

# Select Board Meeting Packet

April 27, 2020

*This is the Select Board preliminary preparation information packet. The content of this package is subject to change between when it is released and the start of the Select Board meeting. Such changes will not be posted to the web site before the meeting. If you see an item or items in the preliminary preparation package that are important to you, please attend the meeting in person.*



# TOWN OF GROTON

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

## Select Board

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

**Town Manager**  
Mark W. Haddad

### SELECT BOARD MEETING MONDAY, APRIL 27, 2020 AGENDA

VIRTUAL MEETING  
BROADCAST ON ZOOM AND THE GROTON CHANNEL  
PURSUANT TO GOVERNOR'S EXECUTIVE ORDER  
CONCERNING THE OPEN MEETING LAW  
ZOOM MEETING ID: 923-6273-3921

7:00 P.M. Announcements and Review Agenda for the Public

7:05 P.M. Public Comment Period

I. 7:10 P.M. Town Manager's Report

1. Select Board's Agenda Schedule
2. Address Any Changes in Emergency Protocols – Update On Town Action
3. Review Any New Information from the Commonwealth
4. Discussion – Determine if Memorial Day Parade Will Be Held
5. Fiscal Year 2020 Third Quarter Update
6. Review/Update – Select Board and Town Manager Annual Goals
7. Determine – Implement Emergency Leash Law Requirement in Groton
8. Update from Town Manager on Prescott Sprinkler Bids
9. Discussion – Temporarily Amend Vacation Accrual Policy
10. Update on Select Board Schedule through the 2020 Spring Town Meeting
11. FY 2021 Budget Update

II. 7:15 P.M. In Joint Session with the Finance Committee – Continue Public Hearing to Review the Articles Contained in the 2020 Spring Town Meeting Warrant

### OTHER BUSINESS

### ON-GOING ISSUES – For Review and Informational Purposes

- A. Corona Virus
- B. Prescott School Sprinkler System Project
- C. Water Department – Manganese Issue
- D. MS4 Permit
- E. Polystyrene Containers
- F. Green Communities Application and Implementation
- G. Florence Roche Elementary School Feasibility Study
- H. Highway Garage Renovations

### SELECT BOARD LIAISON REPORTS

III. Minutes: Virtual Meeting of April 21, 2020

IV. Executive Session: Pursuant to Massachusetts General Laws, c.30A, §21(a), Clause 3 – “To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares” – Purpose – Collective Bargaining with the Town's Seven Unions.

### ADJOURNMENT

Votes may be taken at any time during the meeting. The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of the topics that will be 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.



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**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

**From:** *Mark W. Haddad – Town Manager*

**Subject:** *Weekly Report*

**Date:** *April 27, 2020*

1. In addition to the Town Manager's Report and an update on the On-going issues list, scheduled on Monday's Agenda is one item. The Select Board and Finance Committee will be meeting in joint session to continue to the public hearing on the Warrant. I have provided you, under separate cover, a copy of the latest draft of the Warrant. This Warrant has been updated to include the recommendations of the Select Board and Finance Committee taken at your last meeting, the Budget Report of the Town Manager and Finance Committee to Town Meeting, the proposed operating budget and the proposed Salary Schedule. Based on last week's meeting, the Select Board needs to make recommendations on the following Articles:
  - Article 4 – Proposed Operating Budget (please see Item #11 in this weekly report for an update on the Budget).
  - Article 5 – Contribution to the OPEB Trust – The Finance Committee has voted unanimously to support transferring \$177,094 from Free Cash to the OPEB Liability Trust Fund.
  - Article 8(B) – CPA Recommendation for Prescott Sprinkler System (please see Item #8 in this weekly report for an update on this Project).
  - Article 11 – Offset the Snow and Ice Deficit – The current deficit is approximately \$106,000. I am recommending that a combination of Overlay Surplus and Line Item Transfers be used to offset the FY 2020 snow and ice deficit. If the Assessors are not comfortable releasing Overlay Surplus for this purpose, then I would recommend that Line Item Transfers be used for this purpose.
  - Article 13 – Sewer Enterprise Transfer – The Sewer Commission has informed me that they need \$100,000 from their surplus to fund their FY 2020 Obligations.

We can discuss this in more detail at Monday's meeting.

2. The following is a summary of what has transpired since you met last Monday evening with regard to protocols and Department/Town Hall activity.
  - a. The Town Clerk and I have been working with our DPW Director and Fire Chief to determine how to best protect our election workers and residents at the Annual Election. The Town Clerk is ordering safety kits (masks, gloves, sanitizer, etc) for our workers and the DPW will be constructing plexi-glass enclosures to be set up on the various tables where the Election Workers check in voters. We have also added the Absentee Ballot Application to the Warrant for Town Meeting encouraging residents to request Absentee Ballots for the election. In addition, the Town Clerk and I are recommending that the Select Board, under your Emergency Powers, vote to limit the hours that the polls are open. Ordinarily, Polls are open from 7:00 a.m. to 8:00 p.m. Given the fact that this is the Annual Election and there are no contested races, the Town Clerk and I are recommending that the Board vote to set the Polling Hours from 9:00 a.m. to 3:00 p.m. We would ask that the Board take up this issue and consider voting on this at Monday's meeting.

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**2. Continued:**

- b. As I told the Board last week, we are working on developing protocols and procedures for the eventual re-opening of Town Hall and other public buildings to the public. One of the issues raised has been whether or not the Select Board can require residents to wear face masks while in a public building. To that end, I sought the opinion of Town Counsel. According to Town Counsel, M.G.L., c.40, §3 places all Town property, not otherwise designated, under the control of the Select Board. In addition, M.G.L., c.111, §104 authorizes the Select Board to take emergency measures to prevent the spread of infectious disease. In Town Counsel's opinion, both statutes provide authority for the Select Board to require that face masks be worn while in Town buildings, particularly while the Select Board's Emergency Declaration is in effect. Therefore, I would recommend that the Select Board vote to require face masks be worn by anyone entering any Public Building in the Town of Groton while the Emergency Declaration is in effect. If the Board does take this position, we would require anyone voting at the Town Election wear face masks as well. We can discuss this in more detail at Monday's meeting.
  - c. We had another meeting with our Engineer on the MVP Grant. We are in the process of developing an application to the State for funding to both develop the best solution to address improving James Brook to prevent flooding on Broad Meadow Road, along with the funding necessary to implement the solution. We will keep the Board apprised of our progress. Grant applications are due in June.
3. As of the writing of this report, I do not have any new information from the Commonwealth. I will provide the Board with any new information at the meeting Monday evening.
4. Given the current protocols of social distancing and limiting crowd gatherings, both Chief Luth and I would like the Board to start discussing the Memorial Day Parade. If we are going to hold it, we need to start planning now, and if we cancel/postpone it, we should alert the residents as soon as possible. To that end, I have invited Chief Luth, Bob Johnson and the members of the Commemorations and Celebrations Committee to the meeting to discuss this issue with the Board.
5. Enclosed with this report is the Fiscal Year 2020 Third Quarter Financial Report for the Board's review and information. I would like to take some time at Monday's meeting reviewing it with the Select Board and Finance Committee.
6. As is our practice when reviewing the Financial Report, I have scheduled time on the Agenda for the Board to review their Annual Goals. Enclosed with this report is the latest update and status on the progress of your various goals.
7. At last week's meeting, Select Board Member Pine asked that the Board consider instituting a temporary leash law during the State of Emergency relative to the COVID-19 Pandemic. The Town of Littleton has recently instituted a similar temporary law and NEFF has instituted guidelines that require dogs to be leashed while on their property. To assist the Board in making the decision, I reached out to Town Counsel for his opinion on the matter. According to Town Counsel, similar to requiring face masks be worn in Public Buildings, M.G.L., c.40, §3 and M.G.L., c.111, §104 gives the Select Board the authority to take action to protect the public's safety. In addition, on March 16, 2020, the Select Board passed an Emergency Declaration to "facilitate and expedite the use of resources to protect persons from the impacts of COVID-19 . . ."

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7. **Continued:**

In Town Counsel's opinion, the statutes cited and the Emergency Declaration provide authority for the Select Board to require that dogs be leashed on all public and private property in the Town, provided that the order is limited to the time that the State of Emergency is in effect. I would respectfully request that the Select Board consider issuing the following temporary order at Monday's Meeting:

*"Pursuant to M.G.L., c. 40, §3, M.G.L., c. 111, §104 and the Emergency Declaration issued by the Groton Select Board on March 16, 2020, the Select Board orders the requirement that all dogs remain on a leash, whether on private property or public property, during the Covid-19 Crisis. This is not a permanent change to Chapter 128 "Dogs" of the Code of the Town of Groton. The change is intended to help ensure social distancing during this difficult time. Specifically, effective April 27, 2020 through the end of the Emergency Declaration by the Groton Select Board, all dogs must be leashed. This order shall be enforced by the Groton Police Department pursuant to MGL C. 40, § 21D, Non-Criminal Disposition as outlined in Chapter 128 "Dogs" of the Code of the Town of Groton."*

8. The Town's Engineer has completed his review of the bid submitted by Xcel Fire Protection. Based on this discussion and review of the bid, he is comfortable that Xcel has a full understanding of the project scope and has included all necessary work (site work, fire alarm, sprinkler, cutting/patching, painting, new water service line and overall coordination) in their bid. In addition, they also acknowledged the fact they were quite a bit lower than the next bidder and were confident in their price. Based on this, I see no reason not to award them the bid, subject to Town Meeting appropriation. It is my intent to waive the requirement of having the Certificate of Eligibility contained in the bid package. I have contacted Xcel Fire Protection and asked them to hold their bid until Town Meeting. As of the writing of this report, I have not heard back from them. I will update the Board with any new information relative to this request at Monday's meeting. In addition, I would respectfully request that the Community Preservation Committee leave the project proposal at \$125,000. While it is more than the project anticipates needing at this time, I would like to leave a sufficient cushion in the project budget to cover any unanticipated expenses. Whatever is not spent, will obviously be returned to the CPA Fund. We can discuss this in more detail at Monday's meeting.
9. We are running into an issue due to the COVID-19 Pandemic that is impacting some employees across a couple of departments. Specifically, employees are starting to hit their caps on vacation accruals for a couple of reasons. Please note the following:

- a) Both the Fire Chief and Police Chief have issued orders to limit vacation time to no more than 2 shifts at a time. This was done to make sure we have proper coverage during the Pandemic and to limit overtime.
- b) As Town Manager, I am not inclined to take any time off during this pandemic as I have many responsibilities managing the Town. Vacation is not something I am even thinking about. Dawn has been with me every step of the way and she has not taken any time off either. I have been maxed out on vacation the last two pay periods and have lost 16.5 hours of accrual. Dawn has lost 7 hours.
- c) While some department heads have requested time off (which I have granted to prevent burnout as even working from home makes it difficult to take time off), most, including the Fire Chief, Police Chief, Land Use Director, Town Treasurer, Town Accountant and HR Director, have not taken any time off during this time.

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**Select Board  
Weekly Report  
April 27, 2020  
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**9. Continued:**

While we all understand the rules that if you don't take vacation time and you reach your maximum accrual you lose it, these are different times that we have never faced before. I have asked H.R. Director Melisa Doig to examine what other Towns are doing as I am sure we are not the only Town facing this issue. So far, two Towns (Brookline and South Hadley) have responded to Melisa and have instituted a practice to eliminate caps through the end of the year and allow employees to take the time as long as they get down below the cap prior the end of Fiscal Year 2021. After that time, they lose any time over the cap. This seems like a reasonable solution. I would like to issue a temporary amendment to our vacation policy that will allow this increase. We can discuss it in more detail at Monday's meeting.

**10. Please see the following update to the Select Board's Meeting Schedule through the 2020 Spring Town Meeting:**

Monday, April 27, 2020 - Already Posted

Monday, May 4, 2020 - Discuss Protocols to Re-Open Town Buildings to the Public  
Determine Article Assignment for Town Meeting  
Continue Discussing Town Manager's Review Policy  
FY 21 Budget Update

Monday, May 11, 2020 - Continue to Review Protocols to Re-open Public Buildings  
Quarterly Executive Session Review/Release  
Review Draft Housing Production Plan

Monday, May 18, 2020 - 2020 Spring Town Meeting

**11. At last week's Finance Committee meeting, the Finance Committee instructed me to add \$15,000 to the Proposed Fiscal Year 2021 Operating Budget to fund the Town's share of the Baddacook Pond Weed Harvester Maintenance. In addition, I have revised the budget to reflect the Groton Dunstable Regional School Committee's decision to use their E&D Fund to offset their FY 21 budget. Attached to this report is the revised Tax Recap Sheet showing the status of the Budget as it will appear in the Warrant for Town Meeting. I would like to review this in more detail with both the Finance Committee and Select Board at Monday's meeting.**

MWH/rjb  
enclosures



**Town of Groton**  
**General Fund Statement of Revenues & Expenditures**  
**March 31, 2020**

	Current Budget FY20	July - Mar Actual FY20	Variance to FY20 Budget	3rd Qtr % of Budget	Final FY19 Budget	Final FY19 Actual	July - Mar Actual FY19	Variance to FY19 Budget	3rd Qtr % of Budget	% of Budget Change	Notes
<b>Revenue</b>											
State Aid (Lottery/Exempts/Van)	971,581	817,290	(154,291)	84.12%	909,717	901,811	734,942	(174,775)	80.79%	104.12%	FY19 Qtr4 UGGA rec'd 1st Qtr FY20
Motor Vehicle/Boat Excise	1,577,642	1,071,331	(506,311)	67.91%	1,549,739	1,793,261	1,290,850	(258,889)	83.29%	81.53%	\$158k posted 1st wk April 2020
Local Option Meals Tax	150,000	161,421	11,421	107.61%	120,000	168,570	128,189	8,189	106.82%	100.74%	FY20 Budget adj to reflect 3 yr history
Local Option Room Occupancy Tax	50,000	42,020	(7,980)	84.04%							FY20 is 1st year for Room Occ. Tax
Penalties and Interest on Taxes	90,000	60,062	(29,938)	66.74%	90,000	109,578	62,672	(27,328)	69.64%	95.84%	Penalty activity halted for COVID FY20
Payments in Lieu of Taxes	260,000	175,119	(84,881)	67.35%	260,000	281,907	153,000	(107,000)	58.85%	114.44%	7 Hills/Groton Sch/ Shanklin rec'd FY20
Other Charges for Service (Dunst)	82,000	800	(81,200)	0.98%	67,000	68,815	1,845	(65,155)	2.75%	35.64%	FY20 includes SRO reimb/billed late in FY
Country Club Revenue	493,838	231,443	(262,395)	46.87%	509,502	552,570	256,481	(253,021)	50.34%	93.11%	
Fees (incl Van vouchers)	289,737	278,011	(11,726)	95.95%	301,338	392,157	286,143	(15,195)	94.96%	101.04%	
Rentals ( Cell Towers)	49,000	33,299	(15,701)	67.96%	51,012	52,766	32,352	(18,660)	63.42%	107.16%	Cell Tower Rev up slightly FY20
Library Fines	12,000	7,401	(4,599)	61.68%	12,000	10,395	8,396	(3,604)	69.97%	88.15%	Fine activity halted for COVID FY20
Other Departmental Revenue	700,000	447,819	(252,181)	63.97%	680,000	684,031	512,759	(167,241)	75.41%	84.83%	3rd Qtr FY20 GELD rec'd in April
Licenses and Permits	300,000	388,906	88,906	129.64%	306,000	413,343	331,652	25,652	108.38%	119.62%	permit activity ahead of budget
Fines and Forfeits	25,000	15,540	(9,460)	62.16%	25,000	17,688	10,400	(14,600)	41.60%	149.42%	Motor Vehicle Fines trending up
Investment Income	40,000	38,997	(1,003)	97.49%	20,000	94,991	41,228	21,228	206.14%	47.29%	FY20 Budget adj to reflect 3 yr history
Misc Non-recurring (State Aid)	0	0	0		0	59,241	2,722	2,722			
Misc (Bond Prem Amort & Other)	1,263	10,253	8,990	811.80%	1,650	28,705	17,556	15,906	1064.00%	76.30%	Bond Premium/111F Reimb/ Unclaimed Prop
Enterprise Allocation for Indirects	236,288	158,624	(77,664)	67.13%	237,633	227,899	130,858	(106,775)	55.07%	121.90%	3rd Qtr FY20 billed but not paid
Real Estate and Personal Prop	33,723,200	24,867,769	(8,855,431)	73.74%	32,348,930	32,053,738	23,803,860	(8,545,070)	73.58%	100.22%	\$87k RE tax posted 1st wk April 2020
<b>Total Revenue</b>	<b>39,051,549</b>	<b>28,806,105</b>	<b>(10,245,444)</b>	<b>73.76%</b>	<b>37,489,521</b>	<b>37,911,466</b>	<b>27,805,905</b>	<b>(9,683,616)</b>	<b>74.17%</b>	<b>99.45%</b>	
<b>Expenditures (Operating Expenses)</b>											
General Government	2,543,664	1,730,075	813,589	68.02%	2,480,565	2,303,303	1,733,910	746,655	69.90%	97.31%	
Public Safety General Fund**	4,399,782	2,813,364	1,586,418	63.94%	4,128,335	3,866,011	2,629,472	1,498,863	63.69%	100.39%	
Department of Public Works	2,247,122	1,724,640	522,482	76.75%	2,291,272	2,261,163	1,748,083	543,189	76.29%	100.60%	
Culture, Rec, & Citizen's Svcs	1,689,572	1,174,164	515,408	69.49%	1,677,500	1,597,830	1,129,482	548,018	67.33%	103.21%	CC wages up 22k, COA wages up 10k
Employee Benefits and Other*	3,667,106	3,376,794	490,312	87.32%	3,666,530	3,618,835	3,332,137	334,393	90.68%	96.08%	MCRS down 5% FY20
<b>Total Operating Expenses</b>	<b>14,747,246</b>	<b>10,819,037</b>	<b>3,928,209</b>	<b>73.36%</b>	<b>14,244,202</b>	<b>13,647,142</b>	<b>10,573,084</b>	<b>3,671,118</b>	<b>74.23%</b>	<b>98.83%</b>	
<b>Expenditures (Non -Operating Exp.)</b>											
Special Articles Voted for Current Yr	514,945	287,838	227,107	55.90%	963,236	686,455	523,966	439,270	54.40%	102.76%	
PY Articles/Enc(SeeUse of Enc Below)	485,672	136,549	349,123	28.12%	468,056	301,441	221,390	246,666	47.30%	59.45%	
Education	23,271,070	17,620,979	5,650,091	75.72%	22,069,389	22,069,389	16,691,366	5,378,023	75.63%	100.12%	
Debt Service	1,591,938	1,055,134	536,804	66.28%	1,009,519	1,009,517	609,586	399,933	60.36%	109.77%	
Intergovernmental (State Offsets)	93,392	70,044	23,348	75.00%	91,612	91,612	68,709	22,903	75.00%	100.00%	
<b>Total Non - Operating Expenses</b>	<b>25,957,017</b>	<b>19,170,544</b>	<b>6,786,473</b>	<b>73.85%</b>	<b>24,601,812</b>	<b>24,158,414</b>	<b>18,115,017</b>	<b>6,486,795</b>	<b>73.63%</b>	<b>100.30%</b>	
<b>Excess (Deficiency) Before OFS&amp;U</b>	<b>(1,652,714)</b>	<b>(1,183,476)</b>	<b>469,238</b>	<b>71.61%</b>	<b>(1,356,493)</b>	<b>105,910</b>	<b>(882,196)</b>	<b>474,297</b>	<b>65.04%</b>	<b>110.10%</b>	
<b>Other Financing Sources</b>											
Transfers from Other Funds	1,484,832	1,484,832	0	100.00%	1,185,983	1,185,983	1,185,983	0	100.00%	100.00%	CapSlab/EMS Receipts
Use of Avail. Funds: Encumbrances	482,477	482,477	0	100.00%	466,988	466,988	466,988	0	100.00%	100.00%	Funded in Prior Fiscal Year
Avail. Funds: F. C./Overlay Surplus	381,793	381,793	0	100.00%	1,034,875	1,034,875	1,034,875	0	100.00%	100.00%	
<b>Total OFS</b>	<b>2,349,102</b>	<b>2,349,102</b>	<b>0</b>	<b>100.00%</b>	<b>2,687,846</b>	<b>2,687,846</b>	<b>2,687,846</b>	<b>0</b>	<b>100.00%</b>	<b>100.00%</b>	
<b>Other Financing Uses</b>											
Overlay & Deficits to be Raised	220,799	220,799	0	100.00%	527,234	527,234	527,234	0	100.00%	100.00%	Sno&Ice/Library Offset/Overlay/Recap Debt
Transfers to Other Funds	475,589	475,589	0	100.00%	804,119	804,119	804,119	0	100.00%	100.00%	Stabilization/OPEB/Capital Projects BANS
<b>Total OFU</b>	<b>696,388</b>	<b>696,388</b>	<b>0</b>	<b>100.00%</b>	<b>1,331,353</b>	<b>1,331,353</b>	<b>1,331,353</b>	<b>0</b>	<b>100.00%</b>	<b>100.00%</b>	
<b>Excess (Deficiency) Incl. OFS&amp;U</b>	<b>0</b>	<b>469,238</b>	<b>469,238</b>		<b>0</b>	<b>1,462,403</b>	<b>474,297</b>	<b>474,297</b>			

\*\*\$294,740= Dispatch Grants Awarded for FY20, \$276,988 offset to Dispatch Budget thru 3/31/20

\*\*\$281,098 = Dispatch Grants Awarded for FY19, \$218,545.18 offset to Dispatch Budget thru 3/31/19



**Town of Groton**  
**General Fund Statement of Revenues & Expenditures**  
**March 31, 2020**

	<i>Current Budget FY20</i>	<i>July - Mar Actual FY20</i>	<i>Variance to FY20 Budget</i>	<i>3rd Qtr % of Budget</i>	<i>Final FY19 Budget</i>	<i>Final FY19 Actual</i>	<i>July - Mar Actual FY19</i>	<i>Variance to FY19 Budget</i>	<i>3rd Qtr % of Budget</i>	<i>% of Budget Change</i>	<i>Notes</i>
<b>Salaries/Wages Expenditures by Function of Government</b>											
General Government:											
BOS/Town Manager	345,820	252,332	93,488	72.97%	325,323	324,088	231,867	93,456	71.27%	102.39%	
Accountant	142,947	104,541	38,406	73.13%	137,297	137,241	100,135	37,162	72.93%	100.27%	
Assessors	140,901	102,121	38,780	72.48%	128,351	128,272	93,076	35,275	72.52%	99.94%	
Treasurer/Collector	206,599	152,847	53,752	73.98%	200,293	200,293	143,221	57,072	71.51%	103.45%	
Personnel	82,673	61,135	21,538	73.95%	79,225	79,225	58,109	21,116	73.35%	100.82%	
Information Technology	173,570	126,399	47,171	72.82%	166,394	166,342	120,749	45,645	72.57%	100.34%	
Town Clerk/Elections	158,012	111,564	46,448	70.60%	160,646	159,459	117,593	43,053	73.20%	96.45%	Election activity FY19 1st Qtr
Land Use Conservation Comm.	70,169	51,637	18,532	73.59%	66,686	66,686	48,641	18,045	72.94%	100.89%	
Land Use Inspection Services	187,715	128,556	59,159	68.48%	186,352	183,651	130,528	55,824	70.04%	97.77%	
Land Use (Planning/ZBA)	103,503	75,854	27,649	73.29%	100,179	100,117	73,896	26,283	73.76%	99.36%	
<b>Total General Government</b>	<b>1,611,909</b>	<b>1,166,986</b>	<b>444,923</b>	<b>72.40%</b>	<b>1,550,746</b>	<b>1,545,374</b>	<b>1,117,815</b>	<b>432,931</b>	<b>72.08%</b>	<b>100.44%</b>	
Public Safety:											
Police Department	2,207,440	1,543,457	663,983	69.92%	2,141,885	2,063,394	1,473,804	668,081	68.81%	101.61%	
Fire Department	1,174,641	789,145	385,496	67.18%	1,006,019	997,354	688,137	317,882	68.40%	98.22%	
Dispatch (paid from Gen Fund) **	512,769	184,731	328,038	36.03%	497,796	353,427	190,523	307,273	38.27%	94.15%	Grant Support rec'd
Animal Cntrl/Dog Officer	19,164	14,005	5,159	73.08%	19,164	19,164	14,005	5,159	73.08%	100.00%	
<b>Total Public Safety</b>	<b>3,914,014</b>	<b>2,531,338</b>	<b>1,382,676</b>	<b>64.67%</b>	<b>3,664,864</b>	<b>3,433,339</b>	<b>2,366,469</b>	<b>1,298,395</b>	<b>64.57%</b>	<b>100.15%</b>	
Department of Public Works:											
Municipal Buildings	145,276	102,635	42,641	70.65%	135,700	134,513	98,012	37,688	72.23%	97.81%	
Highway	815,890	575,966	239,924	70.59%	791,319	789,593	561,949	229,370	71.01%	99.41%	
Snow & Ice	140,000	129,107	10,893	92.22%	160,886	160,886	150,076	10,810	93.28%	98.86%	12/19 winter storms FY20
Solid Waste	138,211	94,159	44,052	68.13%	129,746	129,746	92,396	37,350	71.21%	95.67%	
<b>Total DPW</b>	<b>1,239,377</b>	<b>901,867</b>	<b>337,510</b>	<b>72.77%</b>	<b>1,217,651</b>	<b>1,214,738</b>	<b>902,433</b>	<b>315,218</b>	<b>74.11%</b>	<b>98.19%</b>	
Culture, Rec. & Citizen's Svcs:											
COA/COA Van	208,861	151,017	57,844	72.31%	212,441	190,090	134,604	77,837	63.36%	114.13%	Wages to be offset to grant FY20 \$10k
Vets Svcs/Water Safety/Graves	9,368	5,804	3,564	61.96%	9,450	8,216	5,601	3,849	59.27%	104.54%	
Library	724,398	505,158	219,240	69.73%	706,203	685,323	497,484	208,719	70.44%	98.99%	
Country Club	271,579	210,963	60,616	77.68%	269,999	269,999	183,991	86,008	68.15%	113.98%	Xtra lifeguards/Club Attendant 1st Qtr FY20
<b>Total Culture, Rec. &amp; Citizen's Svcs</b>	<b>1,214,206</b>	<b>872,942</b>	<b>341,264</b>	<b>71.89%</b>	<b>1,198,093</b>	<b>1,153,628</b>	<b>821,680</b>	<b>376,413</b>	<b>68.58%</b>	<b>104.83%</b>	
<b>Grand Total Salaries &amp; Wages</b>	<b>7,979,506</b>	<b>5,473,133</b>	<b>2,506,373</b>	<b>68.59%</b>	<b>7,631,354</b>	<b>7,347,079</b>	<b>5,208,397</b>	<b>2,422,957</b>	<b>68.25%</b>	<b>100.50%</b>	
<b>Benefits:</b>											
County Retirement	1,973,053	1,973,053	0	100.00%	2,081,699	2,081,699	2,081,699	0	100.00%	100.00%	
Health / Life Insurance *	1,732,953	1,308,371	424,582	75.50%	1,429,594	1,411,305	1,160,179	269,415	81.15%	93.04%	Health ins enrollments down FY20
Other Benefits (Medicare/Unemplmt)	161,100	95,370	65,730	59.20%	155,237	125,831	90,259	64,978	58.14%	101.82%	
<b>Total Benefits</b>	<b>3,867,106</b>	<b>3,376,794</b>	<b>490,312</b>	<b>87.32%</b>	<b>3,666,530</b>	<b>3,618,835</b>	<b>3,332,137</b>	<b>334,393</b>	<b>90.88%</b>	<b>96.06%</b>	
<b>Total Salaries/Wages/Benefits</b>	<b>11,846,612</b>	<b>8,849,927</b>	<b>2,996,685</b>	<b>74.70%</b>	<b>11,297,884</b>	<b>10,965,914</b>	<b>8,540,534</b>	<b>2,757,350</b>	<b>75.59%</b>	<b>98.82%</b>	

\*\*\$200,574 = Dispatch Wage Grants Awarded for FY20, \$190,268 offset to Dispatch Budget thru 3/31/20

\*\*\$163,484 = Dispatch Wage Grants Awarded for FY19, \$153,400 offset to Dispatch Budget thru 3/31/19



# CALENDAR YEAR 2019 SIX MONTH 2020 GOALS OF THE GROTON SELECT BOARD

## 1. Select Board Functioning Select Board Member Assigned – Alison Manugian

Goal: Work with Town Manager to improve Select Board functioning, including more routine workshop setting meetings. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark: A long term running agenda schedule with items to be discussed listed is created and established quarterly. Yearly meetings with all Town Boards are scheduled by the end of the first quarter and a policy is created to establish the process to select and appoint committee members.

5-15-19 Update The Select Board has established an on-going issues list that is contained on each Agenda so that the issues are routinely reviewed until such time as they are completely addressed. The former Chair of the Board has sent out issues to be addressed on future Agendas through Town Meeting. The next Chair needs to establish a future agenda schedule through the summer. In addition, a new member needs to be assigned to this goal. While we have received updates from some of our Boards and Committees, the Town Manager will provide an updated schedule after the election. No action has been taken on the policy to select and appoint Committee members.

8-26-19 Update The Chair and the Town Manager sent out future Agenda schedules for all meetings through Labor Day. Once a fall meeting schedule is established, a new schedule will be established and sent to Board members. A couple of more committees have made their annual reports to the Board. More will be scheduled this Fall. Select Board Member Pine plans on updating the Board on the proposed policy to select and appoint committee members at the Board's 8-26-19 Meeting.

10-28-19 Update A fall schedule through the end of the year was sent out with anticipated agenda items.

1-27-20 Update A spring schedule through the 2020 Town Meeting was approved by the Board with anticipated Agenda items at the Board's 1-13-20 meeting.

4-27-20 Update The Select Board meeting schedule approved by the Board was significantly altered in March due to the COVID-19 Pandemic.

That said, the Board has been meeting weekly and have worked extremely well dealing with the very important issues facing the Town. To quote Select Board Member Degen "the Board has never functioned better." We will draft a summer schedule for the Board to follow after Town Meeting.

**2. Create a Major Initiatives, Capital and Asset Committee (MICA)  
Select Board Member Assigned – Josh Degen**

Goal: Create charge and expectations for Major Initiatives, Capital and Asset Committee (MICA). The intent of this committee will be to anticipate and examine, then prioritize all major upcoming projects and capital acquisitions with cost outside of operations. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark: Committee charge is established by March 31, 2019 with the expectation for Committee to create and discuss a 5-20 year window and begin with an assessment and inventory of existing assets and processes.

5-15-19 Update No action has been taken on this goal.

8-26-19 Update Select Board Member Degen and the Town Manager drafted a proposed charge for the Committee. The Select Board adopted the Charge (subject to amendments offered by the Finance Committee) and advertised for applicants to serve on the Committee. The Select Board will consider appointments to this Committee at one of the September meetings.

10-28-19 Update Based on feedback from the Finance Committee, the Select Board changed the Charge and Name of the Committee to Capital Planning Advisory Committee. The new charge was adopted and the Select Board will interview and appoint members to the new Committee at their meeting of October 28<sup>th</sup>.

1-27-20 Update The Capital Planning Committee was appointed and assisted the Town Manager in preparing the FY 21-25 Capital Plan. Goal complete.

4-27-20 Update Goal Complete

**3. Green Communities Designation  
Select Board Member Assigned – Becky Pine**

Goal: Determine if the Groton should move forward to Achieve Green Community Designation. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.



<u>Measurable Benchmark:</u>	Determination is made by end of February, 2019. If determination is made to pursue the Designation, place Article on 2019 Spring Town Meeting Warrant to adopt the Stretch Code and submit application to the Commonwealth by Fall of 2019.
5-15-19 Update	The Stretch Code was adopted at the 2019 Spring Town Meeting. The next step is for the Town Manager to submit an application to the Commonwealth by the Fall of 2019. To that end, the Town Manager will be submitting a grant application to the MRPC for a grant to assist the Town in its application process.
8-26-19 Update	The Town Manager and Town Planner, in conjunction with the MRPC, are in the process of drafting the application with the intent to file the application in October.
10-28-19 Update	The energy audit and vehicle policy adoption has been completed. The Preliminary application is now before Town Counsel for his review. We are on target to submit our application to the State by their deadline.
1-27-20 Update	Application submitted. Waiting for decision from State.
4-27-20 Update	Town was awarded a Green Community Designation. Grant application filed for initial funding. Goal Complete.

**4. Determine Appropriate and Affordable Levels of Public Safety  
Select Board Member Assigned – John Giger**

Goal: Determine and support appropriate and affordable levels of Public Safety for Groton Residents. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark: Decide upon appropriate Fire/EMS services and make recommendation to the 2019 Spring Town Meeting if any change in current Department make-up is necessary. Over the Summer/Fall of 2019, work with Police and Fire Chiefs to understand Public Safety Department Staffing needs and alternatives. Hold a workshop by September 30, 2019 to review and understand emergency management plans and procedures (in conjunction with Emergency Management Committee).

5-15-19 Update Both the Finance Committee and the Select Board recommended and Town Meeting funded the addition of 2 full-time Firefighter/EMTs to the Fire Department. This will allow the Fire Department to provide 24/7/365 coverage. The next step in the process is to schedule a workshop with the Fire Chief and police

Chief to continue to review public safety department staffing needs and alternatives.

8-26-19 Update

Working with Select Board Member Giger and the Town Manager, the Police Chief and Fire Chief presented their recommendations to the Select Board at their 8-12-19 Meeting. The Police Chief feels that he needs another year on Police Department Staffing since he has not had the full complement of personnel (20 Officers) since he started as Police Chief last year. He needs another year to evaluate what, if any, additional resources may be required. Overall, he believes the Department is doing a good job protecting the Town. The Police Chief believes that two additional dispatchers are required to properly perform required dispatching duties. The Fire Chief informed the Board that he continues to recruit call firefighters and plans on starting 24/7 full time coverage effective September 16, 2019. He would like some time to determine how this impacts call responses. In addition, he will continue to recruit call firefighters (there are 10 recent applicants he hopes to put through training and eventually have them join the Department). With regard to the Emergency Management Function, the Board ratified the Town Manager's appointment of Steele McCurdy as the EM Director. He will be working over the next several months formulating an operational plan.

10-28-19 Update

No new update

1-27-20 Update

No new update

4-27-20 Update

No New Update

**5. Review all Select Board Policies  
Select Board Member Assigned – Alison Manugian**

Goal:

Review all Select Board Policies in conjunction with Town Counsel, beginning with policies that have financial impacts, with intent to clarify procedures to assure that all Select Board decisions that carry significant financial impact are made through a rigorous process of best practice and public exposure. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark:

Review 25% of policies in each quarter of 2019, with the intent to:

- A. Delete policies that are no longer in effect or needed.
- B. Update all policies as needed.
- C. Establish a common format, including creation date, revisions dates and version number.
- D. Post all policies in an easily-accessed place on the Town's Website and remove older versions.



5-15-19 Update

In January, 2019, the Town Manager delivered to Town Counsel all policies and asked for a him to review and comment on all policies. This would be the first step in the process. We are still waiting to receive Town Counsel's review. I wrote him two weeks ago and asked for a status update and he told me he had yet to start the review but would make it a priority.

8-26-19 Update

Town Counsel has completed his review of all policies and presented his recommendations to the Board. The next step is for the Chair, Town Manager, Human Resources Director and Executive Assistant to begin to update the policies and bring back final recommendations to the Board for approval. It is anticipated that the Board will receive final proposed policies in October.

10-28-19 Update

The Select Board held their first workshop to review all the policies on October 17<sup>th</sup>. They completed a review of half the policies and have scheduled another workshop for November 7<sup>th</sup>. After this second workshop, a meeting will be scheduled with Town Counsel to complete the review.

1-27-20 Update

All but three policies have been approved by the Select Board. Remaining Policies to be approved, include Town Manager Review Policy, Meetings on Holiday Policy and Memorial Parks and Commons Policy. Once all policies have been approved, they will be added to e-Code for public access and ease of updating.

4-27-20 Update

All policies have been posted on eCode for public access to the policies. Board is close to finalizing the Town Manager Review Policy. Still waiting on final version of meeting on holidays and memorial parks and common policy. Goal is essentially completed.

## **6. Operating Budget of Town and School Districts** **Select Board Member Assigned – Josh Degen and Alison Manugian**

### Goal:

Understand long-term expenses, timing and necessary revenues needed to support both the Town of Groton and the two Regional School Districts. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

### Measurable Benchmark:

Hold workshop(s) with Regional School Committees and Finance Committee by August 31, 2019 to develop strategy and plan (including revenue resources) to address operational needs of all Town Departments and Regional School Districts.

5-15-19 Update

The Select Board, GDRSD Committee and Finance Committee have designated representatives to serve on a so-called Tri-board to address this goal. Alison Manugian, along with the Town

Manager are representing the Select Board. We held the first meeting in April to develop a budget review process and the second meeting was held on May 13<sup>th</sup>. An update on the status will be provided to the Board at your meeting of May 15<sup>th</sup>.

8-26-19 Update	The Tri-Board is scheduled to meet on the morning of August 26 <sup>th</sup> to review latest budget data and discuss next steps. They are scheduled on the Board's Agenda for an update at the 8-26-19 Meeting.
10-28-19 Update	The Select Board and Finance Committee provided the Town Manager with FY 21 budget guidance based on feedback and information provided by the Tri-board. The Town Manager will work with the School Superintendent to submit two budgets by December 31 <sup>st</sup> . One budget will be a level services budget, and the second budget will stay within the confines of Proposition 2½ and not require an override.
1-27-20 Update	Budget has been submitted to FinCom and Select Board in compliance with budget guidance. It is now up to FinCom to finalize the budget in conjunction with the Select Board and Regional School Committee.
4-27-20 Update	Budget had been finalized prior to COVID-19. It is currently being amended. A joint meeting between the Select Board, Finance Committee and GDRSD Committee was held on April 15, 2020 to discuss further consolidations within the budget. The meeting was very informative and cooperation was outstanding.

**7. Support Expansion of Residential Housing Alternatives  
Select Board Member Assigned – Becky Pine**

Goal: Support expansion of residential alternatives across the age and income spectrum in Groton. Seek input from groups such as the Affordable Housing Trust, Groton Housing Authority, Planning Board, and local realtors, to understand current housing needs and opportunities. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark: If need is determined, over the course of Calendar Year 2019, explore and understand process options for creating Affordable/affordable and Over-55 housing on town owned and/or privately held land, including understanding potential viability of the existing Country Club parcels for development to meet community needs.

5-15-19 Update No action has been taken on this goal.

8-26-19 Update No new update.



10-28-19 Update

No new update.

1-27-20 Update

This goal has been replaced by goal #9 Housing Production Plan Implementation.

4-27-20 Update

No new update.

**8. Improve Effectiveness & Efficiency of Data Management & IT – Town Government  
Select Board Member Assigned – John Giger**

Goal:

Understand and make recommendations to Town Meeting around adoption of a Munis type software package to improve effectiveness and efficiency of information technology handling throughout Town Government by reducing duplication of spreadsheets, forms and data entry. Prior to starting this goal, the Board and Town Manager should assess any opportunities to participate in a Community Compact Agreement.

Measurable Benchmark:

A decision on whether or not to move forward is made by the 2019 Fall Town Meeting.

5-15-19 Update

A Committee of Department Heads have been meeting with various companies to determine if new software should be recommended for this purpose. They are in the process of finalizing their recommendation and we anticipate making a formal presentation to the Select Board sometime this summer.

8-26-19 Update

The Committee of Department Heads presented their findings and recommendations to the Board in July. They recommended to stay with all current software packages and look at purchasing additional capabilities from the Town's current vendors. A request for additional funding (approximately \$20,000) will be made to the 2019 Fall Town Meeting for this purpose.

10-28-19 Update

Town Meeting has appropriated the necessary funding to purchase the software as recommended. The next step is implementation.

1-27-20 Update

Goal complete

4-27-20 Update

Goal complete

**9. Housing Production Plan Implementation  
Select Board Member Assigned –**

Goal:

Work with Planning Board, Land Use Director and Housing Coordinator to review final approved Housing Production Plan and determine next steps to implement the Plan. Said implementation

will include working with the Planning Board to determine how to review and consider amendments to the Town's Zoning Bylaw to increase opportunities for more affordable housing and develop a strategy on how to leverage Community Preservation Housing Funds to create more affordable housing.

Measurable Benchmark:

A meeting is scheduled with all stakeholders on the Housing Production Plan in early Spring. Implementation Plan is created and approved by June 30, 2020. Zoning Bylaw is reviewed with the Planning Board and funds within the Community Housing "Bucket" of the Community Preservation Act should be reviewed and a determination should be made whether or not to leverage these funds to assist in the implementation of the Plan.

1-27-20 Update

Waiting for completion of Housing Production Plan. Workshop will be scheduled as soon as plan received

4-27-20 Update

This goal was well on its way to completion when the COVID-19 Pandemic hit. It has delayed the completion of the Plan. It is our understanding that we should have the final plan in sometime in May.

**10. Review Town's Participation in Community Preservation Act  
Select Board Member Assigned –**

Goal:

Schedule Workshop with Community Preservation Committee and a Representative from the Community Preservation Coalition to review Town's participation in the Community Preservation Act.

Measurable Benchmark:

A workshop should be scheduled in Spring, 2020 with the Community Preservation Committee and Community Preservation Coalition to have a full discussion on the Town's participation in the Program. A review of the Town's contribution, along with a projection of State Reimbursement should be reviewed to determine if any changes to the Town's percentage (currently 3%) are warranted, including continuing in the program when the Surrenden Farm Debt Service is paid off.

1-27-20 Update

First discussion with Community Preservation Committee on this issue will take place at the Board's meeting of February 3<sup>rd</sup>.

4-24-20 Update

The Select Board met in joint session with the Community Preservation Committee to discuss the future of the Act here in Groton. After reviewing all the information developed by the Town Manager, the Select Board voted to table the discussion until after Town Meeting.



# FISCAL YEAR 2021 LEVY LIMIT CALCULATION

## BALANCED BUDGET

Revised: 4/23/2020

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

A.	FY 2019 LEVY LIMIT	\$	30,650,535	
A1.	ADD AMENDED FY 2019 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	766,263	
C.	ADD FY 2020 NEW GROWTH	\$	515,620	
D.	ADD FY 2020 OVERRIDE	\$	-	
E.	FY 2020 SUBTOTAL	\$	31,932,418	\$ 31,932,418 FY 2019 LEVY LIMIT
F.	FY 2020 LEVY CEILING	\$	44,656,171	

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

A.	FY 2020 LEVY LIMIT	\$	31,932,418	
A1.	ADD AMENDED FY 2020 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	798,310	
C.	ADD FY 2021 NEW GROWTH	\$	173,800	
D.	ADD FY 2021 OVERRIDE			
E.	FY 2021 SUBTOTAL	\$	32,904,529	\$ 32,904,529 FY 2020 LEVY LIMIT
F.	FY 2021 LEVY CEILING	\$	44,656,717	

Reduced by \$86,900 by  
reducing new growth  
estimate from \$15  
million to \$10 million

Revised: 4/23/2020

**TOWN OF GROTON, MASSACHUSETTS**  
**FY 2021 TOTAL TAX LEVY CALCULATION**  
**BALANCED BUDGET**

<b>FY 2021 LEVY LIMIT</b>	\$	<b>32,904,529</b>
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	1,497,863
FY 2021 BOND PROCEEDS REDUCTION	\$	(24,970)
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	648,497
<b>SUB-TOTAL - EXCLUSIONS</b>	\$	<b>2,121,390</b>
<b>TOTAL TAX LEVY</b>	\$	<b>35,025,919</b>

Reduced by \$61,993 from original budget of \$1,559,856 to reflect actual interest rate on Bonds for DPW Building and Library Roof.



Revised: 4/23/2020

**BALANCED BUDGET**
**TOWN OF GROTON  
FISCAL YEAR 2021  
REVENUE ESTIMATES**

	BUDGETED FY 2020	ESTIMATED FY 2021	CHANGE
PROPERTY TAX REVENUE	\$ 31,932,418	\$ 32,904,529	\$ 972,110
DEBT EXCLUSIONS	\$ 2,070,421	\$ 2,121,390	\$ 50,969
CHERRY SHEET - STATE AID	\$ 971,581	\$ 971,581	\$ -
UNEXPENDED TAX CAPACITY	\$ (279,639)	\$ -	\$ 279,639
LOCAL RECEIPTS:			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,577,642	\$ 1,555,341	\$ (22,301)
Meals Tax and Room Occupancy Tax	\$ 200,000	\$ 150,000	\$ (50,000)
Penalties & Interest on Taxes	\$ 90,000	\$ 110,000	\$ 20,000
Payments in Lieu of Taxes	\$ 260,000	\$ 265,000	\$ 5,000
Other Charges for Services	\$ 82,000	\$ 82,000	\$ -
Fees	\$ 300,000	\$ 300,000	\$ -
Rentals	\$ 40,000	\$ 40,000	\$ -
Library Revenues	\$ 12,000	\$ 12,000	\$ -
Other Departmental Revenue	\$ 700,000	\$ 725,000	\$ 25,000
Licenses and Permits	\$ 300,000	\$ 300,000	\$ -
Fines and Forfeits	\$ 25,000	\$ 20,000	\$ (5,000)
Investment Income	\$ 40,000	\$ 40,000	\$ -
Recreation Revenues	\$ 493,838	\$ 515,939	\$ 22,101
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
<b>Sub-total - General Revenue</b>	<b>\$ 4,120,480</b>	<b>\$ 4,115,280</b>	<b>\$ (5,200)</b>
Other Revenue:			
Free Cash	\$ 300,857	\$ 297,090	\$ (3,767)
Capital Stabilization Fund for GDRSD	\$ 479,012	\$ 423,926	\$ (55,086)
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 504,945	\$ 125,100	\$ (379,845)
EMS/Conservation Fund Receipts Reserve	\$ 500,875	\$ 625,000	\$ 124,125
COVID-19 One-Time Transfer	\$ -	\$ -	\$ -
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
<b>Sub-total - Other Revenue</b>	<b>\$ 1,785,689</b>	<b>\$ 1,471,116</b>	<b>\$ (314,573)</b>
WATER DEPARTMENT ENTERPRISE	\$ 1,206,020	\$ 1,388,916	\$ 182,896
SEWER DEPARTMENT ENTERPRISE	\$ 725,415	\$ 763,300	\$ 37,885
LOCAL ACCESS CABLE ENTERPRISE	\$ 216,778	\$ 214,804	\$ (1,975)
FOUR CORNER SEWER ENTERPRISE	\$ 20,618	\$ 32,805	\$ 12,187
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$ 42,769,782</b>	<b>\$ 43,983,721</b>	<b>\$ 1,213,939</b>

Reduced by \$100,000.

Reduced by \$150,000.

Reduced by \$40,000.

Reduced by \$50,000.

Reduced by \$18,933 to reflect actual assessment.

Reduced by \$346,570 to reflect delaying capital purchases until the Fall.

No longer needed with reduction to GDRSD Assessment.

Increased by \$325,000 to reflect purchase of new ambulance.

TOWN OF GROTON  
FISCAL YEAR 2021  
TAX LEVY CALCULATIONS

Revised: 4/23/2020

FY 2021 PROPOSED EXPENDITURES

**BALANCED BUDGET - Anticipated Proposed Budget**

General Government	\$	2,133,418	
Land Use Departments	\$	448,055	
Protection of Persons and Property	\$	4,369,427	
Regional School Districts	\$	23,920,189	GDRSD Assessment reduced by \$618,160 due to the use of E&D to offset FY 2021 Budget
Department of Public Works	\$	2,254,853	
Library and Citizen Services	\$	1,719,650	Reduced by \$28,000 by removing funding for the Sargisson Beach Life Guards
Debt Service	\$	1,819,826	
Employee Benefits	\$	4,143,463	
<b>Sub-Total - Operating Budget</b>	\$	40,808,881	
A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	40,808,881	
B. CAPITAL BUDGET REQUESTS	\$	450,100	
C. ENTERPRISE FUND REQUESTS	\$	2,143,561	
D. COMMUNITY PRESERVATION REQUEST			
OTHER AMOUNTS TO BE RAISED			
1. Amounts certified for tax title purposes	\$	-	
2. Debt and interest charges not included	\$	-	
3. Final court judgments	\$	-	
4. Total Overlay deficits of prior years	\$	-	
5. Total cherry sheet offsets	\$	-	
6. Revenue deficits	\$	-	
7. Offset Receipts	\$	18,527	
8. Authorized deferral of Teachers' Pay	\$	-	
9. Snow and Ice deficit	\$	-	Current Deficit is at approximately \$100,000. We will eliminate the deficit through a combination of overlay reserve and line item transfers
10. Other			
E. TOTAL OTHER AMOUNTS TO BE RAISED	\$	18,527	
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	93,392	
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	150,000	
<b>TOTAL PROPOSED EXPENDITURES</b>	\$	43,664,461	



# FY 2021 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY		
Levy Limit	\$	32,904,529
Debt Exclusion	\$	2,121,390
A. ESTIMATED TAX LEVY	\$	35,025,919
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	971,581
C. LOCAL RECEIPTS NOT ALLOCATED	\$	4,115,280
D. OFFSET RECEIPTS	\$	-
E. ENTERPRISE FUNDS	\$	2,399,825
F. COMMUNITY PRESERVATION FUNDS	\$	-
G. FREE CASH	\$	297,090
H. COVID-19 ONE TIME TRANSFER TO BALANCE BUDGET	\$	-
OTHER AVAILABLE FUNDS		
1. Stabilization Fund		
2. Capital Asset Fund	\$	125,100
3. GDRSD Capital Asset Fund	\$	423,926
4. EMS/Conservation Fund	\$	625,000
I. OTHER AVAILABLE FUNDS	\$	1,174,026
TOTAL ESTIMATED RECEIPTS	\$	43,983,721
FY 2021 SURPLUS/(DEFICIT)	\$	319,260

Reduced by \$86,900 by reducing anticipated new growth from \$15 million to \$10 million.

Reduced by \$340,000 to reflect economic impacts of COVID-19, including MV excise, fees, meals tax, room tax and Country Club Capital

No longer needed with Reduction in GDRSD Assessment.

Revised: 4/23/2020

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

### BALANCED BUDGET

<u>Category</u>	<u>FY 2020</u>		<u>FY 2021</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
Municipal Wages	\$	7,979,033	\$	8,102,678	\$ 123,645	1.55%
Employee Benefits	\$	4,036,106	\$	4,143,463	\$ 107,357	2.66%
<b>Sub-Total - Wages and Benefits</b>	<b>\$</b>	<b>12,015,139</b>	<b>\$</b>	<b>12,246,141</b>	<b>\$ 231,002</b>	<b>1.92%</b>
Municipal Expenses	\$	2,852,894	\$	2,822,725	\$ (30,169)	-1.06%
<b>Sub-Total -</b>	<b>\$</b>	<b>14,868,033</b>	<b>\$</b>	<b>15,068,866</b>	<b>\$ 200,833</b>	<b>1.35%</b>
Debt Service - In-Levy Only	\$	345,397	\$	346,039	\$ 642	0.19%
<b>Total - All Municipal</b>	<b>\$</b>	<b>15,213,430</b>	<b>\$</b>	<b>15,414,905</b>	<b>\$ 201,475</b>	<b>1.32%</b>
Nashoba Tech	\$	728,802	\$	688,273	\$ (40,529)	-5.56%
Groton-Dunstable Operating	\$	21,264,294	\$	22,101,346	\$ 837,052	3.94%
Groton-Dunstable Debt	\$	59,533	\$	58,147	\$ (1,386)	-2.33%
Groton Dunstable Capital	\$	479,011	\$	423,926	\$ (55,085)	-11.50%
<b>Sub-Total - Education</b>	<b>\$</b>	<b>22,531,640</b>	<b>\$</b>	<b>23,271,692</b>	<b>\$ 740,052</b>	<b>3.28%</b>
<b>Grand Total - Town Budget</b>	<b>\$</b>	<b>37,745,070</b>	<b>\$</b>	<b>38,686,597</b>	<b>\$ 941,527</b>	<b>2.49%</b>



## Warrant, Summary, and Recommendations

# TOWN OF GROTON



## 2020 SPRING TOWN MEETING

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

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

---

Attention – Voters and Taxpayers

**Please bring this Report to Town Meeting**

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

## Important Notices Regarding Town Meeting Date and the Town Election

Under Mass. General Law c. 39, section 10(A), the town moderator may recess and continue a posted Town Meeting to a time, date and place certain in the event of a public-health, public-safety or weather-related emergency. Voters should follow the town's website, [www.grotonma.gov](http://www.grotonma.gov) and local news sources in the event the moderator makes an announcement regarding a change to the date, time and location of the Spring Town Meeting.

The Select Board chose May 18th for Town Meeting in order to schedule the town election on June 9th. This action satisfies both the town bylaw, which requires the election on the fourth Tuesday after the first session of Town Meeting, and state law, which sets a June 30th deadline for local elections. In the event of a recess and continuance of Town Meeting by the moderator, the date of the town election will not be impacted. While the date, time and location of Town Meeting can be changed by the moderator, the articles in the posted warrant cannot be changed, and they comprise the only topics subject to debate and voting at Town Meeting. Should the June 9 date for the town election be considered unacceptable by the Select Board for health or safety reasons, the Select Board has the authority under MGL Chapter 45 of the Acts of 2020 to move the date of a local election to a date prior to June 30, 2020, provided 20 days' notice is given. Please look to [www.grotonma.gov](http://www.grotonma.gov) for further guidance for the local election.

### **Annual Town Election**

Should the June 9 date for the Town Election be considered unacceptable by the Select Board for health or safety reasons, the Select Board has the authority under MGL Chapter 45 of the Acts of 2020 to move the date of a local election to a date prior to June 30, 2020, provided 20 days' notice is given. Please look to [www.grotonma.gov](http://www.grotonma.gov) for further guidance for the local election.

Under the emergency powers of the Select Board and with authorization under MGL Chapter 45 of the Acts of 2020, the Town Election Hours have been modified for the 2020 Annual Town Meeting. Polls will be open from 9:00 AM to 3:00 PM. The hours have been reduced to enhance safety of our poll workers.

### **Absentee Ballots**

All voters are strongly encouraged to vote in this election by absentee ballot in the interest of safety. An absentee ballot application is included as the second last page of this warrant. It may be copied as needed. A completed application may be mailed to Town Clerk, 173 Main Street, Groton, MA 01450, faxed to 978-448-2030 or emailed to [townclerk@townofgroton.org](mailto:townclerk@townofgroton.org)

2020 Town Election: June 9, 2020  
Poll Hours: 9:00 AM to 3:00 PM  
Polling Locations:

Precinct 1	The Groton Center (formerly the Groton Senior Center) 163 West Main Street
Precinct 2	Groton Country Club 94 Lovers Lane
Precinct 3	Groton Town Hall 173 Main Street





## **Town Meeting Access for Voters with Disabilities**

**Parking** – Universally accessible parking spaces are available in the parking lot in front of the Groton Dunstable Middle School South. There is a ramp providing access from the parking lot to the front door of the Middle School.

**Wheelchair Accessible & Companion Seating** – Wheelchair spaces, seating for people with mobility issues and companion seats are available in the center aisle on both sides of the auditorium.

**Sign Language** – A Sign Language Interpreter will be provided for the hearing impaired, upon request, at least one week prior to the meeting.

**Speaking at Town Meeting** – There will be volunteers available to bring hand-held microphones to voters who have mobility issues or cannot stand in line and wait at the microphones.

**Restrooms** – Accessible restrooms are available near the entrance to the auditorium.

**Transportation to Town Meeting** - The Council on Aging van will be available to Groton residents attending Town Meetings at no charge. All riders will be at the meeting prior to the start. However, the van will depart the school at 10 PM regardless of the status of the meeting. The van is wheelchair accessible. Your reservation can be made by calling the Senior Center at 978-448-1170. Seats will be filled on a first come, first serve basis.

**Questions or concerns** - If you or a member of your household has questions or would like to request a sign language interpreter, please contact the Select Board's Office at Town Hall at 978 448-1111 at least one week before the Town Meeting.

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

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

Greetings:

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

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



### **ARTICLE LISTINGS**

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***\*Articles 11 through 20 is the Consent Agenda and will be considered as a single vote.***

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**ARTICLE 1: HEAR REPORTS**

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

**SELECT BOARD**

**Select Board:** *Recommended Unanimously*  
**Finance Committee:** *No Position*

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

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**ARTICLE 2: ELECTED OFFICIALS' COMPENSATION**

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

**SELECT BOARD**

**Select Board:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

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

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**ARTICLE 3: WAGE AND CLASSIFICATION SCHEDULE**

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

**SELECT BOARD  
TOWN MANAGER**

**Select Board:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

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



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

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money as may be necessary to defray the expenses of the Town for the next fiscal year (2021), and act upon the budget of the Finance Committee, or to take any other action relative thereto.

**FINANCE COMMITTEE  
SELECT BOARD  
TOWN MANAGER**

**Select Board:  
Finance Committee:**

**Summary:** *In accordance with Section 6 of the Town Charter, the Finance Committee conducts its annual budget process by receiving the Town Manager's proposed balanced budget on or before December 31<sup>st</sup>; meeting with department heads and boards; holding public budget hearings in preparation for issuing its recommendations to Town Meeting; and presenting its budget recommendations at the Spring Town Meeting. The current proposed budget handout for this Article is contained in Appendix A of this Warrant. Due to the COVID-19 Pandemic, issues related to the Budget are changing on almost a daily basis. Therefore, it is highly likely that the budget contained in this Warrant is subject to change at Town Meeting. Please also see the Finance Committee's and Town Manager's Report which includes the Finance Committee's and Select Board's recommendations.*

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

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, to be added to the Other Post-Employment Benefits Liability Trust Fund as authorized by Massachusetts General Laws, Chapter 32B, Section 20, or to take any other action relative thereto.

**SELECT BOARD  
TOWN MANAGER**

**Select Board:  
Finance Committee: *Recommended Unanimously***

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

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

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, for the purpose of funding the Fiscal Year 2021 Capital Budget, or to take any other action relative thereto.

**TOWN MANAGER**

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

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

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

**Select Board: Recommended Unanimously**  
**Finance Committee: Recommended Unanimously**

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

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

**Select Board: Recommended Unanimously**  
**Finance Committee: Recommended Unanimously**

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

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

**Select Board: Recommended Unanimously**  
**Finance Committee: Recommended Unanimously**

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

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

**Select Board:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

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

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

**Select Board:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

**TOWN MANAGER**

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**ARTICLE 7: ADOPT M.G.L., C.44, §53 F½ CREATING A STORMWATER ENTERPRISE FUND**

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

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

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

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

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

- (a) The Stormwater Facilities Utility shall provide for the operation, maintenance, and upgrade or expansion of existing storm drain systems throughout the town; development of drainage studies, plans, flood control measures, and water-quality programs; administrative costs; and construction of capital improvement projects, and purchase of all equipment necessary for the installation, operation and maintenance of the system; and the town's compliance with requirements now or hereafter contained in permits issued by the Commonwealth of Massachusetts and The United States of America.



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

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

*"Notwithstanding the provisions of section fifty-three or any other provision of law to the contrary, a city or town which accepts the provisions of this section may establish a separate account classified as an "Enterprise Fund", for a utility, cable television public access, health care, recreational or transportation facility, and its operation, as the city or town may designate, hereinafter referred to as the enterprise. Such account shall be maintained by the treasurer, and all receipts, revenues and funds from any source derived from all activities of the enterprise shall be deposited in such separate account. The treasurer may invest the funds in such separate account in the manner authorized by sections fifty-five and fifty-five A of chapter forty-four. Any interest earned thereon shall be credited to and become part of such separate account. The books and records of the enterprise shall be maintained in accordance with generally accepted accounting principles and in accordance with the requirements of section thirty-eight. No later than one hundred and twenty days prior to the beginning of each fiscal year, an estimate of the income for the ensuing fiscal year and a proposed line item budget of the enterprise shall be submitted to the mayor, board of selectmen or other executive authority of the city or town by the appropriate local entity responsible for operations of the enterprise."*

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

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

or to take any other action relative thereto.

**TOWN MANAGER  
EARTH REMOVAL STORMWATER ADVISORY COMMITTEE**

**Select Board: *Recommended Unanimously***  
**Finance Committee: *Recommended Unanimously***

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

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**ARTICLE 8: COMMUNITY PRESERVATION FUNDING RECOMMENDATIONS**

To see if the Town will vote to adopt and approve the recommendations of the Community Preservation Committee for Fiscal Year 2021, and vote to implement such recommendations by appropriating a sum or sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, and by authorizing the Select Board, with the approval of the Community Preservation Committee, to acquire, by purchase, gift or eminent domain, such real property interests in the name of the Town, or enforceable by the Town, including real property interests in the form of permanent affordable housing restrictions and historical preservation restrictions that will meet the requirements of Chapter 184 of the General Laws, as may be necessary or proper to carry out the foregoing, or to take any other action relative thereto.

<b>CPC Proposal A: Housing Coordinator</b>	<b>\$51,385</b>
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**Summary:** *The Town established the position of Housing Coordinator in 2009, with the salary being paid out of the Community Preservation Administrative Account. Six years ago, the Community Preservation Committee approved the increase of the position to 25 hours and requested that it become an annual funding item to be approved by Town Meeting, with the funding to come from the Community Housing Reserve. Town Meeting has approved this for the last six years. This will be the seventh year that this position will be funded in this manner. The full amount to be paid from the Community Housing Reserve.*

**Select Board: *Recommended Unanimously***  
**Finance Committee: *Recommended Unanimously***  
**Community Preservation Committee: *Recommended Unanimously***

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

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:**

**COMMUNITY PRESERVATION COMMITTEE**

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**ARTICLE 9: AMEND ZONING BYLAW – BYLAW CODIFICATION**

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

- § 218-1 General Provisions
  - § 218-1.1 Authority and Title
  - § 218-1.2 Purposes
  - § 218-1.3 Basic Requirements
- §218-2 Administration
  - § 218-2.1 Enforcement
  - § 218-2.2 Building Permits
  - § 218-2.3 Special Permits
  - § 218-2.4 Board of Appeals
  - § 218-2.5 Site Plan Review
  - § 218-2.6 Repetitive Petitions
  - § 218-2.7 Violations and Penalties
  - § 218-2.8 Amendment
  - § 218-2.9 Effective Date
  - § 218-2.10 Conflict of Laws and Validity
  - § 218-2.11 Fees
- § 218-3 Definitions
  
- § 218-4 Zoning Districts.



- § 218-4.1 Classes of Districts
- § 218-4.2 Intention of Districts
- § 218-4.3 Location of Districts
- § 218-4.4 Boundaries of Districts
- § 218-5 Use Regulations
  - § 218-5.1 Basic Requirements
  - § 218-5.2 Schedule of Use Regulations
  - § 218-5.3 Accessory Uses
  - § 218-5.4 Special Use Considerations in Official Open-Space Districts
  - § 218-5.5 Special Use Considerations in R-B, VCB, NB, GB and I Districts
  - § 218-5.6 Conversion of Seasonal Residences
  - § 218-5.7 Nonconformance
  - § 218-5.8 Prohibited Uses
- § 218-6 Intensity Regulations
  - § 218-6.1 Basic Requirements
  - § 218-6.2 Schedule of Intensity Regulations
  - § 218-6.3 General Provisions
  - § 218-6.4 Hammerhead Lots
- § 218-7 Overlay Districts
  - § 218-7.1 Floodplain District Regulations
  - § 218-7.2 Water Resource Protection Overlay District
  - § 218-7.3 Town Center Overlay District
  - § 218-7.4 Recreational Overlay District
- § 218-8 General Regulations
  - § 218-8.1 Off-Street Parking and Loading
  - § 218-8.2 Off-Site Off-Street Parking
  - § 218-8.3 Appearance
- § 218-9 Special Residential Regulations
  - § 218-9.1 Flexible Development
  - § 218-9.2 Major Residential Development
  - § 218-9.3 Multifamily Use
  - § 218-9.4 Accessory Apartments
- § 218-10 Special Regulations
  - § 218-10.1 Personal Wireless Services Facilities
  - § 218-10.2 Wind Energy Conversion Facility
  - § 218-10.3 Large-Scale Ground-Mounted Solar Photovoltaic Facilities
  - § 218-10.4 Marijuana Establishments

or to take any other action relative thereto.

### ***PLANNING BOARD***

**Select Board: *Recommended Unanimously***

**Finance Committee: *No Position***

**Planning Board: *Recommended Unanimously***

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

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**ARTICLE 10: ACCEPTANCE OF AMELIA WAY AS A PUBLIC WAY**

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

**SELECT BOARD**

**Select Board:** *Recommended Unanimously*  
**Finance Committee:** *No Position*

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

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**ARTICLES 11 THROUGH 20 WILL BE PART OF THE CONSENT AGENDA. PLEASE SEE EXPLANATION PROVIDED BY THE TOWN MODERATOR AFTER ARTICLE 20.**

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**ARTICLE 11: APPROPRIATE MONEY TO OFFSET SNOW AND ICE DEFICIT**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money, to be expended by the Town Manager, to reduce the deficit in the Fiscal Year 2020 Snow and Ice Budget, as approved under Article 4 of the 2019 Spring Town Meeting, or to take any other action relative thereto.

**TOWN MANAGER**

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

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

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**ARTICLE 12:            APPROPRIATION TO FUND TOWN FOREST EXPENSES**

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

**BOARD OF SELECTMEN**

**Board of Selectmen:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

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

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**ARTICLE 13:            TRANSFER WITHIN CENTER SEWER ENTERPRISE FUND**

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

**BOARD OF SEWER COMMISSIONERS**

**Select Board:** *Recommendation Deferred Until Town Meeting*

**Finance Committee:** *Recommendation Deferred Until Town Meeting*

**Sewer Commission:** *Recommendation Deferred Until Town Meeting*

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

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**ARTICLE 14:            TRANSFER WITHIN FOUR CORNERS SEWER ENTERPRISE FUND**

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

**BOARD OF SEWER COMMISSIONERS**

**Select Board:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

**Sewer Commission:** *Recommended Unanimously*

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

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**ARTICLE 15:           TRANSFER WITHIN CABLE ENTERPRISE FUND**

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

**CABLE ADVISORY COMMITTEE**

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

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

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**ARTICLE 16:           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:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*

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

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**ARTICLE 17:           DEBT SERVICE FOR SURRENDEN FARMS**

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

**COMMUNITY PRESERVATION COMMITTEE**

**Select Board:** *Recommended Unanimously*  
**Finance Committee:** *Recommended Unanimously*  
**Community Preservation Committee:** *Recommended Unanimously*

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

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**ARTICLE 18: ESTABLISHING LIMITS FOR THE VARIOUS REVOLVING FUNDS**

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

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

or take any other action relative thereto.

**TOWN MANAGER**

**Select Board:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

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

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**ARTICLE 19: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTIONS**

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

**BOARD OF ASSESSORS**

**Select Board:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

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

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**ARTICLE 20:           ACCEPT PROVISIONS OF M.G.L., CHAPTER 59, §5, CLAUSE 22F**

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

**BOARD OF ASSESSORS**

**Select Board: *Recommended Unanimously***

**Finance Committee: *Recommended Unanimously***

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

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

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

### **What Articles Are Included**

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

### **How Consent Agendas Work**

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

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

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

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

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

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

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

Hereof fail not and make return of your doings to the Town Clerk on or before time of said meeting.

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

*Alison S. Manugian*

Alison S. Manugian, Chair

*Joshua A. Degen*

Joshua A. Degen, Vice Chair

*John F. Reilly*

John F. Reilly, Clerk

*John R. Giger*

John R. Giger, Member

*Rebecca H. Pine*

Rebecca H. Pine, Member

OFFICERS RETURN

Groton, Middlesex

Pursuant to the within Warrant, I have this day notified the Inhabitants to assemble at the time, place, and for the purpose mentioned as within directed. Personally posted by Constable.

\_\_\_\_\_  
Constable

\_\_\_\_\_  
Date Duly Posted

# **BUDGET MESSAGE FROM THE TOWN MANAGER AND FINANCE COMMITTEE TOWN OF GROTON FISCAL YEAR 2021**

Pursuant to Article 6 “Finance and Fiscal Procedure”, Section 6.4 “The Budget”, of the Charter of the Town of Groton, Massachusetts, the Finance Committee, Select Board and Town Manager are pleased to submit for your consideration the Proposed Fiscal Year 2021 Operating Budget for the Town of Groton. Unlike any other time in Groton’s history, the Fiscal Year 2021 Proposed Budget has gone through several iterations prior to it being finalized for your consideration. The COVID-19 Pandemic has made it necessary to reevaluate the original proposed budget and adjust anticipated revenues based on the economic challenges faced by the Town of Groton in dealing with this Pandemic.

The original budget was submitted by the Town Manager to the Finance Committee and the Select Board on December 26, 2019. This budget was developed based on the Budget Guidance provided by the Finance Committee and Select Board pursuant to the Town’s Financial Policies and Charter. In developing this Guidance, they considered the Five-Year Projection that was provided last year. This projection called attention to a large anticipated deficit in Fiscal Year 2021 and beyond based on revenue projections and spending patterns. The Finance Committee and Select Board, along with the Finance Team, determined that this needed to be addressed sooner, rather than later. To that end, the Select Board created a Budget Working Group consisting of representatives from the Select Board, Finance Committee, Groton Dunstable Regional School Committee, Town Finance Staff and School Administration Staff. This group worked throughout last summer examining revenue and expense trends to determine how best to address the development of the Fiscal Year 2021 Proposed Operating Budget. Both the Town Manager and School Superintendent (and their Finance Staffs) developed three-year budget projections based on sound financial principals. The outcome of this work confirmed that Fiscal Year 2021 would be an extremely difficult year for the Town of Groton. Based on these projections, the anticipated deficit for Fiscal Year 2021 was approximately \$500,000. This was the basis for the Finance Committee and Select Board to set the budget guidance for the development of the Fiscal Year 2021 Proposed Operating Budget. Specifically, that guidance stated that:

1. The Town Manager shall provide two budgets to the Finance Committee and the Select Board.
2. The first budget shall be a level services budget that continues to provide the same services that the Town currently receives.
3. The second budget shall be a balanced budget that does not require an override of Proposition 2½. Any deficit in the level services budget shall be offset by equal reductions to the Municipal Budget and Groton Dunstable Regional School District Operational Assessment.
4. There shall be no new benefited positions proposed.



While the Town Manager complied with the Guidance to provide two budgets, the Finance Committee and the Select Board made the determination that the Budget they would present to Town Meeting for Fiscal Year 2021 would not seek an override of Proposition 2½. They chose to focus their review on the balanced budget that does not require an override. Both the Municipal Budget and the proposed Assessment from the Groton Dunstable Regional School Committee were reduced equally from the Level Services Budget to provide the original balanced budget.

In order to provide for the original balanced budget, the Town Manager and the Finance Team needed to thoroughly review anticipated revenues for Fiscal Year 2021. State Aid was level funded at the Fiscal Year 2020 Level. The Town Manager and Finance Team also approached estimated receipts and local revenues differently than in past years. Part of the work over the summer was to fully examine local estimated receipts and determine if the Town could change the way they have historically been budgeted going forward. Past practice in determining these estimates has been to be extremely conservative. This practice has allowed the Town to maintain healthy reserves, ensure that the Town would never have a revenue deficit and maintain a strong AAA Bond Rating with Standard and Poor's. However, given the anticipated budget deficit, the Town Manager and Finance Team resolved to be more aggressive. While the Town Manager and Finance Team were extremely uncomfortable with changing the Town's proven and sound budgeting practice, they did not believe the Town had a choice given the budgetary shortfall anticipated in FY 2021. A thorough review of the Town's receipts over the last ten (10) years was conducted. Based on this review, Local Estimated Receipts were increased by \$334,800, the largest single increase in receipts in the last eleven years. One area that allowed for this increase was revenues received from the meals tax and local room occupancy tax. Based on the new restaurants in Town and the success of the new Groton Inn, these revenues increased substantially this past year. When the original balanced budget was amended by the Finance Committee, Select Board and Town Manager, the following revenues were anticipated for Fiscal Year 2021:

<b><u>Revenue Source</u></b>	<b><u>Actual FY 2020</u></b>	<b><u>Proposed FY 2021</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Property Tax**	\$ 31,652,779	\$ 32,991,429	\$ 1,338,650	4.23%
State Aid	\$ 971,581	\$ 971,581	\$ -	0.00%
Local Receipts	\$ 4,120,480	\$ 4,455,280	\$ 334,800	8.13%
Enterprise Fund Reimbursement for Benefits	\$ 236,288	\$ 256,254	\$ 19,966	8.45%
Free Cash	\$ 300,857	\$ 300,730	\$ (127)	100.00%
Other Available Funds	\$ 300,000	\$ 300,000	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 37,581,985</b>	<b>\$ 39,275,274</b>	<b>\$ 1,693,289</b>	<b>4.51%</b>

\*\*Includes 2½ percent increase allowed by law, \$15 million in new growth and \$279,639 in unexpended tax capacity from Fiscal Year 2020.

The Finance Committee and Select Board were comfortable with these estimates and determined that the proposed balanced budget, including the proposed Assessment from the Groton Dunstable Regional School District, would allow the Town to maintain services in Fiscal Year 2021 as close as possible to the services currently being provided in Fiscal Year 2020.

At a joint meeting of the Finance Committee and Select Board on Saturday, February 8, 2020, the Town Manager adjusted the original proposed budget to account for the revised and approved health insurance rates, proposed Operating Assessment from the Nashoba Technical Regional High School and other minor variations in anticipated revenues. Based on these adjustments, the new proposed Operating Budget being reviewed and considered by the Finance Committee was as follows:

<u>Category</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$ 2,107,704	\$ 2,133,418	\$ 25,714	1.22%
Land Use	\$ 450,361	\$ 448,055	\$ (2,306)	-0.51%
Protection of Persons and Property	\$ 4,362,042	\$ 4,369,427	\$ 7,385	0.17%
Department of Public Works	\$ 2,237,722	\$ 2,254,853	\$ 17,131	0.77%
Library and Citizen Services	\$ 1,674,098	\$ 1,747,650	\$ 73,552	4.39%
Employee Benefits	\$ 4,036,106	\$ 4,143,463	\$ 107,357	2.66%
<b>Sub-Total</b>	<b>\$ 14,868,033</b>	<b>\$ 15,096,866</b>	<b>\$ 228,833</b>	<b>1.54%</b>
Debt Service - Excluded	\$ 1,261,862	\$ 1,473,787	\$ 211,925	16.79%
Debt Service - In Levy Only	\$ 345,397	\$ 346,039	\$ 642	0.19%
<b>Sub-Total - All Municipal</b>	<b>\$ 16,475,292</b>	<b>\$ 16,916,692</b>	<b>\$ 441,400</b>	<b>2.68%</b>
Nashoba Tech	\$ 728,802	\$ 688,273	\$ (40,529)	-5.56%
Groton-Dunstable Operating	\$ 21,264,294	\$ 22,719,506	\$ 1,455,212	6.84%
Groton-Dunstable Excluded Debt	\$ 739,429	\$ 648,497	\$ (90,932)	-12.30%
Groton-Dunstable Debt	\$ 59,533	\$ 58,147	\$ (1,386)	-2.33%
Groton Dunstable Capital	\$ 479,011	\$ 423,926	\$ (55,085)	-11.50%
<b>Sub-Total - Education</b>	<b>\$ 23,271,069</b>	<b>\$ 24,538,349</b>	<b>\$ 1,267,280</b>	<b>5.45%</b>
<b>Grand Total - Town Budget</b>	<b>\$ 39,746,361</b>	<b>\$ 41,455,041</b>	<b>\$ 1,708,680</b>	<b>4.30%</b>

This Proposed Budget meets all anticipated expenses of the Town of Groton in Fiscal Year 2021, including Union Obligations, Regional School Assessments, Debt Obligations, and other contractual obligations. The Finance Committee was in the process of finalizing the Proposed Budget for presentation to the 2020 Spring Town Meeting, when the COVID-19 Pandemic hit the United States, requiring a thorough review of anticipated revenues and expenses for Fiscal Year 2021.

The Finance Team, led by the Town Manager, reassessed anticipated revenues and reduced them by \$426,900, which put the Proposed Budget out of balance. Specifically, the following revenue accounts were reduced:

**New Growth:** The Original Budget estimated new Growth at \$15 million which would have increased the anticipated FY 2021 Levy Limit by \$260,700. However, with most building construction halted due to the Pandemic, this estimate has been reduced to \$10 million, reducing the estimate by \$86,900 to \$173,800.

**Motor Vehicle Excise Taxes:** This revenue source was estimated at \$1,655,341, an increase of \$77,699 over FY 2020. This was based on the amount of new car sales in Calendar Year 2019. Unfortunately, car sales have become essentially non-existent causing the Town to revise this estimate down by \$100,000 to \$1,555,341.

**Meals Tax/Room Occupancy Tax:** These taxes have generated over \$200,000 thus far in Fiscal Year 2020. The Groton Inn and the new restaurants in Town have been very successful and generated a healthy new revenue source for the Town. Originally, the Town budgeted \$300,000 in Fiscal Year 2021. The Pandemic has caused us to significantly reevaluate this estimate as the Groton Inn and most restaurants have been closed for the last month and it is unclear when they will re-open and return to normalcy. The Town has revised this estimate by reducing it by \$150,000 to \$150,000.

**Fees:** This revenue source is generated by fees raised at Town Hall (including Town Clerk's Fees, Passport Fees, and Transfer Station fees (bag sales, sticker sales, etc.)). Given the current circumstances and the uncertainty of when the economy will return to normal, this Revenue source has been level funded and reduced to \$300,000 from \$340,000.

**Country Club Revenue:** The Country Club has been closed due to the Pandemic. When it opens for the 2020 Summer, it will be extremely hard to judge when/if we will return to the success of the last two years. Based on this uncertainty, we have reduced anticipated revenues for the Country Club by \$50,000. It is more likely than not, that the Town Meeting will be asked to reduce the appropriation for Country Club at the 2020 Fall Town Meeting after reviewing the revenues of the Club over the Summer.

The revised Fiscal Year 2021 Revenues are as follows:

<b><u>Revenue Source</u></b>	<b><u>Actual FY 2020</u></b>	<b><u>Proposed FY 2021</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Property Tax**	\$ 31,652,779	\$ 32,904,529	\$ 1,251,750	3.95%
State Aid	\$ 971,581	\$ 971,581	\$ -	0.00%
Local Receipts	\$ 4,120,480	\$ 4,115,280	\$ (5,200)	-0.13%
Enterprise Fund Reimbursement for Benefits	\$ 236,288	\$ 256,254	\$ 19,966	8.45%
Free Cash	\$ 300,857	\$ 300,730	\$ (127)	100.00%
Other Available Funds	\$ 300,000	\$ 300,000	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 37,581,985</b>	<b>\$ 38,848,374</b>	<b>\$ 1,266,389</b>	<b>3.37%</b>

\*\*Includes 2½ percent increase allowed by law, \$10 million in new growth and \$279,639 in unexpended tax capacity from Fiscal Year 2020.

To address this anticipated shortfall in revenues, the Finance Committee, Select Board, Town Manager and Groton Dunstable Regional School Committee have taken the following action:

1. The Town Manager has canceled the Contract for Life Guards at Sargisson Beach for the Summer of 2020, allowing the Finance Committee to reduce the Budget by \$28,000.



2. The Town Manager has proposed that the Town pay off the Snow and Ice Deficit in FY 2020, eliminating the need to raise \$100,000 in FY 2021.
3. The Groton Dunstable Regional School District Committee has voted to use their Excess and Deficiency Fund to offset their Proposed Operating Assessments to both Groton and Dunstable. This has reduced their proposed Assessment to Groton by \$618,160.

These actions have put the Proposed Fiscal Year 2021 Operating Budget \$319,260 under the anticipated Levy Limit for Fiscal Year 2021. This excess levy capacity will provide the Town with flexibility to address any other revenue shortfalls due to the COVID-19 Pandemic and will not be spent on any other municipal need in Fiscal Year 2021. Further, it will be available to help address the Fiscal Year 2022 Operating Budget of the Town and Groton Dunstable Regional School District. The revised Proposed Fiscal Year 2021 Operating Budget of the Finance Committee that will be presented to the 2020 Spring Town Meeting is as follows:

<u>Category</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$ 2,107,704	\$ 2,133,418	\$ 25,714	1.22%
Land Use	\$ 450,361	\$ 448,055	\$ (2,306)	-0.51%
Protection of Persons and Property	\$ 4,362,042	\$ 4,369,427	\$ 7,385	0.17%
Department of Public Works	\$ 2,237,722	\$ 2,254,853	\$ 17,131	0.77%
Library and Citizen Services	\$ 1,674,098	\$ 1,719,650	\$ 45,552	2.72%
Employee Benefits	\$ 4,036,106	\$ 4,143,463	\$ 107,357	2.66%
<b>Sub-Total</b>	<b>\$ 14,868,033</b>	<b>\$ 15,068,866</b>	<b>\$ 200,833</b>	<b>1.35%</b>
Debt Service - Excluded	\$ 1,261,862	\$ 1,473,787	\$ 211,925	16.79%
Debt Service - In Levy Only	\$ 345,397	\$ 346,039	\$ 642	0.19%
<b>Sub-Total - All Municipal</b>	<b>\$ 16,475,292</b>	<b>\$ 16,888,692</b>	<b>\$ 413,400</b>	<b>2.51%</b>
Nashoba Tech	\$ 728,802	\$ 688,273	\$ (40,529)	-5.56%
Groton-Dunstable Operating	\$ 21,264,294	\$ 22,101,346	\$ 837,052	3.94%
Groton-Dunstable Excluded Debt	\$ 739,429	\$ 648,497	\$ (90,932)	-12.30%
Groton-Dunstable Debt	\$ 59,533	\$ 58,147	\$ (1,386)	-2.33%
Groton Dunstable Capital	\$ 479,011	\$ 423,926	\$ (55,085)	-11.50%
<b>Sub-Total - Education</b>	<b>\$ 23,271,069</b>	<b>\$ 23,920,189</b>	<b>\$ 649,120</b>	<b>2.79%</b>
<b>Grand Total - Town Budget</b>	<b>\$ 39,746,361</b>	<b>\$ 40,808,881</b>	<b>\$ 1,062,520</b>	<b>2.67%</b>

The total Balanced Fiscal Year 2021 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$40,808,881 or an increase of 2.67%. This proposed balanced budget is \$319,260 under the anticipated FY 2021 Proposition 2½ Levy Limit. When you take into consideration the proposed Capital Budget, Enterprise Fund Budgets and additional appropriations raised on the recap sheet, the total proposed balanced budget is \$43,664,461. The Fiscal Year 2020 Tax Rate has been certified at \$17.38. Based on the Proposed Balanced Budget, the estimated Tax Rate in Fiscal Year 2021 is \$17.80, or an increase of \$0.42. In Fiscal Year 2020, the average Tax Bill

in the Town of Groton (based on a home valued at \$492,000) is \$8,551. Under this proposed balanced budget, that same homeowner can expect a tax bill of \$8,758 or an increase of \$207. The following chart shows a comparison between FY 2020 and FY 2021:

	<u>Actual</u> <u>FY 2020</u>	<u>Proposed</u> <u>FY 2021</u>	<u>Dollar</u> <u>Change</u>	<u>Percent</u> <u>Change</u>
Levy Capacity Used*	\$ 31,652,779	\$ 32,585,269	\$ 932,490	2.95%
Tax Rate on Levy Capacity Used	\$ 16.31	\$ 16.71	\$ 0.40	2.45%
Average Tax Bill	\$ 8,025	\$ 8,221	\$ 197	2.45%
Excluded Debt	\$ 2,070,421	\$ 2,121,390	\$ 50,969	2.46%
Tax Rate on Excluded Debt	\$ 1.07	\$ 1.09	\$ 0.02	1.87%
Average Tax Bill	\$ 526	\$ 536	\$ 10	1.87%
Final Levy Used	\$ 33,723,200	\$ 34,706,659	\$ 983,459	2.92%
Final Tax Rate	\$ 17.38	\$ 17.80	\$ 0.42	2.42%
Average Tax Bill	\$ 8,551	\$ 8,758	\$ 207	2.42%

\*The FY 2021 Levy Limit Used includes \$10 million in New Growth and is \$319,260 under the anticipated FY 2021 Levy Limit

The Town Manager and Finance Committee would like to take this opportunity to thank the Select Board, Town Accountant Patricia DuFresne, Town Treasurer/Collector Michael Hartnett, Principal Assessor Jonathan Greeno, Human Resources Director Melisa Doig, Executive Assistant Dawn Dunbar and all of the Departments, Boards, Committees and Commissions for their outstanding work and cooperation in assisting in the preparation of the Proposed Operating Budget. This budget cycle was also the first for the Capital Planning Advisory Committee who assisted the Town Manager in creating the Fiscal Year 2021 Capital Budget. In addition, the outstanding support and cooperation by Superintendent Dr. Laura Chesson, Business Manager Sherry Kersey and the Groton Dunstable Regional School District Committee was extremely important in developing this budget. The Finance Committee encourages the public to attend its meetings and contribute through asking questions, providing comments, and listening to others debate the many important financial issues before the Town today.

Respectfully submitted,  
*Mark W. Haddad*

Groton Town Manager

Respectfully submitted,  
*Bud Robertson, Chair*  
*Gary Green, Vice Chair*  
*Colby Doody*  
*Mary Linskey*  
*David Manugian*  
*Arthur Prest*  
*Scott Whitefield*  
Town of Groton Finance Committee

			TOWN OF GROTON		
			FISCAL YEAR 2021		
			REVENUE ESTIMATES		
			BUDGETED	ESTIMATED	
			FY 2020	FY 2021	CHANGE
PROPERTY TAX REVENUE			\$ 31,932,418	\$ 32,904,529	\$ 972,110
DEBT EXCLUSIONS			\$ 2,070,421	\$ 2,121,390	\$ 50,969
CHERRY SHEET - STATE AID			\$ 971,581	\$ 971,581	\$ -
UNEXPENDED TAX CAPACITY			\$ (279,639)	\$ -	\$ 279,639
LOCAL RECEIPTS:					
General Revenue:					
	Motor Vehicle Excise Taxes		\$ 1,577,642	\$ 1,555,341	\$ (22,301)
	Meals Tax and Room Occupancy Tax		\$ 200,000	\$ 150,000	\$ (50,000)
	Penalties & Interest on Taxes		\$ 90,000	\$ 110,000	\$ 20,000
	Payments in Lieu of Taxes		\$ 260,000	\$ 265,000	\$ 5,000
	Other Charges for Services		\$ 82,000	\$ 82,000	\$ -
	Fees		\$ 300,000	\$ 300,000	\$ -
	Rentals		\$ 40,000	\$ 40,000	\$ -
	Library Revenues		\$ 12,000	\$ 12,000	\$ -
	Other Departmental Revenue		\$ 700,000	\$ 725,000	\$ 25,000
	Licenses and Permits		\$ 300,000	\$ 300,000	\$ -
	Fines and Forfeits		\$ 25,000	\$ 20,000	\$ (5,000)
	Investment Income		\$ 40,000	\$ 40,000	\$ -
	Recreation Revenues		\$ 493,838	\$ 515,939	\$ 22,101
	Miscellaneous Non-Recurring		\$ -	\$ -	\$ -
Sub-total - General Revenue			\$ 4,120,480	\$ 4,115,280	\$ (5,200)
Other Revenue:					
	Free Cash		\$ 300,857	\$ 297,090	\$ (3,767)
	Capital Stablization Fund for GDRSD		\$ 479,012	\$ 423,926	\$ (55,086)
	Stabilization Fund for Tax Rate Relief		\$ -	\$ -	\$ -
	Capital Asset Stabilization Fund		\$ 504,945	\$ 125,100	\$ (379,845)
	EMS/Conservation Fund Receipts Reserve		\$ 500,875	\$ 625,000	\$ 124,125
	Community Preservation Funds		\$ -	\$ -	\$ -
	Water Department Surplus		\$ -	\$ -	\$ -
	Sewer Department Surplus		\$ -	\$ -	\$ -
	Insurance Reimbursements		\$ -	\$ -	\$ -
	Encumbrances		\$ -	\$ -	\$ -
Sub-total - Other Revenue			\$ 1,785,689	\$ 1,471,116	\$ (314,573)
WATER DEPARTMENT ENTERPRISE			\$ 1,206,020	\$ 1,388,916	\$ 182,896
SEWER DEPARTMENT ENTERPRISE			\$ 725,415	\$ 763,300	\$ 37,885
LOCAL ACCESS CABLE ENTERPRISE			\$ 216,778	\$ 214,804	\$ (1,975)
FOUR CORNER SEWER ENTERPRISE			\$ 20,618	\$ 32,805	\$ 12,187
TOTAL ESTIMATED REVENUE			\$ 42,769,782	\$ 43,983,721	\$ 1,213,939

<b>TOWN OF GROTON</b>		
<b>FISCAL YEAR 2021</b>		
<b>TAX LEVY CALCULATIONS</b>		
<b>FY 2021 PROPOSED EXPENDITURES</b>		
<b>BALANCED BUDGET - Anticipated Proposed Budget</b>		
General Government	\$	2,133,418
Land Use Departments	\$	448,055
Protection of Persons and Property	\$	4,369,427
Regional School Districts	\$	23,920,189
Department of Public Works	\$	2,254,853
Library and Citizen Services	\$	1,719,650
Debt Service	\$	1,819,826
Employee Benefits	\$	4,143,463
<b>Sub-Total - Operating Budget</b>		<b>\$ 40,808,881</b>
A. TOTAL DEPARTMENTAL BUDGET REQUESTS		\$ 40,808,881
B. CAPITAL BUDGET REQUESTS		\$ 450,100
C. ENTERPRISE FUND REQUESTS		\$ 2,143,561
D. COMMUNITY PRESERVATION REQUEST		
<b>OTHER AMOUNTS TO BE RAISED</b>		
1. Amounts certified for tax title purposes	\$	-
2. Debt and interest charges not included	\$	-
3. Final court judgments	\$	-
4. Total Overlay deficits of prior years	\$	-
5. Total cherry sheet offsets	\$	-
6. Revenue deficits	\$	-
7. Offset Receipts	\$	18,527
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	-
10. Other		
E. TOTAL OTHER AMOUNTS TO BE RAISED		\$ 18,527
F. STATE AND COUNTY CHERRY SHEET CHARGES		\$ 93,392
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS		\$ 150,000
<b>TOTAL PROPOSED EXPENDITURES</b>		<b>\$ 43,664,461</b>
<b>FY 2021 ESTIMATED RECEIPTS</b>		
<b>ESTIMATED TAX LEVY</b>		
Levy Limit	\$	32,904,529
Debt Exclusion	\$	2,121,390
A. ESTIMATED TAX LEVY		\$ 35,025,919
B. CHERRY SHEET ESTIMATED RECEIPTS		\$ 971,581
C. LOCAL RECEIPTS NOT ALLOCATED		\$ 4,115,280
D. OFFSET RECEIPTS		\$ -
E. ENTERPRISE FUNDS		\$ 2,399,825
F. COMMUNITY PRESERVATION FUNDS		\$ -
G. FREE CASH		\$ 297,090
<b>OTHER AVAILABLE FUNDS</b>		
1. Stabilization Fund		
2. Capital Asset Fund	\$	125,100
3. GDRSD Capital Asset Fund	\$	423,926
4. EMS/Conservation Fund	\$	625,000
I. OTHER AVAILABLE FUNDS		\$ 1,174,026
<b>TOTAL ESTIMATED RECEIPTS</b>		<b>\$ 43,983,721</b>
<b>FY 2021 SURPLUS/(DEFICIT)</b>		<b>\$ 319,260</b>



APPENDIX A			TOWN OF GROTON					
			FISCAL YEAR 2021					
				FY 2021	FY 2021		FY 2021	FY 2021
		FY 2019	FY 2020	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
	<u>GENERAL GOVERNMENT</u>							
MODERATOR								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	0.00%	\$ 0.01	0.00%
1001	Expenses	\$ -	\$ 80	\$ 80	\$ 80	0.00%	\$ 0.02	0.00%
	DEPARTMENTAL TOTAL	\$ 65	\$ 145	\$ 145	\$ 145	0.00%	\$ 0.03	0.00%
BOARD OF SELECTMEN								
1020	Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1022	Expenses	\$ 2,943	\$ 3,300	\$ 3,300	\$ 3,300	0.00%	\$ 0.70	0.01%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1024	Minor Capital	\$ 25,689	\$ 25,683	\$ 25,683	\$ 25,683	0.00%	\$ 5.47	0.06%
	DEPARTMENTAL TOTAL	\$ 28,632	\$ 28,983	\$ 28,983	\$ 28,983	0.00%	\$ 6.17	0.07%
TOWN MANAGER								
1030	Salaries	\$ 211,362	\$ 225,163	\$ 228,635	\$ 228,635	1.54%	\$ 48.66	0.55%
1031	Wages	\$ 112,660	\$ 120,592	\$ 125,336	\$ 125,336	3.93%	\$ 26.67	0.30%
1032	Expenses	\$ 9,117	\$ 14,500	\$ 14,600	\$ 14,600	0.69%	\$ 3.11	0.04%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 333,139	\$ 360,255	\$ 368,571	\$ 368,571	2.31%	\$ 78.44	0.89%

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
<b>FINANCE COMMITTEE</b>								
1040	Expenses	\$ 210	\$ 215	\$ 215	\$ 215	0.00%	\$ 0.05	0.00%
1041	Reserve Fund	\$ 66,965	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 31.92	0.36%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 67,175	\$ 150,215	\$ 150,215	\$ 150,215	0.00%	\$ 31.97	0.36%
<b>TOWN ACCOUNTANT</b>								
1050	Salaries	\$ 91,110	\$ 95,155	\$ 97,083	\$ 97,083	2.03%	\$ 20.66	0.23%
1051	Wages	\$ 46,132	\$ 47,792	\$ 49,627	\$ 49,627	3.84%	\$ 10.56	0.12%
1052	Expenses	\$ 32,140	\$ 34,056	\$ 37,595	\$ 37,595	10.39%	\$ 8.00	0.09%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 169,382	\$ 177,003	\$ 184,305	\$ 184,305	4.13%	\$ 39.22	0.44%
<b>BOARD OF ASSESSORS</b>								
1060	Salaries	\$ 75,676	\$ 78,580	\$ 80,528	\$ 80,528	2.48%	\$ 17.14	0.19%
1061	Wages	\$ 52,596	\$ 62,321	\$ 64,728	\$ 64,728	3.86%	\$ 13.77	0.16%
1062	Expenses	\$ 19,917	\$ 46,881	\$ 25,858	\$ 25,858	-44.84%	\$ 5.50	0.06%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 148,189	\$ 187,782	\$ 171,114	\$ 171,114	-8.88%	\$ 36.41	0.41%
<b>TREASURER/TAX COLLECTOR</b>								
1070	Salaries	\$ 88,286	\$ 91,700	\$ 93,975	\$ 93,975	2.48%	\$ 20.00	0.23%
1071	Wages	\$ 112,007	\$ 114,899	\$ 119,037	\$ 119,037	3.60%	\$ 25.33	0.29%
1072	Expenses	\$ 18,752	\$ 20,690	\$ 20,945	\$ 20,945	1.23%	\$ 4.46	0.05%
1073	Tax Title	\$ 2,048	\$ 5,950	\$ 5,725	\$ 5,725	-3.78%	\$ 1.22	0.01%
1074	Bond Cost	\$ 2,550	\$ 4,975	\$ 4,900	\$ 4,900	-1.51%	\$ 1.04	0.01%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 223,643	\$ 238,214	\$ 244,582	\$ 244,582	2.67%	\$ 52.05	0.59%

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>TOWN COUNSEL</b>							
1080	Expenses	\$ 146,553	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 19.15	0.22%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 146,553</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00%</b>	<b>\$ 19.15</b>	<b>0.22%</b>
	<b>HUMAN RESOURCES</b>							
1090	Salary	\$ 79,225	\$ 82,673	\$ 84,313	\$ 84,313	1.98%	\$ 17.94	0.20%
1091	Expenses	\$ 9,917	\$ 11,000	\$ 11,000	\$ 11,000	0.00%	\$ 2.34	0.03%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 89,142</b>	<b>\$ 93,673</b>	<b>\$ 95,313</b>	<b>\$ 95,313</b>	<b>1.75%</b>	<b>\$ 20.28</b>	<b>0.23%</b>
	<b>INFORMATION TECHNOLOGY</b>							
1100	Salary	\$ 109,880	\$ 114,722	\$ 117,004	\$ 117,004	1.99%	\$ 24.90	0.28%
1101	Wages	\$ 56,462	\$ 58,848	\$ 61,095	\$ 61,095	3.82%	\$ 13.00	0.15%
1102	Expenses	\$ 15,037	\$ 24,800	\$ 24,800	\$ 24,800	0.00%	\$ 5.28	0.06%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 181,379</b>	<b>\$ 198,370</b>	<b>\$ 202,899</b>	<b>\$ 202,899</b>	<b>2.28%</b>	<b>\$ 43.18</b>	<b>0.49%</b>
	<b>GIS STEERING COMMITTEE</b>							
1120	Expenses	\$ 12,261	\$ 18,600	\$ 10,800	\$ 10,800	-41.94%	\$ 2.30	0.03%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 12,261</b>	<b>\$ 18,600</b>	<b>\$ 10,800</b>	<b>\$ 10,800</b>	<b>-41.94%</b>	<b>\$ 2.30</b>	<b>0.03%</b>
	<b>TOWN CLERK</b>							
1130	Salaries	\$ 84,732	\$ 88,430	\$ 92,073	\$ 92,073	4.12%	\$ 19.59	0.22%
1131	Wages	\$ 61,568	\$ 61,619	\$ 67,751	\$ 67,751	9.95%	\$ 14.42	0.16%
1132	Expenses	\$ 10,199	\$ 9,575	\$ 9,867	\$ 9,867	3.05%	\$ 2.10	0.02%
1135	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 156,499</b>	<b>\$ 159,624</b>	<b>\$ 169,691</b>	<b>\$ 169,691</b>	<b>6.31%</b>	<b>\$ 36.11</b>	<b>0.41%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
		ACTUAL	APPROPRIATED	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION			BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>								
1140	Stipend	\$ 13,159	\$ 7,964	\$ 19,115	\$ 19,115	140.02%	\$ 4.07	0.05%
1141	Expenses	\$ 16,439	\$ 11,276	\$ 12,185	\$ 12,185	8.06%	\$ 2.59	0.03%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 29,598</b>	<b>\$ 19,240</b>	<b>\$ 31,300</b>	<b>\$ 31,300</b>	<b>62.68%</b>	<b>\$ 6.66</b>	<b>0.08%</b>
<b>STREET LISTINGS</b>								
1150	Expenses	\$ 3,834	\$ 5,100	\$ 5,000	\$ 5,000	-1.96%	\$ 1.06	0.01%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 3,834</b>	<b>\$ 5,100</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>-1.96%</b>	<b>\$ 1.06</b>	<b>0.01%</b>
<b>INSURANCE &amp; BONDING</b>								
1160	Insurance & Bonding	\$ 209,457	\$ 230,000	\$ 230,000	\$ 230,000	0.00%	\$ 48.95	0.55%
1161	Insurance Deductible Reserve - Liability	\$ 6,128	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.55	0.03%
1162	Insurance Deductible Reserve - 111F	\$ 36,521	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.32	0.06%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 252,106</b>	<b>\$ 267,000</b>	<b>\$ 267,000</b>	<b>\$ 267,000</b>	<b>0.00%</b>	<b>\$ 56.82</b>	<b>0.64%</b>
<b>TOWN REPORT</b>								
1170	Expenses	\$ 1,424	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.32	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,424</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.00%</b>	<b>\$ 0.32</b>	<b>0.00%</b>



		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>POSTAGE/TOWN HALL EXPENSES</b>							
1180	Expenses	\$ 54,929	\$ 55,000	\$ 60,000	\$ 60,000	9.09%	\$ 12.77	0.14%
1181	Telephone Expenses	\$ 24,494	\$ 40,000	\$ 35,000	\$ 35,000	-12.50%	\$ 7.45	0.08%
1182	Office Supplies	\$ 15,385	\$ 17,000	\$ 17,000	\$ 17,000	0.00%	\$ 3.62	0.04%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 94,808</b>	<b>\$ 112,000</b>	<b>\$ 112,000</b>	<b>\$ 112,000</b>	<b>0.00%</b>	<b>\$ 23.83</b>	<b>0.27%</b>
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 1,937,829</b>	<b>\$ 2,107,704</b>	<b>\$ 2,133,418</b>	<b>\$ 2,133,418</b>	<b>1.22%</b>	<b>\$ 454.01</b>	<b>5.14%</b>
	<u><b>LAND USE DEPARTMENTS</b></u>							
	<b>CONSERVATION COMMISSION</b>							
1200	Salary	\$ 66,686	\$ 70,169	\$ 71,545	\$ 71,545	1.96%	\$ 15.23	0.17%
1201	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1202	Expenses	\$ 8,556	\$ 7,336	\$ 7,350	\$ 7,350	0.19%	\$ 1.56	0.02%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 75,242</b>	<b>\$ 77,505</b>	<b>\$ 78,895</b>	<b>\$ 78,895</b>	<b>1.79%</b>	<b>\$ 16.79</b>	<b>0.19%</b>
	<b>PLANNING BOARD</b>							
1210	Salaries	\$ 80,549	\$ 83,043	\$ 85,518	\$ 85,518	2.98%	\$ 18.20	0.21%
1211	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1212	Expenses	\$ 7,662	\$ 8,650	\$ 8,650	\$ 8,650	0.00%	\$ 1.84	0.02%
1215	M.R.P.C. Assessment	\$ 3,575	\$ 3,664	\$ 3,756	\$ 3,756	2.51%	\$ 0.80	0.01%
1216	Legal Budget	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 91,786</b>	<b>\$ 95,357</b>	<b>\$ 97,924</b>	<b>\$ 97,924</b>	<b>2.69%</b>	<b>\$ 20.84</b>	<b>0.24%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>ZONING BOARD OF APPEALS</b>							
1220	Wages	\$ 19,567	\$ 20,460	\$ 21,375	\$ 21,375	4.47%	\$ 4.55	0.05%
1221	Expenses	\$ 1,100	\$ 2,000	\$ 1,500	\$ 1,500	-25.00%	\$ 0.32	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 20,667</b>	<b>\$ 22,460</b>	<b>\$ 22,875</b>	<b>\$ 22,875</b>	<b>1.85%</b>	<b>\$ 4.87</b>	<b>0.06%</b>
	<b>HISTORIC DISTRICT COMMISSION</b>							
1230	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1231	Expenses	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>0.00%</b>
	<b>BUILDING INSPECTOR</b>							
1240	Salaries	\$ 88,286	\$ 91,253	\$ 93,975	\$ 93,975	2.98%	\$ 20.00	0.23%
1241	Wages	\$ 57,086	\$ 61,762	\$ 56,970	\$ 56,970	-7.76%	\$ 12.12	0.14%
1242	Expenses	\$ 1,951	\$ 3,100	\$ 3,100	\$ 3,100	0.00%	\$ 0.66	0.01%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 147,323</b>	<b>\$ 156,115</b>	<b>\$ 154,045</b>	<b>\$ 154,045</b>	<b>-1.33%</b>	<b>\$ 32.78</b>	<b>0.37%</b>
	<b>MECHANICAL INSPECTOR</b>							
1250	Fee Salaries	\$ 35,160	\$ 30,000	\$ 30,000	\$ 30,000	0.00%	\$ 6.38	0.07%
1251	Expenses	\$ 3,236	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.06	0.01%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 38,396</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>0.00%</b>	<b>\$ 7.45</b>	<b>0.08%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
		ACTUAL	APPROPRIATED	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION			BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>								
1260	Stipend	\$ 1,500	\$ 1,500	\$ 2,500	\$ 2,500	66.67%	\$ 0.53	0.01%
1261	Expenses	\$ 72	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02	0.00%
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,572</b>	<b>\$ 1,600</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>62.50%</b>	<b>\$ 0.55</b>	<b>0.01%</b>
<b>BOARD OF HEALTH</b>								
1270	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1271	Expenses	\$ 295	\$ 1,175	\$ 1,575	\$ 1,575	34.04%	\$ 0.34	0.00%
1272	Nursing Services	\$ -	\$ 12,487	\$ 13,111	\$ 13,111	5.00%	\$ 2.79	0.03%
1273	Nashoba Health District	\$ 45,951	\$ 27,362	\$ 28,730	\$ 28,730	5.00%	\$ 6.11	0.07%
1274	Herbert Lipton MH	\$ 8,000	\$ 8,000	\$ -	\$ -	-100.00%	\$ -	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 9,490	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.13	0.02%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 63,736</b>	<b>\$ 59,024</b>	<b>\$ 53,416</b>	<b>\$ 53,416</b>	<b>-9.50%</b>	<b>\$ 11.37</b>	<b>0.13%</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>								
1280	Fee Salaries	\$ 1,620	\$ 3,200	\$ 3,200	\$ 3,200	0.00%	\$ 0.68	0.01%
1281	Expenses	\$ 100	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,720</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>0.00%</b>	<b>\$ 0.70</b>	<b>0.01%</b>
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 440,442</b>	<b>\$ 450,361</b>	<b>\$ 448,055</b>	<b>\$ 448,055</b>	<b>-0.51%</b>	<b>\$ 95.35</b>	<b>1.08%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>PROTECTION OF PERSONS AND PROPERTY</b>							
	<b>POLICE DEPARTMENT</b>							
1300	Salaries	\$ 320,115	\$ 329,473	\$ 268,334	\$ 268,334	-18.56%	\$ 57.10	0.65%
1301	Wages	\$ 1,743,279	\$ 1,877,967	\$ 1,968,864	\$ 1,968,864	4.84%	\$ 418.99	4.74%
1302	Expenses	\$ 198,083	\$ 213,400	\$ 217,200	\$ 217,200	1.78%	\$ 46.22	0.52%
1303	Lease or Purchase of Cruisers	\$ 3,960	\$ 4,000	\$ 4,920	\$ 4,920	23.00%	\$ 1.05	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1305	Minor Capital	\$ 17,483	\$ 20,000	\$ 20,000	\$ 20,000	0.00%	\$ 4.26	0.05%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,282,920</b>	<b>\$ 2,444,840</b>	<b>\$ 2,479,318</b>	<b>\$ 2,479,318</b>	<b>1.41%</b>	<b>\$ 527.62</b>	<b>5.97%</b>
	<b>FIRE DEPARTMENT</b>							
1310	Salaries	\$ 117,048	\$ 125,000	\$ 235,000	\$ 235,000	88.00%	\$ 50.01	0.57%
1311	Wages	\$ 880,306	\$ 1,045,641	\$ 999,244	\$ 999,244	-4.44%	\$ 212.65	2.41%
1312	Expenses	\$ 183,756	\$ 174,700	\$ 174,700	\$ 174,700	0.00%	\$ 37.18	0.42%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,181,110</b>	<b>\$ 1,345,341</b>	<b>\$ 1,408,944</b>	<b>\$ 1,408,944</b>	<b>4.73%</b>	<b>\$ 299.84</b>	<b>3.39%</b>
	<b>GROTON WATER FIRE PROTECTION</b>							
1320	West Groton Water District	\$ -	\$ 1	\$ 1	\$ 1	0.00%	\$ 0.00	0.00%
1321	Groton Water Department	\$ -	\$ 1	\$ 1	\$ 1	0.00%	\$ 0.00	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>0.00%</b>	<b>\$ 0.00</b>	<b>0.00%</b>
	<b>ANIMAL INSPECTOR</b>							
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.44	0.01%
1331	Expenses	\$ -	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.53</b>	<b>0.01%</b>



		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>ANIMAL CONTROL OFFICER</b>							
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.44	0.01%
1341	Expenses	\$ -	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.09	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.53</b>	<b>0.01%</b>
	<b>EMERGENCY MANAGEMENT AGENCY</b>							
1350	Salary	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.85	0.01%
1351	Expenses	\$ 8,755	\$ 12,750	\$ 12,500	\$ 12,500	-1.96%	\$ 2.66	0.03%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 8,755</b>	<b>\$ 16,750</b>	<b>\$ 16,500</b>	<b>\$ 16,500</b>	<b>-1.49%</b>	<b>\$ 3.51</b>	<b>0.04%</b>
	<b>DOG OFFICER</b>							
1360	Salary	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.19	0.04%
1361	Expenses	\$ 2,796	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.85	0.01%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 17,796</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>0.00%</b>	<b>\$ 4.04</b>	<b>0.05%</b>
	<b>POLICE &amp; FIRE COMMUNICATIONS</b>							
1370	Wages	\$ 353,427	\$ 512,770	\$ 416,823	\$ 416,823	-18.71%	\$ 88.70	1.00%
1371	Expenses	\$ 17,840	\$ 18,375	\$ 23,875	\$ 23,875	29.93%	\$ 5.08	0.06%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 371,267</b>	<b>\$ 531,145</b>	<b>\$ 440,698</b>	<b>\$ 440,698</b>	<b>-17.03%</b>	<b>\$ 93.78</b>	<b>1.06%</b>
	<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>	<b>\$ 3,866,012</b>	<b>\$ 4,362,042</b>	<b>\$ 4,369,427</b>	<b>\$ 4,369,427</b>	<b>0.17%</b>	<b>\$ 929.85</b>	<b>10.52%</b>

				FY 2021	FY 2021		FY 2021	FY 2021
		FY 2019	FY 2020	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
	<b>REGIONAL SCHOOL DISTRICT BUDGETS</b>							
	<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>							
1400	Operating Expenses	\$ 557,295	\$ 728,802	\$ 688,273	\$ 688,273	-5.56%	\$ 146.47	1.66%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 557,295</b>	<b>\$ 728,802</b>	<b>\$ 688,273</b>	<b>\$ 688,273</b>	<b>-5.56%</b>	<b>\$ 146.47</b>	<b>1.66%</b>
	<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>							
1410	Operating Expenses	\$ 21,512,094	\$ 21,264,294	\$ 22,101,346	\$ 22,101,346	3.94%	\$ 4,703.35	53.23%
1411	Debt Service, Excluded	\$ -	\$ 739,429	\$ 648,497	\$ 648,497	-12.30%	\$ 138.01	1.56%
1412	Debt Service, Unexcluded	\$ -	\$ 59,533	\$ 58,147	\$ 58,147	-2.33%	\$ 12.37	0.14%
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1414	Capital Assessment	\$ -	\$ 479,011	\$ 423,926	\$ 423,926	-11.50%	\$ 90.22	1.02%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 21,512,094</b>	<b>\$ 22,542,267</b>	<b>\$ 23,231,916</b>	<b>\$ 23,231,916</b>	<b>3.06%</b>	<b>\$ 4,943.95</b>	<b>55.95%</b>
	<b>TOTAL SCHOOLS</b>	<b>\$ 22,069,389</b>	<b>\$ 23,271,069</b>	<b>\$ 23,920,189</b>	<b>\$ 23,920,189</b>	<b>2.79%</b>	<b>\$ 5,090.42</b>	<b>57.61%</b>
	<b>DEPARTMENT OF PUBLIC WORKS</b>							
	<b>HIGHWAY DEPARTMENT</b>							
1500	Salaries	\$ 108,713	\$ 112,891	\$ 115,659	\$ 115,659	2.45%	\$ 24.61	0.28%
1501	Wages	\$ 680,881	\$ 702,999	\$ 708,055	\$ 708,055	0.72%	\$ 150.68	1.71%
1502	Expenses	\$ 136,024	\$ 136,900	\$ 136,900	\$ 136,900	0.00%	\$ 29.13	0.33%
1503	Highway Maintenance	\$ 107,486	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 19.15	0.22%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,033,104</b>	<b>\$ 1,042,790</b>	<b>\$ 1,050,614</b>	<b>\$ 1,050,614</b>	<b>0.75%</b>	<b>\$ 223.58</b>	<b>2.53%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>STREET LIGHTS</b>							
1510	Expenses	\$ 7,758	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.19	0.04%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 7,758</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>0.00%</b>	<b>\$ 3.19</b>	<b>0.04%</b>
	<b>SNOW AND ICE</b>							
1520	Expenses	\$ 172,169	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 35.11	0.40%
1521	Overtime	\$ 160,886	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 29.79	0.34%
1522	Hired Equipment	\$ 71,529	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.45	0.08%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 404,584</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>0.00%</b>	<b>\$ 72.35</b>	<b>0.82%</b>
	<b>TREE WARDEN BUDGET</b>							
1530	Salary	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1531	Expenses	\$ 998	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.64	0.01%
1532	Trees	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.32	0.00%
1533	Tree Work	\$ 5,509	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.13	0.02%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 6,507</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>0.00%</b>	<b>\$ 3.09</b>	<b>0.03%</b>
	<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>							
1540	Wages	\$ 134,513	\$ 145,276	\$ 149,451	\$ 149,451	2.87%	\$ 31.80	0.36%
1541	Expenses	\$ 269,507	\$ 260,850	\$ 270,950	\$ 270,950	3.87%	\$ 57.66	0.65%
1542	Minor Capital	\$ 19,999	\$ 20,000	\$ 20,000	\$ 20,000	0.00%	\$ 4.26	0.05%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 424,019</b>	<b>\$ 426,126</b>	<b>\$ 440,401</b>	<b>\$ 440,401</b>	<b>3.35%</b>	<b>\$ 93.72</b>	<b>1.06%</b>

				FY 2021	FY 2021		FY 2021	FY 2021
		FY 2019	FY 2020	TOWN MANAGER	FINCOM	PERCENT	AVERAGE	PERCENT OF
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	BUDGET	BUDGET	CHANGE	TAX BILL	TAX BILL
<b>SOLID WASTE DISPOSAL</b>								
1550	Wages	\$ 129,746	\$ 138,211	\$ 143,243	\$ 143,243	3.64%	\$ 30.48	0.34%
1551	Expenses	\$ 43,837	\$ 44,486	\$ 44,486	\$ 44,486	0.00%	\$ 9.47	0.11%
1552	Tipping Fees	\$ 130,000	\$ 135,000	\$ 135,000	\$ 135,000	0.00%	\$ 28.73	0.33%
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.24	0.01%
1554	Minor Capital	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.13	0.02%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 319,433</b>	<b>\$ 333,547</b>	<b>\$ 338,579</b>	<b>\$ 338,579</b>	<b>1.51%</b>	<b>\$ 72.05</b>	<b>0.82%</b>
<b>PARKS DEPARTMENT</b>								
1560	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1561	Expenses	\$ 65,759	\$ 65,759	\$ 55,759	\$ 55,759	-15.21%	\$ 11.87	0.13%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 65,759</b>	<b>\$ 65,759</b>	<b>\$ 55,759</b>	<b>\$ 55,759</b>	<b>-15.21%</b>	<b>\$ 11.87</b>	<b>0.13%</b>
	<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>	<b>\$ 2,261,164</b>	<b>\$ 2,237,722</b>	<b>\$ 2,254,853</b>	<b>\$ 2,254,853</b>	<b>0.77%</b>	<b>\$ 479.85</b>	<b>5.43%</b>
	<b>LIBRARY AND CITIZEN'S SERVICES</b>							
<b>COUNCIL ON AGING</b>								
1600	Salaries	\$ 76,834	\$ 79,489	\$ 81,868	\$ 81,868	2.99%	\$ 17.42	0.20%
1601	Wages	\$ 64,866	\$ 77,707	\$ 81,026	\$ 81,026	4.27%	\$ 17.24	0.20%
1602	Expenses	\$ 8,117	\$ 8,454	\$ 8,454	\$ 8,454	0.00%	\$ 1.80	0.02%
1603	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 149,817</b>	<b>\$ 165,650</b>	<b>\$ 171,348</b>	<b>\$ 171,348</b>	<b>3.44%</b>	<b>\$ 36.46</b>	<b>0.41%</b>



		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>SENIOR CENTER VAN</b>							
1610	Wages	\$ 48,391	\$ 51,190	\$ 52,091	\$ 52,091	1.76%	\$ 11.09	0.13%
1611	Expenses	\$ 8,268	\$ 17,673	\$ 17,673	\$ 17,673	0.00%	\$ 3.76	0.04%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 56,659</b>	<b>\$ 68,863</b>	<b>\$ 69,764</b>	<b>\$ 69,764</b>	<b>1.31%</b>	<b>\$ 14.85</b>	<b>0.17%</b>
	<b>VETERAN'S SERVICE OFFICER</b>							
1620	Salary	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.06	0.01%
1621	Expenses	\$ 514	\$ 1,100	\$ 1,100	\$ 1,100	0.00%	\$ 0.23	0.00%
1622	Veterans' Benefits	\$ 39,373	\$ 42,000	\$ 42,000	\$ 42,000	0.00%	\$ 8.94	0.10%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 44,887</b>	<b>\$ 48,100</b>	<b>\$ 48,100</b>	<b>\$ 48,100</b>	<b>0.00%</b>	<b>\$ 10.24</b>	<b>0.12%</b>
	<b>GRAVES REGISTRATION</b>							
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.05	0.00%
1631	Expenses	\$ 756	\$ 760	\$ 760	\$ 760	0.00%	\$ 0.16	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,006</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>0.00%</b>	<b>\$ 0.21</b>	<b>0.00%</b>
	<b>CARE OF VETERAN GRAVES</b>							
1640	Contract Expenses	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	0.00%	\$ 0.33	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>0.00%</b>	<b>\$ 0.33</b>	<b>0.00%</b>
	<b>OLD BURYING GROUND COMMITTEE</b>							
1650	Expenses	\$ -	\$ 800	\$ 800	\$ 800	0.00%	\$ 0.17	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>0.00%</b>	<b>\$ 0.17</b>	<b>0.00%</b>

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
<b>LIBRARY</b>								
1660	Salary	\$ 380,525	\$ 393,185	\$ 407,364	\$ 407,364	3.61%	\$ 86.69	0.98%
1661	Wages	\$ 304,798	\$ 331,213	\$ 331,959	\$ 331,959	0.23%	\$ 70.64	0.80%
1662	Expenses	\$ 198,474	\$ 205,304	\$ 205,304	\$ 205,304	0.00%	\$ 43.69	0.49%
1663	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 883,797	\$ 929,702	\$ 944,627	\$ 944,627	1.61%	\$ 201.02	2.28%
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>								
1670	Expenses	\$ 500	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 500	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11	0.00%
<b>WATER SAFETY</b>								
1680	Wages	\$ 2,966	\$ 4,118	\$ 4,200	\$ 4,200	1.99%	\$ 0.89	0.01%
1681	Expenses and Minor Capital	\$ 25,766	\$ 30,301	\$ 2,732	\$ 2,732	-90.98%	\$ 0.58	0.01%
1682	Property Maint. & Improvements	\$ 7,695	\$ 9,000	\$ 9,000	\$ 9,000	0.00%	\$ 1.92	0.02%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 36,427	\$ 43,419	\$ 15,932	\$ 15,932	-63.31%	\$ 3.39	0.04%
<b>WEED MANAGEMENT</b>								
1690	Wages	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 6,370	\$ 7,000	\$ 22,000	\$ 22,000	214.29%	\$ 4.68	0.05%
1692	Expenses: Great Lakes	\$ 2,385	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	\$ 0.51	0.01%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 8,755	\$ 9,385	\$ 24,385	\$ 24,385	159.83%	\$ 5.19	0.06%

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
<b>GROTON COUNTRY CLUB</b>								
1700	Salary	\$ 150,373	\$ 157,118	\$ 161,634	\$ 161,634	2.87%	\$ 34.40	0.39%
1701	Wages	\$ 119,626	\$ 114,461	\$ 144,000	\$ 144,000	25.81%	\$ 30.64	0.35%
1702	Expenses	\$ 150,837	\$ 133,540	\$ 136,000	\$ 136,000	1.84%	\$ 28.94	0.33%
1703	Minor Capital	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 420,836	\$ 405,119	\$ 441,634	\$ 441,634	9.01%	\$ 93.98	1.06%
<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>								
		\$ 1,604,234	\$ 1,674,098	\$ 1,719,650	\$ 1,719,650	2.72%	\$ 365.96	4.14%
<b>DEBT SERVICE</b>								
<b>DEBT SERVICE</b>								
2000	Long Term Debt - Principal Excluded	\$ 722,250	\$ 894,840	\$ 970,030	\$ 970,030	8.40%	\$ 206.43	2.34%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ 159,250	\$ 159,394	\$ 159,394	0.09%	\$ 33.92	0.38%
2002	Long Term Debt - Interest - Excluded	\$ 325,402	\$ 367,022	\$ 503,757	\$ 503,757	37.26%	\$ 107.20	1.21%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ 87,433	\$ 95,071	\$ 95,071	8.74%	\$ 20.23	0.23%
2006	Short Term Debt - Principal - Town	\$ -	\$ 85,714	\$ 85,174	\$ 85,174	-0.63%	\$ 18.13	0.21%
2007	Short Term Debt - Interest - Town	\$ 100,885	\$ 13,000	\$ 6,400	\$ 6,400	-50.77%	\$ 1.36	0.02%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 1,148,537	\$ 1,607,259	\$ 1,819,826	\$ 1,819,826	13.23%	\$ 387.27	4.38%
<b>TOTAL DEBT SERVICE</b>								
		\$ 1,148,537	\$ 1,607,259	\$ 1,819,826	\$ 1,819,826	13.23%	\$ 387.27	4.38%
<b>EMPLOYEE BENEFITS</b>								
<b>EMPLOYEE BENEFITS</b>								
<b>GENERAL BENEFITS</b>								
3000	County Retirement	\$ 2,081,699	\$ 1,973,053	\$ 2,090,289	\$ 2,090,289	5.94%	\$ 444.83	5.03%
3001	OPEB Unfunded Liability	\$ 100,000	\$ 169,000	\$ 177,094	\$ 177,094	4.79%	\$ 37.69	0.43%
3002	Unemployment Compensation	\$ 2,585	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.19	0.04%
<b>INSURANCE</b>								
3010	Health Insurance/Employee Expenses	\$ 1,408,012	\$ 1,729,553	\$ 1,722,480	\$ 1,722,480	-0.41%	\$ 366.56	4.15%
3011	Life Insurance	\$ 3,293	\$ 3,400	\$ 3,600	\$ 3,600	5.88%	\$ 0.77	0.01%
3012	Medicare/Social Security	\$ 123,246	\$ 146,100	\$ 135,000	\$ 135,000	-7.60%	\$ 28.73	0.33%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 3,718,835	\$ 4,036,106	\$ 4,143,463	\$ 4,143,463	2.66%	\$ 881.76	9.98%
<b>TOTAL EMPLOYEE BENEFITS</b>								
		\$ 3,718,835	\$ 4,036,106	\$ 4,143,463	\$ 4,143,463	2.66%	\$ 881.76	9.98%

		FY 2019	FY 2020	FY 2021	FY 2021		FY 2021	FY 2021
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	APPROPRIATED	TOWN MANAGER BUDGET	FINCOM BUDGET	PERCENT CHANGE	AVERAGE TAX BILL	PERCENT OF TAX BILL
	<b>ADDITIONAL APPROPRIATIONS</b>							
	<b>ADDITIONAL APPROPRIATIONS</b>							
	Capital Budget Request	\$ 455,558	\$ 705,820	\$ 450,100	\$ 450,100	-36.23%	\$ 95.79	1.08%
	Offset Reciepts	\$ 18,998	\$ 18,527	\$ 18,527	\$ 18,527	0.00%	\$ 3.94	0.04%
	Cherry Sheet Offsets	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	Snow and Ice Deficit	\$ 171,350	\$ -	\$ -	\$ -	100.00%	\$ -	0.00%
	State and County Charges	\$ 91,612	\$ 93,392	\$ 93,392	\$ 93,392	0.00%	\$ 19.87	0.22%
	Allowance for Abatements/Exemptions	\$ 200,000	\$ 202,272	\$ 150,000	\$ 150,000	-25.84%	\$ 31.92	0.36%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 937,518</b>	<b>\$ 1,020,011</b>	<b>\$ 712,019</b>	<b>\$ 712,019</b>	<b>-30.19%</b>	<b>\$ 151.52</b>	<b>1.71%</b>
	<b>GRAND TOTAL - TOWN BUDGET</b>	<b>\$ 37,983,960</b>	<b>\$ 40,766,372</b>	<b>\$ 41,520,900</b>	<b>\$ 41,520,900</b>	<b>1.85%</b>	<b>\$ 8,836</b>	<b>100.00%</b>

FY 2021 ENTERPRISE FUND BUDGETS								
						FY 2021	FY 2021	
		FY 2017	FY 2018	FY 2019	FY 2020	DEPARTMENT	TOWN MANAGER	PERCENT
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	APPROPRIATED	REQUEST	BUDGET	CHANGE
<b>WATER DEPARTMENT</b>								
	WD Salaries	\$ 122,031	\$ 122,759	\$ 134,036	\$ 132,948	\$ 154,549	\$ 154,549	16.25%
	WD Wages	\$ 171,307	\$ 193,076	\$ 246,235	\$ 138,379	\$ 176,927	\$ 176,927	27.86%
	WD Expenses	\$ 619,773	\$ 510,616	\$ 526,539	\$ 534,300	\$ 655,300	\$ 655,300	22.65%
	WD Debt Service	\$ 356,716	\$ 398,045	\$ 362,548	\$ 400,393	\$ 402,140	\$ 402,140	0.44%
100	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,269,827</b>	<b>\$ 1,224,496</b>	<b>\$ 1,269,358</b>	<b>\$ 1,206,020</b>	<b>\$ 1,388,916</b>	<b>\$ 1,388,916</b>	<b>15.17%</b>
<b>SEWER DEPARTMENT</b>								
	Sewer Salaries	\$ 18,301	\$ 18,200	\$ 19,212	\$ 19,395	\$ 20,179	\$ 20,179	4.04%
	Sewer Wages	\$ 34,079	\$ 39,119	\$ 37,432	\$ 38,981	\$ 50,695	\$ 50,695	30.05%
	Sewer Expense	\$ 619,440	\$ 595,119	\$ 642,205	\$ 629,420	\$ 656,032	\$ 656,032	4.23%
	Sewer Debt Service	\$ 4,938	\$ 4,050	\$ 5,873	\$ 37,619	\$ 36,395	\$ 36,395	-3.25%
200	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 676,758</b>	<b>\$ 656,488</b>	<b>\$ 704,722</b>	<b>\$ 725,415</b>	<b>\$ 763,300</b>	<b>\$ 763,300</b>	<b>5.22%</b>
<b>FOUR CORNERS SEWER DEPARTMENT</b>								
	Four Corners Sewer Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Four Corners Sewer Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Four Corners Sewer Expense	\$ -	\$ -	\$ 22,466	\$ 20,618	\$ 32,805	\$ 32,805	59.11%
	Four Corners Sewer Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
300	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,466</b>	<b>\$ 20,618</b>	<b>\$ 32,805</b>	<b>\$ 32,805</b>	<b>59.11%</b>
<b>LOCAL ACCESS CABLE DEPARTMENT</b>								
	Cable Salaries	\$ 67,795	\$ 70,921	\$ 74,004	\$ 77,180	\$ 78,695	\$ 78,695	1.96%
	Cable Wages	\$ 41,188	\$ 50,079	\$ 51,556	\$ 54,262	\$ 56,454	\$ 56,454	4.04%
	Cable Expenses	\$ 62,862	\$ 64,174	\$ 64,552	\$ 75,337	\$ 74,655	\$ 74,655	-0.90%
	Cable Minor Capital	\$ 45,187	\$ 6,462	\$ 5,091	\$ 10,000	\$ 5,000	\$ 5,000	-50.00%
400	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 217,032</b>	<b>\$ 191,636</b>	<b>\$ 195,203</b>	<b>\$ 216,778</b>	<b>\$ 214,804</b>	<b>\$ 214,804</b>	<b>-0.91%</b>
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$ 2,163,617</b>	<b>\$ 2,072,620</b>	<b>\$ 2,191,749</b>	<b>\$ 2,168,831</b>	<b>\$ 2,399,825</b>	<b>\$ 2,399,825</b>	<b>10.65%</b>



		<b>APPENDIX B</b>			<b>FACTOR:</b>	<b>1.0200</b>
		Town of Groton Personnel By-Law				
		Wage and Classification Schedule				
		Fiscal Year 2021 (Effective July 1, 2020)				
<b>Grade</b>	<b>Position Title</b>	<b>Low</b>				<b>High</b>
4	<b>Salary</b>					
		39,655				49,074
	<b>Wages</b>					
		19.09				23.58
5	<b>Salary</b>					
		41,919				51,883
	<b>Wages</b>					
		20.18				24.95
7	<b>Salary</b>					
		48,470				61,396
	<b>Wages</b>					
		23.86				29.51
8	<b>Salary</b>					
		55,025				68,131
	<b>Wages</b>					
		26.46				32.75
9	<b>Salary</b>					
		56,351				69,731
	<b>Wages</b>					
		27.09				33.53
10	<b>Salary</b>					
	Executive Assistant to Town Manager	64,627				81,568
	<b>Wages</b>					
		31.08				41.76
11	<b>Salary</b>					
	Human Resources Director	69,430				85,919
	<b>Wages</b>					
		33.38				41.31
12	<b>Salary</b>					
		69,639				86,219
	<b>Wages</b>					
		33.50				41.46

		<b>APPENDIX B</b>			<b>FACTOR:</b>	<b>1.0200</b>
		<b>Town of Groton Personnel By-Law</b>				
		<b>Wage and Classification Schedule</b>				
		<b>Fiscal Year 2021 (Effective July 1, 2020)</b>				
<b>Grade</b>	<b>Position Title</b>	<b>Low</b>				<b>High</b>
13	<b>Salary</b>	72,126				91,544
	<b>Wages</b>	34.38				42.55
14	<b>Salary</b>	72,115				89,239
	<b>Wages</b>	34.68				42.90
15	<b>Salary</b>	76,045				94,101
	<b>Wages</b>	36.55				45.24
16	<b>Salary</b>	78,792				97,558
	<b>Wages</b>	37.88				46.88
17	<b>Salary</b>	88,272				109,201
	<b>Wages</b>	42.44				52.51
18	<b>Salary</b>	95,461				118,140
	IT Director					
	<b>Wages</b>	45.90				56.80
19	<b>Salary</b>	97,968				121,220
	<b>Wages</b>	47.09				58.30
20	<b>Salary</b>	105,046				129,192
	<b>Wages</b>	50.51				62.12

	<b>APPENDIX B</b>				
	<b>NON-CLASSIFIED, TEMPORARY SEASONAL AND STIPEND POSITIONS</b>				
<b>NON-STEP AND STIPEND POSITIONS</b>					
	<b>FIRE/EMS DEPARTMENT</b>		<b>Country Club Seasonal Employees</b>		
	Deputy Chief: Fire	25.34	Pro Shop Staff		MW *- 17.00
	Call Captain: Fire	24.51	Pool Staff		MW - 17.00
	Call Lieutenant: Fire	24.02	Lifeguards		MW - 18.00
	Call Firefighter	21.01	Swim Coaches		MW - 23.00
	Call Emergency Medical Technician	21.01	Camp Staff		MW - 17.00
	Probationary Firefighter	17.50	Counselors		MW - 18.00
	Probationary Emergency Medical Technician	17.50	Buildings & Grounds		MW - 27.00
	Call Fire Mechanic	60.00			
			Library Shelves		12.75 - 18.00
	<b>MISCELLANEOUS</b>				
	Veteran's Agent	1,742	* - Minimum Wage		
	Director of Veteran's Services	1,742			
	Earth Removal Inspector	1,500			
	Dog Officer	15,000			
	Animal Inspector	2,082			
	Animal Control Officer	2,082			
	Town Diarist	1.00			
	Keeper of the Town Clock	1.00			
	Per Diem Van Driver	18.66 - 21.00			
	Park Ranger	12.75			
	Graves Registration Officer	250			
	Emergency Management Director	1,270			
	Election Worker: Warden	Minimum Wage			
	Election Worker: Precinct Clerk	Minimum Wage			
	Election Worker: Inspectors (Checker)	Minimum Wage			

**SELECT BOARD MEETING MINUTES  
TUESDAY, APRIL 21, 2020  
UN-APPROVED**

**SB Members Virtually Present:** Alison S. Manugian, Chair; Joshua A. Degen, Vice Chair; John F. Reilly, Clerk; John R. Giger, Member; Rebecca H. Pine, Member

**Also Virtually Present:** Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Jason Kauppi, Town Moderator; Melisa Doig, HR Director; Patricia Dufresne, Town Accountant; Michael Bouchard, Town Clerk; Jonathan Greeno, Principal Assistant Assessor; Michael Hartnett, Tax Collector/Treasurer; Bud Robertson

Ms. Manugian called the meeting to order at 5:00pm and reviewed the agenda.

**TOWN MANAGER'S REPORTS**

1. Mr. Haddad reviewed action items taken since last week's meeting as outlined in the Town Manager's Report.

Mr. Haddad said that the school district was the only one that could authorize the bonding of the Florence Roche project as of right now. He said that they were looking to open the regional agreement so that the Town of Groton could bond the project.

Mr. Haddad said that he was working with the Town Clerk to change policies at the polling locations and would have a report within the next couple of weeks. Mr. Bouchard said it was not too soon to apply for an absentee ballot.

Mr. Haddad said that they had a conference call with Weston and Sampson to discuss the MVP Grant and the James Brook project. He said that they had a town appropriation that they could use toward the state match.

2. Ms. Manugian said that the Governor announced today that public schools would be closed through the end of the school year adding that would help the School District determine any budgetary savings sooner than they thought. Mr. Haddad said that he was expecting the Governor to rule by the end of the week on the stay at home order. He said that an agreement has been signed with other governors to open up the Northeast Region cooperatively. Mr. Haddad said that he sent the Board a letter from the AG's office on local authority. Mr. Haddad said that the use of face coverings was advisory and not something that could be mandated locally. He said that he was going to put together a proposal for possible reopening of Town Hall and wanted to get a ruling from Town Counsel on whether face masks could be required in Town buildings. Mr. Reilly said he thought they may be able to institute the use of masks within public buildings and thought it was good to check with Counsel. Mr. Haddad said that the employees had some concerns and all things he was going to take into consideration when putting together this proposal.

Mr. Haddad said that they could delay the Town Meeting further because it had not been posted yet according to the Governor's Order. He asked the Board if they wanted to delay the issuance of the warrant adding that this would delay the date of the election. Ms. Manugian said that it made sense to leave things where they were so as to not confuse things. Ms. Pine asked what date they may look at. Mr. Haddad said that the Moderator could give 30-day extensions under his authority. Ms. Pine said that they should not change anything at this point adding she didn't want to see the election date have to be changed again. Mr. Giger asked if Mr. Kauppi was required to make a 30-day extension or if the extension could be shorter. Mr. Kauppi said that it could be up to 30 days. Mr. Reilly said he was good with leaving things the way they planned.

**WARRANT PUBLIC HEARING**

Mr. Haddad asked the Select Board to vote to reopen the public hearing on the warrant.

*Ms. Pine made the motion. Mr. Reilly seconded the motion. Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye*



*Select Board Positions on Articles:*

Article 1 - Unanimous Support

Article 2 - Mr. Degen asked what the percentage increase was for the Town Clerk. Mr. Haddad said that it was a 2% increase. Unanimous Support

Article 3 - Unanimous Support

Article 4 - Mr. Haddad asked the Board to hold off on the budget at this. He said that the Finance Committee was discussing the budget that night and wanted the Board to wait until it had been finalized. The Board agreed to hold off.

Article 5 - Mr. Degen asked if the Finance Committee was going to discuss the OPEB trust that night. Mr. Haddad said that they would. Mr. Degen asked the Board to delay taking positions on this. Ms. Manugian said that they could hold off until next week.

Article 6 - Unanimous Support

Article 7 - Mr. Haddad said that the Finance Committee would be discussing the Police Department generator that night as a possible reserve fund transfer and added that the Select Board might want to hold off. The Board agreed to hold off.

Article 8 - Unanimous Support

Article 9 - Mr. Haddad said that they received 2 bids for the sprinkler system project at Prescott School. Mr. Haddad said that the awarding of the bid was up to the Chief Procurement Officer. He said that part of the requirements of the bid was for the bidder to submit a Certificate of Eligibility. He said that this certificate stated they were DCAMM certified. Mr. Haddad said that their history in Groton had been that if your bid was incomplete, the Town rejected the bid. He said that in a couple of instances where Towns had waived requirement of the Certificate of Eligibility, the AG had upheld the Town's award during bid protests when a contractor had been eligible to bid and perform work. Mr. Haddad said that the engineer had estimated the cost of construction between \$350-400K for this project. He said that one bid came in at \$249,400 and the other at \$463,000. He said that in this case, one was under and one was over the estimate. Mr. Haddad talked about how long bids were good for. He said that he had also asked the engineer to reach out to the bidders to discuss bid price difference and check references. He asked the Board for their advice on whether they should waive the requirement of Certificate of Eligibility.

Ms. Manugian said she was concerned about moving forward with this project at all right now during uncertain times and wasn't comfortable asking people to hold bids. She asked if they had the right to reject both bids and hold off until the fall or even a year from now. Mr. Haddad said that there was no requirement to accept a bid and could reject both bids in the best interest of the Town. Mr. Haddad said that the owner of the company who submitted the lower bid reached out to him this weekend to say he had failed to include the Certificate in his upload. Mr. Degen said that he wanted to hear from the engineer after background checks had been completed. He said that the dollar value discrepancy was huge and wanted to make sure Xcel's references were checked. Mr. Haddad said that he had until May 15th to award the bid and expected to hear from the engineer this week. Mr. Giger supported the thoughts about going out to rebid or postponing it but did not support waiving the requirement. He said that this was not an unusual requirement for contractors to submit. He said that if the contractor was careless to not submit it, he was not sure that he felt comfortable waiving this for them. Ms. Pine said that it was an oversight and had submitted it after the fact. She asked what the timing was to send it out to rebid. Mr. Haddad said it would cost around \$1k-\$2K to reissue and it would take a few weeks. Ms. Pine asked if they could do this in short order and how this would work with needed CPC funding. Mr. Haddad said that the earliest he could submit it in the Central Register was April 29th. Mr. Haddad said that only the CPC could recommend a number to the Town Meeting. Ms. Pine said she had no problem accepting the low bid adding it was a good price for them. She said that if they go out and reissue the bid they run the risk of obtaining a higher price. She said that if they rejected this low bid, she was not inclined to accept the other bid adding it was too high a price. Ms. Manugian said that if their standard practice had been to require everything that was mandatory, they should not waive anything. She said that if they re-advertised quickly, it was what she believed to be an end



run around the process. She said that this should be pushed off until the fall and could not support this right now. She said that she still did not agree with the work in general right now. Mr. Reilly said that he would like to hear from the engineer because of the price discrepancy. Ms. Pine said that Town Meeting voted to allow this work and did not think it was appropriate for the Board to say this work should not happen. Mr. Giger said that they received a letter from the Friends of Prescott and asked that it be read into the record. Mr. Haddad read their letter into the record.

Ms. Mary Jennings said that the Friends was concerned about the matter before the Board. She said that due to the technicality, they may not be able to proceed to the Spring Town Meeting. She said that the approved business plan could not succeed without this work and explained how important the sprinkler system and fire alarm panel was for their programs. Mr. Robertson said that the lease ended in 2021 adding that they had funding through FY21 for the building. He said that they would be discussing this that night at their Finance Committee meeting along with the CPC. Ms. Manugian said that there was some appetite to wait until next week. Mr. Haddad said that he would add this to next week's agenda.

Article 9 cont. - Housing Coordinator CPA application- Unanimous Support

Article 10 - Unanimous Support

Article 11 - Unanimous Support

Article 12 - Line Item Transfers - Ms. Manugian said she would prefer to hold off on this and allow the Finance Committee to discuss it that night.

Article 13 - Mr. Greeno said that the Board of Assessors was hesitant to release any money in overlay surplus due to possible decreases in home values and possible abatements. He said that they would take this up at a later date. Mr. Haddad said that he was still recommending wiping the snow and ice deficit out regardless of the release of overlay surplus to help their budgetary issues next year. He said he was still asking them to support this. Ms. Manugian asked what the history had been. He said that they had wiped out what they could using available funds to help with available funds in the next FY. Ms. Dufresne said that they had available money in potential departmental turn backs to cover this. Mr. Degen said that he understood why Mr. Haddad wanted to wipe this out now but was more comfortable carrying it over to the Fall Town Meeting adding that the overlay might be more needed than before. Mr. Haddad said it was cleaner to wipe it out now. Mr. Degen asked the Finance Committee to weigh in on it and bring it back next week. Mr. Haddad said he would bring it back.

Article 14 - Unanimous Support

Article 15 - Board deferred to Town Meeting

Article 16 - Unanimous Support

Article 17 - Unanimous Support

Article 18 - Unanimous Support

Article 19 - Unanimous Support

Article 20 - Unanimous Support

Article 21 - Unanimous Support

Article 22 - Unanimous Support

Mr. Haddad asked the Board to continue the public hearing to 7:15pm on Monday, April 27th.

*Mr. Degen made the motion. Ms. Pine seconded the motion. Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye*

#### **TOWN MANAGER'S REPORT**

3. Mr. Haddad said that the employees were very nervous about allowing the public back into the building once the order was lifted. He said that any business for a short time after the order had been lifted would most likely be done on an appointment basis. Mr. Giger said that aeration (heating and cooling system) needed to be kept in mind when putting people back into the buildings. He said he would have a proposal for the Board at one of the upcoming meetings.

#### **OTHER BUSINESS**

Ms. Pine said that she wanted to ask about the status of the Green Communities project application. Mr. Haddad said that they received comments back from the State on their proposed project application. He said that they were providing the requested information by this Friday.

Ms. Pine said that she would like to add to the agenda, next week, a discussion on requiring that dogs be leashed on public property during this pandemic. She said that the Town of Littleton had done this already and would like to discuss this further.

Ms. Manugian left the meeting at 6:24pm.

#### **MINUTES**

*Ms. Pine made a motion to approve the meeting minutes of April 13, 2020. Mr. Reilly seconded the motion. Roll Call: Degen-aye; Pine-aye; Giger-aye; Reilly-aye*

Mr. Haddad asked the Board to continue their meeting to 7:00pm this evening with the Finance Committee.

*Ms. Pine made the motion. Mr. Reilly seconded the motion. Roll Call: Degen-aye; Pine-aye; Giger-aye; Reilly-aye*

Approved: \_\_\_\_\_  
John Reilly, Clerk

\_\_\_\_\_ respectfully submitted:  
Dawn Dunbar, Executive Assistant

Date Approved: