Committee's guidance be as follows: to allow him to work with Groton Dunstable Schools, balance the budget and allow him to focus on adding the Fire Prevention Officer and Council on Aging positions to the budget. Ms. Pine said that balancing the budget and working with the schools should be included but was not convinced on the new positions just yet. Mr. Haddad said he didn't want them to disallow new positions again in FY23. Ms. Pine said she wasn't saying that but wanted to hear his case for them. Ms. Manugian said she wanted to see a list of PILOTS and have an understanding of those. Mr. Cunningham asked if they could have a coordinated approach to speaking with the non-profits about PILOTS. Mr. Haddad said that they could sit down with each organization individually to do that. Ms. Manugian asked for a list of religious non-profits also. Mr. Haddad said that they sent out a letter less than 5 years ago to those organizations. Mr. Robertson said that if the school reduced their assessment, they still had an issue. He said that working with GD and balancing the budget was a mammoth job to begin with adding that adding any new positions would be an added bonus. Mr. Haddad said he wanted to make a small commitment to the municipal budget this year.

Mr. Haddad asked if he could be allowed to work on bringing in a balanced budget, work with schools to meet their needs and if available, propose new positions on municipal side. Mr. Robertson said that balancing the budget took care of that last point.

Mr. Cunningham moved that the Town Manager balance the budget and work with the schools and Ms. Pine added if there was money available to propose new positions for further discussion. Mr. Reilly seconded the motion.

Ms. Manugian said that new positions were part of balancing the budget. Mr. Haddad agreed. He said that his main purpose was to let them know areas he wanted to increase the municipal budget. Mr. Robertson said that they were down to balancing the budget and working with the schools.

The motion carried unanimously. The Finance Committee voted unanimously on the same motion.

OTHER BUSINESS

Mr. Haddad asked the Board to vote to appoint Judy Anderson to the Commission on Accessibility. Mr. Cunningham made the motion. Ms. Manugian seconded the motion. The motion carried unanimously.

Ms. Pine adjourned the Select Board meeting at 8:26pm.
Mr. Robertson adjourned the FinCom meeting at 8:26 pm

respectfully submitted:
Dawn Dunbar, Executive Assistant



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1111
Fax: (978) 448-1115

Select Board

Rebecca H. Pine, *Chair*
Alison S. Manugian, *Vice Chair*
Peter S. Cunningham, *Clerk*
Joshua A. Degen, *Member*
John F. Reilly, *Member*

Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Agenda Update/Report*

Date: *October 18, 2021*

TOWN MANAGER'S REPORT

1. Please note that Monday's meeting will begin at 6:00 p.m. with an Executive Session in joint session with the Finance Committee to discuss strategy with respect to the upcoming negotiations with all seven of our Unions. The regular meeting will commence at 7:00 p.m. In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues, there is one item scheduled on Monday's Agenda. The Select Board will continue its joint session with the Finance Committee to provide the Town Manager with guidance with respect to the development of the Fiscal Year 2023 Operating Budget. Enclosed with this report is a memorandum I prepared that provides the Board with the Finance Team's current revenue projections and budget priorities for FY 2023. Members of the Finance Team will be present at Monday's meeting to discuss this in more detail with both the Select Board and Finance Committee.
2. As you know, there is a vacancy in one of our custodial positions. We have advertised for the vacancy and both Melisa Doig and Tom Delaney are recommending that I appoint Gale Risdon of Groton to this vacancy. Enclosed with this report is a copy of Ms. Risdon's application for your review and consideration. I have in fact made this appointment and would respectfully request that the Board consider ratifying this appointment at Monday's meeting.
3. As you know, the 2021 Fall Town Meeting is scheduled to take place on Saturday, October 23, 2021 at 9:00 a.m. The meeting is currently scheduled to take place outdoors at the Middle School Track behind the Florence Roche Elementary School. The Select Board will be meeting with Moderator Jason Kauppi on Thursday, October 21st at 10:00 a.m. (by Zoom) to determine whether or not to stay outdoors, or move the meeting inside to the Performing Arts Center. In addition, enclosed with this report are the final motions for your review, along with the proposed article assignments. We can discuss all of this in more detail at Monday's meeting.

Select Board
Weekly Agenda Update/Report
October 4, 2021
page two

4. Please see the update to the Select Board's Meeting Schedule through the end of the year:

Thursday, October 21, 2021	- Meet with Moderator to Determine Location of Town Meeting (10:00 a.m. by Zoom)
Saturday, October 23, 2021	2021 Fall Town Meeting
Monday, October 25, 2021	No Meeting (after Town Meeting)
Monday, November 1, 2021	- Review Town Manager's Budget Guidance
Monday, November 8, 2021	Regularly Scheduled Meeting
Monday, November 15, 2021	Regularly Scheduled Meeting
Monday, November 22, 2021	- Potential Date for Tax Classification Hearing
Monday, November 29, 2021	No Meeting (Holiday)
Monday, December 6, 2021	Regularly Scheduled Meeting
Monday, December 13, 2021	Regularly Scheduled Meeting
Monday, December 20, 2021	Regularly Scheduled Meeting
Monday, December 27, 2021	No Meeting (Holiday)
Monday, January 3, 2022	No Meeting (Holiday)
Monday, January 10, 2022	Regularly Scheduled Meeting

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

1. The Groton Water Department is seeking a Certificate of Exemption to remove 2250 cubic yards of earth material associated with the construction of the Whitney Pond Wells Water Treatment Plant. Enclosed with this report is a memorandum from the Earth Removal Inspector providing the Board with a recommendation to approve the exemption (with conditions) based on a determination from the Earth Removal Stormwater Advisory Committee. I would respectfully request that the Board consider approving this exemption at Monday's meeting.

MWH/rjb
enclosures



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1111
Fax: (978) 448-1115

Select Board

Rebecca H. Pine, *Chair*
Allison S. Manugian, *Vice Chair*
Peter S. Cunningham, *Clerk*
Joshua A. Degen, *Member*
John F. Reilly, *Member*

Town Manager
Mark W. Haddad

To: *Select Board
Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *Budget Guidance – Fiscal Year 2023*

Date: *October 7, 2021*

The purpose of this memorandum is to provide information to the Select Board and Finance Committee to assist in setting the Town Manager's Budget Guidance for Fiscal Year 2023.

In setting the anticipated levy limit for FY 2023, we first need to figure out the final FY 2022 Levy Limit. At this time, new growth has not been certified by the Department of Revenue, so we cannot give you the final levy for FY 2022 and need to use our best estimates. To that end, the Assessors have informed me that they believe that new growth for FY 2022 will be certified at \$15.8 million, which will add \$278,080 to the Fiscal Year 2022 Levy. The following is the calculation that will need to be updated (if necessary) once the new growth and values are certified by the Department of Revenue:

TO CALCULATE THE FY 2022 LEVY LIMIT

FY 2021 LEVY LIMIT	\$	32,985,370
ADD AMENDED FY 2021 NEW GROWTH	\$	-
ADD TWO AND ONE HALF PERCENT	\$	824,634
ADD FY 2022 NEW GROWTH	\$	278,080
ADD FY 2022 OVERRIDE	\$	-
FY 2022 SUBTOTAL	\$	34,088,084

The FY 2022 subtotal of \$34,088,085 will be the basis for calculating the estimated Fiscal Year 2023 Levy Limit to assist the Select Board and Finance Committee in providing Budget Guidance to the Town Manager.

Select Board
Finance Committee
Budget Guidance – Fiscal Year 2023
October 7, 2021
page two

In order to determine budget estimates for next year, I met with the Town's Finance Team, which is made up of me, Town Accountant Patricia DuFresne, Town Treasurer/Tax Collector Hannah Moller, Assistant Town Treasurer/Tax Collector Michael Hartnett, Principal Assistant Assessor Megan Foster, Town Clerk Michael Bouchard, Human Resources Director Melisa Doig and Executive Assistant Dawn Dunbar.

The first item we addressed was a State Aid Estimate. Given the fact that we are five months from the Governor submitting his budget and nine months from the Legislature debating and approving the budget, we have decided to level fund State Aid (\$1,014,099) at this time. Next, we addressed developing a new growth estimate for Fiscal Year 2023. To assist us in this review, we asked Land Use Director/Town Planner Takashi Tada, Building Commissioner Robert Garside and Assistant Assessor Ravilla Garthe to join us to discuss various projects before the Planning Board and Building Department to determine what we can expect for new growth in Fiscal Year 2023. Some of the projects that have either been approved by the Planning Board, or are in the process of being approved, include:

1. Shepley Hill
2. Hayes Woods
3. Village Meadows
4. Redevelopment of Deluxe Property
5. Completion of Robin Hill Subdivision

This is a short list of projects that we reviewed in developing our new growth estimate. Based on this, we are comfortable with estimating at least \$15 million in new growth, which will generate approximately \$272,000 in tax revenue for FY 2023 based on the current estimated tax rate for FY 2022. The following is our preliminary calculation in the FY 2023 Levy Limit:

TO CALCULATE THE FY 2023 LEVY LIMIT

FY 2022 LEVY LIMIT	\$	34,088,084
ADD AMENDED FY 2022 NEW GROWTH	\$	-
ADD TWO AND ONE HALF PERCENT	\$	852,202
ADD FY 2023 NEW GROWTH	\$	272,250
ADD FY 2023 OVERRIDE		
FY 2023 SUBTOTAL	\$	35,212,536

*Select Board
Finance Committee
Budget Guidance – Fiscal Year 2023
October 7, 2021
page three*

The final area of review was estimated receipts. In Fiscal Year 2022, we estimated \$4,558,094. In developing our estimated receipts for FY 2023, we reviewed the actual receipts based on a three-year, five-year and ten-year average. I have attached a copy of this spreadsheet to this memorandum for your review and consideration. Based on this review, we made the following adjustments to estimated receipts in FY 2023:

1. **Motor Vehicle Excise Taxes** – While the five-year average is \$1,774,069, we decided to level fund this estimate for FY 2023 at this time. The main reason for this decision is what is going on industry wide with the manufacturing of new vehicles. There is a shortage in computer chips and other similar items that have made it very difficult to build new cars. We are worried that this has limited the number of new vehicles purchased in 2021, which will impact the first commitment of 2022. We can revisit this once the first commitment is released in January, 2022.
2. **Meals Tax/Room Occupancy Tax** – We have seen a significant rebound in both these categories. Based on this, we have increased this estimate by \$100,000 in FY 23 to \$350,000.
3. **Penalties & Interest on Taxes** – This is a double edge sword. Due to our high tax collection rate, we have seen this estimate go down over the last three years (five-year average \$140,367 – three-year average \$114,769). Based on this, we reduced this line item by \$10,000 to \$110,000.
4. **Payments in Lieu of Taxes** – We have increased this line item by \$35,000 to \$300,000 in anticipation of negotiations with our non-profits. This should be considered a placeholder at this time.
5. **Other Departmental Revenue** – This line item has been increased by \$25,000 to \$800,000 in anticipation of the reimbursement from the Enterprise Funds increasing due to an anticipated increase in Health Insurance.
6. **Fines and Forfeits** – We have increased this line item by \$5,000 to \$25,000 based on the average receipts over the last three years.
7. **Investment Income** – We have increased this estimate by \$10,000 to \$50,000 in anticipation of an increase in interest based on the amount held from the bonding of the Florence Roche Elementary School Project.

All told, we are anticipating an increase in Estimated Receipts in FY 2023 of \$173,000 and are estimating a total of \$4,731,094. The following chart shows a comparison of the current FY 2022 Estimated Receipts and our anticipated revenues for FY 2023:

Select Board
Finance Committee
Budget Guidance – Fiscal Year 2023
October 7, 2021
page four

	BUDGETED		ESTIMATED		CHANGE
	FY 2022		FY 2023		
General Revenue:					
Motor Vehicle Excise Taxes	\$ 1,738,094	\$	1,738,094	\$	-
Meals Tax and Room Occupancy Tax	\$ 250,000	\$	350,000	\$	100,000
Penalties & Interest on Taxes	\$ 120,000	\$	110,000	\$	(10,000)
Payments in Lieu of Taxes	\$ 265,000	\$	300,000	\$	35,000
Other Charges for Services	\$ 82,000	\$	90,000	\$	8,000
Fees	\$ 340,000	\$	340,000	\$	-
Rentals	\$ 28,000	\$	28,000	\$	-
Library Revenues	\$ -	\$	-	\$	-
Other Departmental Revenue	\$ 775,000	\$	800,000	\$	25,000
Licenses and Permits	\$ 300,000	\$	300,000	\$	-
Fines and Forfeits	\$ 20,000	\$	25,000	\$	5,000
Investment Income	\$ 40,000	\$	50,000	\$	10,000
Recreation Revenues	\$ 600,000	\$	600,000	\$	-
Miscellaneous Non-Recurring	\$ -	\$	-	\$	-
Sub-total - General Revenue	\$ 4,558,094	\$	4,731,094	\$	173,000

Taking all of this into consideration, we are anticipating an increase in revenues in Fiscal Year 2023 of \$1,297,451, or 3.18%, which is in line with previous years' estimates developed this early in the process.

The approved FY 2022 Operating Budget (including proposed appropriations at the 2021 Fall Town Meeting) is \$39,836,071 (this excludes debt, capital and one-time free cash appropriations). Our estimated revenues would allow an overall increase in the budget of 3.25%.

Prior to the Select Board and Finance Committee developing your budget guidance for Fiscal Year 2023, I would like to call to your attention to the actual municipal and school spending over the last five Fiscal Years (FY 2017 through FY 2022). The following is an analysis of the Municipal Operating Budget from FY 2017 through FY 2022; the Groton Dunstable Operational Assessment from FY 2017 through FY 2022; and the actual Groton Dunstable Operating Budget from FY 2017 through FY 2022. Please note that Debt and Capital spending has been removed from these budgets:

**Select Board
Finance Committee
Budget Guidance – Fiscal Year 2023
October 7, 2021
page five**

<u>Fiscal Year</u>	<u>Municipal Operating</u>	<u>Increase</u>	<u>Percent Change</u>	<u>GDRSD Operating*</u>	<u>Increase</u>	<u>Percent Change</u>
2017	\$ 13,399,033			\$ 18,399,093		
2018	\$ 13,816,235	\$ 417,202	3.11%	\$ 19,038,970	\$ 639,877	3.48%
2019**	\$ 14,516,266	\$ 700,031	5.07%	\$ 20,215,428	\$ 1,176,458	6.18%
2020	\$ 14,868,033	\$ 351,767	2.42%	\$ 21,264,294	\$ 1,048,866	5.19%
2021	\$ 15,175,486	\$ 307,453	2.07%	\$ 22,020,595	\$ 756,301	3.56%
2022	\$ 15,348,045	\$ 172,559	1.14%	\$ 23,481,350	\$ 1,460,755	6.63%
Grand Total Increase		\$ 1,949,012			\$ 5,082,257	
Average Yearly Increase		\$ 389,802			\$ 1,016,451	
Average Percentage Increase		2.76%			5.01%	

* Town of Groton Assessment (78% of Total Operating Assessments)

** Major Municipal increase based on adding four (4) additional full time Firefighters

<u>Fiscal Year</u>	<u>GDRSD Total Operating</u>	<u>Increase</u>	<u>Percent Change</u>
2017	\$ 33,308,614		
2018	\$ 34,195,742	\$ 887,128	2.66%
2019	\$ 35,937,670	\$ 1,741,928	5.09%
2020	\$ 38,067,577	\$ 2,129,907	5.93%
2021	\$ 39,430,292	\$ 1,362,715	3.58%
2022	\$ 41,326,909	\$ 1,896,617	4.81%
Grand Total Increase		\$ 8,018,295	
Average Yearly Increase		\$ 1,603,659	
Average Percentage Increase		4.41%	

Select Board
Finance Committee
Budget Guidance – Fiscal Year 2023
October 7, 2021
page six

As I have stated over the last month, I am recommending that the Select Board and Finance Committee make a commitment to the Municipal Budget in Fiscal Year 2023 and allow for a greater than two and one half (2½%) percent increase in spending. There are five specific areas that I would like the Select Board and Finance Committee to focus on prior to setting budget guidance. They are as follows:

1. **Collective Bargaining** – The Select Board and Finance Committee will be meeting in Executive Session on October 18th prior to meeting in open session. Given the sensitive nature of this item, I will provide both the Select Board and Finance Committee with a specific recommendation during the Executive Session.
2. **Fire Department** – In both his Fiscal Year 2021 and Fiscal Year 2022 budget messages, Chief Steele McCurdy has stated that the Fire Department *“needs to continue its efforts to recruit on-call personnel, but simultaneously add career personnel at key times to best serve the community.”* In his FY 2022 Budget Message, Chief McCurdy stated that *“with fire prevention activities remaining high for the department, the need for a fire prevention specialist exists. This would be an additional position working a weekday schedule to ensure that public education and code enforcement issues are handled in a timely fashion. This position would concentrate on the notion that some of the most effective public safety measures are accomplished through preventing emergencies before they even happen. Ideally the fire prevention position would be in place by 2025, however if major development whether commercial or residential such apartments could dictate a quicker timeline. The dwindling availability of call firefighters will also continue to pressure the department. As development continues, the community needs to keep in mind that additional career staffing will likely be needed. The exact timeframe will really be determined by the availability of call firefighters and EMT’s coupled with the growth in calls within the community.”* Based on this, and with the potential redevelopment of the Deluxe Property, coupled with the complex work needed to close out Groton Hill Music, the need for additional fire prevention personnel is of paramount importance. I would like to add this to the FY 2023 budget. The cost of this position (with benefits) would be around \$100,000.
3. **Council on Aging** – As you know, we recently hired Ashley Shaheen as our new Council on Aging Director. I asked her to do a top to bottom review of the organization and inform me of any changes that she felt would be in the best interest of the Council on Aging Department moving forward. When she began, there was a vacancy in the Activity/Volunteer Coordinator Position. We purposely did not fill that position to allow Ashley the opportunity to review and determine if any changes in the job description would be needed. Ashley recently finished her review and has recommended that the job of Volunteer Coordinator be eliminated and a new position entitled Community Engagement Specialist be instituted.

Continued on next page – Over >

*Select Board
Finance Committee
Budget Guidance – Fiscal Year 2023
October 7, 2021
page seven*

3. **Council on Aging - Continued:**

For your information, I have attached a copy of the new job description to this memorandum. This new position will allow for enhanced community connection and to provide more programming and services to our residents. I enthusiastically support this new position. The Activity/Volunteer Coordinator's position was a 30 hour per week position and classified as a Grade 4 position. Given the additional responsibilities of the new position, Ashley would like to see this position increased to 40 hours. In addition, it has been graded as a Grade 8 position. In Fiscal Year 2022, we have sufficient funding to pay for this new position as the Activity/Volunteer Coordinator's Position has been vacant for the last three months. In Fiscal Year 2023, it will require an additional appropriation of \$20,000 to pay the anticipated annual salary of the new position.

In addition, Ashley believes that coverage for part-time administrative duties needs to be added to the budget. The Council on Aging is the only Department in Town that does not have this kind of support. I would like to add a 19 hour per week Departmental Assistant to the COA Budget in FY 2023. This position will cost an additional \$21,000 annually (it will not be a benefited position). Since the Groton Center opened to the public, its use increased and the added hours is crucial to allowing the Department to best serve the public. Ashley is developing a more detailed justification for these two new positions. I will provide this to the Board under separate cover. Currently, the Council on Aging and Senior Van Budget is 0.6% of the overall budget, yet seniors make up the fastest growing segment of our population. An additional \$41,000 to support our seniors is a crucial and important use of new revenues.

4. **Health Insurance** – At this time, we are planning on setting aside eight (8%) percent for Health Insurance increases in FY 2023, or \$148,844.
5. **County Retirement** – According to the Middlesex County Retirement Board, Groton can expect an increase of 6.3%, or \$150,272 in FY 2023.
6. **Groton Dunstable Regional School District Assessment** – I have not had the opportunity to meet with the School Superintendent and Business Manager to discuss their anticipated needs for Fiscal Year 2023. That said, as shown in the Chart above, the average increase of the School District's Assessment over the last five years has been 5.01%. If this trend continues, that would require an increase in the Assessment in FY 2023 of \$1,176,416, which would take most of the anticipated new revenues to fund and leave the Municipal Budget needing to be level funded for the second consecutive year.

Select Board
Finance Committee
Budget Guidance – Fiscal Year 2023
October 7, 2021
page eight

The following chart shows our best estimate at what spending in FY 2023 looks like at this time to assist you in developing your guidance:

<u>Category</u>	<u>Amount</u> <u>Needed</u>
Collective Bargaining	TBD
Fire Department	\$ 100,000
Council on Aging	\$ 41,000
Health Insurance	\$ 148,844
County Retirement	\$ 150,272
GDRSD Operational Assessment (5.01%)	\$ 1,176,416
Total Needed	\$ 1,616,532
Anticipated New Revenues	\$ 1,297,451
Current Deficit*	\$ 319,081

*The Deficit does not include funding that will be needed for collective bargaining.

I hope you find this information helpful as you deliberate on developing FY 23 Budget Guidance for the Town Manager. The Finance Team and I look forward to discussing this with you in more detail at your joint meeting of October 18th. In the meantime, please feel free to reach out to me with any additional questions or concerns in advance of the meeting.

MWH/rjb

cc: Patricia DuFresne – Town Accountant
Hannah Moller – Town Treasurer/Tax Collector
Michael Hartnett – Assistant Town Treasurer/Tax Collector
Megan Foster – Principal Assistant Assessor
Michael Bouchard – Town Clerk
Melisa Doig – Human Resources Director
Dawn Dunbar – Executive Assistant
Dr. Laura Chesson – Superintendent of Schools
Sherry Kersey – School Business Manager

enclosures

G/F Revenue Tracking

	2017	2018	2019	2020	2021	3 year Avg	5 year Avg	10 year Avg	% of Budget	2022 Budget	2023 Proposed
ACTUAL Revenue											
Personal Property Tax	\$372,355	\$411,731	\$401,867	\$391,899	\$399,334	\$397,700	\$395,437	401,361	48.85%	\$404,284.50	\$404,284.50
Real Estate Tax	\$25,471,230	\$30,620,556	\$31,455,759	\$32,874,890	\$34,260,732	\$32,879,461	\$1,746,036	28,637,919	47.40%	\$5,324,259.50	\$6,948,710.50
Bond Premium Amort Excl Debt											
Tax Title	\$146,623	\$378,762	\$99,310	\$53,191	\$69,182	\$70,561	147,413	137,456			
Police/autos/Deferrals	\$12,556		\$30,765	\$12,048		\$14,271	11,074	10,023			
Rollback Taxes	\$30,012,451	\$31,411,051	\$32,003,730	\$33,335,026	\$34,725,249	\$33,370,339	32,306,904	29,392,622	47.54%	\$36,228,544	\$37,352,196
Taxes: Subtotals											
Motor Vehicle Excise	\$1,717,507	\$1,807,342	\$1,791,544	\$1,718,243	\$1,835,708	\$1,781,832	1,774,069	1,634,310	15.70%	1,738,094.00	1,738,094
Boat Excise Tax (FY18 start date)		\$1,179	\$2,101	\$58	\$2,101	\$1,292	1,011	505			
Misc Taxes: Local Room Tax				\$45,994	\$36,698	\$27,661	16,591	8,293			
Misc Taxes: Local Meals Tax	\$133,961	\$136,384	\$168,570	\$172,096	\$144,283	\$161,650	151,459	90,809	25.88%	75,000.00	100,000
Pennells and Interest on Taxes	\$113,583	\$243,944	\$109,578	\$63,835	\$140,895	\$114,769	140,367	126,579	52.25%	120,000.00	110,000
PILOTS	\$226,690	\$275,194	\$281,907	\$243,156	\$368,707	\$307,927	285,793	249,436	28.47%	265,000.00	300,000
CC Lease	\$0	\$7,565	\$3,475	\$0		\$1,168	2,260	1,544			
Other Chgs											
Pub Safety (dunstable)	\$67,000	\$55,542	\$58,815	\$79,319	\$85,246	\$77,763	73,884	71,475	0.55%	\$2,000.00	\$0
Fines:											
Gen Govt	\$98,075	\$85,435	\$100,069	\$84,147	\$124,009	\$102,942	96,847	84,815	25.13%	76,000	76,000
Pub Safety	\$2,691	\$1,640	\$2,205	\$2,340	\$300	\$1,615	1,836	2,610	5.33%	9,000	9,000
DPW	\$307,877	\$320,283	\$284,536	\$249,890	\$304,752	\$279,750	295,265	301,794	64.08%	257,000	257,000
Health Services Includes Van Riders	\$3,161	\$3,364	\$2,011	\$2,011	\$211	\$1,598	2,252	2,373	3.05%	2,000	2,000
Library	\$3,168	\$2,871	\$2,178	\$1,880	\$0	\$1,342	2,013	2,245	0.00%	2,000	2,000
Fees - Subtotals											
Recreation (Cclub)	\$405,859	\$423,593	\$392,157	\$340,326	\$429,279	\$387,292	356,212	393,938	60.47%	\$340,000	\$340,000
Rental:	\$442,346	\$462,714	\$532,570	\$323,711	\$681,208	\$512,499	488,510	491,787	40.23%	600,000.00	600,000
Fines:											
Gen Govt	\$43,481	\$45,301	\$46,291	\$49,906	\$47,190	\$48,794	47,033	35,912	55.10%	28,000.00	28,000
Pub Safety	\$3,856	\$5,830	\$5,355	\$5,191	\$7,705	\$6,084	5,597	6,735	61.70%	5,000.00	10,000
Library	\$20,140	\$15,448	\$12,333	\$14,593	\$15,064	\$13,697	15,516	19,655	34.37%	15,000.00	15,000
Fines - Subtotals											
Licenses & Permits:	\$35,090	\$32,350	\$26,063	\$27,404	\$23,548	\$26,349	29,295	37,501	7.00%	0.00	\$23,000
Alcohol	\$2,613	\$2,352	\$1,912	\$5,606	\$7,284	\$4,914	3,941	3,758	0.83%	3,000	3,000
Pub Safety/Big	\$22,650	\$31,145	\$28,130	\$27,950	\$27,750	\$27,943	27,525	23,162	0.00%	18,000	18,000
Health/DPW	\$474,857	\$672,306	\$372,695	\$411,684	\$459,052	\$404,547	472,161	400,041	52.94%	271,500	271,500
Public Beach	\$10,042	\$13,864	\$10,406	\$8,985	\$975	\$7,125	9,056	9,018	9.57%	7,500	7,500
L & P - Subtotals											
Interest/Investment Income:	\$510,162	\$719,657	\$413,343	\$455,235	\$469,011	\$444,530	\$12,683	436,017	48.10%	\$300,000	\$300,000
Other Deprec benefit reimburse	\$19,916	\$28,830	\$94,991	\$44,398	\$39,470	\$59,520	45,521	30,024	35.80%	40,000.00	50,000
Miscellaneous non-recurring	\$546,736	\$566,347	\$911,930	\$750,831	\$1,149,325	\$937,382	885,054	766,730	54.93%	775,000.00	800,000
State:											
Lottery	\$400	\$502	\$28,765	\$21,867	\$23,407	\$24,686	15,000	43,050	40.73%	851,347	851,347
Lease of Taxes	\$773,847	\$64,900	\$981,378	\$83,627	\$80,008	\$315,249	792,823	735,486	41.51%	92,782	92,782
Quinn											
Reimb Exemptions for Elderly	\$18,072	\$17,976	\$17,976	\$14,568	\$14,568	\$16,597	18,270	17,524	26.29%	19,744	19,744
Misc. Non-Recurring State Aid	\$241	\$1,174	\$69,241	\$69,241	\$69,241	\$19,747	12,131	5,066			
Veteran Welfare	\$27,658	\$25,346	\$27,017	\$37,460	\$25,893	\$30,123	28,675	30,253	40.59%	27,880	27,880
LRTA Van Reimburse Library Aid											
State - Subtotals	\$48,481	\$44,313	\$52,890	\$62,189	\$32,893	\$49,227	48,295	43,647			
Total ALL Actual Revenue	\$35,287,229	\$37,565,662	\$37,911,456	\$38,776,546	\$41,184,200	\$39,289,479	\$38,144,030	\$34,715,870	40.75%	\$1,014,059	\$1,014,059
Schedule Ailing:	\$35,287,229	\$37,565,662	\$37,911,456	\$38,776,546	\$41,184,200	\$39,289,479	\$38,144,030	\$34,715,870			
Local Receipts Actuals	\$1,361,330	\$6,225,956	\$0	\$0	\$0	\$0	\$0	\$0	33.81%	\$4,558,094	\$4,731,094

**The Groton Center
Council on Aging
Community Engagement Specialist**

Statement of Duties:

The Community Engagement Specialist supports the Director in the planning and management of all social, educational, recreational, fitness, volunteer programs and trips organized by The Groton Center. The Community Engagement Specialist's main responsibility is to develop new programming opportunities while maintaining existing ones by identifying and engaging community partners in line with the mission/vision of the Council on Aging.

Supervision:

Works under the general supervision of the Council on Aging Director.
Performs varied and responsible duties that require initiative and independent judgment in conducting service programs, supervising volunteers, and assisting and supporting participants.

Job Environment:

Work is generally performed at The Groton Center

Operates computer, telephone and standard office machines.

Makes frequent contact with COA Staff, program participants, volunteers, and community organizations which may require perceptiveness and persuasion.

Employee has access to confidential information regarding program participants.

Errors in judgment could result in loss of service, lower standards of service to the participants and negative public relations for the town.

Essential Duties:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Makes all arrangements for presentations, events, and outings; and will supervise events to ensure they run smoothly

The Community Engagement Specialist through community feedback, interactions with colleagues, research, and training, recommends; and develops popular as well as evidenced based programs and activities based on best practices and reflecting the diverse needs, interests and abilities of older adults

Recruits qualified instructors; paid and volunteer. Fills identified positions at The Groton Center under direction of Council on Aging Director. May lead certain activities if appropriate, needed and time permitting.

Observes and assists in evaluating instructors and programs using personal observation, class feedback, attendance reports and other means

Coordinates, organizes, and maintains activity supply closets and inventory

Develops volunteer opportunities within the Groton Center and connects within the larger community

Works collaboratively with the Council on Aging Staff to develop ideas for involving the community in the work of The Groton Center

Produce weekly write-ups for the Council on Aging news columns of local newspapers and develops in collaboration with The Council on Aging Director the bi-monthly newsletter, and assists with the overall marketing of programs and events

Proficient knowledge of Excel, Word, Publisher and MySeniorCenter preferred

Strict adherence to confidentiality

Candidate must be available to work some evenings and occasional weekend hours

In addition to these essential duties, it is expectation of all COA Staff to handle heavy telephone and walk-in traffic; greet visitors, provide tours and answer questions; provide clients with information and assists with registration for all Groton Center events and programs via My Senior Center/ My Active Center (online database), provide support as needed to all of the COA Staff to ensure successful events and programs, and a positive experience for all visitors/callers/instructors; engage in periodic training related to Senior Center operations and team approach to day-to-day operations and overall functions

Other duties as assigned by the Council on Aging Director

Recommended Minimum Qualifications

Education and Experience

Associate's degree (A.A.) or Bachelors (B.S.) in health or social services, or equivalent from a two-year college or technical school preferred; or one to three years related experience and/or training as an activity professional. Previous experience developing programs, managing volunteers or working with community organizations is preferred.

Knowledge, Ability and Skill:

Knowledge: Knowledge of recreational, educational and wellness activity planning.

Ability: Ability to work in fast-paced and often demanding environment. Ability to develop effective and constructive working relationships with program participants, volunteers/instructors, service providers, and the general public in both a group and private setting. Ability to assess the needs of participants and design and coordinate appropriate programs. Ability to manage crises and sensitive issues. Ability to maintain confidential participant information and work in a team relationship with the Council on Aging Staff.

Skill: Detailed oriented and proficient in a variety of computer applications including Microsoft Office, Powerpoint, Publisher, Spreadsheets. Strong planning and organizational skills. Strong interpersonal and problem-solving skills. Exhibit high public relation skills.

Physical Requirements:

Frequent physical activity throughout the workday is required; strength and agility to participate in carrying out all activities, including exercise. Must be able to reach, stand and walk for long periods of time. The employee is occasionally required to climb or balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move more than 50 pounds. All physical senses i.e., smell, sight, etc., must be adequate.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Updated 8/2018

To: Mark Haddad, Town Manager

CC: Melisa Doig, Human Resources Director

From: Ashley Shaheen, Council on Aging Director

Date: August 27, 2021

Memo: Justification for Increased Staffing

In the fall of 2019, The Groton Center opened as the key venue to home the Groton Council on Aging (Town Department) and to provide a space for citizen groups, non-profit organizations and for-profit groups to conduct meetings and events.

According to the Town Clerk based on the 2020 federal census (including minors) the population of Groton is 11,315 and 25% of the Town's residents are aged 60 and over and an additional 1914 residents are between 50-59 age demographic. The primary user group of The Groton Center is older adults. The Groton Council on Aging (COA) serves as the community focal point promoting independence of older adults, through information and referral, support, health and wellness, socialization and education. We provide opportunities for all individuals as they age by leveraging resources, developing a sustainable future and engaging in strong partnerships and collaborations.

In addition to the Groton COA, The Groton Center provides opportunity for community groups and organizations to utilize the building and is the venue for a community-wide (all ages) speakers series co-sponsored by the Groton COA and Rivercourt Residences.

When The Groton Center opened in fall of 2019, we witnessed a 58.9% increase of duplicated users and a 45.9% increase of unduplicated users. *(Statistics based on a 4-month comparison as shortly after the building opened, the building closed due to the pandemic)*. The COA's growth is comparable to many other COAs that have moved into stand-a-lone centers. For example, in Wellesley, when the Wellesley COA moved into the stand-a-lone Tolles Parsons Center, the data captured at the 6-month mark indicated participation rates increased by 63% and the event occurrences increased by 41%. The same holds true for the Needham COA once they moved into the Center at the Heights as they had significant program registration within their first full year at the Center; their Line Dancing Class increased by 48%; Senior Strength increased by 50%; and Zumba increased by 50%. Even though Council on Aging Departments throughout the commonwealth operated differently over the past 18+ months, we continued to provide essential services to those we serve. To combat the effects of the pandemic the Groton COA, along with support from Representative Sheila Harrington, Friends of the Groton Elders and Friends of Nashoba Hospital, initiated a community-wide campaign, Groton Connects: "Together We Can End Loneliness", to raise awareness of the impact of loneliness and isolation. The Groton Center is open and we are continuing to scale up by reimagining

programming and developing additional opportunities for residents. With a “bricks and clicks” model in mind COA programming and services will continued to be offered on multiple platforms.

Based in research the request for increased staffing is justified as the projected growth of the aging population and the trajectory of continued success of The Groton Center is clearly evident. I am asking for your support to elevate the former Activity/Volunteer Coordinator position at 30 hours per week to a Community Engagement Specialist at 40 hour per week position for this current fiscal year and a 19-hour per week Departmental Assistant in FY23 as we re-build the staff infrastructure for a renewed Groton Center. These positions are essential to optimally carry out the mission of our work.

This move forward is an example of our belief to be forward thinking, innovative and inventive; and to address the aging services challenges of the present day while projecting into the future. Over the next year, the COA will be working hard to further expand program offerings and anticipates steady increases in program participation, volunteerism, social service (*which is an important aspect of what we do especially with the emotional trauma and financial upheaval some people are experiencing due to the continuing effects of the pandemic*), and overall enhanced community outreach and connection.

Ashley Shaheen

Groton Council on Aging Director

**FALL TOWN MEETING
MOTIONS
OCTOBER 23, 2021**

ARTICLE 1: PRIOR YEAR BILLS

Mover: Alison Manugian

MOTION: I move that the sum of \$11,601.72 be transferred from the Excess and Deficiency Fund (Free Cash) for the purpose of paying a prior year fiscal bill from Nitsch Engineering.

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

ARTICLES 2, 3, 4, 5, 6, 7, 8, 9 & 10 – CONSENT MOTION

Mover: Joshua Degen

MOTION: I move that the town take affirmative action on Articles 2, 3, 4, 5, 6, 7, 8, 9 & 10, pursuant to the motions as set forth in the Town Meeting Information Handout for this Meeting, without debate and in accordance with the action proposed under each motion, provided however that if any voter requests the right to debate a specific motion, then said motion shall be debated and voted upon separately.

Quantum of Town Meeting Vote: Majority

ARTICLE 2: AMEND FY 2022 TOWN OPERATING BUDGET

BUDGET MOTIONS:

MOTION 1: I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:

GENERAL GOVERNMENT: By increasing the General Government Appropriation from \$2,153,410 to \$2,169,374 so as to: increase Line Item 1060 – "Board of Assessors Salaries" by \$1,200, from \$80,000 to \$81,200; increase Line Item 1070 – "Treasurer/Tax Collector Salaries" by \$53,138 from \$85,000 to \$138,138; and decrease Line Item 1071 – "Treasurer/Tax Collector Wages" by \$38,374 from \$115,693 to \$77,319; And to transfer the sum of \$10,520 from the Excess and Deficiency Fund (Free Cash), and, further, to raise and appropriate from the Fiscal Year 2022 tax levy and other general revenues of the Town the sum of \$5,444 to fund said increases.

MOTION 2: I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:

LAND USE DEPARTMENTS: By decreasing the Land Use Departments Appropriation from \$452,856 to \$431,839 so as to decrease Line Item 1220 – "Zoning Board of Appeals Wages by \$21,017 from \$21,017 to \$0.

MOTION 3: I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:

DEPARTMENT OF PUBLIC WORKS: By increasing the Department of Public Works from \$2,202,359 to \$2,293,376 so as to: increase Line Item 1501 – "Highway Department Wages" by \$70,000 from \$656,364 to \$726,364; and increase Line Item 1560 "Parks Department Wages by \$21,017 from \$0 to \$21,017; And to transfer the sum of \$70,000 from the American Rescue Plan Act Appropriation, and, further to raise and appropriate from the Fiscal Year 2022 tax levy and other general revenues of the Town the sum of \$21,017 to fund said increases.

MOTION 4: I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:

LIBRARY AND CITIZEN'S SERVICES: By increasing the Library and Citizen's Services Appropriation from \$1,660,560 to \$1,715,760 so as to: increase Line Item 1620 – "Veteran's Service Officer Salary by \$200 from \$6,000 to \$6,200; and increase Line Item 1661 – "Library Wages" by \$55,000 from \$279,389 to \$334,389; And to transfer the sum of \$200 from the Excess and Deficiency Fund (Free Cash), and, further, to raise and appropriate from the Fiscal Year 2022 tax levy and other general revenues of the Town the sum of \$55,000 to fund said increases.

MOTION 5: I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:

DEBT SERVICE: By Increasing the Debt Service Appropriation from \$1,880,887 to \$1,996,043 so as to increase Line Item 2002 – "Debt Service – Long Term Debt – Interest – Excluded" by \$115,156 from \$471,752 to \$586,908; And to raise and appropriate from the Fiscal Year 2022 tax levy and other general revenues of the Town the sum of \$115,156 to fund said increase.

MOTION 6: I move that the Fiscal Year 2022 Operating Budget, as adopted pursuant to Article 5 of the May 1, 2021 Spring Town Meeting, be amended as follows, each line item to be considered as a separate appropriation for the purposes voted:

EMPLOYEE BENEFITS: By Increasing the Employee Benefits Appropriation from \$4,516,593 to \$4,571,593 by increasing Line Item 3010 – "Employee Benefits – Health Insurance/Employee Expenses by \$55,000 from \$1,805,544 to \$1,860,544; And to transfer the sum of \$20,000 from the American Rescue Plan Act Appropriation, and, further to raise and appropriate from the Fiscal Year 2022 tax levy and other general revenues of the Town the sum of \$35,000 to fund said increases.

ARTICLE 3: TRANSFER – WITHIN WATER ENTERPRISE FUND

MOTION: I move that the sum of \$150,000 be transferred from the Water Enterprise Fund Surplus to the Fiscal Year 2022 Water Enterprise Department Budget for general expenses.

ARTICLE 4: TRANSFER – CAPITAL STABILIZATION FUND

MOTION: I move that the sum of \$600,000 be transferred from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Capital Stabilization Fund.

ARTICLE 5: TRANSFER – STABILIZATION FUND

MOTION: I move that Article 5 be Indefinitely Postponed.

ARTICLE 6: TRANSFER – GDRSD CAPITAL STABILIZATION FUND

MOTION: I move that the sum of \$560,000 be transferred from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Groton Dunstable Regional School District Capital Stabilization Fund.

ARTICLE 7: CAPITAL PURCHASE – FIRE CHIEF'S VEHICLE

MOTION: I move that the sum of \$70,000 be transferred from the Excess and Deficiency Fund (Free Cash), to be expended under the direction of the Town Manager, to purchase and equip a new Command Vehicle for the Fire Department, and all costs associated and related thereto.

ARTICLE 8: ASSESSING SOFTWARE

MOTION: I move that the sum of \$35,000 be transferred from the Excess and Deficiency Fund (Free Cash), to be expended under the direction of the Town Manager, for the purpose of upgrading the software used in the Assessing Department, and all associated costs related thereto.

ARTICLE 9: COMMUNITY PRESERVATION FUNDING ACCOUNTS

MOTION: I move to amend the vote taken under Article 13 of the 2021 Spring Town Meeting by amending the appropriations for the Community Preservation Fund for Fiscal Year 2022 as follows:

CPC Operating Expenses:	\$ 20,500
Open Space Reserve:	\$ 93,467
Historic Resource Reserve:	\$ 93,467
Community Housing Reserve:	\$ 93,467
Unallocated Reserve:	\$633,769

ARTICLE 10: AMEND ARTICLE 14, MOTION 8 OF 2021 SPRING TOWN MEETING

MOTION: I move to amend Article 14, Motion 8 "Groton Dunstable Field Restoration Plan" of the 2021 Spring Town Meeting by rescinding the appropriation as approved, and in its place approving the following appropriation:

Pursuant to Massachusetts General Laws, Chapter 44B, Section 5, that the sum of Thirty Thousand Two Hundred Thirty-Two Dollars (\$30,232) be appropriated from the Community Preservation Fund Open Space Reserve and the sum of Two Hundred Thousand Dollars (\$200,000) be appropriated from the Community Preservation Fund Unallocated Reserve for a total of \$230,232 to fund Community Preservation Application 2022-09 "Groton Dunstable Field Restoration Plan", on file with the Town Clerk.

ARTICLE 11: WHITNEY POND WELL SITE CONSTRUCTION Mover: Tom Orcutt

MOTION: I move that Seven Hundred Thousand Dollars (\$700,000) be appropriated, to be expended under the direction of the Board of Water Commissioners, to pay all of the costs of construction related to the development of the new Whitney Pond Well Site (Whitney Pond Well #3), including the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Select Board, be authorized to borrow the sum of \$700,000, under and pursuant to G.L. c. 44, §8(5), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and, further, that the Town Manager be authorized to contract for the accomplishment of the foregoing purpose, including the expenditure of all appropriated funds and any funds received from any source for such purchase, and, further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

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

ARTICLE 12: WATER FACILITY CONSTRUCTION**Mover: Tom Orcutt**

MOTION: I move that Ten Million Eighty-Two Thousand Dollars (\$10,082,000) be appropriated, to be expended under the direction of the Board of Water Commissioners, to pay all of the costs of construction related to the new Water Treatment Facility to be located at the Whitney Pond Well Site, including the payment of all costs incidental and related thereto, that to meet this appropriation, the Treasurer, with the approval of the Select Board, be authorized to borrow the sum of \$10,082,000, under and pursuant to G.L. c. 44, §8(4) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and, further, that the Town Manager be authorized to contract for the accomplishment of the foregoing purpose, including the expenditure of all appropriated funds and any funds received from any source for such purchase, and, further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

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

ARTICLE 13: SPECIAL LEGISLATION – TOWN CLERK**Mover: Rebecca Pine**

MOTION: I move to authorize the Select Board to petition the General Court of the Commonwealth of Massachusetts to enact special legislation to change the position of Town Clerk in the Town of Groton from elected to appointed as set forth under Article 13 in the Warrant for the 2021 Fall Town Meeting.

Quantum of Town Meeting Vote: Majority

ARTICLE 14: EXTEND CENTER SEWER DISTRICT**Mover: John Reilly**

MOTION: I move to extend the "Groton Center Sewer District" as established by the vote of the Special Town Meeting of February 6, 1989, under Article 7, and as shown most recently on the plan approved under Article 8 of the 2015 Fall Town Meeting of October 19, 2015, to include the property shown as Assessors' Lot 216-102 and further described as the third parcel in a Deed recorded with the Middlesex South District Registry of Deeds in Book 63144, Page 174, and its successors and assigns; provided that all costs of designing, laying, and construction of the extension and any associated connection and the cost of additional capacity and the property owner's proportionate share of the general benefit facilities, and all other costs associated therewith, are paid by the owner of the property benefited thereby, whether by the assessment of betterments or otherwise.

Quantum of Town Meeting Vote: Majority

ARTICLE 15: ZONING AMENDMENT – UPDATE

Mover: Russell Burke

MOTION: I move to amend the Code of the Town of Groton, Chapter 218, Zoning, as set forth under Article 15 in the Warrant for the 2021 Fall Town Meeting.

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

ARTICLE 16: ZONING AMENDMENT – MARIJUANA

Mover: Peter Cunningham

MOTION: I move to amend the Code of the Town of Groton, Chapter 218, Zoning, as set forth under Article 16 in the Warrant for the 2021 Fall Town Meeting.

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

ARTICLE 17: CITIZENS' PETITION

Mover: Don Black

MOTION: I move to transfer the title, jurisdiction, custody and control of Parcel 227 – 135 (Groton Assessors Map 227 and Parcel 135) from the Groton Tax Collector to the Groton Select Board for general municipal purposes, and further to authorize the Groton Select Board in turn to transfer such title, jurisdiction, custody and control of said Parcel to the Groton Housing Authority for use as Groton Housing Authority owned and operated housing on such terms deemed advisable by said Select Board, provided, however, that such title, jurisdiction, custody and control of said Parcel so conveyed shall be subject to reversion to the Town of Groton Select Board in the event that the housing use for which the conveyance is being made is not commenced by the Groton Housing Authority within a five year period from the date of conveyance.

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