

SELECT BOARD/FINANCE COMMITTEE MEETING MINUTES
MONDAY, September 19, 2022
Approved 10/24/22

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

Finance Committee Members Present: Bud Robertson, Chair; Colby Doody, Gary Green, David Manugian, Scott Whitefield, and Michael Sulprizio

Capital Planning Advisory Committee: David Manugian, Chair; Michael O'Rourke, Vice chair; John Croteau; and Michael Sulprizio, Clerk

Also Present: Mark W. Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Patricia Dufrene, Town Accountant

Mr. John Reilly called the meeting to order at 6:00 PM.

The Select Board met in Joint Session with the Finance Committee and Capital Planning Advisory Committee, to set priorities for Fiscal Year 2024 with the Town Managers proposed Capital Budget.

David Manugian, from the Capital Planning Advisory Committee, called meeting to order at 6:00PM.

Bud Robertson, from the Finance Committee, called meeting to order at 6:00PM.

In Joint Session with the Finance Committee and Capital Planning Advisory Committee-

Mr. Manugian introduced the Members of the Capital Planning Advisory Committee. He explained the reason for this meeting was to briefly go over their charge and focus on the proposed Capital Spending Planning. The Capital Planning Committee has two objectives: 1. For a long-range Capital Plan for the buildings in Groton. 2. To work diligently with the Town Manager on an annual basis for recommendations on the Capital Program. The first charge is still moving forward and they are collecting information and getting up to speed on the Planning process, in hopes to present something by the end of the Fiscal year. Secondly, they want to discuss the different priorities for the upcoming FY24.

Mr. Haddad said the preliminary plan is in the packet, he took last year's plan and updated it for FY24. The Capital Plan included the listing of projects by funding source. The General Fund lists the IT Infrastructure /Computer Purchase. The Bond/Grants Fund lists Prescott School for a placeholder (The Prescott elevator will need an electrical upgrade and HVAC system). The Fire Department will have the replacement of Engine 7 in FY26. Free Cash lists the Master Plan Update, Complete Streets Program and the Driving Range Improvements.

So far, the total capital request is 2.4 million dollars from last year. This will go out to the department's heads in the next couple of weeks, so there may be some adjustments. Mr. Haddad would like the Capital Planning Committee to meet again before it is finalized. The Finance Committee and the Select Board will meet in October to give Mr. Haddad budget guidance on the operating budget. The purpose is to have the Capital Plan together before the Operating Budget.

Looking ahead briefly at the listing of projects and cost for 2025, the Fire Department has a plan for the SCBA Replacement which is \$500,000. The Fire Department has applied for a grant for the SCBA replacement, it is listed as a place holder. If we receive the Grant, we will remove it, Mr. Haddad said. This would bring the total cost for 2025 down significantly. The Capital Plan lists everything the town would like to do. Any grant that is received is removed from the plan.

Ms. Manugian said she is not quite sure if everyone from the community would know if there is something missing from the plan, so they (the Select Board) are looking for guidance from the Finance and Capital Planning Committee. Ms. Pine said we need to set priorities, hoping the Committees will help to give the Select Board guidance.

Mr. Haddad said there are a lot of new buildings in town, they are in good shape. Over the next five years the Police Station, their sprinkler system, and Prescott will need attention.

Mr. Haddad explained he sent out an email earlier today stating we are applying for a State Grant for \$250,000 to make a handicapped accessible elevator at Prescott. The cost estimate of the elevator is approximately \$450,000 to \$500,000. A Community Preservation Committee out of cycle application will need to be considered to supplement the State Grant. This will need to be on the Warrant but removed if the CPC doesn't support it. During the Public Hearing, Mr. Haddad said he would like the Select Board to open the Warrant and add that Article. The grant deadline is September 30, 2022. If they receive the grant, they would need to spend the money by June 30th. Therefore, the project will need to be constructed and finished by June 30th, this is the reason for submitting a CPC out of cycle application. They will need the full amount to complete the project. If they do not get the State Grant, they will hold off a year and the CPC will decide what to do with the project. Mr. Manugian said the Capital Planning Committee had a site visit at Prescott. He stated they had some thoughts, including about the elevator. He would like public input prior to Town Meeting. Ms. Pine said she attended a meeting with the architect in Prescott. She thought the location of the elevator was very well thought out and thinks it would be a good idea to get more public input before Town Meeting. Mr. Greg Yanchenko, the architect, is finalizing the drawings, it is more cost efficient to keep it within the envelope of the building.

The Finance Committee explained three things they would like to do as a committee; avoid surprises, look at some of the big items and plan them appropriately. They would like to look at some of the things they do on a regular basis (i.e.: replacing cruisers etc.). Mr. Haddad said he will schedule a meeting with the department heads to review the preliminary discussion. The Members would like to invite the Park Commission to get an assessment of the conditions and needs of the parks with the Capital Planning Committee and Department Heads.

ANNOUNCEMENTS AND REVIEW AGENDA FOR THE PUBLIC

Mr. Reilly reviewed the agenda.

Mr. Cunningham announced this Friday, September 23, 2022, there will be a Covid Clinic at The Center. Please call The Center to set up an appointment if anyone is interested, the Pfizer vaccine will be available there. Also, this Saturday, September 24, 22 at 12 pm will be the Dedication Ceremony for phase 2 of the Squannacook River Rail Trail in Townsend. Ms. Pine said this Saturday, September 24th is Groton Fest. This past Saturday there was a Ceremony held at the Old Groton Meetinghouse, celebrating the listing on the National Historic Register of Historic Places. She would like to thank everyone who worked on that.

PUBLIC COMMENT PERIOD

There were no Public Comments.

TOWN MANAGER'S REPORT

Mr. Haddad read a letter into the record from Police Chief Luth.

1. Mr. Haddad said that he had made the following appointments and respectfully requested that the Select Board consider ratifying them, effective immediately:

Patrick Timmins – Sergeant for the Groton police Department

Mr. Cunningham made the motion to ratify the Town Manager's appointment of Patrick Timmins as requested, effective immediately. Mr. Pisani seconded the motion. Roll Call: Pine-aye; Manugian-aye; Pisani-aye; Cunningham-aye; Reilly-aye

Shayla Watson- Communications Officer

Ms. Pine made a motion to ratify the Town Manager's appointment of Shayla Watson as requested, effective immediately. Mr. Cunningham seconded the motion. Roll Call: Pine-aye; Manugian-aye; Pisani-aye; Cunningham-aye; Reilly-aye

2. Update on the Select Board Meeting Schedule Through the End of the Year

Mr. Haddad would like to update the meeting schedule that will take the Board through the end of the year. They will meet:

Monday, October 3, 2022	Issue Warrant for 2022 Fall Town Meeting
Monday, October 17, 2022	Fall Town Meeting Prep
Saturday, October 22, 2022	Fall Town Meeting
Monday, October 24, 2022	Meet with FinCom to Establish FY 2024 Budget Guidance
Monday, November 7, 2022	Meet Remotely (due to the room being unavailable because of the Election)
Monday, November 14, 2022	Regularly Scheduled Meeting
Monday, November 21, 2022	Regularly Scheduled Meeting
Monday, December 5, 2022	Regularly Scheduled Meeting
Monday, December 12, 2022	Regularly Scheduled Meeting
Monday, December 19, 2022	Regularly Scheduled Meeting
Monday, January 9, 2022	Regularly Scheduled Meeting

SELECT BOARD ITEMS FOR CONSIDERATION

None

Former Nod Road Landfill Update

Luke Fabbri was present, from Geological Field Services, Inc. with a Power Point Presentation on the Nod Road Landfill. Luke is a Licensed Site Professional under the Massachusetts Contingency Plan. Mr. Fabbri said they currently do the Cow Pond landfill, they were asked to do a Preliminary Site Assessment, which included a Comprehensive Site Assessment scope of work for the Nod Road Landfill. Mr. Fabbri was there to present what they found for information and present a history of the site. Some facts about Nod Road: a it predates solid waste and site assignment regulations, it received residential solid waste dropped off by residents, ordered to be closed by MADPH in 1974, stopped receiving solid waste in 1975 and is currently listed as inactive with incomplete closure by MADEP which is typical of pre-1987 closures. The landfill operated from 1930's to 1976. In April, there was a site inspection that was done. The landfill was found to be vegetated with heavy ground cover, small trees and there was no evidence of erosion observed or iron oxide. There is lack of oxygen in landfills. Wetlands were filled on the eastern side along Nod Road. The landfill was closed in 1976 prior to the current regulations so it is listed by MADEP as an inactive land fill with an incomplete closure. Mr. Fabbri recommended ways to maintain the current use: Prohibit digging or disturbing the cap, prohibit motorized vehicle and prohibit access to the water from the landfill. He suggested to conduct an annual inspection to ensure cap integrity. DEP is not interested in this landfill unless its disturbed.

7:30 PM Public Hearing- In Joint Session with the Finance Committee- Review the Articles Contained in the 2022 Fall Town meeting Warrant

Mr. Haddad wanted to pause the Nod Road discussion to vote to open the 7:30PM Fall Town Meeting Warrant Public Hearing and to conclude at the end of the Nod Road Discussion.

Mr. Cunningham made a motion to open the public hearing. Ms. Pine seconded the motion. Roll call vote: Pine-aye; Manugian-aye; Pisani-aye; Cunningham-aye; Reilly-aye.

Former Nod Road Landfill Update

Public Comments/Questions

A resident, who lives across from the dump, stated when she moved into her home, there was an assessment of the soil and it was fine. She said they have not maintained the cap at all. She would like the town to maintain this and is asking what the Town will do. To prevent trees from growing, it can be mowed annually, also post signage declaring the site of the landfill, and it should be posted there are no vehicles up there and inspected annually. Abutter, Adam Bennett, was present and wanted to point out there is some garbage and debris on the western side of Nod Brook. He said there is evidence of trees that have fallen. Bob Hill lives at 51 Nod Road wanted to say it is a beautiful natural habitat.

The Nod Road Landfill Update/discussion will continue on a future agenda when more time can be allotted. There were many members of the public in attendance that were passionate about the topic.

7:30 PM Public Hearing- In Joint Session with the Finance Committee- Review the Articles Contained in the 2022 Fall Town meeting Warrant

Mr. Haddad asked the Board to reopen to public hearing.

Ms. Pine made a motion to reopen the public hearing. Mr. Cunningham seconded the motion. Roll Call; Pine, aye; Manugian-aye; Pisani-aye; Cunningham-1ye; Reilly-aye

Mr. Haddad wanted to go through the warrant articles and help answer any questions. In a memorandum to the Select board and Finance Committee, Mr. Haddad provided the information and recommendations for the various Articles that will be requesting funding in the 2022 Fall Town Meeting Warrant. The memorandum listed the balances in the Town's various Reserve Accounts. He read them off as follows:

Stabilization Fund:	\$2,077,113
Capital Stabilization Fund:	\$ 94,735
GDRSD: Capital Stabilization Fund:	\$ 3,234
Unexpended Tax Capacity:	\$ 53,775
Anticipated Free Cash:	\$2,098,384

Article 1: Prior Year Bills – At this time there are no unpaid bill.

Select Board Members are in support of this.

Article 2: Amend the Fiscal Year 2023 Town Operating Budget-

Three changes Mr. Haddad would like to make to the Operating Budget. The adjustments are as follows:

1. Town Clerks Salaries- \$9,021 will need to be added to the Salary line item. The funding will come from Free Cash.
2. Town Clerk Wages- Based on additional hours and stipend from the transition of Michael Bouchard to Dawn Dunbar, Nancy Pierce was appointed Temporary Town Clerk during the transition from Michael Bouchard to Dawn Dunbar. Ms. Pierce received a weekly stipend. \$2,452 will need to be added to the Wage Line Item and this funding would come from Free Cash.
3. Fire Department Wages- The Fire Dept. is requesting an additional \$169,184 in wages to cover overtime costs. \$100,000 out of Ambulance Receipts and \$70,000 to come out of Free Cash.
4. The Building Commissioner opted out of the town's health insurance program. The Town will pay him the Health Insurance Opt-Out of \$5,600 based off of collective bargaining. This would come out of the Unexpended Tax Capacity because it is a reoccurring cost.

Select Board Members are in support of this.

Article 3: Amend the Fiscal Year 2023 Stormwater Enterprise Budget-

The Enterprise Fund Intergovernmental Cost and the Union Agreement Cost will need to be adjusted by \$24,100. This additional amount will come from the Stormwater Fee set aside by the Select Board earlier this summer.

Select Board Members are in support of this.

Article 4: Transfer Money into the Capital Stabilization Fund-

A transfer of \$605,000 from Free Cash to add to this fund is recommended by Mr. Haddad. This fund should have a balance of five percent of our Operating Budget.

Select Board Members are in support of this unanimously.

Article 5: Transfer Money into the Stabilization Fund-

A transfer of \$246,393 from Free Cash to add to this fund is recommended by Mr. Haddad. The Stabilization Fund should have a balance of five percent of our Operating Budget.

Select Board Members are in support unanimously.

Article 6: Transfer Money into the GDRSD Capital Stabilization Fund

A transfer of \$250,000 Free Cash to be added to this fund is recommended by Mr. Haddad.

Select Board Members are in support unanimously.

Article 7: Debt Service for Middle School Track

The anticipated debt service for Fiscal Year 2023 is \$8,835. Funding for this article will come from the Unallocated Reserve for the Community Preservation Fund.

Select Board Members are in support unanimously.

Article 8: Additional Funding for the Master Plan

This article is to seek additional \$50,000 from Free Cash. This intent is to have all the money upfront and will be able to provide the Planning Board with the opportunity to solicit bids and enter one contract that is fully funded.

Select Board Members are in support unanimously.

Mr. Haddad would like to recommend the first 8 articles to be part of the consent agenda (as one vote), and would like this confirmed by October 3. The Finance Committee and Select Board will need to be in unanimous support of the consent agenda.

Article 9: Whitney Pond Well Site Construction

The Board of Water Commissioners is asking to increase the appropriation by \$150,000 for the Whitney Pond Well site construction. These funds will be raised by water rates and fees.

Select Board Members are in support unanimously.

Article 10: Electronic Voting at Town Meeting

The Electronic Voting Study Committee was in attendance with a power point presentation to show how electronic voting works. The Members said the electronic vote will give you accuracy in numbers, which also gives confidence in the accuracy to the voters. Electronic voting will only be used at Town Meeting. The security of the

device has raised concern, the voting computer is not connected to wi-fi or internet and we could easily convert back to hand votes if needed. They had researched and found over 70 Massachusetts Towns for town meetings, State legislature and various federal agencies. The cost would be a one-time purchase of under \$25,000 for 600 voters and will covers tech support for ten years. There are funding options, example ARPA funding. As you check in you will receive a clicker instead of card, the moderator will implement how the clicker operates.

Mr. Haddad recommends to take the \$25,000 out of Free Cash.

Ms. Manugian and Ms. Pine are in support. Mr. Pisani, Mr. Cunningham and Mr. Reilly deferred their recommendation until Town Meeting.

Article 11: Funding to Remove Building-159 West Main Street

To see if the Town will vote to raise and appropriate, transfer from available funds, to remove the building at 159 West Main Street. It is anticipated the removal to cost \$30,000 and the funding to come from Free Cash.

Select Board Members are in support unanimously.

Article 12: Prescott Elevator

At the Spring Town Meeting appropriated \$80,000 to do a study to put an elevator in the Prescott School. The town be applying for a Grant from the Mass Office on Disabilities for \$250,000 towards an elevator. The cost of the elevator installation is approximately \$450,000. A supplemental appropriation will be needed. Mr. Haddad is asking the CPC to approve an out of cycle application. If the CPC does, Mr. Haddad would like to put an Article on the Warrant.

Mr. Haddad asked Select Board to reopen the Warrant and to add Article 12 to the Warrant, then to close the Warrant.

Ms. Pine makes a motion to open the Warrant. Mr. Cunningham seconded the motion. Roll call vote: Pine-aye; Manugian-aye; Pisani-aye; Cunningham-aye; Reilly-aye. Mr. Reilly closed the Warrant.

Mr. Haddad asked the Select Board to add the article for the Supplemental Appropriation through a CPC out of cycle application. This will be Article 12 and move the other Articles down.

Ms. Pine makes a motion to add Article 12, Supplemental Appropriation through a CPC out of Cycle Application. Mr. Cunningham seconded the motion. Ms. Manugian would like to add language: should said grant not be received, money will be reverted to the CPA. Roll call vote: Pine-aye; Manugian-aye; Pisani-aye; Cunningham-aye; Reilly-aye. Mr. Reilly Closes the Warrant.

Mr. Haddad asked the Board to close the warrant.

Ms. Pine makes a motion to close the warrant. Mr. Cunningham seconded the motion. Roll call vote: Pine-aye; Manugian-aye; Pisani-aye; Cunningham-aye; Reilly-aye. Mr. Reilly Closes the Warrant.

Article 13: Amend Chapter 105- "Alcoholic Beverages"

This Article is to see if the Town will vote to amend Chapter 105.

Ms. Pine would like Mr. Haddad to inquire with Town Counsel about adding onto the last sentence of Chapter 105-1 (d). Ms. Pine suggested adding; from time to time or a more specific time period.

Select Board Members are in support unanimously.

Article 14: Amend Chapter 196- "Signs"

This Article is to see if the Town will vote to amend Section 196-5(J) of the Town of Groton Bylaws.

Select Board Members are in support unanimously.

Article 15: Citizens Petition- Rezone 797 Boston Road

This would rezone the property to Neighborhood Business (NB) zone to allow for the development of an indoor pickleball facility. The proposed facility would require a Special Permit by the ZBA.

Members deferred their recommendation until Town Meeting.

Article 16: Citizens Petition- Extend Center Sewer District:

Mr. Don Black was in attendance asking to extend the Center Sewer District by 1125 feet to 91 Chicopee Row This would be for a single-family home. Other houses would not be allowed to tie into it.

The Select Board is asking for clarification on whether other houses, by right, would be allowed to tie into the Sewer prior to Town Meeting.

Mr. Haddad is going to ask Town Counsel and the moderator about the final three Articles, Citizens Petition. They are not written in Article form; Mr. Haddad will have to check with Town Counsel.

4 Members deferred their recommendation until Town Meeting. Ms. Manugian Opposed.

Article 17: Citizens Petition-Reduce the Tax Rate

Petitioner was not present and this is not a legal article.

Members were opposed as it cannot be approved as written.

Article 18: Citizens Petition: Affordable Housing:

This Article needs to be written as a zoning amendment and require a public hearing by the Planning Board but this has not been done.

Members were opposed as it cannot be approved as written.

Article 19: Citizens Petition: Side by Side Comparison

Mr. Haddad explained that this is already being done.

Members were opposed as it cannot be approved as written.

Mr. Haddad asked the Board to close the public hearing on the Warrant.

Ms. Pine made a motion to close the warrant. Mr. Pisani seconded the motion. Roll call vote: Pine-aye; Manugian-aye; Pisani-aye; Cunningham-aye; Reilly-aye. Mr. Reilly Closed the public Hearing.

Mr. Green left the meeting at 8:30 pm. Mr. Sulprizio left the meeting at 9:00 pm.

At 9:10 pm, the Finance Committee adjourned to the 1st floor meeting room to take positions on the articles discussed during the public hearing, and to conduct Other Business.

Approval of Minutes: Regarding the draft minutes of 8/22/22, Mr. Robertson pointed out a misspelling of his name, and a missing dollar sign that should be corrected. **On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to approve and release the minutes of 8/22/22 as amended. The Vote 4-0-0.**

Positions on FTM Articles:

- 1) Prior Year Bills – None Currently, vote deferred to Town Meeting
- 2) FY23 Budget Amendments (Town Clerk Salaries of \$9,021 Free Cash, Town Clerk Wages of \$2,452 Free Cash, Fire Department Wages of \$169,184 Free Cash/EMS Receipts, Bldg Inspector Wages of \$5,687 Taxation): Mr. Manugian questioned whether this article should be included in the consent agenda. Mr. Robertson felt it was appropriate as any voter could ask to hold an article in the consent agenda so it could be considered separately. **On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend Article #2 to Town Meeting (The Vote:4-0-0)**
- 3) FY23 Stormwater Budget Amendment of \$24,100 Stormwater Rates: **On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend Article #3 to Town Meeting (The Vote:4-0-0)**
- 4) Transfer to Capital Stabilization from Free Cash of \$605,000: **On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend Article #4 to Town Meeting (The Vote:4-0-0)**
- 5) Transfer to General Stabilization from Free Cash of \$246,393: **On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend Article #5 to Town Meeting (The Vote:4-0-0)**
- 6) Transfer to GDRSD Capitalization from Free Cash of \$250,000: **Mr. Manugian moved that the Finance Committee recommend Article #6 to Town Meeting contingent on the GDRSD School Committee being made aware of the change in the funding plan for their FY24 Capital requests. Mr. Whitefield seconded this motion. (The Vote:4-0-0)**
- 7) Debt Service for CPC Middle School Track of \$8,835 CPC Surcharge: **On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend Article #7 to Town Meeting (The Vote:4-0-0)**
- 8) Additional Funding for Master Plan of \$50,000 Free Cash: **On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend Article #8 to Town Meeting (The Vote:4-0-0)**
- 9) Whitney Well Site Construction additional funds of \$150,000 Water Rates: **On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend Article #9 to Town Meeting (The Vote:4-0-0)**
- 10) Electronic Voting for Town Meeting with Funding of \$25,000 Free Cash: The members were uncomfortable with approving the policy portion of this article. They would like to see the article written to consider their funding recommendation only after Town Meeting authorizes moving ahead with the Electronic Voting concept. **On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend Article #10 to Town Meeting contingent upon Town Meeting approval of Electronic Voting. (The Vote: 4-0-0)**
- 11) Demolition of Bldg. at 159 W. Main St. \$30,000 Free Cash: Mr. Manugian would prefer to see this request presented with all the other Capital spending items to be considered at the Annual Town Meeting in the spring. He is concerned that other worthy projects may have been displaced due to budget restraints last spring, only to have this project unfairly promoted off-cycle. The group briefly discussed the plan to clean up the site. Mr. Doody pointed out that delaying the project would likely result in an increase in total cost. Mr. Manugian agreed that this was a risk, but it would be worth taking if all the projects could compete on a level playing field. Mr. Doody believes the Town should review and possibly make changes to its bidding procedures. **On a motion by Mr. Manugian seconded by Mr. Whitefield, the Finance Committee voted unanimously against recommending Article #11 to Town Meeting. (The Vote:0-4-0)**

12. Prescott Elevator CPC Application for \$250,000: **On a motion by Mr. Manugian, seconded by Mr. Whitefield, the Finance Committee voted unanimously to recommend Article #12 to Town Meeting (The Vote:4-0-0)**

The Finance Committee took no positions on articles 13 through 19 as they include no financial component.

Mr. Robertson adjourned the meeting at 9:45 pm

Respectfully submitted: Kara Cruikshank, Executive Assistant to the Town Manager
Patricia Dufresne, Town Accountant

Town of Groton, Massachusetts
CAPITAL PLAN
2024 - 2028

FUNDING SUMMARY						
	2024	2025	2026	2027	2028	Five Year Total
GENERAL FUND	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 160,000
BOND/GRANTS	\$ 500,000	\$ 5,000,000	\$ 617,972	\$ -	\$ -	\$ 6,117,972
CAPITAL ASSET	\$ 752,420	\$ 1,858,928	\$ 709,571	\$ 881,308	\$ 222,157	\$ 4,424,384
FREE CASH	\$ 100,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 135,000
WATER REVENUE	\$ 110,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 235,000
SEWER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000	\$ 4,000,000
AMBULANCE FUND	\$ 417,750	\$ -	\$ -	\$ 375,000	\$ -	\$ 792,750
GDRSD CAPITAL	\$ 552,203	\$ 553,408	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,605,611
TOTAL	\$ 2,432,373	\$ 7,612,336	\$ 1,867,543	\$ 1,796,308	\$ 4,762,157	\$ 18,470,717

Town of Groton, Massachusetts
CAPITAL PLAN
2024 - 2028

LISTING OF PROJECTS BY FUNDING SOURCE

GENERAL FUND

Page Program	Description	Cost 2024	Cost 2025	Cost 2026	Cost 2027	Cost 2028	Funding Source
Town Facilities	IT Infrastructure/Computer Purchase		\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	General Fund
Subtotal		\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	

BOND/GRANTS

Page Program	Description	Cost 2024	Cost 2025	Cost 2026	Cost 2027	Cost 2028	Funding Source
Town Facilities Fire	Prescott School - Placeholder Engine 7 Replacement		\$ 5,000,000	\$ 617,972			Bond/CPA Bond
Subtotal		\$ -	\$ 5,000,000	\$ 617,972	\$ -	\$ -	

FREE CASH

Page Program	Description	Cost 2024	Cost 2025	Cost 2026	Cost 2027	Cost 2028	Funding Source
Planning Board Planning Board Country Club	Complete Streets Program Master Plan Update Driving Range Improvements	\$ 50,000 \$ 50,000	\$ 35,000				Free Cash Free Cash Free Cash
Subtotal		\$ 100,000	\$ 35,000	\$ -	\$ -	\$ -	

Town of Groton, Massachusetts
CAPITAL PLAN
2024 - 2028

LISTING OF PROJECTS BY FUNDING SOURCE (CONTINUED)

CAPITAL ASSET STABILIZATION FUND									
Page	Program	Description	Cost 2024	Cost 2025	Cost 2026	Cost 2027	Cost 2028	Funding Source	
	Fire and EMS	Forestry 4 Replacement		\$ 542,985				Capital Asset	Capital Asset
	Fire and EMS	SCBA Replacement		\$ 500,000				Capital Asset	Capital Asset
	Fire and EMS	Portable Radio Replacement				\$ 160,000		Capital Asset	Capital Asset
	Fire and EMS	Forestry 2 Replacement				\$ 225,000		Capital Asset	Capital Asset
	Highway	Pick-Up Trucks		\$ 40,000				Capital Asset	Capital Asset
	Highway	Brush Mower/Field Mower		\$ 70,000				Capital Asset	Capital Asset
	Highway	Intermediate Truck			\$ 75,000			Capital Asset	Capital Asset
	Highway	Dump Truck	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	Capital Asset	Capital Asset
	Highway	Loader	\$ 200,000					Capital Asset	Capital Asset
	Highway	Excavator			\$ 220,000			Capital Asset	Capital Asset
	Town Facilities	IT/Infrastructure/Computer Purchase	\$ 40,000					Free Cash	Free Cash
	Town Facilities	Municipal Building Exterior Repairs	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	Capital Asset	Capital Asset
	Town Facilities	Police Station HVAC	\$ 65,000					Capital Asset	Capital Asset
	Town Facilities	Building Maintenance Van	\$ 55,000					Capital Asset	Capital Asset
	Town Facilities	Seal Police and Fire Parking Lots	\$ 30,000					Capital Asset	Capital Asset
	Transfer Station	Baler/Maintenance		\$ 25,000				Capital Asset	Capital Asset
	Transfer Station	Fork Lift/Mini Loader			\$ 60,000			Capital Asset	Capital Asset
	Library	Carpet Replacement		\$ 30,000				Capital Asset	Capital Asset
	Library	Repaint Library Interior		\$ 30,000	\$ 30,000			Capital Asset	Capital Asset
	Library	HVAC Rooftop Units Replacement				\$ 80,000		Capital Asset	Capital Asset
	Park Department	Property Improvements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	Capital Asset	Capital Asset
	Police	Police Cruisers	\$ 117,420	\$ 120,943	\$ 124,571	\$ 128,308	\$ 132,157	Capital Asset	Capital Asset
	Police	Police Pick-up Truck			\$ 55,000			Capital Asset	Capital Asset
	Police	Hazmat Storage Evidence Locker	\$ 40,000					Capital Asset	Capital Asset
	Police	Fire Protection - Building Sprinklers		\$ 350,000				Capital Asset	Capital Asset
	Police	Generator Replacement				\$ 68,000		Capital Asset	Capital Asset
	Police	Taser Replacement			\$ 20,000	\$ 20,000		Capital Asset	Capital Asset
	Country Club	Golf Carts	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		Capital Asset	Capital Asset
	Country Club	Parking Lot Improvements	\$ 80,000					Capital Asset	Capital Asset
	Country Club	Bird Box Unit for Electric Carts		\$ 25,000				Capital Asset	Capital Asset
	Country Club	Greens Equipment	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		Capital Asset	Capital Asset
Subtotal			\$ 752,420	\$ 1,858,928	\$ 709,571	\$ 881,308	\$ 222,157		

Town of Groton, Massachusetts
CAPITAL PLAN
2024 - 2028

LISTING OF PROJECTS BY FUNDING SOURCE (CONTINUED)

WATER REVENUE

Page	Program	Description	Cost 2024	Cost 2025	Cost 2026	Cost 2027	Cost 2028	Funding Source
	Water Department	Water Meter Replacement Program	\$ 75,000	\$ 75,000				Water Revenue
	Water Department	New Vehicle	\$	\$ 50,000				Water Revenue
	Water Department	Chestnut Hill Tank Painting	\$ 35,000					Water Revenue
	Subtotal		\$ 110,000	\$ 125,000	\$ -	\$ -	\$ -	

SEWER REVENUE

Page	Program	Description	Cost 2024	Cost 2025	Cost 2026	Cost 2027	Cost 2028	Funding Source
	Sewer Department	Nod Road Pump Station	\$ 500,000				\$ 4,000,000	Grant/Sewer Rev
	Subtotal		\$ 500,000	\$ -	\$ -	\$ -	\$ 4,000,000	

AMBULANCE FUND

Page	Program	Description	Cost 2024	Cost 2025	Cost 2026	Cost 2027	Cost 2028	Funding Source
	Fire and EMS	Command Vehicle	\$ 70,000					Ambulance Fund
	Fire and EMS	Ambulance 2 Replacement				\$ 375,000		Ambulance Fund
	Fire and EMS	Ambulance 1 Replacement	\$ 347,750					Ambulance Fund
	Subtotal		\$ 417,750	\$ -	\$ -	\$ 375,000	\$ -	

GROTON DUNSTABLE REGIONAL SCHOOL DISTRICT CAPITAL FUND

Page	Program	Description	Cost 2024	Cost 2025	Cost 2026	Cost 2027	Cost 2028	Funding Source
	GDRSD	Annual Regional School Capital	\$ 552,203	\$ 553,408	\$ 500,000	\$ 500,000	\$ 500,000	GDRSD Capital
	Subtotal		\$ 552,203	\$ 553,408	\$ 500,000	\$ 500,000	\$ 500,000	
	Capital Improvement Program Total		\$ 2,432,373	\$ 7,612,336	\$ 1,867,543	\$ 1,796,308	\$ 4,762,157	

FINANCE COMMITTEE MEETING
Town Hall, 2nd Floor Select Board's Meeting Room
173 Main St
Groton, MA 01450

Monday, September 19th, 2022 – 7:30 PM

Meeting Jointly with the Select Board

AGENDA

Discussion: Public Hearing Fall Town Meeting Warrant

After the Public Hearing on the Fall Town Meeting Warrant, the Finance Committee will adjourn to the 1st Floor Meeting Room to complete Other Business.

Other Business: Take positions on Fall Town Meeting Warrant Articles
Review and Vote Meeting Minutes of 8/22/22

(Votes May Be Taken)

The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of topics that will have been discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.



TOWN OF GROTON

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

Select Board

John F. Reilly, *Chair*
Rebecca H. Pine, *Vice Chair*
Matthew F. Pisani, *Clerk*
Alison S. Manugian, *Member*
Peter S. Cunningham, *Member*

Town Manager

Mark W. Haddad

To: *Select Board
Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *2022 Fall Town Meeting Expenditures*

Date: *September 14, 2022*

The purpose of this memorandum is to provide the Select Board and Finance Committee with information and recommendations for the various Articles that will be requesting funding in the 2022 Fall Town Meeting Warrant. Please note the following balances in the Town's various Reserve Accounts:

Stabilization Fund:	\$2,077,113
Capital Stabilization Fund:	\$ 94,735
GDRSD Capital Stabilization Fund:	\$ 3,234
Unexpended Tax Capacity:	\$ 53,775
Anticipated Free Cash:	\$2,098,384

These balances are important as we determine how to address the various requests. Please consider the following recommendations:

Article 1: Unpaid Bills

At this time, there are no unpaid bills. This Article will most likely be withdrawn from consideration.

Article 2: Amend the Fiscal Year 2023 Town Operating Budget

We have been reviewing the various budgets for any potential additions/reductions. As of the writing of this memorandum, we would request the following adjustments:

1. Town Clerk Salaries – The Town entered into an Agreement with Michael Bouchard to consult on the September 6, 2022 State Primary and November 8, 2022 State Election and assist with the transition to the new Town Clerk. Based on current and anticipated future payments, we will need to add \$9,021 to the Salary Line Item. This funding will come from Free Cash.

2. Town Clerk Wages – Nancy Pierce was appointed as Temporary Town Clerk during the transition from Michael Bouchard to Dawn Dunbar and received a weekly stipend for the additional duties. We also increased her hours from 25 to 35 during the transition. Based on the additional hours and stipend, we will need to add \$2,452 to the Wage Line Item. This funding will come from Free Cash.
3. Fire Department Wages - The Fire Department is requesting an additional \$169,184 in wages to cover overtime costs. This overtime cost can be broken into three categories, expected expenditures, unexpected expenditures, and surge capacity. In FY 2023, the Department placed a very high priority on the addition of a daytime Firefighter/EMT. It was anticipated that this position would allow the Department to close the most glaring gap which exists within the Fire Prevention/Community Risk Reduction area. With the number of required inspections continually rising, along with the development of the town, changing of technologies and new codes, the ability to maintain the same level of Risk Reduction activities has waned. Even with shuffling personnel to meet this need, a higher call volume this year has further stressed the system. The result is that work at all levels is becoming backlogged, threatening to stifle the Department's obligations commitments and progress. Without this additional Firefighter, filling shifts has historically come from the Chief, which has been done at the expense of administration functions. Last Spring (March 25, 2022), the Fire Chief notified the Select Board and Finance Committee that it was expected that overtime would be in excess of the \$109,000 budgeted allocation due to vacations and planned time off. This known challenge was unfortunately incredibly compounded by the loss of a firefighter due to a serious off-duty injury. The loss of the firefighter placed a burden on the department members to fill his shifts and it greatly accelerated the use of the already short overtime allocation. At the current rate of usage, the overtime budget will be depleted in January rather than the projected late May-June timeframe. The third piece is the workload that has built up. With the Chief and Deputy Chief having to operate as firefighters, time is lost on ongoing commitments such as the maintenance of policies, long term planning, training, development/mentoring of employees and other processes. As these items continually languish, the liability on the department, the members, and the town increases. While the best solution is the addition of a daytime position, the Fire Department has always been orientated to the betterment of the community as a whole and understands the financial constraints that restrict such moves. The Fire Chief has proposed creating overtime/per-diem shifts during the week day hours to help close the gaps in coverage that occur. This will free up the Chief and Deputy Chief to work on pressing issues such as intermediate and long-term planning. By utilizing overtime, there is no lasting implications such as additional retirement or benefits which significantly increase the cost. The requested amount is broken down between needed overtime to finish out the year (estimated to be \$112,608) and \$56,576 to place additional help on select shifts from October, 2022 through June 30, 2023. This funding will come free cash.

4. Building Department Salaries – During Open Enrollment last Spring, the Building Commissioner opted out of the Town's Health Insurance Program. Based on the collective bargaining agreement between the Town and the Supervisors Union, the Building Commissioner will receive a payment of \$5,687 in FY 2023. This funding, since it is a recurring cost, will come from the Unexpended Tax Capacity.

Article 3: Amend the Fiscal Year 2023 Stormwater Enterprise Budget

The 2022 Spring Town Meeting approved a budget of \$216,995 for the Stormwater Utility Enterprise for Fiscal Year 2023. Since Town Meeting voted the budget, it was discovered that the budget did not include the Enterprise Fund Intergovernmental Cost (total of \$23,000) and the Union Agreement Cost (\$1,100). The Budget needs to be adjusted by this amount. This Article requests to increase the Enterprise Budget by \$24,100, bringing the total FY 2023 Stormwater Budget to \$241,095. The additional amount of \$24,100 will come from the Stormwater Fee set by the Select Board earlier this summer.

Article 4: Transfer Money into the Capital Stabilization Fund

The current balance in this fund is \$94,735. The Town's Financial Policies call for a balance in this Fund of 1.5% of the Operating Budget. If all the transfers and appropriations are approved under Article 2 of this Warrant, the total Fiscal Year Operating Budget will be \$46,470,116. This would require a Capital Stabilization Fund Balance of \$697,052. Therefore, I am recommending that we transfer \$605,000 from Free Cash to add to this Fund.

Article 5: Transfer Money into the Stabilization Fund

The current balance in the Stabilization Fund is \$2,077,113. Our Financial Policies state that this Fund should have a balance of five (5%) percent of our Operating Budget (\$46,470,116). This would require a balance of \$2,323,506. Therefore, I am recommending that we transfer \$246,393 from Free Cash to add to this Fund.

Article 6: Transfer Money into the GDRSD Capital Stabilization Fund

The current balance in the GDRSD Capital Stabilization Fund is \$3,234. The FY 2024 Capital Plan for the District is currently estimated at \$552,203. Therefore, I am recommending that we transfer \$560,000 Free Cash to be added to this Fund.

Article 7: Debt Service for Middle School Track

From the Summary in the Warrant: This article appropriates the debt payments for the Middle School Track Project. The anticipated debt service for Fiscal Year 2023 is \$8,835. Funding for this article will come from the Unallocated Reserve of the Community Preservation Fund.

Article 8: Additional Funding for Master Plan Update

From the Summary in the Warrant: The 2022 Spring Town Meeting appropriated \$100,000 for the Planning Board to hire a consultant to begin updating the Town's Master Plan. The anticipated cost to complete the update is \$150,000. The original intent was to ask the Town to appropriate the additional \$50,000 next year, but having all of the money upfront will provide the Planning Board with the opportunity to solicit bids and enter into one contract that is fully funded. It will give the Planning Board a competitive advantage in procuring a consultant. This Article will seek \$50,000 from Free Cash for this purpose.

Article 9: Whitney Pond Well Site Construction

From the Summary in the Warrant: This article allows the Board of Water Commissioners to expend an additional sum of \$150,000.00, to be raised through water rates, to cover the additional costs of Construction related to the new source well at the Whitney Pond Well Site (Whitney Pond #3).

Article 10: Electronic Voting at Town Meeting

From the Summary in the Warrant: The 2022 Spring Town Meeting created an Electronic Voting Study Committee, which was charged with evaluating the option of implementing electronic voting at Town Meeting. The Committee, made up of the Town Clerk and four registered voters of the Town appointed by the Town Moderator, has performed a comprehensive review of electronic voting including risks, benefits, costs, and procedures. The Committee will present their findings to Town Meeting along with the cost of acquiring and operating electronic voting, should Town Meeting vote to do so. It is anticipated that the cost to procure this system is \$25,000. This funding will come from Free Cash

Article 11: Funding to Remove Building – 159 West Main Street

From the Summary in the Warrant: This property is the former Squannacook Sportsman Club. Recently the Federal Environmental Protection Agency, in cooperation with the Massachusetts Department of Environmental Protection, conducted a clean-up to remove all lead from this property, building and abutting properties. The 2018 Spring Town Meeting authorized the Select Board to take this property, but the Select Board held off until such time as it was environmentally sound to do so. The Plan is to use this property to supplement the activities of the Center in West Groton by creating walking paths, picnic areas and overflow parking. The purpose of this Article is to provide the necessary funding to remove the former Indoor Shooting Range. It is anticipated that the cost of removal is \$30,000. This funding will come from Free Cash.

Should the Select Board and Finance Committee agree with all the proposed Free Cash Transfers, we will need to use \$1,697,050, leaving an anticipated Free Cash balance of \$401,334. In the Spring of 2023, we will need about \$300,000 in Free Cash to cover Debt Service, OPEB Trust Fund and Department Head Performance Incentives, leaving a balance of 100,000 in Free Cash. For the line item that is reoccurring and will be funded through taxation, we will be \$45,380 under the anticipated Levy Limit for Fiscal Year 2023. We had estimated a tax rate of \$18.35 at the Spring Town Meeting. Based on the changes at the Fall Town Meeting that we are recommending, the anticipated tax rate is \$18.33. The following chart is a breakdown of the anticipated rate:

	<u>Actual</u> <u>FY 2022</u>	<u>Proposed</u> <u>FY 2023</u>	<u>Dollar</u> <u>Change</u>	<u>Percent</u> <u>Change</u>
Levy Capacity Used	\$ 34,157,624	\$ 35,224,034	\$ 1,066,410	3.12%
Tax Rate on Levy Capacity Used	\$ 16.18	\$ 16.57	\$ 0.39	2.41%
Average Tax Bill	\$ 8,658	\$ 8,867	\$ 209	2.41%
Excluded Debt	\$ 2,140,460	\$ 3,741,491	\$ 1,601,031	74.80%
Tax Rate on Excluded Debt	\$ 1.01	\$ 1.76	\$ 0.75	74.26%
Average Tax Bill	\$ 540	\$ 942	\$ 401	74.26%
Final Levy Used	\$ 36,298,084	\$ 38,965,525	\$ 2,667,441	7.35%
Final Tax Rate	\$ 17.19	\$ 18.33	\$ 1.14	6.63%
Average Tax Bill	\$ 9,198	\$ 9,808	\$ 610	6.63%

Attached to this memorandum is the updated Tax Levy Calculation that notes changes from what was proposed in the Spring, 2022. I look forward to discussing this in more detail with the Select Board and Finance Committee at Monday's Public Hearing.

MWH/rjb

cc: Patricia DuFresne – Town Accountant
Hannah Moller – Treasurer/Tax Collector
Megan Foster – Principal Assessor
Dawn Dunbar – Town Clerk
Melisa Doig – Human Resources Director
Kara Cruikshank – Executive Assistant

FISCAL YEAR 2023 LEVY LIMIT CALCULATION

Revised: 9/14/2022

I. TO CALCULATE THE FY 2022 LEVY LIMIT

A.	FY 2021 LEVY LIMIT	\$	32,985,370	
A1.	ADD AMENDED FY 2021 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	824,634	
C.	ADD FY 2022 NEW GROWTH	\$	347,620	
D.	ADD FY 2022 OVERRIDE	\$	-	
E.	FY 2022 SUBTOTAL	\$	34,157,624	\$ 34,157,624
F.	FY 2022 LEVY CEILING	\$	49,501,872	FY 2022 LEVY LIMIT

II. TO CALCULATE THE FY 2023 LEVY LIMIT

A.	FY 2022 LEVY LIMIT	\$	34,157,624	
A1.	ADD AMENDED FY 2022 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	853,941	
C.	ADD FY 2023 NEW GROWTH	\$	257,850	
D.	ADD FY 2023 OVERRIDE			
E.	FY 2023 SUBTOTAL	\$	35,269,414	\$ 35,269,414
F.	FY 2023 LEVY CEILING	\$	49,501,872	FY 2023 LEVY LIMIT

Revised: 9/14/2022

TOWN OF GROTON, MASSACHUSETTS FY 2023 TOTAL TAX LEVY CALCULATION

FY 2023 LEVY LIMIT	\$	35,269,414
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	3,320,202
FY 2023 EXCLUDED BOND REDUCTION	\$	(1,424)
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	422,713
SUB-TOTAL - EXCLUSIONS	\$	3,741,491
TOTAL TAX LEVY	\$	39,010,905

Revised: 9/14/2022

**TOWN OF GROTON
FISCAL YEAR 2023
REVENUE ESTIMATES**

	BUDGETED FY 2022	ESTIMATED FY 2023	CHANGE	
PROPERTY TAX REVENUE	\$ 34,157,624	\$ 35,269,414	\$ 1,111,791	
DEBT EXCLUSIONS	\$ 2,140,460	\$ 3,741,491	\$ 1,601,031	
CHERRY SHEET - STATE AID	\$ 1,014,099	\$ 1,077,749	\$ 63,650	Actual Cherry Sheet. Increased by \$53,775 from original estimate
UNEXPENDED TAX CAPACITY	\$ 20,933	\$ -	\$ (20,933)	
LOCAL RECEIPTS:				
General Revenue:				
Motor Vehicle Excise Taxes	\$ 1,738,894	\$ 1,783,620	\$ 44,726	
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	\$ 285,000	\$ 300,000	\$ 15,000	
Other Charges for Services	\$ 82,000	\$ 90,000	\$ 8,000	
Fees	\$ 340,000	\$ 350,000	\$ 10,000	
Rentals	\$ 28,000	\$ 28,000	\$ -	
Library Revenues	\$ -	\$ -	\$ -	
Other Departmental Revenue	\$ 775,000	\$ 980,000	\$ 205,000	
Licenses and Permits	\$ 300,000	\$ 300,000	\$ -	
Fines and Forfeits	\$ 20,000	\$ 20,000	\$ -	
Investment Income	\$ 40,000	\$ 50,000	\$ 10,000	
Recreation Revenues	\$ 600,000	\$ 600,000	\$ -	
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -	
Sub-total - General Revenue	\$ 4,558,894	\$ 4,961,620	\$ 402,726	
Other Revenue:				Increased by \$180,657 to cover increases in Town Clerk Budget and Fire Department Budget
Free Cash	\$ 467,679	\$ 800,661	\$ 332,972	
Capital Stabilization Fund for GDRSD	\$ 217,298	\$ 577,026	\$ 359,728	
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -	
Capital Asset Stabilization Fund	\$ 475,000	\$ 638,000	\$ 163,000	
EMS/Conservation Fund Receipts Reserve	\$ 300,000	\$ -	\$ (300,000)	
Community Preservation Funds	\$ -	\$ -	\$ -	
Water Department Surplus	\$ -	\$ -	\$ -	
Sewer Department Surplus	\$ -	\$ -	\$ -	
Insurance Reimbursements	\$ -	\$ -	\$ -	
Bond Surplus Transfer	\$ -	\$ 15,224	\$ 15,224	
Coronavirus Recovery Funds	\$ 90,000	\$ 309,000	\$ 219,000	
Sub-total - Other Revenue	\$ 1,549,977	\$ 2,239,901	\$ 689,924	Increased by \$180,657
WATER DEPARTMENT ENTERPRISE	\$ 1,404,564	\$ 1,647,167	\$ 242,603	
SEWER DEPARTMENT ENTERPRISE	\$ 798,860	\$ 837,839	\$ 38,979	
LOCAL ACCESS CABLE ENTERPRISE	\$ 215,905	\$ 223,219	\$ 7,314	
FOUR CORNER SEWER ENTERPRISE	\$ 68,769	\$ 79,134	\$ 10,365	
STORMWATER UTILITY ENTERPRISE	\$ 209,753	\$ 216,995	\$ 7,242	
TOTAL ESTIMATED REVENUE	\$ 45,929,284	\$ 50,294,529	\$ 4,365,245	Increased by \$234,432

TOWN OF GROTON
FISCAL YEAR 2023
TAX LEVY CALCULATIONS

Revised: 9/14/2022

FY 2023 PROPOSED EXPENDITURES

TOWN MANAGER - Proposed Budget

General Government	\$ 2,293,398
Land Use Departments	\$ 400,357
Protection of Persons and Property	\$ 4,840,213
Regional School Districts	\$ 26,189,285
Department of Public Works	\$ 2,345,816
Library and Citizen Services	\$ 1,892,083
Debt Service	\$ 3,651,258
Employee Benefits	\$ 4,797,708

Increased by
\$11,473 (Town
Clerk Budget).

Increased by \$5,687
(Building Inspector
Budget)

Increased by
\$169,184 (Fire
Department
Budget)

Sub-Total - Operating Budget \$ 46,470,116

Increased by
\$186,344

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$ 46,470,116
B. CAPITAL BUDGET REQUESTS	\$ 728,000
C. ENTERPRISE FUND REQUESTS	\$ 2,712,690
D. COMMUNITY PRESERVATION REQUEST	

OTHER AMOUNTS TO BE RAISED

1. Amounts certified for tax lile purposes	\$ -
2. Debt and interest charges not included	\$ -
3. Final court judgments	\$ -
4. Total Overlay deficits of prior years	\$ -
5. Total cherry sheet offsets	\$ 26,054
6. Revenue deficits	\$ -
7. Offset Receipts	\$ -
8. Authorized deferral of Teachers' Pay	\$ -
9. Snow and Ice deficit	\$ 168,040
10. Other	

Increased by \$2,708

E. TOTAL OTHER AMOUNTS TO BE RAISED	\$ 193,094
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$ 95,249
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$ 50,000

Increased by \$2,708

Increased by
\$189,052

TOTAL PROPOSED EXPENDITURES \$ 50,249,149

FY 2023 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY

Levy Limit	\$ 35,269,414
Debt Exclusion	\$ 3,741,491

A. ESTIMATED TAX LEVY	\$ 39,010,905
B. CHERRY SHEET ESTIMATED RECEIPTS	\$ 1,077,749
C. LOCAL RECEIPTS NOT ALLOCATED	\$ 4,961,620
D. OFFSET RECEIPTS	\$ -
E. ENTERPRISE FUNDS	\$ 3,004,364
F. COMMUNITY PRESERVATION FUNDS	\$ -
G. FREE CASH	\$ 800,651

Increased by
\$53,775

Increased by
\$180,657

OTHER AVAILABLE FUNDS

1. Stabilization Fund	\$ -
2. Capital Asset Fund	\$ 538,000
3. GDRSD Capital Asset Fund	\$ 577,026
4. EMS/Conservation Fund	\$ -
5. Bond Surplus Transfer	\$ 15,224
6. Coronavirus Recovery Funds	\$ 309,000

H. OTHER AVAILABLE FUNDS \$ 1,439,250

Increased by
\$234,432

TOTAL ESTIMATED RECEIPTS \$ 50,294,529

FY 2023 SURPLUS/(DEFICIT) \$ 45,380

Surplus increased
by \$45,380

Revised: 9/14/2022

**TOWN OF GROTON, MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION**

FISCAL YEAR 2023

I. TAX RATE SUMMARY

la. Total amount to be raised (from Iie)	\$ 50,249,148.95
lb. Total estimated receipts and other revenue sources (from IIie)	\$ 11,283,623.67
lc. Tax levy (Ia minus Ib)	\$ 38,965,525.28
ld. Distribution of Tax Rates and Levies	

Reduced by \$0.02
from original
estimate

Reduced by \$45,380
from original
estimate

CLASS	(b) Levy Percentage (from LA - 5)	(c) JC above times each percent in col (b)	(d) Valuation by Class (from LA - 4)	(e) Tax Rates (c) x (d) x 1000	(f) Levy by Class (d) x (e) / 1000
RESIDENTIAL	94.3022%	\$ 36,745,365.55	\$ 2,004,265,680.00	18.33	\$ 36,745,365.55
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.8068%	\$ 1,483,356.06	\$ 80,909,241.00	18.33	\$ 1,483,356.06
NET OF EXEMPT					\$ -
INDUSTRIAL	0.6048%	\$ 266,766.43	\$ 14,550,700.00	18.33	\$ 266,766.43
SUBTOTAL	98.7937%		\$ 2,099,725,621.00		\$ 38,495,488.03
PERSONAL	1.2063%	\$ 470,037.25	\$ 25,638,050.00	18.33	\$ 470,037.25
TOTAL	100.0000%		\$ 2,125,363,671.00		\$ 38,965,525.28

Revised: September 13, 2022

Warrant, Summary, and Recommendations

TOWN OF GROTON



2022 FALL TOWN MEETING

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

Beginning Saturday, October 22, 2022 @ 9:00 AM

Attention – Voters and Taxpayers
Please bring this Report to Town Meeting

**FALL TOWN MEETING WARRANT
OCTOBER 22, 2022**

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

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Auditorium, 344 Main Street, Groton, Massachusetts in said Town on Monday, the twenty-second day of October, 2022 at Nine O'clock in the morning, to consider the following:

ARTICLE LISTINGS

Article 1*	Prior Year Bills	5
Article 2*	Amend the Fiscal Year 2023 Town Operating Budget	5
Article 3*	Amend the Fiscal Year 2023 Stormwater Enterprise Budget	6
Article 4*	Transfer Money Into Capital Stabilization Fund	6
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Article 8	Additional Funding for Master Plan	8
Article 9	Whitney Pond Well Site Construction	9
Article 10	Electronic Voting at Town Meeting	9
Article 11	Funding to Remove Building – 159 West Main Street	10
Article 12	Amend Chapter 105 – Alcoholic Beverages	10
Article 13	Amend Chapter 196 - Signs	11
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Article 17	Citizens' Petition – Affordable Housing	14
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	Report of the Town Manager to the 2022 Fall Town Meeting	17

*Will be presented as one motion as a Consent Agenda

Article 1: Prior Year Bills

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

Select Board

Select Board:

Finance Committee:

Summary: *Town Meeting approval is required to pay bills from a prior fiscal year. A list of unpaid bills will be provided at Town Meeting. Please see the Town Manager's Report starting on page 17 for additional information related to this Article.*

Article 2: Amend the Fiscal Year 2023 Town Operating Budget

To see if the Town will vote to amend the Fiscal Year 2023 Operating Budget as adopted under Article 5 of the 2022 Spring Town Meeting and vote to raise and appropriate and/or transfer from available funds a sum or sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2023, or to take any other action relative thereto.

Finance Committee

Select Board

Town Manager

Select Board:

Finance Committee:

Summary: *The Fiscal Year 2023 Town Operating Budget was approved at the 2022 Spring Town Meeting in May, 2022. Any changes to this Budget would have to be made prior to setting the tax rate. The purpose of this article is to make any necessary changes to balance the FY 2023 Operating Budget. Please see the Town Manager's Report starting on page 17 for additional information related to this Article.*

Article 3: *Amend the Fiscal Year 2023 Stormwater Enterprise Budget*

To see if the Town will vote to amend the Fiscal Year 2023 Stormwater Enterprise Budget as adopted under Article 5 of the 2022 Spring Town Meeting and to raise the necessary funds through the Stormwater Facility User Utility Fee as may be necessary to defray the expenses of the Stormwater Enterprise Budget for Fiscal Year 2023, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *The Fiscal Year 2023 Stormwater Enterprise Budget that was approved at the 2022 Spring Town Meeting under Article 5, needs to be adjusted to reflect additional expenses that were not identified at the time the budget was developed and approved. The purpose of this article is to make any necessary changes to the Stormwater Budget. Please see the Town Manager's Report starting on page 17 for additional information related to this Article.*

Article 4: *Transfer Money Into the Capital Stabilization Fund*

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Capital Stabilization Fund, or to take any other action relative thereto.

Select Board

Select Board:

Finance Committee:

Summary: *As of the printing of this Warrant, the Fund has a balance of \$94,735. The financial management goal is to achieve and maintain a balance in the Capital Stabilization Fund equal to 1.5% of the total annual budget. The target amount for the Capital Stabilization Fund will be provided at Town Meeting. Please see the Town Manager's Report starting on page 17 for additional information related to this Article.*

Article 5: *Transfer Money Into the Stabilization Fund*

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Stabilization Fund, or to take any other action relative thereto.

Select Board

Select Board:

Finance Committee:

Summary: *As of the printing of this Warrant, the balance in this fund is \$2,077,113. The financial management goal is to achieve and maintain a balance in the Fund equal to 5% of the total annual budget. The target amount for the Fund will be provided at Town Meeting. Please see the Town Manager's Report starting on page 17 for additional information related to this Article.*

Article 6: *Transfer Money Into the GDRSD Capital Stabilization Fund*

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute, a sum or sums of money to be added to the sum already on deposit in the Town of Groton Capital Stabilization Fund for the Groton Dunstable Regional School District, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *As of the printing of the Warrant, the balance in this fund is \$3,234. This fund covers the Town of Groton's share of the Groton Dunstable Regional School District Committee's long-range Capital Plan to address its capital needs. The target amount will be provided at Town Meeting. Please see the Town Manager's Report starting on page 17 for additional information related to this Article.*

Article 7: *Debt Service for Middle School Track*

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 2023 for the Middle School Track Project, as authorized under Article 7 of the May 1, 2021 Spring Town Meeting and Article 9 of the April 30, 2022 Spring 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 Middle School Track Project. The anticipated debt service for Fiscal Year 2023 is \$8,835. Funding for this article will come from the Unallocated Reserve of the Community Preservation Fund.*

Article 8: *Additional Funding for Master Plan*

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money, to be expended by the Town Manager, for the purpose of funding the update to Groton's Master Plan as prepared by the Planning Board and all costs associated and related thereto, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Planning Board:

Summary: *The 2022 Spring Town Meeting appropriated \$100,000 for the Planning Board to hire a consultant to begin updating the Town's Master Plan. The anticipated cost to complete the update is \$150,000. The original intent was to ask the Town to appropriate the additional \$50,000 next year, but having all of the money upfront will provide the Planning Board with the opportunity to solicit bids and enter into one contract that is fully funded. It will give the Planning Board a competitive advantage in procuring a consultant. This Article will seek \$50,000 from Free Cash for this purpose.*

Article 9: Whitney Pond Well Site Construction

To see if the Town will vote to appropriate an additional sum or sums of money, by borrowing or otherwise, to be expended under the direction of the Board of Water Commissioners, to pay all 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, or to take any other action relative thereto.

Board of Water Commissioners

Select Board:
Finance Committee:

Summary: *This article allows the Board of Water Commissioners to expend an additional sum of \$150,000.00, to be raised through water rates, to cover the additional costs of Construction related to the new source well at the Whitney Pond Well Site (Whitney Pond #3).*

Article 10: Electronic Voting at Town Meeting

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 purchase the necessary software and devices to allow for Electronic Voting at all Groton Town Meetings, and all costs associated and related thereto, or to take any other action relative thereto.

Electronic Voting Study Committee

Select Board:
Finance Committee:

Summary: *The 2022 Spring Town Meeting created an Electronic Voting Study Committee, which was charged with evaluating the option of implementing electronic voting at Town Meeting. The Committee, made up of the Town Clerk and four registered voters of the Town appointed by the Town Moderator, has performed a comprehensive review of electronic voting including risks, benefits, costs, and procedures. The Committee will present their findings to Town Meeting along with the cost of acquiring and operating electronic voting, should Town Meeting vote to do so. It is anticipated that the cost to procure this system is \$25,000.*

Article 11: Funding to Remove Building – 159 West Main Street

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 remove the building located at 159 West Main Street and shown on Assessors' Map 106 as Parcel 33, and all costs associated and related thereto, or to take any other action relative thereto.

Town Manager

Select Board:

Finance Committee:

Summary: *This property is the former Squannacook Sportsman Club. Recently the Federal Environmental Protection Agency, in cooperation with the Massachusetts Department of Environmental Protection, conducted a clean-up to remove all lead from this property, building and abutting properties. The 2018 Spring Town Meeting authorized the Select Board to take this property, but the Select Board held off until such time as it was environmentally sound to do so. The Plan is to use this property to supplement the activities of the Center in West Groton by creating walking paths, picnic areas and overflow parking. The purpose of this Article is to provide the necessary funding to remove the former Indoor Shooting Range.*

Article 12: Amend Chapter 105 – “Alcoholic Beverages”

To see if the Town will vote to amend Chapter 105, “Alcoholic Beverages, §105-1 “Open Container of Alcoholic Beverage”, by deleting §105-1 in its entirety and replacing it with the following:

§105-1 – Open Container of Alcoholic Beverage. No person shall possess an open container of any alcoholic beverage, as defined in MGL C. 138, § 1, while on, in or upon a) any public way or any way to which the public has a right of access, or b) any public common, park or playground, or c) any place to which members of the public have access as invitees or licensees without consent of the owner or person in control of such land or place; or d) any private land or place without consent of the owner or person in control of such land or place, provided, however, that the Select Board may authorize the sale, possession, and consumption of alcoholic beverages on any Town-owned property from a duly licensed vendor.

or to take any other action relative thereto.

Select Board

Select Board:

Finance Committee:

Summary: *Approval of this Article will allow the Select Board, acting as the Local Licensing Authority, and pursuant to the General Laws of the Commonwealth, to grant a liquor license for consumption of alcoholic beverages on Town-owned property.*

Article 13: Amend Chapter 196 – “Signs”

To see if the Town will vote to amend Section 196-5 of the Town of Groton Bylaws (entitled “Prohibited signs”), by inserting the following new paragraph J:

J. Signs that threaten violence against particular individuals or groups.

or to take any other action relative thereto.

Sign Committee

Select Board:

Finance Committee:

Summary: *After receiving several complaints expressing concerns about some political signs around Town, the Sign Committee asked Town Counsel to do a complete and thorough review of the Sign Bylaw to determine if amendments to the Bylaw can address these kinds of signs. In Town Counsel’s Opinion, amendments to the Sign Bylaw seeking to regulate profane content are likely unenforceable and unlikely to be approved by the Attorney General’s Office. That said, an amendment to prohibit signs containing threatening content may be permissible if drafted and enforced consistent with First Amendment holdings. The purpose of this Article is to amend the Sign Bylaw to prohibit signs containing threatening content.*

Article 14: Citizens' Petition – Rezone 797 Boston Road

To see if the Town will vote to rezone the property situated at 797 Boston Road, which is shown on the Groton Assessor's Maps as Parcel 133-49 and described in a deed recorded with Middlesex County South District Registry of Deeds in Book 45322 at Page 597, as Neighborhood Business (NB), or to take any other action relative thereto.

Citizens' Petition

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>ADDRESS</u>
Eileen Hackney	124 Riverbend Drive	Kristin Murphy	39 Britt Lane
Michael Hackney	124 Riverbend Drive	Kathleen Murphy	39 Britt Lane
Ralph Acaba	45 Painted Post Road	Craig McMahan	201 Flavell Road
Maureen Naughton	633 Longley Road	Jennifer Savoie	201 Flavell Road
Robinson Moore	26 Powderhouse Road	Kevin Griffin	168 Shelters Road

Select Board:

Finance Committee:

Planning Board:

Summary: The following summary was prepared by the petitioners and represents their view on the Article: *The owner of this parcel wishes to change the zoning of the property from Residential–Agricultural (R-A) to Neighborhood Business (NB) to allow for the development of an indoor pickleball facility. The proposed facility would require the issuance of a Special Permit by the Zoning Board of Appeals, pursuant to the Zoning Bylaw.*

Article 15: *Citizens' Petition – Extend Center Sewer District*

To see if the Town will vote 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 14 of the Annual Town Meeting of April 25, 2005, to include the property shown on Assessors' Map 225-49 (91 Chicopee Row) but only for the exclusive use of 91 Chicopee Row, and its successors or assigns, and provided that all costs of designing, laying, and construction of the extension and any associated connection and the cost of additional capacity and the property owner's proportionate share of the general benefit facilities, and all other costs associated therewith, are paid by the owner of the property benefited thereby, whether by the assessment of betterments or otherwise, or to take any other action relative thereto.

Citizens' Petition

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>ADDRESS</u>
Donald Black	573 Longley Road	Robert S. Hargraves	21 Temple Drive
Dan Emerson	348 Boston Road	Ellen T. Hargraves	21 Temple Drive
Deirdre Slavin-Mitchell	313 Longley Road	Earl N. Carter	8 Lone Lane
John R. Sopka	344 Boston Road	Bonnie Carter	8 Lone Lane
Alicia Black	573 Longley Road	Patricia DuFresne	90 Townsend Road

Select Board:

Finance Committee:

Sewer Commission:

Summary: The following summary was prepared by the petitioners and represents their view on the Article: *This article requests authorization from the Town Meeting to expand the Center Sewer District to include Lot 225-49, Groton. This article, if approved, will provide Sewer Capacity for the exclusive use of said Lot.*

Article 16: Citizens' Petition – Reduce the Tax Rate

Reduce the tax rate: Long term residents are being forced out of town because the taxes are too high. For residents that have lived in town twenty-five (25) years or longer the overall tax shall not increase even if the appraised value of the property is increased.

Citizens' Petition

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>ADDRESS</u>
Jacqueline Thibeau	291 Townsend Road	Guy Alberghini	215 Main Street
Cathy Smith	46 Painted Post Road	John Caloggero	71 Tavern Road
Darlene Deschambeault	13 Longfellow Road	Max Hallsett	39 Chicopee Row
Steven Fells	1035 Lowell Road	Brenden Mahoney	47 Hoyts Wharf Road
Carol Coleman	505B Boston Road	Ronald Moncoeur	15 McCarthy Drive

Select Board:
Finance Committee:

Summary: *No Summary was submitted with this Article.*

Article 17: Citizens' Petition – Affordable Housing

Affordable Housing: Each development of three (3) houses or more shall have affordable housing. Developers shall not be able to buy the way out of building affordable housing.

Citizens' Petition

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>ADDRESS</u>
Jacqueline Thibeau	291 Townsend Road	Guy Alberghini	215 Main Street
Cathy Smith	46 Painted Post Road	Darlene Deschambeault	13 Longfellow Road
Max Hallsett	39 Chicopee Row	Steven Fells	1035 Lowell Road
Carol Coleman	505B Boston Road	Ronald Moncoeur	15 McCarthy Drive
Yumel Sun	40 Wyman Road	Kevin Fuller	142 Gay Road

Select Board:
Finance Committee:

Summary: *No Summary was submitted with this Article.*

Article 18: Citizens' Petition – Side by Side Comparison

Side by Side comparison: There shall be a side-by-side comparison in the town meeting booklet as well as on a screen at the town meeting for everyone to see the current tax rate and what the tax rate will be if the bill that is being voted on passes.

Citizens' Petition

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>ADDRESS</u>
Jacqueline Thibeau	291 Townsend Road	Guy Alberghini	215 Main Street
Cathy Smith	46 Painted Post Road	Darlene Deschambeault	13 Longfellow Road
Max Hallsett	39 Chicopee Row	Steven Fells	1035 Lowell Road
Brenden Mahoney	47 Hoyts Wharf Road	Carol Coleman	505B Boston Road
Ronald Moncoeur	15 McCarthy Drive	Yumei Sun	40 Wyman Road

Select Board:

Finance Committee:

Summary: *No Summary was submitted with this Article.*

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 3rd Day of October in the year of our Lord Two Thousand Twenty-Two.

John F. Reilly

John F. Reilly, Chair

Rebecca H. Pine

Rebecca H. Pine, Vice Chair

Matthew F. Pisani

Matthew F. Pisani, Clerk

Alison S. Manugian

Alison S. Manugian, Member

Peter S. Cunningham

Peter S. Cunningham, 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