



**Town Manager**  
Mark W. Haddad

## TOWN OF GROTON

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

## Select Board

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

### SELECT BOARD MEETING

MONDAY, MARCH 4, 2024

### AGENDA

### VIRTUAL MEETING

BROADCAST ON ZOOM AND THE GROTON CHANNEL

PURSUANT TO THE OPEN MEETING LAW

ZOOM MEETING ID: 858 2362 2837

PASSCODE: 802754

- |                |  |
|----------------|--|
| 6:00 P.M.      | Announcements and Review Agenda for the Public – Announce Groton Reads 2024  |
| 6:35 P.M.      | Public Comment Period #1   |
| I. 6:36 P.M.   | Town Manager's Report  |
|                | <ol style="list-style-type: none"><li>1. Consider Ratifying the Agreement with the IPBO Local #522 Concerning Terminating the Current Agreement on June 30, 2024</li><li>2. FY 2025 Budget Update</li><li>3. Update on Select Board Schedule through the 2024 Spring Town Meeting</li></ol>  |
| II. 6:40 P.M.  | Items for Select Board Consideration and Action  |
|                | <ol style="list-style-type: none"><li>1. Consider Expanding the Commemorations and Celebration Committee and Appoint Connie Sartini and Karen Tuomi to the Committee</li><li>2. Consider Approving a Letter to the MRPC Requesting Planning Assistance for the Destination Groton Committee</li><li>3. Consider Approving a One Day Wine and Malt Beverage License for the Prescott Community Center – Friends of Prescott, Inc. for Open Mic Night to be held on Friday, March 8, 2024 from 6:30 p.m. to 10:00 p.m.</li><li>4. Approve and Issue the Warrant for the 2024 Spring Town Meeting</li></ol> |
| III. 6:15 P.M. | Public Hearing – Request for On-Premise Retail Liquor License to Craft Beer Armory Brewing, LLC, located at 195C Main Street, Groton, MA, Edward C. Shaffer, Manager   |
| IV. 6:30 P.M.  | Continuation of Public Hearing on the Various Articles Contained in the Warrant for the 2024 Spring Town Meeting – Consider Opening the Warrant to Add One Additional Article to Address Minuteman Nashoba Health Group Runout Expenses  |

### OTHER BUSINESS

ON-GOING ISSUES – Review and Informational Purposes – Brief Comments - Items May or May Not Be Discussed

- A. PFAS Issue
- B. Green Communities Application and Implementation
- C. Florence Roche Elementary School Construction Project

### SELECT BOARD LIAISON REPORTS

- |     |  |
|-----|--|
| V.  | Public Comment Period #2   |
| VI. | Minutes: Special Budget Meeting with Finance Committee on January 27, 2024<br>Regularly Scheduled Meeting of February 26, 2024 |

### 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.



## TOWN OF GROTON

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

## Select Board

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

**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

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

**Subject:** *Weekly Agenda Update/Report*

**Date:** *March 4, 2024*

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

Please note that Monday's meeting will be held virtually on Zoom beginning at 6:00 p.m. In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issues List, there are two items scheduled on Monday's Agenda. First, the Board will be holding a Public Hearing to consider the application from Craft Beer Armory Brewing, LLC for an On-Premise Retail Liquor License at 195C Main Street. Second, the Select Board will be continuing the Public Hearing on the various articles contained in the 2024 Spring Town Meeting Warrant. Please see Item #4 under "Items for Select Board Consideration and Action" for an update/explanation on issues related to the Warrant.

1. As you know, effective July 1, 2024, the Patriot Regional Emergency Communications Center (RECC) will be taking over dispatching for the Town of Groton. Most of our current employees will be transferring to the Patriot RECC and will become employees of the Town of Pepperell. Currently, our employees are covered by a Collective Bargaining Agreement that was set to expire on June 30, 2025. We notified the Union of our intent to terminate the Agreement a year early and entered into Impact Bargaining with the Union to negotiate the termination. After several negotiation sessions, we reached a Tentative Agreement with the Union that I have attached to this Report for your review and consideration. I would respectfully request that the Board consider ratifying this Tentative Agreement at Monday's Meeting. To fund this Agreement, we will use current year (FY 2024) appropriations. There will be no additional impact to the budget or taxpayers.
2. With regard to the FY 2025 Budget Update, please note that we will be holding the second of two budget forums at the Center in West Groton on Wednesday, March 6, 2024 beginning at 7:00 p.m. The first Budget Forum held in Dunstable last week went very well. The questions asked were respectful and a lot of very good information was shared. I am hoping the Forum in Groton goes just as well. I will update the Board on any new information relative to the FY 2025 Budget should the need arise at Monday's meeting.

**Select Board**  
**Weekly Agenda Update/Report**  
**March 4, 2024**  
**page two**

3. Please see the update to the Select Board's Meeting schedule through the Annual Election:

Wednesday, March 6, 2024	-Special Budget Forum – Groton (Senior) Center
Monday, March 11, 2024	-Regularly Scheduled Meeting
Monday, March 18, 2024	-No Meeting
Monday, March 25, 2024	-Regularly Scheduled Meeting
Tuesday, March 26, 2024	-2024 Spring Town Meeting
Monday, April 1, 2024	-Regularly Scheduled Meeting
Tuesday, April 2, 2024	-Special Election to Consider an Override of Proposition 2½
Monday, April 8, 2024	-Regularly Scheduled Meeting
Monday, April 15, 2024	-No Meeting – Patriot's Day Holiday
Monday, April 22, 2024	-Regularly Scheduled Meeting
Tuesday, April 23, 2024	-2024 Annual Town Election

**ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION**

1. Donald Black, Chair of the Commemorations and Celebrations Committee will be in attendance at Monday's meeting to request that the Boards consider expanding the Committee to seven (7) members to help spread the distribution of work the Committee currently undertakes. Should the Board agree to expand the Committee, they are requesting that the Board appoint Connie Sartini and Karen Tuomi to the Committee. We can discuss this in more detail at Monday's meeting.
2. The Destination Groton Committee is requesting funding from the Montachusett Regional Planning Commission (MRPC) for planning services from the regional district technical assistance augmentation fund. Attached is a letter that they would like the Board to approve and authorize the Chair to sign and submit to the MRPC. I would respectfully request that the Board approve this letter at Monday's meeting.
3. I would respectfully request that the Board approve a One Day Wine and Malt Beverage License for the Prescott Community Center – Friends of Prescott, Inc. for Open Mic Night to be held on Friday, March 8, 2024 from 6:30 p.m. to 10:00 p.m.
4. Enclosed with this Report is the Final Draft of the 2024 Spring Town Meeting Warrant for your review and approval. I will be asking the Board to issue the Warrant at Monday's meeting. Prior to your approval, I would like to call to your attention to the following issues/required actions/changes to the Warrant since the Public Hearing at last week's meeting:

***Continued on next page – Over >***

4. **Continued:**

**Article 6 – Capital Budget** – I have invited Country Club General Manager Shawn Campbell to Monday's Meeting to respond to the questions raised by the Board on the Country Club Capital Plan. In addition, we have redrafted several of the Item Summaries as requested by the Board. At the conclusion of the Review of the Capital Plan, I would respectfully request that the Board take positions on the various Capital Requests.

**Article 7 – New Article – Repurpose GDRSD Cap Stab to Cover MNHG Obligations** – I would respectfully request that the Board vote to Re-open the Warrant to add this Article. In an effort to close the anticipated projected Fiscal Year 2025 budget deficit, I had recommended that the Town leave the Minuteman Nashoba Health Group and join MIIA. While this decision lowered the anticipated FY 2025 projected deficit by approximately \$118,000, there is not enough funding left in the MNHG Trust to cover the so-called runout claims (those claims incurred before June 30, 2024, but are billed after June 30th). The Town will need to set aside enough funding to cover this expense, which has been estimated to be \$340,000. To pay for this, there is funding left in the Groton Dunstable Regional School District Capital Stabilization Fund to help offset some this expense. The 2023 Fall Town Meeting appropriated \$550,000 from Free Cash to add to this fund in anticipation of the District's FY 2025 Capital Assessment. Fortunately, the District's Capital Assessment for FY 2025 came in at \$295,767, leaving the current balance in that fund at \$263,424 (there was a beginning balance in that fund of approximately \$9,000 prior to adding the \$550,000 last Fall). Under this Article, these funds would be repurposed to cover a portion of this obligation with the rest of the funding (\$75,894) coming from leftover ARPA funds that were set aside for another project that is no longer needed. If the Board agrees to add this Article, I would respectfully request that the Board take a position on this Article.

**Articles 13 and 14 – CPA Funding Recommendations** – The CPA Funding Recommendations have been divided into two separate articles, one for a project using FY 2024 CPA Funds and one for the projects using FY 2025 Funds. As you will recall at last week's meeting, we were told that the Sustainable Groton Funding Project will need to use FY 2024 Funds. The simplest way to address this was to break it out as a separate Article. In addition, I have updated both Articles to reflect the final approvals of the Community Preservation Committee (including final funding amounts). I would respectfully request that the Board take positions on the Projects.

**Article 15 – Extend Center Sewer District** – The Sewer Commission has voted unanimously to recommend this Article to Town Meeting. I would respectfully request that the Board take a position on this Article.

**Continued on next page – Over >**

4. **Continued:**

**Article 16 – Extend Four Corner Sewer District** – As we told you at last week’s meeting, the Sewer Commission had asked for an opinion from Town Counsel on whether or not the Article could be tied to a specific project. Town Counsel has opined that the bylaw governing extensions of the district pertains to expansions to “serve an increased land area.” It does not contemplate extensions only for certain projects. Once extended, the district would incorporate the land regardless of how it may be developed. The Sewer Commission is contemplating entering into a development agreement with the Developer. Regardless, the Sewer Commission voted unanimously to recommend this Article to Town Meeting. I would respectfully request that the Board consider taking a position on this Article.

**Article 21 – Transfer Within the Four Corners Sewer Enterprise Fund** – The Sewer Commission has informed me that they will need to transfer \$20,000 from their Excess and Deficiency Fund to pay the connection fee to Ayer for a new home to be constructed on Oriole Drive. They will collect the fee, but they need an expense line to pay Ayer.

**Article 24 – Current Year Line Item Transfers** – After a review of the FY 2024 Budget, I will be recommending that Town Meeting be asked to make two transfers at the Spring Town Meeting as follows:

**Council on Aging Salaries** – The position of Community Engagement Specialist was moved from the Wage Account to the Salary Account to reflect the fact that it is an exempt position. We will be requesting that \$59,000 be transferred from the Wage Line to Salary Line to reflect this designation.

**Postage – Town Hall Expenses** – The Special Election will cost \$13,000 (ballots, banner, election workers, ballot booklet, staff hours). We will be requesting that \$13,000 be transferred from Health Insurance Budget to this line item to cover this cost.

I look forward to discussing these issues in more detail with the Board at Monday’s meeting.

MWH/rjb  
enclosures



**Town Manager**  
Mark W. Haddad

## **TOWN OF GROTON**

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

## **Select Board**

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

### **LEGAL NOTICE TOWN OF GROTON PUBLIC HEARING**

The Groton Select Board will hold a public hearing on Monday, March 4, 2024, at 6:15 P.M. via ZOOM, Webinar ID: 85823622837 and Passcode: 802754, pursuant to the Open Meeting Law. The purpose of the Hearing will be to discuss and consider a new liquor license application submitted by Craft Beer Armory Brewing., LLC., with Edward C. Shaffer named as Manager, for On-Premise Retail, Wine and Malt Beverages License for the premise located at 195C Main Street, Groton, MA.

All interested parties are encouraged to attend.

#### **SELECT BOARD**

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

2/9/24  
2/16/24

**SCHEIER KATIN & EPSTEIN, P.C.**

ATTORNEYS AT LAW

WETHERBEE HOUSE

103 GREAT ROAD

ACTON, MA 01720

Tel: 978-264-4655

Fax: 978-264-4979 / 978-263-2851

[www.skactonlaw.com](http://www.skactonlaw.com)

TOWN CLERK  
RECEIVED

2024 FEB -5 P 3:44

**MARK L. SCHEIER**

[mscheier@skactonlaw.com](mailto:mscheier@skactonlaw.com)

**REGINA H. BUCKLEY**

[rbuckley@skactonlaw.com](mailto:rbuckley@skactonlaw.com)

**FRANCISCO (CARLOS) MELÓN**

[cmelon@skactonlaw.com](mailto:cmelon@skactonlaw.com)

**BARBARA J. EPSTEIN**

[bepstein@skactonlaw.com](mailto:bepstein@skactonlaw.com)

**HEATHER L. DUMONT**

[hdumont@skactonlaw.com](mailto:hdumont@skactonlaw.com)

- Of Counsel -

**MICHAEL E. KATIN**

[mkatina@skactonlaw.com](mailto:mkatina@skactonlaw.com)

Tel: 617-680-4051

February 2, 2024

Town of Groton  
173 Main Street  
Groton, MA 01450  
Attn: Kara Cruikshank

RE: Craft Beer Armory Brewing LLC


Dear Kara,

Enclosed please find the following documents relative to the Section 12 On-Premise License for the above referenced entity.

1. Payment Transmittal Form
2. New License Application
3. Cori forms signed and notarized for each beneficial owner
4. Business Plan
5. Lease Agreement
6. LLC Documents
7. Financial Documents
8. Floor Plan
9. Passport for Proposed Manager.

Please review the enclosed and advise if there is anything missing or anything further needed in order to process this application. Thank you for all of your help thus far 😊

Very Truly Yours,

  
Kelly M. Fruit, Paralegal

SCHEIER, KATIN & EPSTEIN, P.C.

Enc.



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

**APPLICATION FOR A NEW LICENSE**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.

**ECRT CODE: RETA**

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME CRAFT BEER ARMORY BREWING LLC

ADDRESS 195C MAIN STREET

CITY/TOWN GROTON

STATE MA

ZIP CODE 01450

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License                        | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other  |   | <input type="checkbox"/> Change of DBA                                |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS  
APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL:

**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**APPLICATION FOR A NEW LICENSE**

Municipality - GROTON

**1. LICENSE CLASSIFICATION INFORMATION**

**ON/OFF-PREMISES**

On-Premises-12

**TYPE**

\$12 General On-Premises

**CATEGORY**

Wines and Malt Beverages

**CLASS**

Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

PLEASE SEE THE ATTACHED BUSINESS PLAN

Is this license application pursuant to special legislation?



Yes



No

Chapter

Acts of

**2. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Entity Name

CRAFT BEER ARMORY BREWING LLC

FEIN

92-2791230

DBA

Manager of Record

EDWARD C. SHAFFER

Street Address

195C MAIN STREET GROTON MA 01450

Phone

301-706-8975

Email

CRAFTBEERBREWERY@GMAIL.COM

Alternative Phone

Website

**3. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

CRAFT BEER OCCUPIES THE SECOND FLOOR OF A TWO STORY BUILDING CONSISTING OF ONE ROOM AT APPROXIMATELY 1000 SQUARE FEET. THERE IS A COMMON AREA PATIO OUTSIDE THAT CRAFT BEER SHARES WITH THE OTHER UNITS. SEE FLOOR PLAN ATTACHED

Total Square Footage: 1000

Number of Entrances: 2

Seating Capacity:

TBD

Number of Floors

1

Number of Exits: 2

Occupancy Number:

20

**4. APPLICATION CONTACT**

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

EDWARD C. SHAFFER

Phone:

301-706-8975

Title:

MEMBER/MANAGER

Email:

ED.SHAFFER75@GMAIL.COM

## 10. MANAGER APPLICATION

### A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name	EDWARD C. SHAFFER	Date of Birth	05/03/1953	SSN	[REDACTED]
Residential Address	12 ROBIN LANE PEPPERELL MA 01463				
Email	ED.SHAFFER75@GMAIL.COM	Phone	301-706-8975		
Please indicate how many hours per week you intend to be on the licensed premises				10	

### B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?\*

☒ Yes ☐ No \*Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?

☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

### C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

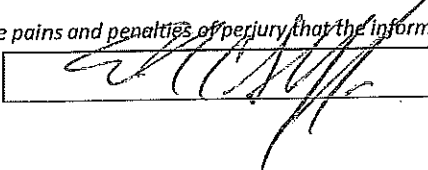
Start Date	End Date	Position	Employer	Supervisor Name
CURRENT		ENGINEER CONSULTANT	SELF EMPLOYED	N/A

### D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature  Date 2/2/2024

# Groton Beer Loft: A Taproom and Nanobrewery Operating Under Craft Beer Armory Brewing LLC. BUSINESS PLAN

## **Executive Summary:**

The Groton Beer Loft, operating under Craft Beer Armory Brewing LLC. is a new business that aims to fill a significant gap in the local marketplace by offering a wide selection of craft beers. Our target market is beer enthusiasts, locals and visitors to the Groton area who are looking for a new and unique craft beer experience as well as a welcoming community and social gathering space.

Establishment: Groton Beer Loft

Legal Structure: Craft Beer Armory Brewing, LLC

Location: 195 C Main Street, Groton, MA

## **Business Description:**

The Groton Beer Loft will offer a wide selection of craft beers, including seasonal and limited releases. In addition to traditional beer offerings, we will also offer a rotating selection of hard ciders, meads and kombuchas. The atmosphere will be upscale, with a modern, industrial aesthetic, featuring a taproom, comfortable seating, and a small stage for live music.

## **Market Analysis:**

The craft beer market is growing rapidly, with sales of craft beer in the US increasing by 15% in 2020. This trend is expected to continue, as consumers are becoming increasingly interested in trying new and unique beers. Our target market will be beer enthusiasts who are looking for a new and unique drinking experience, as well as a comfortable place to socialize with friends.

## **Marketing and Sales:**

We will use a variety of marketing techniques to reach our target market, including social media, email marketing, print advertising and local farmer's market. In addition, we will host events to attract new customers and keep current customers engaged by rotating our beer offerings.

## **Competition:**

We will be in a unique position for being the only brewery in Groton, MA, with the closest neighboring breweries being 10 miles away in Littleton and 12 miles away in Nashua, NH. By catering primarily to the local and visitor customer base in Groton, Pepperell, Townsend and in Southern NH, we are confident that we can bring in sufficient business traffic for a sustained presence in Groton.

# Groton Beer Loft: A Taproom and Nanobrewery Operating Under Craft Beer Armory Brewing LLC.

## **Startup costs:**

We are investing \$50,000 in start-up costs to open the brewery. We will be using the funds to build out the tap room and procure commercial beer brewing equipment and initial inventory of ingredients and storage. Also, we have planned outlays for licensing, legal and permit fees as well as initial inventories for taproom offerings

## **Operating Concept:**

We anticipate operating both a taproom and nanobrewing operation. These activities will be complementary and phased in over several months once permitting with the Town of Groton and licensing are in place, as well as when sufficient build out of the space at 195C Main St is completed. A Pub Brewery License issued by the Commonwealth of MA will allow us to produce and sell our own beer on premises, while a Pouring Permit issued by the Town of Groton will permit us to bring in and serve other craft brews at the Groton Beer Loft. We anticipate a soft opening with limited hours during the spring of 2024 to establish our business operation with a target of opening five days per week (tentatively W 4-9, Th 4-9, Fr 4-10, Sat 3-10, Sun 3-10)

## **Theme:**

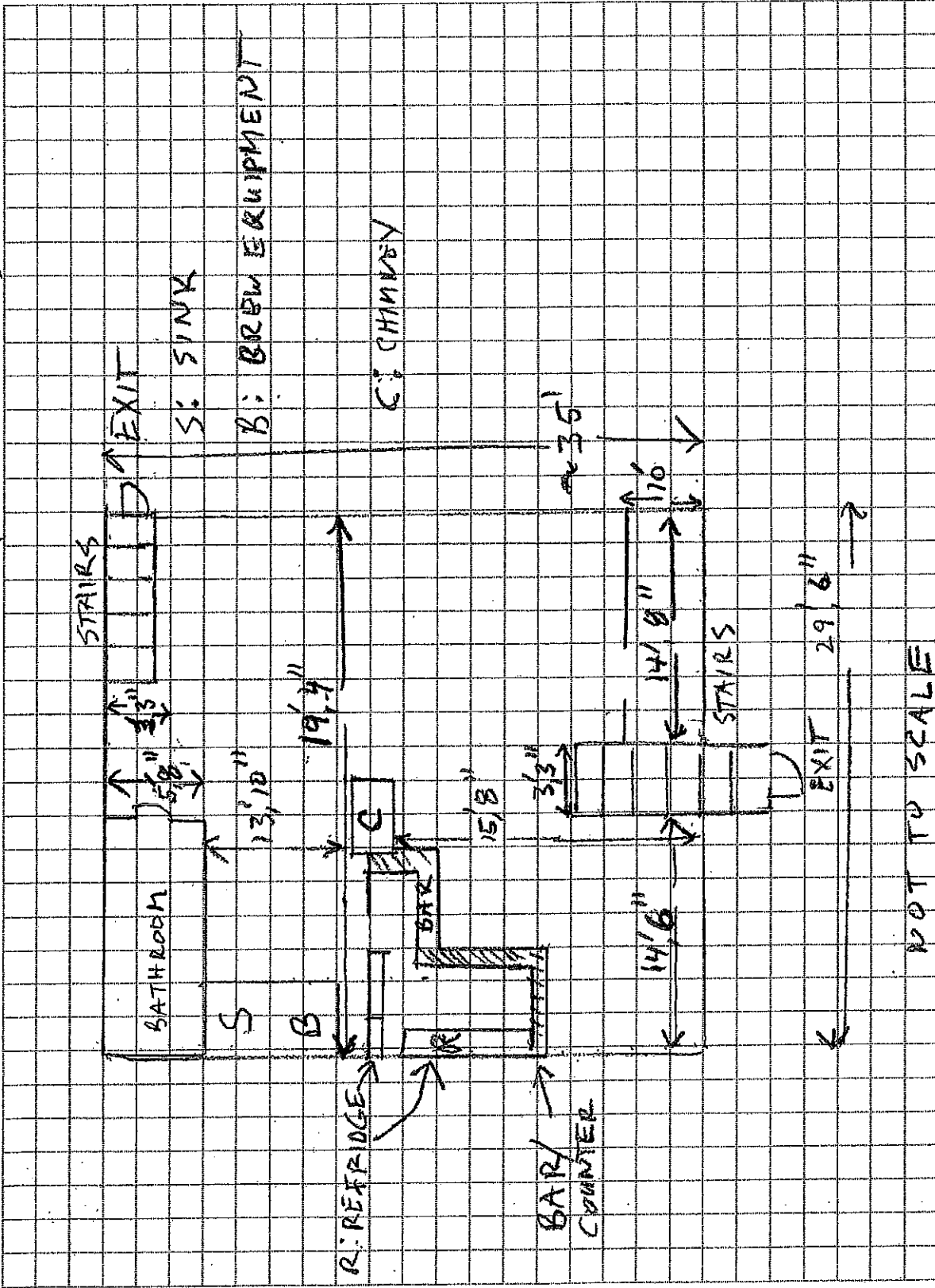
The Groton Beer Loft will be a unique open and inviting space for friends to gather in the late afternoon and early evening. Although the venue has limited space (1000 sq ft) we will build out the space to provide sufficient flexibility to offer video streaming, live music, games and other events. The centerpiece of the taproom will be an L shaped bar occupying the left side of the main room as you enter the Loft. The nanobrewing operation will be in the back of the space, comprised of a three barrel brewing system requiring plumbing and electrical fit ups (Spike nanobrewing equipment or equivalent: [The Spike Nano System Difference](#) | [Spike Brewing](#))

## **Conclusion:**

The Groton Beer Loft, operating under Craft Beer Brewery LLC is a unique and exciting business opportunity in the growing craft beer market. With its upscale atmosphere, wide selection of craft beers, the Craft Beer Brewery is poised to become a popular destination for beer enthusiasts in the Groton area. With the right management and marketing, we expect to achieve strong financial performance in the coming years.

# CRAFT BEER ARMORY BREWING LLC (MIDOR SIZE PLAN)

Calendar By: WaterproofPaper.com  
More Free Printables: Calendars Maps Graph Paper Targets



## Warrant, Summary, and Recommendations

# TOWN OF GROTON



## 2024 SPRING TOWN MEETING

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

Beginning Tuesday, March 26, 2024 @ 7:00 PM

---

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting

**THE BUDGET HANDOUT FOR ARTICLE 5 IS AVAILABLE  
IN THE BACK OF THE WARRANT**

# Introduction to Groton Town Meeting

Voters are familiar with casting ballots in local and state elections, but they have another important civic duty in towns, the Town Meeting.

## **What is Town Meeting?**

The Town Meeting is the legislative body in the town form of government in Massachusetts. Town Meeting is a formal gathering of registered voters who propose, debate and vote on measures. Groton holds at least two Town Meetings per year.

## **What is a warrant?**

The warrant is the official notice to voters that a Town Meeting is scheduled. The warrant includes the date, time, location and a description of each subject to be acted on at Town Meeting. In Groton, the warrant must be posted in two public places and mailed to each household 14 days in advance of Town Meeting. "The warrant must contain a sufficient description of what is proposed so as to constitute an adequate warning to all the inhabitants of the town."<sup>1</sup> "Every action taken at the meeting must be pursuant to some article in the warrant and must be within the scope of such article."<sup>2</sup>

## **How does Town Meeting proceed?**

Voters attending Town Meeting must first check in with the clerks and receive an electronic voting handset which is required to vote. The meeting typically acts on the articles in the order that they are printed in the warrant. For each article, a main motion is made and seconded by voters and placed by the moderator on the floor for debate. Permission of the moderator is required to speak. The moderator presides and regulates the proceedings, decides all questions of order, and calls and declares all votes. After debate has ended, the moderator will call for a vote by use of the electronic voting handset. Please see page 3 of this Warrant for a full explanation of how Electronic Voting will work at Town Meeting.

---

<sup>1</sup> *Town Meeting Time: A Handbook of Parliamentary Law* (page 12) Johnson, Trustman and Wadsworth, Third Edition, 2001.

<sup>2</sup> *Id.*

## **Who can attend?**

Town Meeting is open to the public. Only Groton voters are entitled to attend, speak and vote. Non-voters may be required to sit in a separate section. Non-voters may ask the moderator to speak on the topic of the debate.

## **How long is town meeting?**

Town Meeting concludes when all articles on the warrant have been acted upon. Town Meeting may conclude in one session or adjourn for subsequent sessions.

## **Explanation of a Consent Agenda**

A consent agenda is a procedure to group multiple main motions into a single motion for voting. A consent agenda saves time by eliminating the reading of multiple motions and explanations when there are no objections or questions. In Groton, a consent agenda generally consists of articles unanimously supported by the Select Board and Finance Committee. Articles that change by-laws or introduce new spending are typically not included. In this warrant, the Select Board has grouped articles in consent agendas and labeled them for easy reference.

## **How Consent Agendas Work**

As the first step to act on a consent agenda, the moderator will read the titles of the included articles. A voter who wishes to remove an article from the consent agenda for separate debate and vote should state "hold." The held article will be set aside and acted on after the vote on the consent agenda. After the meeting agrees on the contents of the consent agenda, there will be no debate and the moderator will immediately call for a vote. Every motion included in the consent agenda will either pass or fail as a group. Voters should read the warrant and review the proposed consent agendas to identify articles they wish to remove for separate consideration.

# Electronic Voting at Town Meeting

Voting at Town Meeting will be conducted using an electronic voting system purchased by the Town of Groton as authorized by Town Meeting in October, 2022. Instead of using placards to be raised and counted, voters will use wireless handsets to cast their vote quickly, accurately and privately.



## Voter Check-In

At check-in, voters will be given a handset. No record is made of which voter receives which handset. All handsets will be tested prior to the meeting. Voters physically unable to use a handset will be seated in a manual-count section and their votes will be counted by tellers. For those with visual impairments, large handsets with braille are available.

## Test Vote

At the beginning of the meeting, the Moderator will conduct a test vote to get everyone comfortable with the voting procedures.

### Proxy Voting Prohibited

The handset given to a voter at check-in is for the exclusive use of that voter. Voting with a handset that has been issued to another individual is strictly forbidden.

## Voting

When the Moderator announces it is time to vote:

- Press 1A (green button) for YES →
- Press 2B (red button) for No →
- If you wish to not vote, press no buttons



## Handset Display

The display on the handset:

- OK means the system receiver has received your vote
- A "1" for Yes or "2" for No shows the vote the system received.
- The small "R" at the top of the screen indicates the handset is communicating with the receiver
- The icons in the top left indicate the WiFi signal strength.

## Help Desk

A Help Desk will be able to assist voters who have trouble with using the handset. If a handset malfunctions, a voter will receive a new handset.

## Handset Return

If you leave the meeting temporarily, please keep the handset with you. If the meeting ends or you leave, return the handset to the check-in table.



## **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. 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  
MARCH 26, 2024**

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 Tuesday, the twenty-sixth day of March, 2024 at Seven O'clock in the evening, to consider all business other than the election of Town Officers and on the twenty-third day of April, 2024, between the hours of 7:00 A.M. and 8:00 P.M., at an adjourned session thereof at the following locations:

Precinct 1	The Groton Center 163 West Main Street	Precincts 2 & 3 Middle School South Gymnasium 344 Main Street
------------	---	--

to give their ballots for:

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

### ARTICLES LISTING

*	<b>Article 1:</b>	Hear Reports	7
*	<b>Article 2:</b>	Elected Officials Compensation	7
*	<b>Article 3:</b>	Wage and Classification Schedule	7
*	<b>Article 4:</b>	Appropriate FY 2025 Contribution to the OPEB Trust Fund	8
	<b>Article 5:</b>	Fiscal Year 2025 Annual Operating Budget	8
	<b>Article 6:</b>	Fiscal Year 2025 Capital Budget	9
	<b>Article 7:</b>	Repurpose GDRSD Capital Stabilization Fund to Cover MNHG Obligations	15
	<b>Article 8:</b>	Revoke Cable Enterprise Fund in Fiscal Year 2025	16
	<b>Article 9:</b>	PEG Access and Cable Related Fund Acceptance	16
	<b>Article 10:</b>	Funding for Destination Groton Committee	17
	<b>Article 11:</b>	Funding for Sustainability Commission	17
	<b>Article 12:</b>	Community Preservation Funding Accounts	18
	<b>Article 13:</b>	Community Preservation Funding Recommendations – Fiscal Year 2024	19
**	<b>Article 14:</b>	Community Preservation Funding Recommendations – Fiscal Year 2025	19
	<b>Article 15:</b>	Extend Center Sewer District	23
	<b>Article 16:</b>	Extend Four Corner Sewer District	23
	<b>Article 17:</b>	Citizens’ Petition – Return to Voice Vote or Voter Card Count at Town Meeting	24
	<b>Article 18:</b>	Citizens’ Petition – Set Statutory Speed Limit at 25 MPH	25
***	<b>Article 19:</b>	Transfer Within the Water Enterprise Fund	26
***	<b>Article 20:</b>	Transfer Within the Sewer Enterprise Fund	26
***	<b>Article 21:</b>	Transfer Within Four Corner Sewer Enterprise Fund	27
***	<b>Article 22:</b>	Transfer Within Cable Enterprise Fund	27
***	<b>Article 23:</b>	Prior Year Bills	27
***	<b>Article 24:</b>	Current Year Line-Item Transfers	28
***	<b>Article 25:</b>	Appropriate Funding to Offset Snow and Ice Deficit	28
***	<b>Article 26:</b>	Debt Service for the Middle School Track – Fiscal Year 2024	28
***	<b>Article 27:</b>	Debt Service for the Middle School Track – Fiscal Year 2025	29
***	<b>Article 28:</b>	Establishing Limits for Various Revolving Funds	30
		Budget Report of the Town Manager and Finance Committee to Town Meeting	32
		Fiscal Year 2025 Revenue Estimates	46
		Fiscal Year 2025 Tax Levy Calculations	47
		Appendix A – Fiscal Year 2025 Proposed Operating Budget	48
		Appendix B – Fiscal Year 2025 Wage and Classification Schedule	65

\*Will be presented as one Consent Motion

\*\*CPA Funding Recommendations will be presented as One Consent Motion

\*\*\*Annual Consent Agenda. To be presented as one Motion

**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.*

---

**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.

**Town Manager**

**Select Board: *Recommended Unanimously***

**Finance Committee: *Recommended Unanimously***

**Summary:** *To provide compensation for elected officials as proposed by the Town Manager. The Town Moderator is proposed to receive a salary of \$1,000 in FY 2025.*

---

**Article 3: Wage and Classification Schedule**

To see if the Town will vote to amend and adopt for Fiscal Year 2025 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 (Executive Assistant to the Town Manager, Human Resources Director and IT Director) 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 2% cost-of-living adjustment in Fiscal Year 2025.*

---

**Article 4: *Appropriate FY 2025 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 Chapter 32B, Section 20, of the Massachusetts General Laws, 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 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 2025, the anticipated amount necessary for this purpose is estimated to be \$190,000. This Article will seek an appropriation of \$190,000 from Free Cash to add to the OPEB Liability Trust Fund.*

---

**Article 5: *Fiscal Year 2025 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 (2025), 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: *Recommended Unanimously***  
**Finance Committee: *Recommended Unanimously***

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

---

**Article 6: Fiscal Year 2025 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 in Fiscal Year 2024 and thereafter, for the purpose of funding the Fiscal Year 2025 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 2025:*

<b>Item #1 – Extrication Tools – “Jaws of Life”</b>	<b>\$92,500</b>	<b>Fire and EMS</b>
---	-----------------	---------------------

**Summary:** *The current auto extrication tools “Jaws of Life” are approaching 15 years old. With a life expectancy of 10-15 years, these tools are at the tail end of their serviceable time which will require replacement. As the new car technologies and materials constantly evolve, older “jaws” simply do not have the power to cut some modern systems. These tools are primarily used for motor vehicle crashes and have applicable usages in the industrial or construction setting.*

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

<b>Item #2 – Pick-Up Truck</b>	<b>\$55,000</b>	<b>Highway</b>
--------------------------------	-----------------	----------------

**Summary:** *This is a scheduled replacement. The average life of a pick-up truck is approximately 7 years. By replacing one vehicle every couple of years, this will allow the fleet to stay in good shape. They are front line pick-ups used for day to day operations as well as snow plowing.*

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

**Item #3 – Brush Mower/Field Mower**                      **\$70,000**                      **Highway**

**Summary:**     *This item is scheduled for replacement while it still has value. This should be considered a scheduled replacement.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #4 – Dump Truck**                                      **\$285,000**                      **Highway**

**Summary:**     *This item is a scheduled replacement. These vehicles are front line trucks responsible for plowing and sanding, as well as normal construction duties. The Town will borrow this amount of money and pay it off over five years.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #5 – IT Infrastructure**                                      **\$40,000**                      **Town Facilities**

**Summary:**     *This item in the Capital Budget was established twelve years ago and has been very successful. In Fiscal Year 2025, the following items will be purchased/upgraded with this allocation: 10 replacement computers; replace aging servers and storage arrays; Investment to expand the network and keep equipment and maintenance costs current; network switch upgrades and increased wireless coverage and improve door lock and security system maintenance.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #6 – Municipal Building Repairs**                      **\$25,000**                      **Town Facilities**

**Summary:**     *This appropriation will be used to continue to maintain all municipal buildings by performing various maintenance activities to prevent major breakdowns in our municipal building infrastructure. Priorities continue to change when it comes to the minor repairs and upgrades in the Town's buildings. With a set line item which is separate from minor capital, the DPW can be flexible and change its priorities instead of just doing it because it is on a list. Furnaces, a/c units, flooring and painting are some of the small items this capital program could handle with the flexibility needed.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #7 – Police Station HVAC****\$65,000****Town Facilities**

**Summary:** *The current HVAC System at the Police Station is the original system from when the Building was constructed in 1999. In 2025 it will be almost 25 years old and in need of replacement. This should be considered a scheduled replacement.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #8 – Baler/Maintenance****\$25,000****Transfer Station**

**Summary:** *Due to a fire at the Transfer Station in June, 2021, the 2004 baler was replaced by a newer model with insurance funding. This has now allowed the Town to remove the purchase of a new baler from the capital plan. The money set aside for the baler in FY 2025 will be spent to overhaul and update the newer baler providing for a longer life and not require the Town to replace it for several more years.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #9 – Library****\$50,000****Library**

**Summary:** *All 20-year-old carpeting was replaced in 2018 EXCEPT in the Children's Room and Main Meeting Rooms, because they were replaced in 2009. These three large spaces are the busiest, most-used, and most stain-prone rooms. In FY2025, these carpets will be 15 years old (expected life 10 years). Carpet squares cost a bit more than broadloom, but make the most sense in such high traffic, high spill, highly busy crafting/activity/refreshment/programming meeting spaces. Despite regular cleaning, stains are visible all over the meeting rooms in particular. Carpet tiles can be replaced easily if stains cannot be removed or if fixed shelving or furniture is changed.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #10 – Property Improvements****\$50,000****Park Department**

**Summary:** *The Park Commission has been working over the past several years developing a strategy to address deficiencies in the various Park Department Properties located throughout Groton. Since FY 2015, the Town has appropriated \$25,000 each year so that the Park Commission can develop a capital improvement program that will allow them to keep our various park locations in good shape and avoid a major construction project to much success. In FY 2025, the Park Commission has*

requested \$50,000 to deal with some substantial capital expenditures, including the paving work needed at Carol Wheeler Park, which has been quoted at \$11,500-\$11,900.

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #11 – Police Cruisers** **\$133,025** **Police Department**

**Summary:** *Purchase of two police cruisers and related equipment to replace cruisers that are no longer cost effective to maintain. This allows for lesser mileage per year, better maintenance scheduling, assignment of cars to officers and for a programmed replacement schedule that ensures line cars are rotated out at reasonable mileage and wear. Unmarked cars are rotated in the same fashion.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #12 – Police Pick-Up Truck** **\$77,000** **Police Department**

**Summary:** *This piece of equipment will benefit the department in that, as a multi-purpose vehicle with a four wheel drive platform, it can be utilized for snow removal, specialized equipment transport, provide accessibility to remote areas, and it will give us the ability to evacuate people in emergencies. This vehicle can be used to assist Emergency Management with transportation of generators and shelter equipment.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #13 – Electronic Control Devices – “Tasers”** **\$12,673** **Police Department**

**Summary:** *Current Electronic Control Devices are at end-of-life and not serviceable. The total cost of the ECD replacement is \$95,692. The Police Department applied for and received a JAG grant in the amount of \$45,000. The Town would be responsible for 4 payments of \$12,673 (beginning in FY 2025) for a total cost to the Town of \$50,692.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #14 – Golf Carts** **\$25,553** **Country Club**

**Summary:** *In FY 2023, the Town replaced the fleet of twenty-five golf carts with 21 new Yamaha gas powered carts and four Yamaha electric carts using a five year lease to purchase agreement at an annual cost of approximately \$25,000.*

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

**Item #15 – Greens Equipment - Ventrac** **\$10,918** **Country Club**

**Summary:** *In FY 2024, the Town purchased a Ventrac unit using a five year lease to purchase agreement at an annual cost of \$10,918. The Ventrac unit is the most versatile piece of equipment used by the Country Club. The attachments already in use include units for plowing, aeration, seeding, landscaping and mowing difficult terrain. This vehicle is used on a daily basis.*

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

**Item #16 – Greens Equipment – Hauler Pro X** **\$20,000** **Country Club**

**Summary:** *This is a superintendent utility cart that will replace one of the two carts currently used to travel the course for maintenance. This utility cart provides a bedload capacity of 500 lbs. for material. The two current utility carts are over a decade old and are becoming unreliable. This vehicle is used on a daily basis.*

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

**Item #17 – Greens Equipment – Truckster XD** **\$13,500** **Country Club**

**Summary:** *This is a heavy payload 4x4 utility truck that will allow the transfer of up to 3,500 lbs. of debris, sand and loam to and from areas of the Course. This utility cart will replace the other utility cart in the Club's fleet that is over a decade old and is becoming unreliable. This vehicle will be used on a daily basis in the Spring and Fall when course cleanup is a daily occurrence. During the Summer months, it will be used for various Course projects.*

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

**Item #18 – Ventrac Attachments** **\$18,000** **Country Club**

**Summary:** *The Ventrac unit is an attachment driven unit. The following attachments will be purchased and used for Course maintenance: Tough Cut Deck - \$6,000 – This deck will allow for the*

cutting back of all the overgrown areas of the course. It is expected that this attachment will be used often during the first season and continually when needed to maintain areas that have been improved; Stump Grinder - \$5,000. This attachment will focus on clearing out dead trees and overgrown areas of the course. The stump grinder will remove enough of a stump to clear the area and in some cases allow for reseedling. The expectation is that this attachment would be used a minimum of twenty (20) times annually; Trencher - \$7,000 - This attachment will install new irrigation lines on the course. There are several irrigation projects planned over the next several seasons.

**Select Board:**

**Finance Committee: *Recommended Unanimously***

**Item #19 – Greens Equipment – Greens Mower      \$10,000      Country Club**

**Summary:**      *This item will replace the current greens mower. The old mower will be converted to a tee & collar unit, and the old tee & collar unit will be converted to a greens roller unit. Ideally, the Club will purchase a new mower every five years.*

**Select Board:**

**Finance Committee: *Recommended Unanimously***

**Item #20 – HVAC      \$23,000      Country Club**

**Summary:**      *The HVAC systems in both the Function Hall and the Groton Publick House (GPH) have been aging to the point that replacement parts are no longer available or are cost prohibitive. The Club has been installing one (1) AC unit per year into the Function Hall and GPH Building over the past three years. This request will complete the process of ultimately having five (5) units in the Function Hall and two units in the GPH Building.*

**Select Board:**

**Finance Committee: *Recommended Unanimously***

**Item #21 – Building Repairs & Painting      \$20,000      Country Club**

**Summary:**      *This funding will be used to paint the exterior of the Golf Shop, replace trim board, and install rubber flooring for the high traffic area inside the golf shop. In addition, it will also be used to replace the deck outside of the Golf Shop.*

**Select Board:**

**Finance Committee: *Recommended Unanimously***

**Item #22 – Function Hall Bathroom Repairs**

**\$10,000**

**Country Club**

**Summary:** *This funding will be used to install hand dryers in the Function Hall bathrooms, as well as repaint both bathrooms in the Function Hall, and replace the partitions in the Function Hall bathrooms.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Item #23 – Retaining Walls**

**\$15,000**

**Country Club**

**Summary:** *Using the same blocks that were installed several years ago for the pool perimeter, the Country Club will replace the stone wall next to the deck at the Publick House Building and add a small section that has been experiencing washout next to the Publick House Building.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

***Town Manager***

---

**Article 7: Repurpose GDRSD Capital Stabilization Fund to Cover MNHG Obligations**

To see if the Town will vote to repurpose and appropriate the sum of \$263,424 in Fiscal Year 2024 from the Groton Dunstable Regional School District Capital Stabilization Fund, to be expended by the Town Manager, for the purpose of paying the Town of Groton's obligations to the Minuteman Nashoba Health Group, said funds to be used to pay the Town's run out claims for self-insured Active plans and self-insured Medicare plans, or to take any other action relative thereto.

***Town Manager***

**Select Board:**

**Finance Committee:**

**Summary:** *In an effort to close the anticipated projected Fiscal Year 2025 budget deficit, the Town Manager recommended, and the Select Board approved, that the Town leave the Minuteman Nashoba Health Group (the joint purchasing group that supplies health insurance for Town employees) and join the Massachusetts Interlocal Insurance Association (MIIA) for this purpose. While this decision lowered the anticipated FY 2025 projected deficit by approximately \$118,000, there is not enough funding left in the MNHG Trust to cover the so-called runout claims (those claims incurred before June 30, 2024, but are billed after June 30<sup>th</sup>). To that end, the Town is responsible for setting aside enough funding to cover this expense, estimated to be approximately \$340,000. To pay for this, there is funding left in the Groton Dunstable Regional School District Capital Stabilization Fund to help offset some this expense. The 2023 Fall Town Meeting appropriated \$550,000 from Free Cash to add to this fund in anticipation of the District's FY 2025 Capital Assessment. Fortunately, the District's Capital Assessment for FY 2025*

came in at \$295,767, leaving the current balance in that fund at \$263,424 (there was a beginning balance in that fund of approximately \$9,000 prior to adding the \$550,000 last Fall). This balance will be repurposed to cover a portion of this obligation with the rest of the funding (\$75,894) coming from leftover ARPA funds that were set aside for another project that is no longer needed.

---

**Article 8:      *Revoke Cable Enterprise Fund in Fiscal Year 2025***

To see if the Town will revoke the provisions of Chapter 44, §53F½ of the Massachusetts General Laws, ceasing the Community Cable Department as an enterprise fund effective in Fiscal Year 2025, or to take any other action relative thereto.

***Town Manager***

**Select Board: *Recommended Unanimously***

**Finance Committee: *Recommended Unanimously***

**Summary:**    *At the 2015 Spring Town Meeting, the Town voted to create a Cable Enterprise Fund for Fiscal Year 2016. At the time, Cable Revenues were strong and had a healthy level of reserves. However, since 2019, more residents have moved away from cable to various streaming services and the Town has seen a steady decrease in Cable Fees and the Cable Enterprise has had to depend more on its Excess and Deficiency Account to balance the budget. There are no longer enough reserves to continue functioning as an Enterprise. To address this and determine the best course of action to continue to provide Local Cable Access while dealing with the loss of revenues, in Fiscal Year 2025, the Town will create a "Cable Department Receipts Reserved for Appropriation Fund". Creation of this fund, similar to the Ambulance Receipts Reserved for Appropriation Fund, will allow the Town to collect the fees received from the two cable carriers servicing Groton and put them in this Reserve Account for the exclusive use of the Local Cable Access Department. This Article will revoke the Enterprise Fund. Article 9 will create the Receipts Reserved for Appropriation Fund.*

---

**Article 9:      *PEG Access and Cable Related Fund Acceptance***

To see if the Town will accept Massachusetts General Laws, Chapter 44, §53F¾, to establish a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, said fund to begin operation for Fiscal Year 2025, which begins on July 1, 2024, or to take any other action relative thereto.

***Town Manager***

**Select Board: *Recommended Unanimously***

**Finance Committee: *Recommended Unanimously***

**Summary:** *See explanation in the Article 8 Summary.*

---

**Article 10: *Funding for Destination Groton Committee***

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager in Fiscal Year 2024 and thereafter, for the purpose of providing funding for the Destination Groton Committee to carry out the Charge of the Committee and all costs associated and related thereto, or to take any other action relative thereto.

***Destination Groton Committee***

**Select Board:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

**Summary:** *The purpose of this Article is to provide funding for the Destination Groton Committee to carry out its charge, which is to pursue a course of action intended to engage all Town stakeholders, including the business and non-profit communities, Town leaders, and Town residents in a series of public information forums in order to prepare for an increase in visitors to town while at the same time work to preserve its rural small-town charm. A portion of this funding will be used to hire consultants to assist in procuring grant funding to create tourism programing, strategic marketing, infrastructure and regional transportation mitigation. The Committee is seeking \$15,000 for the above-mentioned activities in FY 2025.*

---

**Article 11: *Funding for Sustainability Commission***

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 providing funding for the Sustainability Commission to carry out the Charge of the Committee and all cost associated and related thereto, or to take any other action relative thereto.

***Sustainability Commission***

**Select Board:** *Recommended Unanimously*

**Finance Committee:** *Recommended Unanimously*

**Summary:** *The purpose of this Article is to provide funding for the Sustainability Commission to pay for their tire recycling program, climate action program, pollinator garden program, building and delivering trained energy coaching and a central, online repository of information for townspeople, Sustainable Groton Advocates citizens' program, and to provide educational materials to residents in their endeavor to have informational/educational seminars that focus on Sustainability. At the*

direction of the Select Board in October, 2021, the Sustainability Commission added climate change and resilience to their purview. Beginning in 2022, the Commission added climate change work projects and a tire recycling program to their ongoing pollinator garden program. Continuing and bringing these projects to fruition requires funding. The Commission is seeking \$9,600 for the above-mentioned activities in FY 2025.

---

**Article 12: Community Preservation Funding Accounts**

To see if the Town will vote to make the following appropriations from the Community Preservation Fund: Allocation of Community Preservation Funds to the following sub accounts:

CPC Operating Expenses:	\$ 27,500
Open Space Reserve:	\$106,250
Historic Resource Reserve:	\$106,250
Community Housing Reserve:	\$106,250
Unallocated Reserve:	\$716,250

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 is an accounting procedure that is necessary so that the Community Preservation Committee will have access to the funds raised during Fiscal Year 2025. Except for the CPC Operating Expenses, none of these funds will be spent without additional approval at Town Meeting.

---

**Article 13: Community Preservation Funding Recommendations – Fiscal Year 2024**

To see if the Town will vote to adopt and approve the recommendations of the Community Preservation Committee for Fiscal Year 2024, 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 Massachusetts 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 Massachusetts 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:</b>	<b>Sustainable Groton Funding</b>	<b>\$3,600</b>
------------------------	-----------------------------------	----------------

**Summary:** *The Sustainability Commission is requesting \$3,600 in order to create and plant a native plant pollinator corridor along the back of the Groton Center property. The 80-foot-long planting pathway will connect the pollinator garden to the Ice Line Trail. The pollinator corridor will consist of a pedestrian walkway with a border of native pollinator plants and benches. The pollinator habitats at the Groton Center help to offset the loss of habitat and support sustainable environments, contributing to biodiversity. The full amount to be paid from the Open Space Reserve.*

**Select Board:**

**Finance Committee:** *Recommended Unanimously*

**Community Preservation Committee:** *Recommended Unanimously*

---

**Article 14: Community Preservation Funding Recommendations – Fiscal Year 2025**

To see if the Town will vote to adopt and approve the recommendations of the Community Preservation Committee for Fiscal Year 2025, 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 Massachusetts 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 Massachusetts 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:</b>	<b>Conservation Fund – FY 2025</b>	<b>\$400,000</b>
------------------------	------------------------------------	------------------

**Summary:** *The Conservation Commission is requesting \$400,000 to be added to Groton's Conservation Fund in order to preserve land for open space, agricultural recreation, and forestry activities, as well as to protect water resources and wildlife habitat. The Conservation*

*Fund allows the Town to move quickly when a priority parcel becomes available. In the past, the Conservation Fund has been used to purchase conservation restrictions, agricultural preservation restrictions, and fee ownership of conservation land within Groton. To Fund this Project, \$100,000 will come from the Open Space Reserve and \$300,000 to come from the Unallocated Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:** *Recommended Unanimously*

**CPC Proposal B:                      Cow Pond Play Fields                      \$30,000**

**Summary:**     *The Park Commission is requesting \$30,000 to design a master plan for the large area owned by the Town of Groton between Cow Pond Brook Road and Hoyts Wharf Road. The area is currently used by athletic groups and residents. This proposal will utilize the data and site assessments conducted using previously approved CPA funds in 2022 and build upon it to create the Master Plan and concept design. The Park Commission will also incorporate input provided through a survey of Town residents. The full amount to be paid from the Unallocated Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:** *Recommended (6 In Favor, 1 Abstained – Hewitt)*

**CPC Proposal C:                      Milestone Markers Restoration                      \$8,950**

**Summary:**     *The Groton Historical Commission is requesting \$8,950 to restore 2 of the 27 milestone markers that radiate from Main Street, leading to the Town center. The stones are historical assets, having been installed in approximately 1902. The project will fund the necessary restoration of damaged milestone markers. The full amount to be paid from the Historic Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:** *Recommended Unanimously*

**CPC Proposal D:                      Prescott School Building Assessment                      \$100,000**

**Summary:**     *The Groton Town Manager, in conjunction with the Capital Planning Advisory Committee and the Friends of Prescott, are proposing to perform a building condition assessment report for the Prescott School, located at 145 Main Street, to determine the functional adequacy of the primary facilities in the short- and long-term future to preserve the historic structure. The full amount to be paid from the Historic Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:** *Recommended (6 In Favor, 1 Against – Eliot)*

**CPC Proposal E:****Outdoor Fitness Court****\$237,500**

**Summary:** *In the Spring of 2023, the Town of Groton applied for and received a \$50,000 2024 Blue Cross Blue Shield Massachusetts Fitness Campaign Grant Award. This Campaign is part of a national movement to make world-class fitness free and accessible in public spaces across the country. The National Fitness Campaign (NFC) is a for-profit wellness consulting firm. NFC's mission is to make "world class fitness free" to support healthy communities across America. This grant provides seed funding for the construction/installation of an Outdoor Fitness Court. Working cooperatively with the Groton Park Commission it was determined that the best location for the Outdoor Fitness Court is at 32 Playground Road, also known as Town Field, behind the Groton Public Library, adjacent to the outdoor basketball court. The funds requested are representative of the costs over and above the \$50,000 grant and will be utilized to complete the project. The full amount to be paid from the Unallocated Reserve.*

**Select Board:****Finance Committee:****Community Preservation Committee:** *Recommended Unanimously***CPC Proposal F:****SRRT – Phase II Permitting****\$30,000**

**Summary:** *Squannacook Greenways, Inc. is requesting \$30,000 in funding to pay for the design and permitting of the next phase of the Squannacook River Rail Trail (SRRT). Phase I currently extends from Depot Street in Townsend to the Bertozzi Wildlife Management Area (WMA) in West Groton, for a distance of 3.7 miles. The proposed Phase II will be to continue the rail trail from the Bertozzi WMA to Cutler Field in West Groton for a distance of 2.1 miles along the scenic Squannacook River. The full amount to be paid from the Unallocated Reserve.*

**Select Board:****Finance Committee:****Community Preservation Committee:** *Recommend (6 In Favor, 1 Abstained – Easom)***CPC Proposal G:****Bancroft Castle Preservation Study****\$16,240**

**Summary:** *The Groton Historical Commission is requesting \$16,240 to commission a study by a qualified masonry preservation firm as to the structural integrity of the masonry remains of the Bancroft Castle atop Gibbet Hill. In addition, this study would outline a strategy to preserve those remains to the maximum extent practically and economically possible. The full amount to be paid from the Historic Reserve.*

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

**CPC Proposal H:                      Property Security, Safety and Preservation                      \$69,600**

**Summary:**     *The Groton Historical Society is requesting \$69,600 in order to make updates and repairs to the Boutwell House. These include the addition of demand security lighting, metal railings along a walkway, repairs to deteriorated windows and entryways, and assessment of the existing sprinkler system. The full amount to be paid from the Historic Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee: *Recommended Unanimously***

**CPC Proposal I:                      2023-2024 Housing Funding Request                      \$400,000**

**Summary:**     *The Affordable Housing Trust (AHT) is requesting \$400,000 from the Community Housing Reserve in order to continue its work of creating and supporting Affordable Housing in Groton. This money will allow the AHT to respond quickly if property suitable for Affordable Housing comes onto the market. Community Housing Funds can be used to acquire, create, support, rehabilitate and/or restore affordable housing if acquired or created with CPA funds. The full amount to be paid from the Community Housing Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee: *Recommended Unanimously***

**CPC Proposal J:                      Housing Coordinator – FY 2025                      \$62,660**

**Summary:**     *This application is requesting \$62,660 in CPA funding from the Community Housing category to fund the wages and benefits of the Housing Coordinator position (25-hours/week). The full amount to be paid from the Community Housing Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee: *Recommended Unanimously***

**CPC Proposal K:                      Tools and Equipment for Building Trails                      \$12,195**

**Summary:**     *The Groton Trails Committee is requesting \$12,195 to purchase needed special tools and equipment for them to conduct their work. While it's not associated with any particular trail construction project(s), the special tools and equipment will be used to improve the Committee's overall efficiency, and thereby its capacity, for building, repairing, and enhancing trails in the Groton Trail Network (GTN). The GTN comprises trails on land owned by nonprofits (Groton Conservation Trust, New England Forestry Foundation), the Town of Groton (Groton Conservation Commission), and the Commonwealth of Massachusetts (Department of Conservation and Recreation). The CPA Funds will be*

*used to build, repair (for safety and/or erosion control) and enhance (for safety and/or new users) trails that are used by the public. To Fund this Project, \$5,000 will come from the Open Space Reserve and \$7,195 will come from the Unallocated Reserve.*

**Select Board:**

**Finance Committee:**

**Community Preservation Committee:** *Recommended Unanimously*

***Community Preservation Committee***

---

---

**Article 15:     *Extend Center Sewer District***

To see if the Town will vote to extend the "Groton Center Sewer District" as established by the vote of the Special Town Meeting of February 6, 1989, under Article 7, and as shown most recently on the plan approved under article 14 of the Annual Town Meeting of April 25, 2005, to include the property shown on Assessors' Map 115, Lot 25-0 (6 Fairway Drive) but only for the exclusive use of 6 Fairway Drive, and its successors or assigns, and provided that all costs of designing, laying, and construction of the extension and any associated connection and the cost of additional capacity and the property owner's proportionate share of the general benefit facilities, and all other costs associated therewith, are paid by the owner of the property benefited thereby, whether by the assessment of betterments or otherwise, or to take any other action relative thereto.

***Board of Sewer Commissioners***

**Select Board:**

**Finance Committee:** *No Position*

**Board of Sewer Commissioners:** *Recommended Unanimously*

**Summary:**     *This article requests authorization from the Town Meeting to expand the Center Sewer District to include 6 Fairway Drive, Groton. This article, if approved, will make Sewer available for the exclusive use of 6 Fairway Drive.*

---

**Article 16:     *Extend Four Corner Sewer District***

To see if the Town will vote to extend the "Four Corners Sewer District", as established by the vote under Article 12 of the 2015 Spring Town Meeting, to include the property shown on Assessors' Map 133, Lot 49-0 (797 Boston Road) but only for the exclusive use of 797 Boston Road, and its successors or assigns, and provided that all costs of designing, laying, and construction of the extension and any associated connection and the cost of additional capacity and the property owner's

proportionate share of the general benefit facilities, and all other costs associated therewith, are paid by the owner of the property benefited thereby, whether by the assessment of betterments or otherwise, or to take any other action relative thereto.

### ***Board of Sewer Commissioners***

**Select Board:**

**Finance Committee:** *No Position*

**Board of Sewer Commissioners:** *Recommended Unanimously*

**Summary:** *This article requests authorization from the Town Meeting to expand the Four Corners Sewer District to include 797 Boston Road, Groton. This article, if approved, will make Sewer available for the exclusive use of 797 Boston Road.*

---

### ***Article 17: Citizens' Petition – Return to Voice Vote and/or Voter Card Count at Town Meeting***

To see if the Town will vote to no longer use electronic voting and instead revert back to voice and voter card count at Town Meetings, or to take any other action relative thereto.

### ***Citizens' Petition***

<u>Name</u>	<u>Address</u>	<u>Name</u>	<u>Address</u>
Guy L. Alberghini	215 Main Street	Tom Sweeny	53 Northwoods Road
Richard Chiriboga	460 Lowell Road	Pamela Wolfe	423 Lost Lake Drive
Bryan Richard	22 Winding Way	Judy Craig	220 Hemlock Park Drive
Eric Hillenberg	87 Northwoods Road	Robert Melvin	231 Mill Street
Raymond Roy	38 Ridgewood Avenue	Karen Boucher	38 Ridgewood Avenue

**Select Board:** *Not Recommended Unanimously*

**Finance Committee:** *No Position*

**Summary:** The following summary was prepared by the petitioners and represents their view on the Article: *At the current time votes are entered into the voting system by way of clickers. When a petition needs to be passed by either a simple majority vote or two thirds of the vote did it really pass? For example say there are 200 votes. For a simple majority 101 votes would be needed to pass. Inside the system recognizes that 200 votes had been cast and needs 101 to pass. If the system only got 75 yes as well as 125 no votes. In less than a second the software will calculate that it needs 26 more to pass. The software will then reconfigure the vote results to show 101 yes votes and 99 no votes and looks like it passed. If this petition is passed, the votes at Town Meeting will bring back the voice vote as well as the vote by raising the card.*

---

**Article 18: Citizens' Petition – Reduce Statutory Speed Limit from 30 MPH to 25 MPH**

To see if the Town will vote to amend Groton Traffic Rules and Orders, Article XI Speed Regulations, Town of Groton Speed Limits, by adopting MGL, c. 90, §17C Sections 193 of Chapter 218 of the Acts of 2016. Mass.gov: "Section 193 allows a municipality to opt-in to Section 17C of Chapter 90 of the MGL, thereby reducing the statutory speed limit from 30 mph to 25 mph on any or all city or town-owned roadways within a thickly settled or business district. The legislation also requires cities and towns to notify MassDOT of these changes," or to take any other action relative thereto.

**Citizens' Petition**

<u>Name</u>	<u>Address</u>	<u>Name</u>	<u>Address</u>
Russell Harris	25 Longley Road	James A. Barisano	15 Longley Road
Deborah E. Johnson	25 Longley Road	Karen Tucker-Barisano	15 Longley Road
John MacLeod	81 Kemp Street	Paul Murray	85 Wharton Row
Jamie Christenson	189 Forge Village Road	June F. Cloutier	532 Longley Road
Eric M. Graham	64 Champney Street	David E. Butz	532 Longley Road

**Select Board: Recommended Unanimously**

**Finance Committee: No Position**

**Summary:** The following summary was prepared by the petitioners and represents their view on the Article: At the Groton Master Plan Public Session held at the Groton Center, the Barrett Planning Group recently revealed that the risk of death to a pedestrian hit by a vehicle is 18% at 20 miles per hour, 50% at 30 miles per hour and 88% at 40 miles per hour. The Foundation for Traffic Safety reports: "Results show that the average risk of severe injury for a pedestrian struck by a vehicle reaches 10% at an impact speed of 16 mph, 25% at 23 mph, 50% at 31 mph, 75% at 39 mph, and 90% at 46 mph. The average risk of death for a pedestrian reaches 10% at an impact speed of 23 mph, 25% at 32 mph, 50% at 42 mph, 75% at 50 mph and 90% at 58 mph. Risks vary significantly by age. For example, the average risk of severe injury or death for a 70-year old pedestrian struck by a car traveling at 25 mph is similar to the risk for a 30-year old pedestrian struck at 35 mph. Groton has many roads with no sidewalks or bike lanes. Vehicles traveling on Groton's roads routinely exceed the posted speed limits by five to ten miles per hour. This commonsense solution, which has been adopted by eighty Massachusetts cities and town, including towns adjacent to Groton, will reduce the risk of injury and death to those walking, jogging and on bicycles. From Mass.gov:

<https://www.mass.gov/info-details/speed-limits-in-thickly-settled-or-business-districts>

"If a municipality opts-in, it will not supersede any existing posted speed limit. The legislation only affects streets that are currently governed by a statutory speed limit. If an existing special speed regulation is in place, it will continue to govern." "MassDOT recommends that if a municipality opts-in to MGL c. 90, §17C, that it does so on a city- or town-wide basis to avoid potential confusion for drivers. However, cities and towns do have the option to opt-in on a street-by-street basis. Once a municipality has opted-in to MGL c. 90, §17C, it is required to notify MassDOT."

**ARTICLES 19 THROUGH 28 WILL BE PART OF THE CONSENT AGENDA. PLEASE SEE EXPLANATION PROVIDED ON PAGE 2 OF THIS WARRANT.**

---

**Article 19:     *Transfer within the Water Enterprise Fund***

To see if the Town will vote to transfer a sum or sums of money from the Water Enterprise Fund Surplus to the Fiscal Year 2024 Water Department Operating Budget, or to take any other action relative thereto.

***Board of Water Commissioners***

**Select Board: *Recommended Unanimously***

**Finance Committee: *Recommended Unanimously***

**Summary:**     *This Article is a placeholder in the event the Water Department needs funds to complete the current Fiscal Year. As of the printing of the Warrant, it is not anticipated that funding will be required and this Article will be indefinitely postponed.*

---

**Article 20:     *Transfer Within the 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 2024 Center Sewer Enterprise Department Budget, or to take any other action relative thereto.

***Board of Sewer Commissioners***

**Select Board: *Recommended Unanimously***

**Finance Committee: *Recommended Unanimously***

**Summary:**     *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2024 Center Sewer Budget. As of the printing of the Warrant, it is anticipated that \$52,500 will need to be transferred for this purpose.*

---

**Article 21:     *Transfer Within the 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 2024 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***

**Summary:**     *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2024 Four Corners Sewer Budget. As of the printing of the Warrant, it is anticipated that \$20,000 will need to be transferred for this purpose.*

---

**Article 22:     *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 2024 Cable Enterprise Department Budget, or to take any other action relative thereto.

***Cable Advisory Committee***

**Select Board: *Recommended Unanimously***

**Finance 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 2024 budget. As of the Printing of the Warrant, it is anticipated that \$10,000 will need to be transferred for this purpose.*

---

**Article 23:     *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.*

---

**Article 24: *Current Year Line-Item Transfers***

To see if the Town will vote to transfer certain sums of money within the Fiscal Year 2024 budget, or to take any other action relative thereto.

***Select Board***

**Select Board: *Recommended Unanimously***

**Finance Committee: *Recommended Unanimously***

**Summary:** *To transfer money within the Fiscal Year 2024 Budget should the need arise. A handout explaining any necessary transfers will be available at Town Meeting.*

---

**Article 25: *Appropriate Money to Offset the 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 2024 Snow and Ice Budget, as approved under Article 5 of the 2023 Spring Town Meeting, or to take any other action relative thereto.

***Town Manager***

**Select Board: *Recommended Unanimously***

**Finance Committee: *Recommended Unanimously***

**Summary:** *This article will allow the Town to fund any deficit in the Snow and Ice Account in FY 24.*

---

**Article 26: *Debt Service for Middle School Track – Fiscal Year 2024***

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 Chapter 44B, Section 5, of the Massachusetts General Laws, for debt service for Fiscal Year 2024 for the Middle School Track Project, as authorized under Article 9 of the April 30, 2022 Spring Town Meeting, or to take any other action relative thereto.

***Community Preservation Committee***

**Select Board: *Recommended Unanimously***

**Finance Committee: *Recommended Unanimously***

**Summary:** *This Article appropriates the debt service payment for the Middle School Track Project. Article 9 of the April 30, 2022 Spring Town Meeting appropriated an additional \$1,000,000 for the project. Using FY 2024 Funds, the Community Preservation Committee will pay \$124,590 (\$120,000 for principal and \$4,590 for interest) in debt service. In addition, they will pay an additional \$20,000 towards un-borrowed construction costs. To fund this appropriation, \$124,590 will come from the Fiscal Year 2024 Unallocated Reserve and \$20,000 will come from the Fiscal Year 2024 Open Space Reserve.*

---

**Article 27: *Debt Service for Middle School Track – Fiscal Year 2025***

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 Chapter 44B, Section 5, of the Massachusetts General Laws, for debt service for Fiscal Year 2025 for the Middle School Track Project, as authorized under Article 7 of the May 1, 2021 Spring Town Meeting, or to take any other action relative thereto.

***Community Preservation Committee***

**Select Board:**

**Finance Committee:**

**Summary:** *This Article appropriates the debt service payment for the Middle School Track Project. Article 7 of the May 21, 2021 Spring Town Meeting appropriated \$1,405,374 for the project. In FY 2025, the Community Preservation Committee will pay \$235,072 in debt service (\$175,672 in principal payment and \$59,400 in interest payment) for this appropriation. To fund this appropriation the entire amount will come from the Unallocated Reserve.*

---

**Article 28:     *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 2025 spending limits for the various revolving funds as follows:

<b>Program or Purpose</b>	<b>FY 2025 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
Council on Aging Program Fund	\$40,000
Boat Excise Tax Fund	\$ 5,000
Transfer Station Glass	\$20,000
Senior Center Fitness Equipment	\$10,000

or to 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 votes and is currently set forth in the Town's Bylaw for said purpose.*

---

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 4<sup>th</sup> Day of March in the year of our Lord Two Thousand Twenty-Four.

Peter S. Cunningham

Peter S. Cunningham, Chair

John F. Reilly

John F. Reilly, Vice-Chair

Alison S. Manugian

Alison S. Manugian, Clerk

Rebecca H. Pine

Rebecca H. Pine, Member

Matthew F. Pisani

Matthew F. Pisani, 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 2025**

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 2025 Operating Budget for the Town of Groton. Developing this Budget has been unlike any other, with unprecedented circumstances impacting Groton and its finances. Balancing the Fiscal Year 2024 was extremely difficult with significant cuts made by the Town of Groton and the Groton Dunstable Regional School District. Recognizing the gravity of the situation, the Select Board, Finance Committee and Town Manager took proactive measures early in the summer to address the impending challenges in Fiscal Year 2025.

The Town Manager’s Tri-Comm Working Group made up of representatives from the Select Board, Finance Committee, Groton Dunstable Regional School Committee and Town and School Administrations worked together with the specific task of reviewing the issues impacting the Fiscal Year 2025 Budget. The Working Group conducted a detailed review of current spending, developed preliminary revenue projections and spending assumptions, and developed a three-year Financial Plan for the Town of Groton. The outcome of the work showed that the Town would be facing a major Budget Deficit over the next three fiscal years.

Working cooperatively, the Town of Groton and the Groton Dunstable Regional School District have worked towards finding viable solutions to address the anticipated deficits. Maintaining the excellent services that the Community relies on was of utmost importance in developing the Fiscal Year 2025 Operating Budget. That said, the financial strain caused by the lack of sustained revenue sources, including the lack of support from the Commonwealth of Massachusetts, no longer receiving Federal Funding (ARPA, CARES Act, ESSER II) that was used to balance the Budget in Fiscal Year 2022 and Fiscal Year 2023, and the use of non-recurring revenue sources by the Groton Dunstable Regional School District, has made it increasingly difficult to balance the budget without making drastic and devastating cuts. In order to ensure that Groton continues to thrive and provide the services that its residents deserve, the Finance Committee, Select Board and Town Manager find themselves in a position where an override of Proposition 2½ must be considered. An override of Proposition 2 1/2 would allow the Town to bridge the financial gap and provide the necessary resources to sustain the quality services that have become synonymous with Groton. While it is understood that this is a difficult decision, it is firmly believed that it is the right one to secure a brighter future for Groton and the School District.

In accordance with the Groton Charter and the Town’s Financial Policies, the Fiscal Year 2025 Budget Process is the ninth year where the Select Board and Finance Committee have provided direction prior to the development of the proposed budget. The Select Board and Finance Committee met with the

Town Manager prior to the issuance of the initial budget instructions to review objectives and develop specific goals that would be followed during the development of the Fiscal Year 2025 Proposed Operating Budget. At the budget guidance development meeting in October, the Select Board and Finance Committee voted unanimously to provide the following direction to the Town Manager:

1. One Budget shall be balanced with no proposed Override of Proposition 2½.
2. The second budget shall be a level services budget (*maintains services at the FY 2024 level and does not add any new services*) that proposes a potential override of Proposition 2½ to eliminate a projected three-year deficit.
3. The Town Manager shall collaborate with representatives of the Groton Dunstable Regional School District and Nashoba Valley Technical School District to create these two budgets.

In order to comply with this guidance in a comprehensive, understandable and professional manner, the main budget that was presented to the Finance Committee for consideration was the Level Services Budget. The Level Services Budget required an Override of Proposition 2½. The purpose of presenting the Budget in this manner was to allow the Finance Committee and Select Board to have a baseline understanding of the current level of services being provided. It represented the continuation of existing services without any changes or adjustments. It served as a starting point for evaluating the financial needs of Groton. After a thorough review of the Level Services Budget, the Finance Committee and Select Board determined that an Override of Proposition 2½ was necessary to maintain services.

Revenue estimates for Fiscal Year 2025 were consistent with the five-year average in the various categories, including a slight increase in Unrestricted Local Aid from the Commonwealth of Massachusetts based on Governor Maura Healey's proposed budget. In addition, New Growth was estimated at \$20 million, which will generate an additional \$301,800 in tax revenues in Fiscal Year 2025. Due to the unprecedented increase in Estimated Receipts in Fiscal Year 2024 (over a 12% increase), a more conservative approach was taken in Fiscal Year 2025. Local receipts have been increased by \$130,563 from \$5,497,383 to \$5,627,946, or 2.4%. Given the major increase in Fiscal Year 2024, it would not be prudent or fiscally responsible to expect the same kind of increase two years in a row. The following is a summary of what is anticipated in the major Estimated Receipts for FY 2025:

1. **Motor Vehicle Excise Taxes** – The five-year average is \$1,823,309. Based on this, Motor Vehicle Excise Taxes have been budgeted at \$1,820,583 in FY 2025.
2. **Meals Tax/Room Occupancy Tax** – This has been an excellent revenue source over the last couple of years. In Fiscal Year 2024, the estimate was increased by \$50,000. After reviewing what was received during the first two quarters of Fiscal Year 2024, this Receipt has been level funded at \$400,000 for Fiscal Year 2025.

3. **Recreational Marijuana Revenue** – Unfortunately, the opening of the two recreational marijuana facilities were delayed, with one opening in October, 2023 and the other not expected to open until July, 2024. Based on this, the amount estimated in FY 2024 (\$150,000) will not come to fruition and this Receipt was reduced to \$75,000 in FY 2025.
4. **Payments in Lieu of Taxes** – This Receipt has been increased by \$18,500 to \$390,000 based on the success of the ticket surcharge agreed to by Groton Hill Music.
5. **Other Charges for Services** – This Receipt has been decreased by \$84,000 based on the decision of the Groton Select Board to join the Patriot Regional Emergency Communications Center in FY 2025 and Dunstable will no longer be making this payment for Dispatch Services to Groton.
6. **Other Departmental Revenue** – This Receipt has been increased by \$50,000 to \$854,063 in anticipation of the reimbursement from the Enterprise Funds increasing due to an anticipated increase in intergovernmental cost share.
7. **Investment Income** – Due to an increase in interest rates and the prudent investment of Town funds, this Receipt has been increased by \$125,000 to \$225,000 in FY 2025.
8. **Recreation Revenues** – Based on the last four years of outstanding success of the Groton Country Club, this Receipt has been increased by \$50,000 to \$750,000 in FY 2025.

The following chart shows what we expect to receive in revenues that can be used to fund the Proposed Operating Budget:

<b><u>Revenue Source</u></b>	<b><u>Budgeted FY 2024</u></b>	<b><u>Proposed FY 2025</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Property Tax*	\$ 36,832,663	\$ 38,055,280	\$ 1,222,617	3.32%
State Aid	\$ 1,116,143	\$ 1,145,967	\$ 29,824	2.67%
Local Receipts - Excluding Country Club	\$ 4,797,383	\$ 4,877,946	\$ 84,626	1.76%
Country Club Revenue	\$ 700,000	\$ 750,000	\$ 50,000	7.14%
Other Available Funds	\$ 350,000	\$ 350,000	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 43,796,189</b>	<b>\$ 45,179,193</b>	<b>\$ 1,387,067</b>	<b>3.17%</b>

\*Includes 2½ percent increase allowed by law and \$20 million in new growth.

In developing the Fiscal Year 2025 Budget, a review of mandatory expenditures is warranted, as well as areas in the budget that are routine in nature. With regard to mandatory expenditures, two categories fit this definition, Pension and Health Insurance. With regard to the Pension Budget, Middlesex County has informed the Town that its Assessment in Fiscal Year 2025 will increase by 6.36%, or by \$158,739 from \$2,494,280 to \$2,653,019. With regard to Health Insurance, in FY 2025, given the financial situation and in an effort to find efficiencies and cost savings, the Town needed to examine its membership with the Minuteman Nashoba Health Group (MNHG). The Town has been a

member of MNHG since 1991. Membership in this group for many years was very advantageous. However, as rates have increased a number of members have left the group and moved to other collaboratives, in most cases the Massachusetts Interlocal Insurance Association (MIIA). In Fiscal Year 2024, due to high claims from some of the members and a number of other members leaving the group, Groton received a 13.5% increase in rates. An increase at this level is unsustainable and caused more members to leave the group. The Town of Groton needed to protect itself and consider other alternatives. To that end, the Town reached out to MIIA with the intent of joining them for Health Insurance in FY 2025 (the Town currently has its property, casualty, automobile and workers compensation insurance with MIIA). Pursuant to M.G.L., c. 32B, the Town worked with its Insurance Advisory Committee (made up of representatives from the Unions, Bylaw Employees and Retirees) seeking a recommendation from them to join MIIA. The employees of the Town, as has been the case over the years, stepped to the plate to help the Town achieve budget stability and voted unanimously to allow the Town to leave MNHG and join MIIA. The Select Board voted unanimously to make this change. Based on this decision, instead of seeing a double digit percentage increase in Health Insurance, this budget will only increase by 3.38%, or by \$70,588 from \$2,090,563 to \$2,161,151.

The Town now has six (6) Collective Bargaining Units (with the move to join the Patriot Regional Emergency Communications Center, the Communications Union will be disbanded). All contracts will be entering the final year of three-year deals. All Unions have agreed to a 2% wage adjustment in FY 2025. Based on the Agreements with the Town's Collective Bargaining Units, along with the employees that have contracts, salaries and wages will increase by \$231,964 in FY 2025.

The Town continue to see an increase in Excluded Debt for Fiscal Year 2025 as it pays debt service on the Florence Roche Elementary School Project to cover both debt that has been permanently financed (\$28 million), as well as borrowed using bond anticipation notes (approximately \$27 million). For Fiscal Year 2025, Municipal Excluded Debt will increase from \$4,326,958 to \$4,649,077, an increase of \$322,119 or 7.4%. Excluded Debt from the Groton Dunstable Regional School District will decrease by \$22,280, or 5.5% from \$406,982 to \$384,622. Overall, Excluded Debt will increase in Fiscal Year 2025 by \$299,804, or 6.3% from \$4,732,786 to \$5,032,590. In addition, the FY 2025 Budget continues the practice to stabilize debt service within the Levy Limit at approximately \$250,000 - \$300,000 annually. The Town continues to follow the plan by using the Excess and Deficiency ("Free Cash") Account to pay down the Principal and Interest on the Police and Fire Radio Project with the intent of paying that off in FY 2025. In addition, Free Cash will be used to make the third payment for the Dump Truck approved in 2022. Finally, FY 2025 will be the first year that Town begins to pay for the Fire Truck that was approved at the 2022 Spring Town Meeting. Last year, \$243,625 was used for these purposes and committed \$230,980 from taxation to cover non-excluded Debt Service. In FY 2025, Free Cash will continue to be used for the same items (\$132,170). The following chart shows a comparison between FY 2024 and FY 2025:

	<u>FY 2024</u>	<u>FY 2025</u>
Long Term Debt - Principal Non-Excluded	\$ 153,506	\$ 165,000
Long Term Debt - Interest - Non-Excluded	\$ 77,474	\$ 110,364
Short Term Debt - Principal	\$ 212,949	\$ 123,526
Short Term Debt - Interest	\$ 30,676	\$ 8,644
<b>Total</b>	<b>\$ 474,605</b>	<b>\$ 407,534</b>
Less Free Cash Offset	\$ 243,625	\$ 132,170
<b>Total In-Levy Taxation for Debt Service</b>	<b>\$ 230,980</b>	<b>\$ 275,364</b>

For the last three years, the Country Club has been a success and a revenue generator for the Town of Groton. Fiscal Year 2023 was the most successful year the Country Club has ever had in terms of revenue generation. In Fiscal Year 2023, the Club made a profit of \$119,713 (total expenses of \$674,656; total revenues of \$794,369). It is expected that the Country Club will continue performing at this level in Fiscal Year 2025

Health Insurance is not the only area in the Municipal Budget where the Town was able to realize a savings in Fiscal Year 2025. As part of the top to bottom review of all Town Operations to find ways to improve the delivery of services, find economies and potential consolidations to offset the FY 2025 Deficit, a detailed review of the Communications Department was undertaken. In 2022, the Town hired Municipal Resources, Inc. to conduct a study of the dispatch operation and provide recommendations to improve the overall operation. One of the recommendations was to “seek additional communities to join the Town’s Regional Emergency Communications Center (RECC)”. The best way to address this was to join another RECC. After a thorough review of options and looking at ways to improve the Town’s operations, the Select Board approved joining the Patriot RECC. Patriot is currently made up of Pepperell, Townsend and Ashby. It operates out of the Pepperell Police Station and has been in operation for the last three years. Groton and Dunstable Dispatch Operations will transfer to the Patriot RECC effective July 1, 2024.

Currently, the Town of Groton receives approximately \$260,000 annually in State 911 Grants to supplement Groton’s RECC operating expenses, as well as \$84,000 from the Town of Dunstable. Of the total Grant, the Town uses approximately \$120,000 each year to offset Wages within the Communications Department. Based on the States’ support of this proposed merger, Groton’s Patriot RECC Assessment will be paid for by the Development Grant at 100% for the first three years, 50% in year four, and 25% in year five. In FY 2025, this decision will save the Town \$464,314 in expenses. One issue that needs to be addressed with this merger is that there will no longer be anyone to greet the public at the Police Station as the current Dispatchers will be relocated to Pepperell. To address this, additional administrative support to cover the hours of 10:00 a.m. to 6:00 p.m. Monday through Friday to assist the Public has been added to the Budget at a cost of \$84,133, including benefits.

At the 2015 Spring Town Meeting, the Town voted to create a Cable Enterprise Fund for Fiscal Year 2016. At the time, Cable Revenues were strong and had a healthy level of reserves (\$210,037) in their E&D Account at the end of FY 2016). At the time, it made sense to create the Enterprise to cover all of

their expenses, including all overhead costs. The overhead costs, including Health Insurance, Retirement Assessment, Medicare and Life Insurance, are paid back to the General Fund to cover those funds appropriated in the Town's Operating Budget. Cable Revenues come from a surcharge on Cable Bills. From FY 2017 through FY 2019, the Enterprise kept a healthy amount of reserves and was operating as a successful Enterprise Fund. However, since 2019, more residents have moved away from cable to the various streaming services and the Town has seen a steady decrease in Cable Fees and the Cable Enterprise has had to depend more on its Excess and Deficiency Account to balance the budget. The following is a summary of the Cable Enterprise from FY 2017 through FY 2023 showing the Actual Expenses and the ending certified Excess and Deficiency Fund:

<u>Fiscal Year</u>	<u>Actual Expenses</u>	<u>Certified E &amp; D</u>
2017	\$ 217,032	\$ 231,477
2018	\$ 191,636	\$ 245,762
2019	\$ 195,203	\$ 258,810
2020	\$ 193,337	\$ 220,828
2021	\$ 209,470	\$ 174,891
2022	\$ 183,337	\$ 127,260
2023	\$ 217,638	\$ 63,329

Since 2019, as fees have totaled an average of \$165,000 annually, the Cable Enterprise has had to use approximately \$60,000 from their E&D Account to balance their budget. Fiscal Year 2024 is the last year where they have enough cash to balance their budget without running a deficit. There will not be enough funding between cable revenues and the Excess and Deficiency Fund (E&D) to balance the Cable Budget in FY 2025. That said, the services provided by the Local Cable Access Department are valued and important services to Groton residents. Not only does the Cable Department provide excellent coverage of various meetings and events in Town, but it also provides important information for Groton residents. To address this and determine the best course of action to continue to provide Local Cable Access while dealing with the loss of revenues, a "Cable Department Receipts Reserved for Appropriation Fund" will be created if approved by Town Meeting. Creation of this fund, similar to the Ambulance Receipts Reserved for Appropriation Fund, will allow the Town to collect the fees received from the two cable carriers servicing Groton and put them in this Reserve Account for the exclusive use of the Local Cable Access Department. For Fiscal Year 2025, since there will not be enough to fund the Cable Budget at the beginning of the year (only available funds can be transferred from a Reserve Account), the Town will use its Free Cash Account to fund the Local Access Cable Budget in FY 2025. This will allow the Reserve Account to build a sufficient balance to fund the Department in FY 2026. Use of Free Cash will also allow the Town to continue providing Cable Services. The Proposed Fiscal Year 2025 Local Access Cable Department Budget is \$155,442 and will be funded from Free Cash. The General Fund will pay for the overhead costs (approximately \$63,000) as it does for all other Town Departments.

Developing the proposed Fiscal Year 2025 Groton Dunstable Regional School District Assessment started in July, 2023 in conjunction with the Town Manager's Tri-Comm Working Group. By starting the process so early, the Town and School District were able to plan accordingly for Fiscal Year 2025.

Various budget drivers, including increases in the Middlesex County Retirement Assessment (6.5%), Health Insurance (10%), Residential and Private School Tuitions (12.75% each), Utilities (10%) and Wages (currently under negotiations), put the District in an exceedingly difficult position in FY 2025. Based on a thorough review of anticipated State Aid and other revenue sources, the Assessments from Groton and Dunstable would need to increase substantially to allow the District to meet its obligations and continue to provide an outstanding education for our children. The initial estimate for the Groton Assessment was \$30,142,258, an increase of \$4,180,693, or 16.11%. It is important to state that the increased assessment is required to maintain the current program offerings. There are no new services being considered or proposed. That said, based on the decision of the School Committee to reduce the dependency on using their Excess and Deficiency Fund over a couple of years, phase out full day kindergarten tuition over a couple of years, and reduce anticipated staff needs to accommodate the Groton Students coming back to Groton from the Swallow Union Elementary School to the new Florence Roche Elementary School, the District has been able to reduce its original anticipated Assessment by \$1,400,316 to \$28,741,942. The proposed Assessment would increase by \$2,804,226, or 10.81%. With regard to the Nashoba Valley Regional Technical High School, it is anticipated that Groton's enrollment will increase by nine students (from 41 in FY24 to 50 in FY25). Groton's projected enrollment portion of the Budget will increase from 5.73% in FY 24 to 6.61% in FY 25. Based on this, Groton's Assessment will increase by 204,063 in FY 2025 from \$762,656 to \$966,719, or 26.76%.

Section 6-5 of the Groton Charter requires the Finance Committee to provide a report that details the differences between the Town Manager's Proposed Budget and their final Proposed Budget. The following Chart shows the differences between the budget received by the Finance Committee from the Town Manager on December 31, 2023 and the budget that will be proposed to the 2024 Spring Town Meeting:

<u>Line</u>	<u>Department/Description</u>	<u>Original Proposed</u>	<u>Committee Approved</u>
1212	Planning Board Expenses	\$ 9,950	\$ 9,625
1273	Board of Health - Nashoba Health District	\$ 38,833	\$ 43,081
1280	Sealer of Weights and Measures Fee Salaries	\$ 2,837	\$ -
1281	Sealer of Weights and Measures Expenses	\$ 100	\$ 3,262
1400	Nashoba Valley Tech Operating Assessment	\$ 962,656	\$ 966,719
1410	GDRSD Operating Assessment	\$ 29,392,165	\$ 28,741,942
1414	GDRSD Capital Assessment	\$ 550,000	\$ 295,767

The following is the total proposed Fiscal Year 2025 Level Services Operating Budget proposed for Town Meeting consideration (compared with Fiscal Year 2024):

<u>Category</u>		<u>FY 2024</u>		<u>FY 2025</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	2,388,159	\$	2,472,927	\$	84,768	3.55%
Land Use	\$	499,606	\$	520,749	\$	21,143	4.23%
Protection of Persons and Property	\$	4,772,597	\$	4,515,079	\$	(257,518)	-5.40%
Department of Public Works	\$	2,351,495	\$	2,389,516	\$	38,021	1.62%
Library and Citizen Services*	\$	1,947,870	\$	2,192,957	\$	245,086	12.58%
Employee Benefits	\$	4,930,663	\$	5,174,990	\$	244,327	4.96%
<b>Sub-Total</b>	<b>\$</b>	<b>16,890,390</b>	<b>\$</b>	<b>17,266,217</b>	<b>\$</b>	<b>375,828</b>	<b>2.23%</b>
Debt Service - Excluded	\$	4,326,957	\$	4,649,077	\$	322,120	7.44%
Debt Service - In Levy Only	\$	474,605	\$	407,534	\$	(67,071)	-14.13%
<b>Sub-Total - All Municipal</b>	<b>\$</b>	<b>21,691,952</b>	<b>\$</b>	<b>22,322,828</b>	<b>\$</b>	<b>630,877</b>	<b>2.91%</b>
Nashoba Tech	\$	762,656	\$	966,719	\$	204,063	26.76%
Groton-Dunstable Operating	\$	25,937,716	\$	28,741,942	\$	2,804,226	10.81%
Groton-Dunstable Excluded Debt	\$	406,982	\$	384,622	\$	(22,360)	-5.49%
Groton-Dunstable Debt	\$	58,814	\$	60,534	\$	1,720	2.92%
Groton Dunstable Capital	\$	552,203	\$	295,767	\$	(256,436)	-46.44%
<b>Sub-Total - Education</b>	<b>\$</b>	<b>27,718,371</b>	<b>\$</b>	<b>30,449,584</b>	<b>\$</b>	<b>2,731,213</b>	<b>9.85%</b>
<b>Grand Total - Town Budget</b>	<b>\$</b>	<b>49,410,323</b>	<b>\$</b>	<b>52,772,412</b>	<b>\$</b>	<b>3,362,090</b>	<b>6.80%</b>

\*In FY 2025, Library and Citizen Services includes the Cable Access Department for the first time

Based on this Proposed Budget and the guidance provided to the Town Manager to propose an override that would eliminate a projected three-year deficit, the Town Manager's Tri-Comm Working Group had developed budget projections for both the Municipal Budget and the Assessment of the Groton Dunstable Regional School District (GDRSD). Factors, including salary increases, pension increases, health insurance increases, utility expenses, anticipated State Aid (both unrestricted local aid and Chapter 70 and 71 School Funding), new growth and estimated receipts were considered. After this thorough analysis, the following Three Year Projection (FY 2025 through FY 2027) was developed:

**Town of Groton****Summary of Projected Revenues and Expenditures**

General Fund Revenues	FY 2024	FY 2025	FY 2026	FY 2027
Property Tax Levy	41,565,448	43,087,871	45,504,776	46,912,790
State Aid Cherry Sheet	1,116,143	1,145,967	1,165,043	1,184,501
Estimated Local Receipts	5,497,383	5,623,883	5,677,569	5,732,329
Available Funds/Other Financing Source	2,217,637	2,321,460	2,321,460	2,321,460
Enterprise (for Indirects)	336,486	315,664	321,977	328,417
<b>Total General Fund Revenues</b>	<b>50,733,097</b>	<b>52,494,845</b>	<b>54,990,825</b>	<b>56,479,497</b>
<b>Total Revenue Percentage Change</b>		3.5%	4.8%	2.7%

General Fund Expenditures	FY 2024	FY 2025	FY 2026	FY 2027
General Government	2,388,159	2,472,927	2,519,726	2,567,551
Land Use	499,605	520,749	531,838	543,185
Public Safety	4,772,597	4,515,079	4,600,296	4,687,167
Regional Schools	27,718,371	30,699,754	33,093,439	35,829,711
Department of Public Works	2,351,495	2,389,517	2,433,734	2,478,903
Library and Citizen Services	1,947,870	2,192,957	2,239,917	2,287,972
Employee Benefits	4,930,663	5,174,990	5,483,218	5,810,559
Debt Service	4,801,562	5,056,611	6,519,225	6,512,851
<b>Total Town Budget</b>	<b>49,410,322</b>	<b>53,022,584</b>	<b>57,421,393</b>	<b>60,717,899</b>
State Assessments	95,249	101,443	101,443	101,443
Other Amounts Raised	982,606	1,081,078	1,081,078	1,081,078
<b>Total General Fund Expenditures</b>	<b>50,488,177</b>	<b>54,205,105</b>	<b>58,603,914</b>	<b>61,900,420</b>
<b>General Fund Surplus/(Shortfall)</b>	<b>244,920</b>	<b>(1,710,260)</b>	<b>(3,613,089)</b>	<b>(5,420,923)</b>
<b>Total Expenditures Percentage Change</b>		7.4%	8.1%	5.6%

The Level Services Budget will create a deficit of \$1,710,260 in Fiscal Year 2025, with a three year projected deficit of \$5,420,923. Based on this and in compliance with the Guidance, the Town Manager proposed and the Select Board and Finance Committee agreed to seek an **Override of \$5,500,000** in Fiscal Year 2025 to eliminate the projected three year deficit. Depending on new growth and potential increases in both estimated receipts and State Aid, this amount may last four or five years. The Finance Committee, Select Board, Town Manager and School District Administration will continue to refine these estimates with an eye on cost savings and efficiencies to stretch the override for as many years as possible. The following is the revised Three Year Projection with an Override of \$5,500,000 in Fiscal Year 2025:

**Town of Groton****Summary of Projected Revenues and Expenditures**

<b>General Fund Revenues</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>
Property Tax Levy	41,565,448	48,587,871	51,142,276	52,691,227
State Aid Cherry Sheet	1,116,143	1,145,967	1,165,043	1,184,501
Estimated Local Receipts	5,497,383	5,623,883	5,677,569	5,732,329
Available Funds/Other Financing Source	2,217,637	2,321,460	2,321,460	2,321,460
Enterprise (for Indirects)	336,486	315,664	321,977	328,417
<b>Total General Fund Revenues</b>	<b>50,733,097</b>	<b>57,994,845</b>	<b>60,628,325</b>	<b>62,257,934</b>
<b>Total Revenue Percentage Change</b>		<b>14.3%</b>	<b>4.5%</b>	<b>2.7%</b>
<b>General Fund Expenditures</b>				
General Government	2,388,159	2,472,927	2,519,726	2,567,551
Land Use	499,605	520,749	531,838	543,185
Public Safety	4,772,597	4,515,079	4,600,296	4,687,167
Regional Schools	27,718,371	30,699,754	33,093,439	35,829,711
Department of Public Works	2,351,495	2,389,516	2,433,734	2,478,903
Library and Citizen Services	1,947,870	2,192,957	2,239,917	2,287,972
Employee Benefits	4,930,663	5,174,990	5,483,218	5,810,559
Debt Service	4,801,562	5,056,611	6,519,225	6,512,851
<b>Total Town Budget</b>	<b>49,410,322</b>	<b>53,022,583</b>	<b>57,421,393</b>	<b>60,717,899</b>
State Assessments	95,249	101,443	101,443	101,443
Other Amounts Raised	982,606	1,081,078	1,081,078	1,081,078
<b>Total General Fund Expenditures</b>	<b>50,488,177</b>	<b>54,205,104</b>	<b>58,603,914</b>	<b>61,900,420</b>
<b>General Fund Surplus/(Shortfall)</b>	<b>244,920</b>	<b>3,789,741</b>	<b>2,024,411</b>	<b>357,514</b>
<b>Total Expenditures Percentage Change</b>		<b>7.4%</b>	<b>8.1%</b>	<b>5.6%</b>

The following Chart shows how the \$5,500,000 will be disbursed over the next three years should the Override be approved:

	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>
Levy - No Override	\$ 38,055,280	\$ 39,383,662	\$ 40,754,679
Other Revenues	\$ 9,406,974	\$ 9,486,049	\$ 9,566,707
Total Revenues	\$ 47,462,254	\$ 48,869,711	\$ 50,321,386

Anticipated Budget \$ 49,171,404

Deficit\* \$ 1,709,150

New Levy Using Override Funds \$ 41,135,541  
Other Revenues \$ 9,486,049

Total Revenues \$ 50,621,590

Anticipated Budget \$ 52,482,800

Deficit \$ 1,861,210

New Levy Using Override Funds \$ 44,458,095  
\$ 9,566,707

Total Revenues \$ 54,024,802

Anticipated Budget \$ 55,742,309

Deficit \$ 1,717,507

**Override Requested \$ 5,500,000**

**FY 2025 Need \$ 1,709,150**

**FY 2026 Need \$ 1,861,210**

**FY 2027 Need \$ 1,717,507**

Remaining Balance\*\* \$ 212,133

\*Please note that the actual deficit in FY 2025 is \$1,710,260, but it is offset by \$1,110 in bond proceeds.

\*\*Please note that by adding the entire amount of the override (\$5,500,000) in FY 2025 the levy will increase by an additional \$145,381, leaving a balance in FY 2027 of \$357,514

The following chart shows the projected tax impact should the override pass over the next three years, with an additional chart showing the total tax bill increase when you take into consideration previously approved excluded debt:

NO OVERRIDE				OVERRIDE				Override Cost
<u>Fiscal Year</u>	<u>Tax Rate</u>	<u>Average Tax Bill</u>	<u>Increase Per Year</u>	<u>Tax Rate</u>	<u>Average Tax Bill</u>	<u>Increase Per Year</u>		
2024	\$ 13.36	\$ 9,284		\$ 13.36	\$ 9,284			\$ -
2025	\$ 13.80	\$ 9,590	\$ 306	\$ 14.42	\$ 10,021	\$ 737		\$ 431
2026	\$ 14.16	\$ 9,840	\$ 250	\$ 15.47	\$ 10,751	\$ 730		\$ 480
2027	\$ 14.54	\$ 10,104	\$ 264	\$ 16.48	\$ 11,453	\$ 702		\$ 438
Total Increase		\$ 820				\$ 2,168		

Over three years, the average tax bill with an override will increase by \$1,349 or an average of \$449 per year.

### Breakdown of Tax Increase

<u>Fiscal Year</u>	<u>Normal Prop 2½ Increase</u>	<u>Override Increase</u>	<u>Existing Excluded Debt</u>	<u>FloRo Excluded Debt</u>	<u>PFAS Excluded Debt</u>	<u>Total Increase</u>	<u>Total Average Tax Bill</u>
2025	\$ 306	\$ 431	\$ 21	\$ 41	\$ -	\$ 799	\$ 11,286
2026	\$ 250	\$ 480	\$ (7)	\$ 183	\$ 82	\$ 988	\$ 12,273
2027	\$ 264	\$ 438	\$ -	\$ -	\$ -	\$ 702	\$ 12,974

- Based on FY 2024 Property Values
- Accounts for \$20 million in New Growth in FY 2025
- Accounts for \$23 million in New Growth in FY 2026
- Accounts for \$22 million in New Growth in FY 2027
- Based on Home Valued at \$694,934

The total Level Services Fiscal Year 2025 Proposed Operating Budget, including the proposed Assessments of the Groton Dunstable Regional School District and the Nashoba Valley Regional Technical High School, and excluded debt, is \$52,772,412, or an increase of 6.80% and will require an Operational Override of Proposition 2½. When you take into consideration the proposed Capital Budget, Enterprise Fund Budgets and additional appropriations raised on the recap sheet, the total Level Services Budget is \$57,545,902. Based on the Level Services Budget with an approved override, the estimated Tax Rate for Fiscal Year 2025 is \$16.24, or an increase of \$1.15, of which \$0.62 is attributable to the override. In Fiscal Year 2024, the average Tax Bill in the Town of Groton (based on a home valued at \$694,934) is \$10,487. Under this proposed Level Services Budget (including the override), that same homeowner can expect a tax bill of \$11,286, or an increase of \$799, of which \$431 is attributable to the override. The following chart shows a comparison between FY 2024 and FY 2025, including the Override:

	<u>Actual</u> <u>FY 2024</u>		<u>Proposed</u> <u>FY 2025</u>		<u>Dollar</u> <u>Change</u>	<u>Percent</u> <u>Change</u>
Levy Capacity Used	\$	36,607,742	\$	38,055,280	\$ 1,447,538	3.95%
Tax Rate on Levy Capacity Used	\$	13.36	\$	13.80	\$ 0.44	3.29%
Average Tax Bill	\$	9,284	\$	9,590	\$ 306	3.29%
Override	\$	-	\$	1,710,260	\$ 1,710,260	100.00%
Tax Rate on Override	\$	-	\$	0.62	\$ 0.62	100.00%
Average Tax Bill	\$	-	\$	431	\$ 431	100.00%
Excluded Debt	\$	4,732,786	\$	5,032,590	\$ 299,804	6.33%
Tax Rate on Excluded Debt	\$	1.73	\$	1.82	\$ 0.09	5.20%
Average Tax Bill	\$	1,202	\$	1,265	\$ 63	5.20%
Final Levy Used	\$	41,340,528	\$	44,798,130	\$ 3,457,602	8.36%
Final Tax Rate	\$	15.09	\$	16.24	\$ 1.15	7.62%
Average Tax Bill	\$	10,487	\$	11,286	\$ 799	7.62%

The Town Manager and Finance Committee would like to take this opportunity to thank the Select Board, Town Accountant Patricia DuFresne, Town Treasurer/Collector Hannah Moller, Assistant Treasurer/Collector Michael Hartnett, Town Clerk Dawn Dunbar, Principal Assessor Megan Foster, Human Resources Director Melisa Doig, Executive Assistant Kara Cruikshank 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. 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***

***Colby Doody, Vice Chair***

***Gary Green***

***David Manugian***

***Scott Whitefield***

***Michael Sulprizio***

***Mary Linskey***

Groton Finance Committee

**TOWN OF GROTON  
FISCAL YEAR 2025  
REVENUE ESTIMATES**

	BUDGETED FY 2024	ESTIMATED FY 2025	CHANGE
<b>PROPERTY TAX REVENUE*</b>	\$ 36,832,663	\$ 38,055,280	\$ 1,222,617
<b>OVERRIDE FUNDS</b>	\$ -	\$ 1,710,260	\$ 1,710,260
<b>DEBT EXCLUSIONS</b>	\$ 4,732,786	\$ 5,032,590	\$ 299,804
<b>CHERRY SHEET - STATE AID</b>	\$ 1,116,143	\$ 1,145,967	\$ 29,824
<b>UNEXPENDED TAX CAPACITY</b>	\$ 244,920	\$ -	\$ (244,920)
<b>LOCAL RECEIPTS:</b>			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,820,583	\$ 1,820,583	\$ -
Meals Tax and Room Occupancy Tax	\$ 400,000	\$ 400,000	\$ -
Marijuana Revenue	\$ 150,000	\$ 75,000	\$ (75,000)
Penalties & Interest on Taxes	\$ 110,000	\$ 110,000	\$ -
Payments in Lieu of Taxes	\$ 371,500	\$ 390,000	\$ 18,500
Other Charges for Services	\$ 99,000	\$ 15,000	\$ (84,000)
Fees	\$ 392,000	\$ 400,000	\$ 8,000
Rentals	\$ 40,000	\$ 55,000	\$ 15,000
Library Revenues	\$ -	\$ -	\$ -
Other Departmental Revenue	\$ 800,000	\$ 854,063	\$ 54,063
Licenses and Permits	\$ 429,300	\$ 429,300	\$ -
Fines and Forfeits	\$ 20,000	\$ 10,000	\$ (10,000)
Investment Income	\$ 90,000	\$ 225,000	\$ 135,000
Recreation Revenues	\$ 700,000	\$ 750,000	\$ 50,000
Miscellaneous Recurring	\$ 75,000	\$ 94,000	\$ 19,000
<b>Sub-total - General Revenue</b>	\$ 5,497,383	\$ 5,627,946	\$ 130,563
Other Revenue:			
Free Cash	\$ 818,137	\$ 698,133	\$ (120,004)
Capital Stabilization Fund for GDRSD	\$ 253,407	\$ 295,767	\$ 42,360
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 620,142	\$ 723,500	\$ 103,358
EMS/Conservation Fund Receipts Reserve	\$ 525,951	\$ 350,000	\$ (175,951)
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ -	\$ -	\$ -
Bond Surplus Transfer	\$ -	\$ -	\$ -
Coronavirus Recovery Funds	\$ -	\$ -	\$ -
<b>Sub-total - Other Revenue</b>	\$ 2,217,637	\$ 2,067,400	\$ (150,237)
<b>WATER DEPARTMENT ENTERPRISE</b>	\$ 2,090,822	\$ 2,310,267	\$ 219,444
<b>SEWER DEPARTMENT ENTERPRISE</b>	\$ 889,499	\$ 1,250,475	\$ 360,976
<b>LOCAL ACCESS CABLE ENTERPRISE</b>	\$ 230,137	\$ -	\$ (230,137)
<b>FOUR CORNER SEWER ENTERPRISE</b>	\$ 77,811	\$ 98,040	\$ 20,229
<b>STORMWATER UTILITY ENTERPRISE</b>	\$ 242,520	\$ 247,851	\$ 5,331
<b>TOTAL ESTIMATED REVENUE</b>	\$ 53,929,802	\$ 57,546,075	\$ 3,616,273

**TOWN OF GROTON  
FISCAL YEAR 2025  
TAX LEVY CALCULATIONS**

**FY 2025 PROPOSED EXPENDITURES**

**FINANCE COMMITTEE - Proposed Budget**

General Government	\$	2,472,927
Land Use Departments	\$	520,749
Protection of Persons and Property	\$	4,515,079
Regional School Districts	\$	30,449,584
Department of Public Works	\$	2,389,516
Library and Citizen Services	\$	2,192,957
Debt Service	\$	5,056,611
Employee Benefits	\$	5,174,990

**Sub-Total - Operating Budget** \$ 52,772,412

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	52,772,412
B. CAPITAL BUDGET REQUESTS	\$	902,144
C. ENTERPRISE FUND REQUESTS	\$	3,590,968
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	\$	29,107
6. Revenue deficits	\$	-
7. Offset Receipts	\$	-
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	-
10. Other	\$	-

E. TOTAL OTHER AMOUNTS TO BE RAISED	\$	29,107
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	101,443
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	150,000

**TOTAL PROPOSED EXPENDITURES** \$ 57,546,075

**FY 2025 ESTIMATED RECEIPTS**

**ESTIMATED TAX LEVY**

Levy Limit	\$	39,765,540
Debt Exclusion	\$	5,032,590

A. ESTIMATED TAX LEVY	\$	44,798,130
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	1,145,967
C. LOCAL RECEIPTS NOT ALLOCATED	\$	5,627,946
D. OFFSET RECEIPTS	\$	-
E. ENTERPRISE FUNDS	\$	3,906,632
F. COMMUNITY PRESERVATION FUNDS	\$	-
G. FREE CASH	\$	698,133

**OTHER AVAILABLE FUNDS**

1. Stabilization Fund	\$	-
2. Capital Asset Fund	\$	723,500
3. GDRSD Capital Asset Fund	\$	295,767
4. EMS/Conservation Fund	\$	350,000
5. Bond Surplus Transfer	\$	-
6. Coronavirus Recovery Funds	\$	-

H. OTHER AVAILABLE FUNDS	\$	1,369,267
--------------------------	----	-----------

**TOTAL ESTIMATED RECEIPTS** \$ 57,546,075

**FY 2025 SURPLUS/(DEFICIT)** \$ 0

# APPENDIX A

## TOWN OF GROTON FISCAL YEAR 2025

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<u>GENERAL GOVERNMENT</u>							
<b>MODERATOR</b>							
1000	Salaries	\$ 65	\$ 1,000	\$ 1,000	\$ 1,000	0.21	0.00%
1001	Expenses	\$ -	\$ 80	\$ 80	\$ 80	0.02	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65</b>	<b>\$ 1,080</b>	<b>\$ 1,080</b>	<b>\$ 1,080</b>	<b>0.23</b>	<b>0.00%</b>
<b>BOARD OF SELECTMEN</b>							
1020	Salaries	\$ -	\$ -	\$ -	\$ -	-	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	-	0.00%
1022	Expenses	\$ 2,960	\$ 11,800	\$ 6,800	\$ 6,800	1.42	0.01%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	-	0.00%
1024	Minor Capital	\$ 25,649	\$ 24,054	\$ 24,054	\$ 24,054	5.03	0.04%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 28,609</b>	<b>\$ 35,854</b>	<b>\$ 30,854</b>	<b>\$ 30,854</b>	<b>6.45</b>	<b>0.06%</b>
<b>TOWN MANAGER</b>							
1030	Salaries	\$ 243,254	\$ 252,064	\$ 258,863	\$ 258,863	54.15	0.48%
1031	Wages	\$ 111,392	\$ 117,005	\$ 141,837	\$ 141,837	29.67	0.26%
1032	Expenses	\$ 14,240	\$ 12,100	\$ 12,100	\$ 12,100	2.53	0.02%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	-	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	-	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 368,886</b>	<b>\$ 381,169</b>	<b>\$ 412,800</b>	<b>\$ 412,800</b>	<b>86.35</b>	<b>0.77%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>FINANCE COMMITTEE</b>							
1040	Expenses	\$ 214	\$ 220	\$ -	\$ -	-	0.00%
1041	Reserve Fund	\$ 49,400	\$ 150,000	\$ 150,000	\$ 150,000	31.38	0.28%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 49,614	\$ 150,220	\$ 150,000	\$ 150,000	31.38	0.28%
<b>TOWN ACCOUNTANT</b>							
1050	Salaries	\$ 101,126	\$ 115,615	\$ 118,163	\$ 118,163	24.72	0.22%
1051	Wages	\$ 52,920	\$ 54,491	\$ 56,679	\$ 56,679	11.86	0.11%
1052	Expenses	\$ 40,199	\$ 39,100	\$ 50,523	\$ 50,523	10.57	0.09%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 194,245	\$ 209,206	\$ 225,365	\$ 225,365	47.14	0.42%
<b>BOARD OF ASSESSORS</b>							
1060	Salaries	\$ 85,280	\$ 94,300	\$ 96,186	\$ 96,186	20.12	0.18%
1061	Wages	\$ 65,073	\$ 68,486	\$ 69,829	\$ 69,829	14.61	0.13%
1062	Expenses	\$ 29,012	\$ 47,374	\$ 47,032	\$ 47,032	9.84	0.09%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	-	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 179,365	\$ 210,160	\$ 213,047	\$ 213,047	44.56	0.39%
<b>TREASURER/TAX COLLECTOR</b>							
1070	Salaries	\$ 141,733	\$ 150,769	\$ 153,977	\$ 153,977	32.21	0.29%
1071	Wages	\$ 74,499	\$ 80,256	\$ 82,940	\$ 82,940	17.35	0.15%
1072	Expenses	\$ 24,546	\$ 26,253	\$ 28,637	\$ 28,637	5.99	0.05%
1073	Tax Title	\$ 500	\$ 7,100	\$ 7,100	\$ 7,100	1.49	0.01%
1074	Bond Cost	\$ 500	\$ 2,300	\$ 2,300	\$ 2,300	0.48	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 241,778	\$ 266,678	\$ 274,954	\$ 274,954	57.51	0.51%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>TOWN COUNSEL</b>							
1080	Expenses	\$ 58,577	\$ 90,000	\$ 90,000	\$ 90,000	18.83	0.17%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 58,577</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>18.83</b>	<b>0.17%</b>
<b>HUMAN RESOURCES</b>							
1090	Salary	\$ 87,983	\$ 94,300	\$ 96,936	\$ 96,936	20.28	0.18%
1091	Expenses	\$ 14,927	\$ 12,400	\$ 12,400	\$ 12,400	2.59	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 102,910</b>	<b>\$ 106,700</b>	<b>\$ 109,336</b>	<b>\$ 109,336</b>	<b>22.87</b>	<b>0.20%</b>
<b>INFORMATION TECHNOLOGY</b>							
1100	Salary	\$ 121,981	\$ 121,627	\$ 124,810	\$ 124,810	26.11	0.23%
1101	Wages	\$ 61,194	\$ 70,261	\$ 73,459	\$ 73,459	15.37	0.14%
1102	Expenses	\$ 21,455	\$ 24,800	\$ 24,800	\$ 24,800	5.19	0.05%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 204,630</b>	<b>\$ 216,688</b>	<b>\$ 223,069</b>	<b>\$ 223,069</b>	<b>46.66</b>	<b>0.41%</b>
<b>GIS STEERING COMMITTEE</b>							
1120	Expenses	\$ 3,000	\$ 8,300	\$ 8,300	\$ 8,300	1.74	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,000</b>	<b>\$ 8,300</b>	<b>\$ 8,300</b>	<b>\$ 8,300</b>	<b>1.74</b>	<b>0.02%</b>
<b>TOWN CLERK</b>							
1130	Salaries	\$ 95,550	\$ 98,472	\$ 98,591	\$ 98,591	20.62	0.18%
1131	Wages	\$ 81,648	\$ 73,125	\$ 81,040	\$ 81,040	16.95	0.15%
1132	Expenses	\$ 9,539	\$ 18,450	\$ 13,900	\$ 13,900	2.91	0.03%
1135	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 186,737</b>	<b>\$ 190,047</b>	<b>\$ 193,531</b>	<b>\$ 193,531</b>	<b>40.48</b>	<b>0.36%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>							
1140	Stipend	\$ 27,416	\$ 22,930	\$ 33,053	\$ 33,053	6.91	0.06%
1141	Expenses	\$ 15,597	\$ 22,927	\$ 21,088	\$ 21,088	4.41	0.04%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 43,013</b>	<b>\$ 45,857</b>	<b>\$ 54,141</b>	<b>\$ 54,141</b>	<b>11.32</b>	<b>0.10%</b>
<b>STREET LISTINGS</b>							
1150	Expenses	\$ 4,818	\$ 5,700	\$ 5,950	\$ 5,950	1.24	0.01%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 4,818</b>	<b>\$ 5,700</b>	<b>\$ 5,950</b>	<b>\$ 5,950</b>	<b>1.24</b>	<b>0.01%</b>
<b>INSURANCE &amp; BONDING</b>							
1160	Insurance & Bonding	\$ 286,667	\$ 320,000	\$ 330,000	\$ 330,000	69.03	0.61%
1161	Insurance Deductible Reserve - Liability	\$ 10,060	\$ 12,000	\$ 12,000	\$ 12,000	2.51	0.02%
1162	Insurance Deductible Reserve - 111F	\$ 3,744	\$ 25,000	\$ 25,000	\$ 25,000	5.23	0.05%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 300,471</b>	<b>\$ 357,000</b>	<b>\$ 367,000</b>	<b>\$ 367,000</b>	<b>76.77</b>	<b>0.68%</b>
<b>TOWN REPORT</b>							
1170	Expenses	\$ 1,472	\$ 1,500	\$ 1,500	\$ 1,500	0.31	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,472</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.31</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>POSTAGE/TOWN HALL EXPENSES</b>							
1180	Expenses	\$ 68,297	\$ 65,000	\$ 65,000	\$ 65,000	13.60	0.12%
1181	Telephone Expenses	\$ 15,954	\$ 30,000	\$ 30,000	\$ 30,000	6.28	0.06%
1182	Office Supplies	\$ 25,433	\$ 17,000	\$ 17,000	\$ 17,000	3.56	0.03%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 109,684	\$ 112,000	\$ 112,000	\$ 112,000	23.43	0.21%
<hr/>							
	TOTAL GENERAL GOVERNMENT	\$ 2,077,874	\$ 2,388,159	\$ 2,472,927	\$ 2,472,927	517.27	4.58%

LAND USE DEPARTMENTS

<b>CONSERVATION COMMISSION</b>							
1200	Salary	\$ 73,972	\$ 73,351	\$ 79,070	\$ 79,070	16.54	0.15%
1201	Wages	\$ -	\$ -	\$ -	\$ -	-	0.00%
1202	Expenses	\$ 4,597	\$ 8,770	\$ 8,270	\$ 8,270	1.73	0.02%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	-	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 78,569	\$ 82,121	\$ 87,340	\$ 87,340	18.27	0.16%
<hr/>							
<b>PLANNING BOARD</b>							
1210	Salaries	\$ 89,237	\$ 95,922	\$ 97,696	\$ 97,696	20.44	0.18%
1211	Wages	\$ -	\$ -	\$ -	\$ -	-	0.00%
1212	Expenses	\$ 8,844	\$ 9,950	\$ 9,625	\$ 9,625	2.01	0.02%
1215	M.R.P.C. Assessment	\$ 3,846	\$ 4,200	\$ 4,041	\$ 4,041	0.85	0.01%
1216	Legal Budget	\$ -	\$ -	\$ -	\$ -	-	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 101,927	\$ 110,072	\$ 111,362	\$ 111,362	23.29	0.21%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>ZONING BOARD OF APPEALS</b>							
1220	Wages	\$ -	\$ -	\$ -	\$ -	-	0.00%
1221	Expenses	\$ 50	\$ 1,500	\$ 1,335	\$ 1,335	0.28	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 50</b>	<b>\$ 1,500</b>	<b>\$ 1,335</b>	<b>\$ 1,335</b>	<b>0.28</b>	<b>0.00%</b>
<b>HISTORIC DISTRICT COMMISSION</b>							
1230	Wages	\$ -	\$ -	\$ -	\$ -	-	0.00%
1231	Expenses	\$ -	\$ -	\$ -	\$ -	-	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	\$ 104,758	\$ 104,904	\$ 107,030	\$ 107,030	22.39	0.20%
1241	Wages	\$ 55,067	\$ 61,453	\$ 63,935	\$ 63,935	13.37	0.12%
1242	Expenses	\$ 23,257	\$ 21,750	\$ 24,897	\$ 24,897	5.21	0.05%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 183,082</b>	<b>\$ 188,107</b>	<b>\$ 195,862</b>	<b>\$ 195,862</b>	<b>40.97</b>	<b>0.36%</b>
<b>MECHANICAL INSPECTOR</b>							
1250	Fee Salaries	\$ 54,800	\$ 39,000	\$ 39,000	\$ 39,000	8.16	0.07%
1251	Expenses	\$ 4,876	\$ 4,000	\$ 3,500	\$ 3,500	0.73	0.01%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 59,676</b>	<b>\$ 43,000</b>	<b>\$ 42,500</b>	<b>\$ 42,500</b>	<b>8.89</b>	<b>0.08%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>							
1260	Stipend	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.52	0.00%
1261	Expenses	\$ -	\$ 200	\$ 300	\$ 300	0.06	0.00%
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%
<hr/>							
DEPARTMENTAL TOTAL		\$ 2,500	\$ 2,700	\$ 2,800	\$ 2,800	0.59	0.01%
<b>BOARD OF HEALTH</b>							
1270	Wages	\$ -	\$ -	\$ -	\$ -	-	0.00%
1271	Expenses	\$ 983	\$ 1,575	\$ 1,575	\$ 1,575	0.33	0.00%
1272	Nursing Services	\$ -	\$ 17,798	\$ 17,798	\$ 17,798	3.72	0.03%
1273	Nashoba Health District	\$ 51,483	\$ 38,833	\$ 43,081	\$ 43,081	9.01	0.08%
1274	Herbert Lipton MH	\$ 8,000	\$ -	\$ -	\$ -	-	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 9,133	\$ 10,600	\$ 13,834	\$ 13,834	2.89	0.03%
<hr/>							
DEPARTMENTAL TOTAL		\$ 69,599	\$ 68,806	\$ 76,288	\$ 76,288	15.96	0.14%
<b>SEALER OF WEIGHTS &amp; MEASURES</b>							
1280	Fee Salaries	\$ 680	\$ 3,200	\$ -	\$ -	-	0.00%
1281	Expenses	\$ -	\$ 100	\$ 3,262	\$ 3,262	0.68	0.01%
<hr/>							
DEPARTMENTAL TOTAL		\$ 680	\$ 3,300	\$ 3,262	\$ 3,262	0.68	0.01%
<hr/>							
TOTAL LAND USE DEPARTMENTS		\$ 496,083	\$ 499,606	\$ 520,749	\$ 520,749	108.93	0.97%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>PROTECTION OF PERSONS AND PROPERTY</b>							
<b>POLICE DEPARTMENT</b>							
1300	Salaries	\$ 283,207	\$ 286,466	\$ 305,889	\$ 305,889	\$ 63.98	0.57%
1301	Wages	\$ 2,067,435	\$ 2,116,748	\$ 2,222,071	\$ 2,222,071	\$ 464.80	4.12%
1302	Expenses	\$ 207,915	\$ 215,370	\$ 264,552	\$ 264,552	\$ 55.34	0.49%
1303	Lease or Purchase of Cruisers	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1.05	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 7,588	\$ 6,420	\$ 12,984	\$ 12,984	\$ 2.72	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,571,145</b>	<b>\$ 2,630,004</b>	<b>\$ 2,810,496</b>	<b>\$ 2,810,496</b>	<b>\$ 587.88</b>	<b>5.21%</b>
<b>FIRE DEPARTMENT</b>							
1310	Salaries	\$ 256,900	\$ 281,595	\$ 292,712	\$ 292,712	\$ 61.23	0.54%
1311	Wages	\$ 1,165,166	\$ 1,112,490	\$ 1,160,261	\$ 1,160,261	\$ 242.70	2.15%
1312	Expenses	\$ 202,231	\$ 207,096	\$ 212,146	\$ 212,146	\$ 44.38	0.39%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,624,297</b>	<b>\$ 1,601,181</b>	<b>\$ 1,665,119</b>	<b>\$ 1,665,119</b>	<b>\$ 348.30</b>	<b>3.09%</b>
<b>GROTON WATER FIRE PROTECTION</b>							
1320	West Groton Water District	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1321	Groton Water Department	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>ANIMAL INSPECTOR</b>							
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 0.44	0.00%
1331	Expenses	\$ 270	\$ 400	\$ 400	\$ 400	\$ 0.08	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,352</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 0.52</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>ANIMAL CONTROL OFFICER</b>							
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.44	0.00%
1341	Expenses	\$ 270	\$ 400	\$ 400	\$ 400	0.08	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,352</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.52</b>	<b>0.00%</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>							
1350	Salary	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.84	0.01%
1351	Expenses	\$ 10,000	\$ 40,000	\$ 10,000	\$ 10,000	2.09	0.02%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 14,000</b>	<b>\$ 44,000</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>	<b>2.93</b>	<b>0.03%</b>
<b>DOG OFFICER</b>							
1360	Salary	\$ 15,000	\$ 17,500	\$ 17,500	\$ 17,500	3.66	0.03%
1361	Expenses	\$ 2,929	\$ 3,000	\$ 3,000	\$ 3,000	0.63	0.01%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,929</b>	<b>\$ 20,500</b>	<b>\$ 20,500</b>	<b>\$ 20,500</b>	<b>4.29</b>	<b>0.04%</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>							
1370	Wages	\$ 444,288	\$ 448,073	\$ -	\$ -	-	0.00%
1371	Expenses	\$ 20,382	\$ 23,875	\$ -	\$ -	-	0.00%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 464,670</b>	<b>\$ 471,948</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>		<b>\$ 4,696,745</b>	<b>\$ 4,772,597</b>	<b>\$ 4,515,079</b>	<b>\$ 4,515,079</b>	<b>944.44</b>	<b>8.37%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>REGIONAL SCHOOL DISTRICT BUDGETS</b>							
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>							
1400	Operating Expenses	\$ 810,037	\$ 762,656	\$ 966,719	\$ 966,719	\$ 202.21	1.79%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 810,037</b>	<b>\$ 762,656</b>	<b>\$ 966,719</b>	<b>\$ 966,719</b>	<b>\$ 202.21</b>	<b>1.79%</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>							
1410	Operating Expenses	\$ 24,802,222	\$ 25,937,716	\$ 28,741,942	\$ 28,741,942	\$ 6,012.08	53.27%
1411	Debt Service, Excluded	\$ -	\$ 406,982	\$ 384,622	\$ 384,622	\$ 80.45	0.71%
1412	Debt Service, Unexcluded	\$ -	\$ 58,814	\$ 60,534	\$ 60,534	\$ 12.66	0.11%
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1414	Capital Assessment	\$ 577,026	\$ 552,203	\$ 295,767	\$ 295,767	\$ 61.87	0.55%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 25,379,248</b>	<b>\$ 26,955,715</b>	<b>\$ 29,482,865</b>	<b>\$ 29,482,865</b>	<b>\$ 6,167.07</b>	<b>54.64%</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 26,189,285</b>	<b>\$ 27,718,371</b>	<b>\$ 30,449,584</b>	<b>\$ 30,449,584</b>	<b>\$ 6,369.28</b>	<b>56.44%</b>

**DEPARTMENT OF PUBLIC WORKS**

<b>HIGHWAY DEPARTMENT</b>							
1500	Salaries	\$ 120,670	\$ 120,293	\$ 122,664	\$ 122,664	\$ 25.66	0.23%
1501	Wages	\$ 750,224	\$ 743,323	\$ 753,789	\$ 753,789	\$ 157.67	1.40%
1502	Expenses	\$ 136,529	\$ 136,900	\$ 136,900	\$ 136,900	\$ 28.64	0.25%
1503	Highway Maintenance	\$ 81,712	\$ 80,000	\$ 80,000	\$ 80,000	\$ 16.73	0.15%
1504	Minor Capital	\$ 5,526	\$ 15,000	\$ 15,000	\$ 15,000	\$ 3.14	0.03%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,094,661</b>	<b>\$ 1,095,516</b>	<b>\$ 1,108,353</b>	<b>\$ 1,108,353</b>	<b>\$ 231.84</b>	<b>2.05%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>STREET LIGHTS</b>							
1510	Expenses	\$ 12,202	\$ 15,000	\$ 15,000	\$ 15,000	3.14	0.03%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 12,202</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>3.14</b>	<b>0.03%</b>
<b>SNOW AND ICE</b>							
1520	Expenses	\$ 171,937	\$ 165,000	\$ 165,000	\$ 165,000	34.51	0.31%
1521	Overtime	\$ 268,100	\$ 140,000	\$ 140,000	\$ 140,000	29.28	0.26%
1522	Hired Equipment	\$ 45,349	\$ 35,000	\$ 35,000	\$ 35,000	7.32	0.06%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 485,386</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>71.12</b>	<b>0.63%</b>
<b>TREE WARDEN BUDGET</b>							
1530	Salary	\$ -	\$ -	\$ -	\$ -	-	0.00%
1531	Expenses	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.63	0.01%
1532	Trees	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.31	0.00%
1533	Tree Work	\$ 9,515	\$ 30,000	\$ 30,000	\$ 30,000	6.28	0.06%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 12,515</b>	<b>\$ 34,500</b>	<b>\$ 34,500</b>	<b>\$ 34,500</b>	<b>7.22</b>	<b>0.06%</b>
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>							
1540	Wages	\$ 156,174	\$ 166,348	\$ 162,845	\$ 162,845	34.06	0.30%
1541	Expenses	\$ 257,888	\$ 270,950	\$ 270,950	\$ 270,950	56.68	0.50%
1542	Minor Capital	\$ 9,849	\$ -	\$ 25,000	\$ 25,000	5.23	0.05%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 423,911</b>	<b>\$ 437,298</b>	<b>\$ 458,795</b>	<b>\$ 458,795</b>	<b>95.97</b>	<b>0.85%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>SOLID WASTE DISPOSAL</b>							
1550	Wages	\$ 145,954	\$ 154,315	\$ 157,651	\$ 157,651	\$ 32.98	0.29%
1551	Expenses	\$ 38,661	\$ 45,686	\$ 45,686	\$ 45,686	\$ 9.56	0.08%
1552	Tipping Fees	\$ 139,668	\$ 145,000	\$ 145,000	\$ 145,000	\$ 30.33	0.27%
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 1.22	0.01%
1554	Minor Capital	\$ 4,717	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1.05	0.01%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 334,850	\$ 355,851	\$ 359,187	\$ 359,187	\$ 75.13	0.67%
<b>PARKS DEPARTMENT</b>							
1560	Wages	\$ 13,804	\$ 17,571	\$ 17,922	\$ 17,922	\$ 3.75	0.03%
1561	Expenses	\$ 55,272	\$ 55,759	\$ 55,759	\$ 55,759	\$ 11.66	0.10%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 69,076	\$ 73,330	\$ 73,681	\$ 73,681	\$ 15.41	0.14%
<hr/>							
	TOTAL DEPARTMENT OF PUBLIC WORKS	\$ 2,432,601	\$ 2,351,495	\$ 2,389,516	\$ 2,389,516	\$ 499.83	4.43%
<b>LIBRARY AND CITIZEN'S SERVICES</b>							
<b>COUNCIL ON AGING</b>							
1600	Salaries	\$ 87,986	\$ 87,446	\$ 162,023	\$ 162,023	\$ 33.89	0.30%
1601	Wages	\$ 116,035	\$ 103,143	\$ 55,733	\$ 55,733	\$ 11.66	0.10%
1602	Expenses	\$ 12,384	\$ 12,254	\$ 12,700	\$ 12,700	\$ 2.66	0.02%
1603	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 216,405	\$ 202,843	\$ 230,456	\$ 230,456	\$ 48.21	0.43%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>SENIOR CENTER VAN</b>							
1610	Wages	\$ 62,342	\$ 74,808	\$ 76,611	\$ 76,611	16.03	0.14%
1611	Expenses	\$ 16,823	\$ 18,023	\$ 21,023	\$ 21,023	4.40	0.04%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 79,165</b>	<b>\$ 92,831</b>	<b>\$ 97,634</b>	<b>\$ 97,634</b>	<b>20.42</b>	<b>0.18%</b>
<b>VETERAN'S SERVICE OFFICER</b>							
1620	Salary	\$ 6,000	\$ 6,120	\$ 6,242	\$ 6,242	1.31	0.01%
1621	Expenses	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	0.23	0.00%
1622	Veterans' Benefits	\$ 18,919	\$ 25,000	\$ 25,000	\$ 25,000	5.23	0.05%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%
<b>DEPARTMENT TOTAL</b>		<b>\$ 24,919</b>	<b>\$ 32,220</b>	<b>\$ 32,342</b>	<b>\$ 32,342</b>	<b>6.77</b>	<b>0.06%</b>
<b>GRAVES REGISTRATION</b>							
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	0.05	0.00%
1631	Expenses	\$ 750	\$ 760	\$ 760	\$ 760	0.16	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,000</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>0.21</b>	<b>0.00%</b>
<b>CARE OF VETERAN GRAVES</b>							
1640	Contract Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.31	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.31</b>	<b>0.00%</b>
<b>OLD BURYING GROUND COMMITTEE</b>							
1650	Expenses	\$ -	\$ 800	\$ 800	\$ 800	0.17	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>0.17</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>LIBRARY</b>							
1660	Salary	\$ 426,346	\$ 441,807	\$ 453,630	\$ 453,630	\$ 94.89	0.84%
1661	Wages	\$ 331,618	\$ 317,104	\$ 355,706	\$ 355,706	\$ 74.40	0.66%
1662	Expenses	\$ 214,238	\$ 226,873	\$ 219,966	\$ 219,966	\$ 46.01	0.41%
1663	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 972,202</b>	<b>\$ 985,784</b>	<b>\$ 1,029,302</b>	<b>\$ 1,029,302</b>	<b>\$ 215.30</b>	<b>1.91%</b>
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>							
1670	Expenses	\$ 263	\$ 500	\$ 500	\$ 500	\$ 0.10	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 263</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 0.10</b>	<b>0.00%</b>
<b>WATER SAFETY</b>							
1680	Wages	\$ 2,520	\$ 4,560	\$ 4,560	\$ 4,560	\$ 0.95	0.01%
1681	Expenses and Minor Capital	\$ 2,887	\$ 4,683	\$ 4,683	\$ 4,683	\$ 0.98	0.01%
1682	Property Maint. & Improvements	\$ 9,000	\$ 9,000	\$ 10,900	\$ 10,900	\$ 2.28	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 14,407</b>	<b>\$ 18,243</b>	<b>\$ 20,143</b>	<b>\$ 20,143</b>	<b>\$ 4.21</b>	<b>0.04%</b>
<b>WEED MANAGEMENT</b>							
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 4.60	0.04%
1692	Expenses: Great Lakes	\$ 12,001	\$ 12,385	\$ 12,385	\$ 12,385	\$ 2.59	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 34,001</b>	<b>\$ 34,385</b>	<b>\$ 34,385</b>	<b>\$ 34,385</b>	<b>\$ 7.19</b>	<b>0.06%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>GROTON COUNTRY CLUB</b>							
1700	Salary	\$ 170,866	\$ 172,675	\$ 177,727	\$ 177,727	\$ 37.18	0.33%
1701	Wages	\$ 234,595	\$ 237,305	\$ 243,941	\$ 243,941	\$ 51.03	0.45%
1702	Expenses	\$ 193,969	\$ 167,774	\$ 167,774	\$ 167,774	\$ 35.09	0.31%
1703	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 599,430</b>	<b>\$ 577,754</b>	<b>\$ 589,442</b>	<b>\$ 589,442</b>	<b>\$ 123.30</b>	<b>1.09%</b>
<b>LOCAL ACCESS CABLE DEPARTMENT</b>							
1710	Salaries	\$ -	\$ -	\$ 71,048	\$ 71,048	\$ 14.86	0.13%
1711	Wages	\$ -	\$ -	\$ 61,219	\$ 61,219	\$ 12.81	0.11%
1712	Expenses	\$ -	\$ -	\$ 18,175	\$ 18,175	\$ 3.80	0.03%
1713	Minor Capital	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 1.05	0.01%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 155,442</b>	<b>\$ 155,442</b>	<b>\$ 32.51</b>	<b>0.29%</b>
<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>		<b>\$ 1,943,292</b>	<b>\$ 1,947,870</b>	<b>\$ 2,192,957</b>	<b>\$ 2,192,957</b>	<b>\$ 458.71</b>	<b>4.06%</b>
<b><u>DEBT SERVICE</u></b>							
<b>DEBT SERVICE</b>							
2000	Long Term Debt - Principal Excluded	\$ 2,267,786	\$ 1,870,000	\$ 2,025,000	\$ 2,025,000	\$ 423.58	3.75%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ 153,506	\$ 165,000	\$ 165,000	\$ 34.51	0.31%
2002	Long Term Debt - Interest - Excluded	\$ 1,332,573	\$ 1,418,852	\$ 1,340,252	\$ 1,340,252	\$ 280.35	2.48%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ 77,474	\$ 110,364	\$ 110,364	\$ 23.09	0.20%
2004	Short Term Debt - Principal - Town	\$ -	\$ 212,949	\$ 123,526	\$ 123,526	\$ 25.84	0.23%
2005A	Short Term Debt - Interest - Non Excluded	\$ 13,803	\$ 30,676	\$ 8,644	\$ 8,644	\$ 1.81	0.02%
2005B	Short Term Debt - Interest - Excluded	\$ -	\$ 1,038,105	\$ 1,283,825	\$ 1,283,825	\$ 268.54	2.38%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,614,162</b>	<b>\$ 4,801,562</b>	<b>\$ 5,056,611</b>	<b>\$ 5,056,611</b>	<b>\$ 1,057.71</b>	<b>9.37%</b>
<b>TOTAL DEBT SERVICE</b>		<b>\$ 3,614,162</b>	<b>\$ 4,801,562</b>	<b>\$ 5,056,611</b>	<b>\$ 5,056,611</b>	<b>\$ 1,057.71</b>	<b>9.37%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 TOWN MANAGER BUDGET	FY 2025 FINCOM BUDGET	FY 2025 AVERAGE TAX BILL	FY 2025 PERCENT OF TAX BILL
<b>EMPLOYEE BENEFITS</b>							
<b>EMPLOYEE BENEFITS</b>							
GENERAL BENEFITS							
3000	County Retirement	\$ 2,538,910	\$ 2,494,280	\$ 2,653,019	\$ 2,653,019	\$ 554.94	4.92%
3001	OPEB	\$ 177,094	\$ 185,000	\$ 190,000	\$ 190,000	\$ 39.74	0.35%
3002	Unemployment Compensation	\$ 195,465	\$ 10,000	\$ 10,000	\$ 10,000	\$ 2.09	0.02%
INSURANCE							
3010	Health Insurance/Employee Expenses	\$ 1,811,069	\$ 2,090,563	\$ 2,161,151	\$ 2,161,151	\$ 452.06	4.01%
3011	Life Insurance	\$ 3,642	\$ 3,820	\$ 3,820	\$ 3,820	\$ 0.80	0.01%
3012	Medicare/Social Security	\$ 153,710	\$ 147,000	\$ 157,000	\$ 157,000	\$ 32.84	0.29%
<b>DEPARTMENTAL TOTAL</b>							
		\$ 4,879,890	\$ 4,930,663	\$ 5,174,990	\$ 5,174,990	\$ 1,082.48	9.59%
<b>TOTAL EMPLOYEE BENEFITS</b>							
		\$ 4,879,890	\$ 4,930,663	\$ 5,174,990	\$ 5,174,990	\$ 1,082.48	9.59%
<b>ADDITIONAL APPROPRIATIONS</b>							
<b>ADDITIONAL APPROPRIATIONS</b>							
	Capital Budget Request	\$ 663,000	\$ 800,142	\$ 901,971	\$ 901,971	\$ 188.67	1.67%
	Offset Receipts	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Cherry Sheet Offsets	\$ 25,054	\$ 29,051	\$ 29,107	\$ 27,107	\$ 6.09	0.05%
	Snow and Ice Deficit	\$ 168,040	\$ -	\$ -	\$ -	\$ -	0.00%
	State and County Charges	\$ 95,249	\$ 98,662	\$ 101,443	\$ 101,443	\$ 21.22	0.19%
	Allowance for Abatements/Exemptions	\$ 43,020	\$ 150,000	\$ 150,000	\$ 150,000	\$ 31.38	0.28%
<b>DEPARTMENTAL TOTAL</b>							
		\$ 994,363	\$ 1,077,855	\$ 1,182,521	\$ 1,180,521	\$ 247.35	2.19%
<b>GRAND TOTAL - TOWN BUDGET</b>							
		\$ 47,324,294	\$ 50,488,178	\$ 53,954,933	\$ 53,952,933	\$ 11,286	100.00%

# FY 2025 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 APPROPRIATED	FY 2025 DEPARTMENT REQUEST	FY 2025 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>WATER DEPARTMENT</b>								
	WD Salaries	\$ 151,444	\$ 152,121	\$ 163,248	\$ 166,505	\$ 176,650	\$ 176,650	6.09%
	WD Wages	\$ 186,050	\$ 255,303	\$ 269,339	\$ 278,587	\$ 300,075	\$ 300,075	7.71%
	WD Expenses	\$ 499,510	\$ 526,019	\$ 573,697	\$ 737,900	\$ 637,300	\$ 637,300	-13.63%
	WD Debt Service	\$ 361,977	\$ 369,185	\$ 478,239	\$ 907,830	\$ 1,196,241	\$ 1,196,241	31.77%
100	DEPARTMENTAL TOTAL	\$ 1,198,981	\$ 1,302,628	\$ 1,484,523	\$ 2,090,822	\$ 2,310,267	\$ 2,310,267	10.50%
<b>SEWER DEPARTMENT</b>								
	Sewer Salaries	\$ 20,488	\$ 21,579	\$ 23,104	\$ 22,623	\$ 24,300	\$ 24,300	7.41%
	Sewer Wages	\$ 50,727	\$ 51,737	\$ 45,907	\$ 49,872	\$ 57,195	\$ 57,195	14.68%
	Sewer Expense	\$ 534,552	\$ 683,919	\$ 781,027	\$ 783,578	\$ 1,142,338	\$ 1,142,338	45.78%
	Sewer Debt Service	\$ 5,504	\$ 5,316	\$ 5,099	\$ 33,426	\$ 26,642	\$ 26,642	-20.30%
200	DEPARTMENTAL TOTAL	\$ 611,271	\$ 762,551	\$ 855,137	\$ 889,499	\$ 1,250,475	\$ 1,250,475	40.58%
<b>FOUR CORNERS SEWER DEPARTMENT</b>								
	Four Corners Sewer Salaries	\$ -	\$ -	\$ -	\$ 2,361	\$ 2,700	\$ 2,700	100.00%
	Four Corners Sewer Wages	\$ -	\$ -	\$ 7,683	\$ 5,541	\$ 6,355	\$ 6,355	14.68%
	Four Corners Sewer Expense	\$ 37,903	\$ 54,555	\$ 128,224	\$ 69,909	\$ 88,985	\$ 88,985	27.22%
	Four Corners Sewer Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
300	DEPARTMENTAL TOTAL	\$ 37,903	\$ 54,555	\$ 135,907	\$ 77,811	\$ 98,040	\$ 98,040	26.00%
<b>LOCAL ACCESS CABLE DEPARTMENT</b>								
	Cable Salaries	\$ 93,104	\$ 69,975	\$ 69,290	\$ 69,656	\$ -	\$ -	-100.00%
	Cable Wages	\$ 55,272	\$ 55,827	\$ 62,574	\$ 58,510	\$ -	\$ -	-100.00%
	Cable Expenses	\$ 58,737	\$ 52,535	\$ 85,774	\$ 91,971	\$ -	\$ -	-100.00%
	Cable Minor Capital	\$ 2,357	\$ 5,000	\$ -	\$ 10,000	\$ -	\$ -	-100.00%
400	DEPARTMENTAL TOTAL	\$ 209,470	\$ 183,337	\$ 217,638	\$ 230,137	\$ -	\$ -	-100.00%
<b>STORMWATER UTILITY</b>								
	Stormwater Wages/Benefits	\$ 31,330	\$ 74,091	\$ 77,629	\$ 79,520	\$ 84,851	\$ 84,851	6.70%
	Stormwater Expenses	\$ 27,537	\$ 57,416	\$ 81,441	\$ 112,000	\$ 112,000	\$ 112,000	0.00%
	Stormwater Capital Outlay	\$ -	\$ 42,201	\$ 51,000	\$ 51,000	\$ 51,000	\$ 51,000	0.00%
500	DEPARTMENTAL TOTAL	\$ 58,867	\$ 173,708	\$ 210,070	\$ 242,520	\$ 247,851	\$ 247,851	2.20%
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$ 2,116,492</b>	<b>\$ 2,476,779</b>	<b>\$ 2,903,275</b>	<b>\$ 3,530,790</b>	<b>\$ 3,906,632</b>	<b>\$ 3,906,632</b>	<b>10.64%</b>

**APPENDIX B****FACTOR: 1.0200**

**Town of Groton Personnel By-Law  
Wage and Classification Schedule  
Fiscal Year 2025 (Effective July 1, 2024)**

<b>Grade</b>	<b>Position Title</b>	<b>Low</b>	<b>High</b>
4	<b>Salary</b>	42,288	52,333
	<b>Wages</b>	20.36	25.14
5	<b>Salary</b>	44,703	54,192
	<b>Wages</b>	21.51	26.60
7	<b>Salary</b>	51,690	65,474
	<b>Wages</b>	25.45	31.48
8	<b>Salary</b>	58,680	72,656
	<b>Wages</b>	28.21	34.93
9	<b>Salary</b>	60,093	74,361
	<b>Wages</b>	28.90	35.75
10	<b>Salary</b> Executive Assistant to Town Manager	68,919	86,985
	<b>Wages</b>	33.15	41.82
11	<b>Salary</b>	71,912	91,625
	<b>Wages</b>	34.57	44.05
12	<b>Salary</b> Human Resources Director	74,264	93,844
	<b>Wages</b>	35.70	45.18

**APPENDIX B****FACTOR: 1.0200**

**Town of Groton Personnel By-Law  
Wage and Classification Schedule  
Fiscal Year 2025 (Effective July 1, 2024)**

<b>Grade</b>	<b>Position Title</b>	<b>Low</b>	<b>High</b>
13	Salary	76,916	97,624
	Wages	36.98	46.93
14	Salary	78,550	99,412
	Wages	37.76	47.79
15	Salary	81,095	100,321
	Wages	38.99	48.23
16	Salary	84,025	106,000
	Wages	40.40	50.96
17	Salary	94,135	116,453
	Wages	45.28	55.99
18	Salary	101,801	125,986
	IT Director Wages	48.94	60.57
19	Salary	104,474	129,271
	Wages	50.23	62.15
20	Salary	112,022	137,771
	Wages	53.86	66.23

## APPENDIX B

### NON-CLASSIFIED, TEMPORARY SEASONAL AND STIPEND POSITIONS

---

#### NON-STEP AND STIPEND POSITIONS

##### FIRE/EMS DEPARTMENT

Call Captain: Fire	26.66
Call Lieutenant: Fire	26.12
Call Firefighter	22.86
Call Emergency Medical Technician	22.86
Probationary Firefighter	19.04
Probationary Emergency Medical Technician	19.04
Call Fire Mechanic	63.98

##### Country Club Seasonal Employees

Pro Shop Staff	MW *- 19.00
Pool Staff	MW - 19.00
Lifeguards	MW - 20.00
Swim Coaches	MW - 25.00
Camp Staff	MW - 19.00
Counselors	MW - 20.00
Buildings & Grounds	MW - 29.00
Library Shelves	MW - 20.00

##### MISCELLANEOUS

Veteran's Agent	6,000
Earth Removal Inspector	2,500
Dog Officer	17,500
Animal Inspector	2,082
Animal Control Officer	2,082
Town Diarist	1.00
Keeper of the Town Clock	1.00
Per Diem Van Driver	19.51 - 21.96
Park Ranger	Minimum Wage
Graves Registration Officer	250
Emergency Management Director	4,000
Election Worker: Warden	Minimum Wage
Election Worker: Precinct Clerk	Minimum Wage
Election Worker: Inspectors (Checker)	Minimum Wage

\* - Minimum Wage

**Town of Groton  
IBPO Local #522  
Groton Communications Officers  
Tentative Agreement  
February 6, 2024**

Pursuant to Article 33 "Duration of the Agreement" between the Town of Groton and the IBPO, Local #522, Groton Communications Officers, the Town notified the Union of its intent to terminate the Agreement on June 30, 2024 based on the fact that the Town will join the Patriot Regional Emergency Communications Center (RECC) effective on or about July 1, 2024. As the current Agreement was set to expire on June 30, 2025, the Town and the Union entered into impact bargaining. Based on a bargaining session held on January 31, 2024, the Town of Groton and the Groton Communications Officers have tentatively agreed to the following (please note that this Agreement is subject to ratification by the Groton Select Board):

**1. Wages**

- A. The Town and the Union agree that the members of the Union shall be paid a one-time cash payment on June 30, 2024 (or earlier should the Town of Groton join the Patriot RECC prior to June 30, 2024) as follows:

Warren Gibson	\$ 8,000
Samuel Welch	\$ 5,000
Edward Bushnoe	\$ 3,000
Christopher Cotter	\$ 1,000
Kayla Savage	\$ 1,000
Devon Gaughan	\$ 1,000

<b>Total</b>	<b>\$19,000</b>
--------------	-----------------

- B. The Town will also pay unused vacation time as well as owed holiday pay for the second half of 2024 upon termination of employment.

**2. Final Termination of Contract**

The Town agrees that should the Town join the Patriot RECC prior to June 30, 2024, the amounts agreed to in Clause 1 will be paid in full and not prorated.

**ACCEPTED:**

**Town of Groton**



Date:

2-7-24

**Groton Communications Officers**



Date:

Feb 7, 2024



## TOWN OF GROTON

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

## Select Board

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

**Town Manager**  
Mark W. Haddad

March 5, 2024

Mr. Glenn Eaton  
Executive Director  
Montachusett Regional Planning Commission  
464 Abbott Avenue  
Leominster, MA 01453

Re: District Local Technical Assistance Augmentation Funds Request

Dear Mr. Eaton:

The Town of Groton is home to the Groton Hill Music Center, 130 miles of walking and biking trails, several destination restaurants, and many other venue attractions that contribute to an increase in tourism to our community.

On March 4, 2024, the Groton Select Board voted unanimously to submit a request for planning services from the regional MRPC/DLTA (see Project Summary attached).

Due to an anticipated boost in visitations to our municipality from people throughout Massachusetts and from outside Massachusetts, we request planning services from the regional planning district to assist the Town in understanding the economic, demographic, traffic, parking, transportation, historic preservation, community development, and visitor challenges as well as opportunities going forward. Town Manager, Mark Haddad, and Greg Sheldon, Chair of the Destination Groton Committee will participate in the project.

Thank you.

Sincerely,

Peter Cunningham, Chair  
Groton Select Board

Cc: Mark Haddad, Town Manager  
Greg Sheldon, Destination Groton Committee

### **Project Summary: #3 Planning Ahead for Growth**

The Destination Groton Committee (DGC) requests planning services from a MRPC/DLTA to enable it to fulfill its mission of studying the impact of the new Groton Hill Music Center on the town's economy, transportation, and other potential and related impacts.

This includes, but is not limited to, collecting, and analyzing current and projected economic, demographic, and traffic data and studies, engaging with the music center staff to discover current and future plans, engaging the public through public outreach, and evaluating future community needs and the potential for preserving, enhancing, and over time, creating a vibrant Town Center to serve the community. The amount of in-kind match: The Destination Groton Committee (5 members) logged 3,000 hours in CY2023. At \$33. per hour this time equates to \$99,000. We anticipate a similar amount of time dedicated to Destination Groton Committee work in CY 2024

## **FINANCE COMMITTEE Meeting Minutes**

Saturday, January 27, 2024 @ 8:30 A.M.  
Town Hall: Second Floor Meeting Room, 173 Main Street Groton, MA  
**Meeting Jointly with Select Board**

**Present for the Finance Committee:** Bud Robertson, Chair; David Manugian, Colby Doody, Gary Green, Mary Linskey, Mike Sulprizio, Scott Whitefield

**Present for the Select Board:** Peter Cunningham, Chair; John Reilly, Vice Chair; Alison Manugian, Clerk; Matt Pisani, Becky Pine

**Also Present:** Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager, Dawn Dunbar, Town Clerk; Hannah Moller, Treasurer/Collector; Melissa Doig; Human Resource Director; Patricia Dufresne, Assistant Finance Director/Town Accountant;

8:30 A.M. Mr. Robertson and Mr. Cunningham called the meeting to order.

### **Meeting Minutes**

*Mr. Manugian made a motion to approve the minutes of the regularly scheduled meeting from December 18, 2023. Ms. Linskey seconded the motion and it motion was carried. Mr. Colby Abstained. 6-1-0*

*Mr. Manugian made a motion to approve the minutes of the regularly scheduled meeting from January 8, 2024. Ms. Linskey seconded the motion and it was carried unanimously. 7-0-0*

### **RFT Request: Building Dept.**

The Finance Committee received a request to transfer \$2,000 to the Building Department to cover unexpected expenses related to permitting software that exceeded the initial budget.

*Ms. Linskey made a motion to approve the transfer of \$2,000 to the Building Department for the software update. Mr. Manugian seconded the motion and it was carried unanimously. 7-0-0*

### **FY25 Operating & Capital Budget Review with Department Heads**

#### **Library Budget**

Vanessa Abraham and Mark Gerath were present for the discussion of the Library's budget. Mr. Gerath proposed a level-service budget with the main changes reflected in salaries and wages. In FY24, the library offloaded costs for the summer reading program and expanded Sunday hours with the assistance of State aid totaling \$28,000. These costs have been charged to the operating budget in FY25. Mr. Gerath said in the event of an override failure, there would be a need to cut adult programming, a portion of the summer reading program, and Sunday operations. Any temporary positions and four part-time, non-benefited staff positions would be the first to be affected. The proposed reduction would result in a 14% decrease in the operating hours, closing one hour early Tuesday through Friday. This decision would significantly impact evening programs and attendance. As the data shows, attendance has been increasing since 2019, covering three levels of programs for all ages.

Mr. Robertson clarified that the proposed reduction would amount to \$108,000, with approximately \$70,000 from wages and \$30,000 from expenses (books and materials).

Mr. Haddad said that there is a municipal requirement to restore the amount cut within five years and inquired about the waiver process. Mr. Gerath explained that the Library cannot go below a certain level or they would lose accreditation from the Massachusetts Library Board of Commissioners. Resulting in the inability to borrow materials from other libraries and utilize their programs. The regional consortium, which manages inter-library services and IT functions, would no longer be accessible.

To maintain certification, three tests are applied to libraries:

1. Open 40 hours per week.
2. Maintaining a percentage of the total budget spent on books and materials. If the library goes below 50 hours, the materials budget needs to be at 16%.
3. Fulfilling the municipal appropriation requirement, which defaults at 2.5% greater than the average municipal contributions in the last 3 years.

Mr. Gerath noted that a level service budget would not require a waiver, however, with the proposed 10.5% reduction a waiver would be required and the library would be obligated to present in front of a board of commissioners in Boston, which is said to be a challenging process.

Mr. Haddad raised the question of how the Library intends on restoring the \$108,000 reduction over the next five years. Mr. Gerath said that the Board is inexperienced with sustained crutches and that there would need to be further discussions.

Mr. Green noted that the third criteria is specifically for the Library, and it does not matter what the level of spending is; it only matters that the number is increased by 2.5%.

Mr. Robertson inquired about the percentage of unaccredited libraries within the State. Mr. Gerath said that there are only a small number of unaccredited libraries and was uncertain of the exact number.

Mr. Sulprizio pointed out that if a waiver is obtained and there is a reduction in spending, it should beneficially impact the three-year average.

Ms. Pine emphasized that without the override, the summer reading program would be eliminated, the Library would close on Sundays, and there would be a reduction in operating hours.

Mr. Gerath highlighted that the Library has 18,000 attendees and displayed a graph showing the average visits per hour and discussed peak hours. He clarified that there potentially may be a summer program, however, supplemental staff would not be available to run those programs. Ms. Pine questioned if the endowment could cover the costs for Sunday hours. Mr. Gerath explained that the endowment cannot be utilized for salaries and wages.

Mr. Haddad asked if a waiver is necessary when it would be required to approach the Board in Boston. Ms. Abrahams said next January.

Mr. Green sought clarification on the \$28,000 included in this year's budget which was not included in last year's. Mr. Haddad explained that the State Aid Funding could be utilized to fund Sunday hours, however, continued reliance on that funding is unsustainable. To maintain a level-service funding, the

library would need to restore Sunday hours and the summer reading program from their operating budget. Mr. Green commented that all efforts should be made to avoid increasing the spending numbers.

#### Public Q & A

Tom Pistorino, Hoyts Wharf Road sought clarification on the budget and the need for additional funding. Mr. Haddad explained that there are two reasons for the increase: the summer reading program and Sunday hours which were initially funded by state funding and are now incorporated into the operating budget. Additionally, there is a 2 % cost of living adjustment for employees under their contracts. Mr. Pistorino recommended offsetting the Sunday hours and summer reading with alternative funding. Mr. Gerath agreed that is an option however, further discussion is needed among the Board members.

Linda Bicknell from Hoyts Wharf Road, inquired about the availability of grants to cover the budget shortfall. Mr. Gerath explained that the majority of granting agencies would not provide funding for routine staffing expenses.

Mr. Robertson stated that every department presenting today is ultimately facing a reduction if the Proposition 2.5 Override is not passed.

Mr. Haddad stated that the municipal level service budget being proposed only increased by \$341,000 or 2.23%.

Ms. Manugian commented that, in general, the municipal and school budgets for this year are at a level service, however, are not level funded. The combined sum of those amounts for funding in FY25 exceeds 10%.

#### Police Department

Police Chief Michael Luth, Deputy Chief Rachael Bielecki, and Joan Tallant were present for the discussion. Chief Luth presented a budget that remains level service, with noteworthy adjustments confined primarily to wages and salaries due to contractual increments. The Town's graduated system incorporates two educational incentives, contributing to the observed changes.

Mr. Robertson pointed out a 6.86% overall budget increase, predominantly steered by escalating salaries and contractual adjustments.

Mr. Green sought clarification on the 4.98% increase in wages. Ms. Tallant explained that the 4.98% encompasses contractual impacts on regular wages and earned time. Mr. Haddad further explained that the Police Department has a three-step system, noting that there has been a significant progression of younger officers. Ms. Tallant noted that there is also an incorporation of a \$27,000 incentive step in the wage line.

Chief Luth said that there were minimal increases to the expenses, attributing factors such as fuel prices, cruiser maintenance, and uniform allowances within contractual limits.

Mr. Robertson highlighted a significant change in the budget, involving the \$49,000 annually received for communication costs. Chief Luth explained that the \$49,000 shift is a result from the dispatch center being transferred to the Patriot Regional Communication Center however; the change ultimately is saving the Police Department \$300,000 which is not represented in this budget. Mr. Haddad confirmed that the

funding is being reassigned, and the communication costs are being budgeted as zero. The \$50,000 grant is being utilized to cover the assessment costs over the next three years.

Mr. Manugian inquired about fuel management. Mr. Haddad said that each department utilizes a key card system, and the Director of the Public Works oversees the purchasing of fuel, issuing monthly bills to the respective departments.

Mr. Manugian sought clarification on mandated staffing. Chief Luth explained that the control contract mandates two full-time officers on duty at all times. Given Groton's expansive geography, he elaborated on scheduling practices of typically three officers on duty during the days and evenings and two officers on the late-night shifts. The strategic scheduling not only accommodates an additional patrol but also contributes to cost savings by reducing overtime, and improves response times.

Chief Luth listed recurring costs as maintenance to the radio system, the reverse 911 service, and a phone recording system.

Mr. Haddad informed the Committee that an administrative support position has been added to the budget. With the dispatch center becoming a regional communication center, there is a crucial need for personnel to aid the general public visiting the police station. Responding to this need, the Select Board requested the presence of a staff member during peak hours, specifically Monday through Friday from 10:00AM-7:00PM. An allocation of \$59,000 has been designated in the budget for this purpose. Chief Luth emphasized the critical importance of filling this position, citing the substantial influx of over 150 individuals into the lobby and receiving 1,500 non-emergency calls from September to November.

Chief Luth said there was one significant item in the capital budget, the acquisition of a pickup truck. This vehicle is instrumental in gaining access to areas where traditional cruisers cannot navigate, particularly for off-roading purposes and the efficiency of picking up items such as barricades. Notably, the Capital Finance Committee has expressed its support for this investment. The funding for this endeavor is earmarked from the Capitalization Standardization Fund.

Mr. Haddad detailed a recommended \$233,217 reduction to the Police Department's budget, which, with the inclusion of a new position, translates to an actual reduction of \$178,000 or 7%. Chief Luth explained that achieving this reduction would necessitate eliminating two full-time personnel; specifically the last two positions hired being the School Resource Officer positions. He said as of right now the department is down a sergeant and one resource officer. Chief Luth projected a ¼ to 1/3 increase to the overtime budget if one less police officer is employed, underscoring the potential impact on patrol services and the need to maintain level service staffing.

Ms. Manugian inquired if the private schools assist in expending the Student Resource Officer positions. Mr. Haddad said that Groton School contributes \$20,000 annually and the Town of Dunstable contributes an additional \$15,000, emphasizing the potential loss of funding if these positions are eliminated.

Ms. Pine summarized that if an override fails then the two positions that the Police Department is currently down are left unfilled, and the proposed position of staffing the lobby would be eliminated.

## Public Q&A

Tom Pistorino inquired about the feasibility of recruiting retired military personnel to replace the need for a School Resource Officer. Chief Luth explained the legal constraints imposed by the State Law, citing specific training requirements and additional liabilities associated with such a proposition.

## **Fire Department Budget**

Mr. Robertson stated that the Fire Departments overall budget has increased 3.99%.

During the discussion, Fire Chief Steele McCurdy and Deputy Chief Arthur Cheeks were both in attendance. Chief McCurdy emphasized that the primary spike in the level service budget stems from contractual obligations that are required for meeting current staffing needs. He highlighted a 2% increase specifically allocated to the on-call department. The current composition of the fire department personnel includes 8 career firefighters/EMTs, the chief, the deputy chief, and 25 on-call personnel. Chief McCurdy outlined the tiered response system, wherein the initial full-time staff is supplemented by on-call personnel.

Chief McCurdy said that the ratio of calls for ambulance services versus fire emergencies stands at 60%, indicating a significant disproportion of EMS calls. Further analysis revealed that a small percentage of the population over 65 constitutes as the primary users of the EMS services. Mr. Robertson noted that the ratio is 3:1.

The initial budget proposal included an additional firefighter. Chief McCurdy stated that there has been a decreasing trend in the number of on-call department personnel, even though the overall calls have increased by 3% and inspections by 17%. He highlighted the growing demands on the Fire Department and stressed with upcoming developments, these parameters are expected to accelerate, necessitating proactive measures.

Mr. Robertson stated as of today, the services provided have not experienced any detrimental effects.

Chief McCurdy said the challenges posed by an increasing number of ambulance calls, leads to a higher proportion of emergency responders being engaged. Notably, 10% of these calls occur simultaneously, causing a strain on available resources. Mr. Robertson pointed out that when the ambulance is occupied, additional assistance is sought from neighboring towns. Deputy Chief Cheeks highlighted that the turnaround time for transportation could extend to 45 minutes. Questions arose regarding the adequacy of equipped personnel in different response tiers, prompting consideration of the necessity for mutual aid.

Mr. Cunningham sought information on the statistics related to mutual aid and raised concerns about the potential closure of Steward Health. Chief McCurdy assured that the statistics can be quantified. He emphasized that the potential closure of Steward Health would significantly impact response times and the ability to answer emergency calls promptly.

Ms. Manugian inquired about the substantial volume of inspection calls compared to emergency calls. Chief McCurdy responded that there were a total of 617 inspections conducted last year, contributing to

the 17% increase. He emphasized the distinction between call volume, inspections, and emergency response calls.

Mr. Manugian inquired about mandatory staffing levels, to which Chief McCurdy explained the existence of various standards at both State and Federal levels. Chief McCurdy said that there is a State requirement of maintaining two certified EMTs 24 hours a day, with an additional requirement of four personnel during incidents involving hazardous situations.

Mr. Haddad then brought attention to the proposed budget reduction, indicating a 7% decrease amounting to \$116,558.

Chief McCurdy said that the proposed reduction would impact various avenues, including expenses, overtime pay, and salaries. He highlighted that one of the most significant impacts would involve using the on-call department less and the ability to recruit new employees. While the reduction could be sustained for a brief period, there would be a subsequent need for increased funds overtime.

Mr. Robertson inquired about the impact on overtime, Chief McCurdy explained that shifts would not be fully covered, necessitating more mutual aid and resulting in a reduction in ambulance revenue. Additionally, he emphasized that he would be required to fill in, diverting his attention from other duties. Chief McCurdy further elaborated on the cuts to the on-call side, highlighting potential restrictions on EMTs, which could lead to a loss of training opportunities and decreased utilization. This, in turn, would impact the community by prolonging wait times and increasing the reliance on mutual aid from neighboring towns. The inability to replace on-call firefighters throughout the year would further lower the operational capacity and services provided to the Town.

Mr. Haddad brought attention to the significance of ambulance revenue, noting its substantial contribution to the operating budget, approximately \$350,000 a year. This revenue assists in offsetting the Fire Department's budget and aids in purchasing ambulances every three years. Chief McCurdy noted that the current ambulance receipts have generated roughly \$38,000 per month.

Mr. Reilly pointed out that per diem personnel currently contribute to staffing the full-time department but would not be utilized with the proposed cuts. Chief McCurdy acknowledged that some on-call personnel would be affected, resulting in reduced staffing levels. He noted that in 2023, 75 shifts went unfilled, and reducing the call department's training and experience would lead to a decline in their capabilities, limiting alternative ways to provide basic services.

In response to Mr. Green's inquiry about whether on-call staffing equals one full-time employee, Chief McCurdy indicated that it would be roughly 1.5. Mr. Green commented on the level of risk the Town is willing to take, highlighting the substantial efforts invested in achieving and maintaining a level service. He questioned Chief McCurdy about his sentiments regarding the current staffing level. Chief McCurdy expressed the anticipation of growth and the need for increased staffing in the future, suggesting that there should ideally be 3 or 4 people on duty at all times. Deputy Chief Cheeks emphasized the importance of considering the level of experience, clarifying that per diem and on call department numbers may be the same, however, the experience level would not be equivalent to that of a full-time employee.

Ms. Manugian raised concerns about relying on mutual aid, questioning whether other communities are dealing with similar issues which might limit their ability to assist. Chief McCurdy responded that neighboring communities are also experiencing challenges and may resort to overrides, significantly impacting their availability.

Mr. Reilly highlighted the potential impact of the proposed cuts on on-call training. Chief McCurdy concurred, noting that training programs are funded from the expense budget which is potentially being reduced.

Ms. Pine inquired if there are any minimum standards that must be met within the mutual aid contract formed by the collaborating communities. Chief McCurdy explained that there is not a minimal standard, as it is legally required for a fire department to provide assistance if they have the resources, the key consideration is their availability. Ms. Pine stressed the importance of knowing the status of other communities, expressing concerns that while reducing hours might address the shortfall, it could impact services.

Mr. Robertson voiced his concern about the aging population in the Town and the potential increase in calls, necessitating more mutual aid. He highlighted the risk of a drop in service levels.

Chief McCurdy commented that the surrounding towns are also seeing an increase in emergency calls. He also raised the issue of gear replacement, if gear is destroyed and there is no available funding for replacement, 2 or 3 personnel could be taken out of service due to not being adequately equipped. Ms. Pine questioned whether the gear acquired by the Town is PFAS-free. Chief McCurdy said no, and the issue of how to properly remove it is being addressed. If it is successfully achieved it potentially would mean that the department would be mandated to replace all equipment.

Mr. Manugian suggested that, given the stability of the Fire Department and its heavy reliance on staffing, a 5% increase is reasonable. Mr. Haddad agreed.

Mr. Pistorino expressed concerns about the impact of increased taxes on seniors in Town, especially considering their fixed income.

### **DPW Budget**

Tom Delaney, Director of Public Works, engaged in the discussion where the proposed budget saw a 1.17% increase. Staffing levels remain satisfactory with the department operating with 13 total personnel, enabling the progress of crucial projects. The Chapter 90 allocation boosts road paving efforts; however, there is a potential 20% spike in asphalt costs. Mr. Haddad sought clarification on the \$600,000 allocation and its impact on road mileage. Mr. Delaney said it costs approximately \$70,000 per mile, translating to 8 miles annually. The impending cost increase could result in a half-mile reduction each year and there are alternative budgetary supplements.

The Millionaires Tax contributes \$300,000; however, its longevity is uncertain. Mr. Delaney acknowledged the difficulty in securing snow subcontractors, coupled with rising salt prices. He noted that the capital equipment is well maintained and ensures operational efficiency.

Mr. Delaney discussed the Transfer Station and explained that the tipping fees reflect the Town's cost for material disposal, with construction and demolition materials incurring higher expenses than household trash. Mr. Delaney said the existing contract concludes in July, with a minimal increase anticipated. State-provided RDP funds help facilitate purchases, such as containers. In the past year, the Transfer Station has generated \$239,000 in revenue, covering nearly 77% of the budget.

Mr. Green sought a breakdown of the revenue from recyclables versus associated costs. Mr. Delaney explained his practice of offsetting material costs with revenue from higher valued recyclables. He said he would provide the exact figures at a later date. Ms. Dufresene confirmed that the DPW generated \$341,123 in revenue last year, with the current figure standing at \$200,000.

Mr. Delaney emphasized cost savings through in-house project execution, citing a 30% reduction in Chapter 90 funding expenditure by self-performing tasks such as renting a crack-sealing machine. The department's proactive approach further optimizing its resources.

Mr. Green inquired about reducing the amount of material going into the construction and debris pile. Mr. Delaney noted that separating materials that do not belong would be time-consuming and suggested that a revolving fund could offset and reduce the budget. He estimated that there would be a \$70,000 reduction in tipping fees if those materials were eliminated.

Ms. Manugian asked if mattresses can be discarded at the Transfer Station. Mr. Delaney said that the Transfer Station accepts mattresses with residents paying the removal fee. Ms. Manugian then inquired about the incentives on wages and salaries. Mr. Haddad explained that there is a performance incentive only for the Director and built-in increases for other unionized employees. Mr. Delaney acknowledged that there are upcoming retirements which will change the dynamics.

The municipal buildings were discussed, highlighting minimal maintenance needs. Mr. Delaney reported that he had applied for a grant under the Green Community Act to replace the boilers at Town Hall and had been successful receiving a similar grant to update the lighting at the Fire Station. There have been challenges in filling a vacant custodial position.

Mr. Cunningham questioned if there would be any savings to the police facility with the dispatchers transferring to a regional center. Mr. Delaney said that there should be savings in electricity. He noted that the DCR intends on utilizing the Lost Lake Fire Station as a satellite and would be covering \$12,000-\$15,000 in expenses.

Mr. Haddad proposed a \$130,000 reduction or 12% to the budget along with a \$ 95,000 decrease to the municipal buildings. Mr. Delaney said with the upcoming retirements there would be a savings of \$96,000 if the positions are left unfilled. However, that number would increase to \$145,000 the following year. Mr. Delaney warned of reduced service levels if the department is forced to eliminate positions and would become reactive instead of proactive. Projects would be delayed, summer part time positions would not be filled leaving mowing to be managed by full time employees. Snow storm costs would increase as well as the duration to clear the roadways.

Mr. Robertson said with the potential reduction in a level service the sidewalk plowing and maintenance of side roads may experience delays due to fewer plow truck drivers. Mr. Delaney added that there would also be unnoticed projects that would be deferred such as culvert pipe replacements and cutting brush along the roadsides. In the summer, vacation limitations and unforeseen absences may strain personnel

availability, affecting infrastructure maintenance and response capabilities. The anticipated result would have a cascading effect throughout the entire department.

Ms. Pine questioned if the stormwater program would be impacted and if closing the Transfer Station would save the Town money. Mr. Haddad clarified that the storm water program has its own funding and would remain unaffected. The Transfer station generates a revenue of \$350,000 and if the Town were to lose that money it would greatly impact the operating budget and residents would also need to contract out for trash disposal. Ms. Pine summarized if the override fails the highway department loses two highway department personnel and one maintenance personnel.

Mr. Green questioned if there would be an impact on the schools if the positions are eliminated. Mr. Delaney said that the openings may be delayed if he is short personnel to treat the roadways. It costs roughly \$4,000 in salt every time the buses run their routes. As seen with North Middlesex Regional District they tend to have more delayed openings due to the Town of Ashby not being sufficient in clearing their roads.

#### GDRSD Budget Assessment

Lauren Chesson, Superintendent of Schools, and Sherry Kersey, Director of Finance & Operations, were present for the discussion. Ms. Chesson discussed the significance of a level service budget, emphasizing the commitment to maintaining the current standard of services. While proposing new positions, it was clarified that these additions are essential for sustaining the existing services rather than introducing new ones.

Ms. Kersey outlined the key drivers behind the \$3,693,788 assessment increase, encompassing aspects such as the E & D fund, full-day kindergarten salaries, 4.4 FTE positions, wages and salaries, health insurance, and utilities.

Mr. Cunningham sought clarification on the distinction between a social worker and an interventionist. Ms. Chesson clarified that a school social worker primarily engages in one-on-one counseling, whereas an interventionist works directly within the classroom to mitigate any adverse impacts on students. Ms. Chesson acknowledged the challenges of students impacted by Covid and transitioning back to full classrooms, noting that it might take 2-3 years for adjustment.

Mr. Manugian inquired about the current staffing levels, to which Ms. Chesson said that there is a deficit in second-grade teachers, with data suggesting that there should be one additional teacher. There are a total of 377.1 FTE's employed.

Mr. Haddad sought clarification on the availability of interventionists and its impact on students. Ms. Chesson acknowledged that in the absence of interventionists, students would need to leave the district for alternative educational opportunities and this cost more than having an interventionist staffed.

Mr. Green raised concerns about the \$100,000 for full-day kindergarten salaries. Ms. Chesson clarified that there are no extra positions being introduced; rather, the funds are being drawn from the revolving account and being sustained by kindergarten fees.

Ms. Chesson emphasized the need for additional maintenance staff to uphold the current level of support once the new elementary school is complete. Managing a total of 654 students and increased interactions with parents necessitates the creation of two full-time administration positions.

In discussing the kindergarten model, Ms. Chesson noted that not all kindergarteners are full day and choose not to pay the tuition fees. There is a sliding scale funding system set in place for residents facing financial constraints. Ms. Pine commented on the importance of recognizing that the cost of full-time kindergarten is borne by families. She expressed the need to shift the financial responsibility for education from individual families to all taxpayers.

Ms. Kersey provided insight into the ongoing negotiations within the School District concerning salaries and benefits. The intricate process encompasses considerations such as cost-of-living adjustments, steps (differentials reflecting years of experience), and lanes (differentials based on the level of education attained). It was emphasized that, given these factors, certain teachers may be in line for a notable 3-4% salary increase. This poses a challenge for the School District to adhere to the 2.5% increase target. Ms. Chesson highlighted a noteworthy shift occurring statewide in the historical increments for paraprofessionals and teaching staff. Recognizing the significance of staying competitive in the market, she stressed the importance of aligning compensation with prevailing rates to attract and retain qualified professionals.

Mr. Manugian inquired about the funding status of the proposed positions, questioning whether their financial support expires or remains a continuous commitment from the budget and taxpayers. Ms. Chesson clarified that those specific FTE positions would indeed be sustained through taxpayers funding.

Mr. Green sought clarification on the overall average wage and salary increase, factoring in considerations such as the cost of living, steps, and wages. In response, Ms. Kersey stated that the comprehensive average increase stands at 6.5%.

Mr. Robertson highlighted the primary contributors to the assessment increase, pointing to wages & salaries and health insurance, which collectively account for 73% or approximately \$2.6 million. Seeking further details, he inquired about the specific allocation for steps and lanes within the total of \$1,930,037. Ms. Kersey responded, indicating that \$1.2 million is earmarked for steps and lanes, emphasizing that this allocation is mandated. Ms. Chesson provided additional context on the industry standard for teacher compensation. She explained that teachers' pay is determined by their tenure within the district, educational level (typically a master's degree which is state mandated), and adjustments for the cost of living.

Mr. Cunningham raised a question regarding the extension of the water main to the school. Mr. Haddad responded, stating that the budget for PFAS needs to be retained in the FY25 budget until next June when the pipe extension will be completed. Ms. Chesson added that there has been an increase in the PFAS plume, and various factors are expected to contribute to rising numbers. Mr. Haddad noted that the School Committee is veering away from utilizing E&D funds to reserve it for unseen emergencies.

Mr. Green raised a concern about the potential challenges arising from staffing growth in steps and lanes. Ms. Kersey responded by acknowledging that while there may be costs associated with staff progressing in their steps and lanes, there will also be savings as individuals retire and new employees are hired. Ms. Chesson added a crucial perspective, noting that six months ago when the budget was initially proposed, specific retirements were unknown.

Ms. Kersey said the budget shows a 10% increase in health insurance and that is only a placeholder until the exact percentage is determined at the end of February.

Mr. Robertson made a comment, highlighting that the ongoing negotiations, particularly concerning the health insurance and staffing-related costs, pose challenges. He pointed out that to significantly reduce those numbers, major items would need to be addressed; however, such changes would take time and not be implemented immediately.

Mr. Whitefield inquired about the potential savings if the School District were to contribute a different percentage towards benefits, specifically citing scenarios like 75-25 or 50-50. Ms. Kersey responded, indicating that adopting a 75-25 split would result in a savings of \$300,000. Currently, the School District covers 85% of benefits for employees. Ms. Chesson reminded the Committee that the amount paid towards insurance is contractual, and any reduction would necessitate significant incentives, potentially surpassing the initial savings estimate. Mr. Green confirmed that transitioning to a different model had benefited the Town after an initial adjustment period. Brian Leblanc commented on the unlikelihood of removing steps and lanes, emphasizing the challenging nature of such a change.

Ms. Kersey explained that the utilities expenses encompass various fees, including drinking water delivery fees, monitoring PFAS levels, installing POET infiltration systems to homes that exceed safe PFAS levels, and contract fees. Mr. Haddad said he raised the question of whether some of the appropriated money could be used to expense a portion of the \$119,000. However, the Town Council clarified that the warrant article does not permit the allocation of funds in that manner.

Mr. Kersey provided an overview, stating that the School District's projected budget aligns with the estimated increases used in the development of the 5-year projection plan. Notably, heat and utilities stayed within the projected range of 2% to 10%. There was a 4.8% increase projected in transportation, however, a reimbursement was received in FY23 that offset the assessment to the towns, resulting in a savings of \$75,000. The projected 8.5% increase in the Middlesex retirement expenses was also reduced to 6.6%, leading to a saving of \$26,000.

Ms. Kersey presented the proposed operating budget, indicating an increase of \$3,448,019 or 7.29% without debt, and provided a historical perspective on the increases. In response to an inquiry from Ms. Pine, Ms. Chesson explained that ESSER refers to COVID-related funds directly provided by the federal government. Ms. Chesson specified that CARES money, totaling \$650,000, had been a part of this assistance however, any pandemic-related funds are no longer available.

Ms. Chesson conveyed that the state passed the Student Opportunity Act, intended to provide additional funding for school districts; however, Groton Dunstable only received \$50,000, while other districts were granted much larger amounts, reaching up to \$6 million.

Ms. Kersey clarified the concept of the 5-year rolling average and how it functions to moderate fluctuations. She emphasized the importance of distinguishing between the assessment increase and the budget increase. While the budget has increased by 7.29%, assessments have risen in double digits.

Mr. Manugian raised a question about whether the percentage of anticipated funding for Groton would decrease over time. Ms. Kersey explained the concept of the "hold harmless" chapter 70, where the district currently receives the bare minimum, approximately \$30 per student. She noted that next year, an increase of 0.6% is expected, amounting to \$97,500. This minimal increase is influenced by declining enrollment. If the allotment were based solely on enrollment, the increase would be even less. Ms. Chesson added that the perceived community wealth would also play a role in shifting the local contribution.

Mr. Green inquired about the impact of the minimum local contribution on the School District's budgeting in recent years. Ms. Kersey said that there was a significant shift towards Dunstable.

Ms. Chesson explained that the decrease in the assessment is a result from the adjustments made on the cherry sheets. She further shared that the Town Managers submitted a budget proposal contingent on an override, which would allocate \$28,741,942 for Groton and \$8,650,942 for Dunstable. This budget is designed to address not just a one-year issue but rather reflects a three-year commitment. The School District is dedicated to staying within the outlined projections

Ms. Chesson highlighted the potential repercussions if an override is unsuccessful. The proposed positions would go unfilled, and there would be a cut of 31-33 staff positions. The entire staff would feel the impact, leading to increased class sizes, reduced course offerings, and diminished support services. Teachers, as per contractual obligations, are entitled to prep time, and eliminating art, music, and technology teachers would result in not receiving their designated time. This loss would impact valuable planning time for education. Looking ahead to FY25, an additional 10 positions may need to be eliminated, followed by another 10 the subsequent year. The reduction in positions could particularly impact younger staff members. Furthermore, there is a concern that the loss of 10% of employees may lead individuals to explore opportunities elsewhere.

Mr. Haddad noted that failing to fulfill contractual obligations, such as providing prep time, could lead to grievances and violations of contracts.

Ms. Manugian discussed factors from the past; mentioning that correcting for unemployment would not be covered and that potentially 40 teachers would need to be eliminated.

Mr. Manugian inquired about the current number of unfilled positions within the School District, to which it was mentioned that only one paraprofessional position is currently vacant.

Ms. Pine raised a concern about the financial implications when laying off employees, stating that the Town would be required to contribute to the unemployment benefits that those individuals are entitled to collect. She stated that the School District is not a revenue-producing entity.

Mr. Whitefield questioned why the number of FTEs for paraprofessionals has increased even though the enrollment has remained stable. Ms. Kersey explained that there is a larger influx for paraprofessionals in early childhood due to an increasing number of children being identified. Additionally, the teachers' union has seen a significant uptick, with the decision to hire service providers for certain occupations rather than

contracting out. Ms. Chesson added that there are more students with Individualized Education Programs (IEPs) requiring 1-1 or 2-1 support at the Boutwell School. This is due to the law mandating the provision of these services. The community members pay for regular education services for children ages 3-5 however, special education services at Boutwell are provided at no cost for anyone that qualifies.

Mr. Haddad highlighted the cost-effectiveness of having staff on board, even with salaries and benefits factored in, as opposed to contracting out. Paraprofessionals, earning \$15 per hour, often work with the most challenging students. There is an ongoing effort to negotiate for a market rate, looking to the state for guidance. Ms. Chesson added that there is no control over contracts and prices can always increase.

Ms. Pine noted a decrease in school administration positions from 18 to 15. She pointed out that the data in the comparative market baskets suggests that Groton-Dunstable is not top-heavy, contrary to the perception.

Mr. Haddad said that he would post the Q & A on the Town website.

#### FY25 Budget Deliberation Town Manager

Mr. Haddad pointed out that once the preliminary numbers from the cherry sheets were released, it would prompt a recalibration of the school's assessment. While the school district's overall budget remained unchanged, there was a notable shift in the allocation between Groton and Dunstable. Initially, the Town of Groton's anticipated assessment was \$29,392,165 prior to receiving the cherry sheets, which has now decreased by \$650,000. This adjustment for FY25 lowers the \$2,383,222 anticipated deficit, bringing it down to \$1.7 million. Additionally, it results in a decrease of the anticipated tax rate by \$.24 or \$167 on the average tax bill for FY25. Also, minimizing the amount of money required to be reduced from the municipal budget, reducing it from \$953k to \$684k, which is a substantial decrease. The three-year projection for the school district's funding remains consistent at \$5.5 million.

Mr. Green and Ms. Manugian inquired about the shortfalls and how they are formulated. Mr. Haddad explained by subtracting the general fund surplus from the \$5.5 million override would result in \$1.7 million levy capacity for FY25, \$1.3 million levy capacity for FY26, and \$1.5 million levy capacity in FY27. Mr. Haddad stated those numbers do not reflect the \$650,000 decrease or the annual 2.5% increase. The Committee discussed that the \$5.5 million override potentially would carry over into additional fiscal years.

Ms. Manugian requested that the average tax impact be calculated.

Mr. Green raised concerns about the projections for the next two fiscal years and inquired about strategies to reduce the \$1.3 million and \$1.5 million shortfalls. In response, Mr. Haddad explained that during discussions with the Department of Revenue, there was a consensus that the Finance Committee would diligently work to adhere to these figures. If unforeseen circumstances arise, efforts would be made to offset any additional expenses by reducing other expenditures. The Town is committed to this approach. Ms. Pine highlighted that over the past 15 years, the number of FTE positions in the Town Hall has been reduced by 6.5%, emphasizing the ongoing efforts to manage expenses and demonstrating fiscal responsibility to taxpayers. Mr. Haddad acknowledged this fact and noted that despite the reduction in FTEs, the administration has assumed additional responsibilities while workloads have increased.

Mr. Cunningham expressed his view that discussions about a future override in the five-year projection should be avoided, suggesting that this current override may extend beyond the initially proposed three years. In response, Mr. Haddad clarified that he routinely conducts a five-year projection. Historically, the Town has been able to adjust the budget to prevent the need for any overrides. However, given the current growth trends, such adjustments may not be feasible.

Mr. Manugian expressed his preference for addressing budgetary challenges through policy discussions rather than facing financial uncertainties each year. He suggested engaging colleagues in a dialogue about drafting policies regarding how to manage increases, ensuring equitable distribution between towns, and considering long-term benefits for employees to keep residents informed.

Building upon Ms. Pine's comment about the reduction in Town Hall staff over time, Mr. Robertson emphasized the importance of public awareness regarding these significant reductions. He noted that further cuts could impact customer service and proposed scheduling a meeting to discuss the pros and cons of an override.

Mr. Haddad inquired about the deadline for ordering ballots. Ms. Dunbar responded that they need to be ordered by March. The Select Board had already voted to call for the override election on April 2, 2024 and if the Finance Committee has any changes to the budget it needs to be completed by February 18th.

Ms. Pine suggested exploring the possibility of a legal agreement that would assure taxpayers that if a multi-year override is approved, there would be a maximum spending limit. Mr. Haddad responded by indicating that within the three-year period, the intention is not to seek additional revenue beyond what has been outlined. He clarified that the entire amount would not be collected in the first year; only \$1.7 million.

Ms. Pine requested clarification for the residents to be aware of the process that is necessary for the override. Mr. Haddad explained for the override to be successful, both Groton and Dunstable would need to approve the assessments provided by the School District at Town Meeting and then vote for it via a ballot question. If Groton passes the override and accepts the assessment and the Town of Dunstable does not the School Committee has two options: they can either lower the assessment to accommodate Dunstable's budget constraints, or they can convene a district-wide meeting and vote for the original assessment, in which case the Town would be obligated to pay.

Ms. Linskey highlighted that if the School District requests for a "Super Town Meeting," the municipal budget would absorb the entire amount being requested. However, if the Town of Groton rejects the override, the outcome becomes uncertain.

Mr. Green emphasized that the budget issue is not just about expenses or revenue; it's primarily a matter of managing growth. While the Town has maintained a sustainable average growth rate of 2.5%, achieving similar rates in the School District presents greater challenges. Mr. Haddad pointed out that due to contractual obligations such as steps and lanes, eliminating them would be incredibly difficult. Mr. Robertson agreed, acknowledging that the percentages are too high and once they are lowered for one year it would make a difference, however, wages and benefits continue to grow.

The Committee expressed concerns about how to ensure that the growth rate remains below revenue levels. Mr. Haddad assured that all efforts are underway to address this issue.

The next Finance Committee is scheduled for February 6, 2024.

The meeting was adjourned at 12:45pm.

Respectfully submitted by Kristine Fox, Per Diem Minute Taker

**SELECT BOARD MEETING MINUTES  
THE GROTON CENTER  
MONDAY, FEBRUARY 26, 2024  
UN-APPROVED**

**SB Members Present:** Peter Cunningham, Chair; Alison Manugian, Clerk; Matt Pisani; Becky Pine; John Reilly, Vice Chair

**Also Present:** Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Hannah Moller, Treasurer/Tax Collector; Patricia DuFresne, Assistant Director of Finance/Town Accountant; Megan Foster, Principal Assessor; Melisa Doig, Human Resources Director; Dawn Dunbar, Town Clerk; Tom Orcutt, Water Superintendent; Brian Callahan, DPW Director in Training; Phil Francisco, Sustainability Commission Member; Greg Sheldon; Destination Groton Member; Paul Funch, Trails Committee Member; Vanessa Abraham, Director of the Groton Public Library

**Finance Committee Members:** Bud Robertson, Chair; Mary Linskey; Colby Doody, Vice Chair; David Manugian

Mr. Cunningham called the meeting to order at 6:30 PM.

**ANNOUNCEMENTS**

NONE

**PUBLIC COMMENT PERIOD**

Sustainability Committee member Mr. Phil Francisco announced that the Sustainability Committee will hold a Snow Removal and Wastewater seminar at the Groton Center on March 13th.

Ms. Manugian wanted to remind everyone that the first of two Budget Seminars will be held at Swallow Union Elementary School on Tuesday, February 27<sup>th</sup>, at 7:00 p.m. Mr. Cunningham said the second Budget Seminar will take place on Wednesday, March 6<sup>th</sup>, at 7:00 p.m. at the Groton Center.

Vanessa Abraham, Director of the Groton Public Library, announced the 19<sup>th</sup> year of Groton Reads. A Book Selection Committee was formed and they chose the book Symphony of Secrets, a musical mystery. Ms. Abraham said a twelve-page newsletter just went out with all the activities at the Library for anyone interested.

**TOWN MANAGER'S REPORT**

**1. Consider Ratifying the Town Manager's Appointment of Jodee Coke as Animal Inspector.**

Mr. Haddad said that after many years of dedicated service to the Town of Groton, George Moore has decided to retire as the Animal Inspector. Mr. Haddad said he couldn't thank Mr. Moore enough for all he has done for the Town. Mr. Haddad said he has served as Town Manager for 15+ years, and Mr. Moore has been a trusted advisor and dedicated official. He wishes him the best in his retirement. He has appointed Ms. Jodee Coke as an Animal Inspector and respectfully requests that the Select Board consider ratifying his appointment. Mr. Cunningham stated that Mr. Moore has done an excellent job over the years and has a great approach to dealing with people and animals.

*Mr. Reilly made a motion to ratify the Town Manager's Appointment of Jodee Coke as Animal Inspector, effective immediately. Mr. Pisani seconded the motion. The motion carried unanimously.*

## 2. FY 2025 Budget Update

Regarding the FY 2025 Budget Update, the first of two budget forums will be held at the Swallow Union School on Tuesday, February 27, 2024, beginning at 7:00 p.m. Mr. Haddad explained that with the excellent assistance from Select Board's Member Pine, he has drafted an Override Fact Sheet that has been posted on the Town's website and provided copies for the Public at the Town Clerk's Office, Groton Public Library, and the Groton Center. He said if anyone had any questions, don't hesitate to contact the Town Manager's Office. Mr. Haddad wanted to thank Ms. Pine and said getting the correct information out to the residents was important. Mr. Petropoulos said he wanted to give "a hats off" to everyone for all their hard work.

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

Tuesday, February 27, 2024	Special Budget Forum- Swallow Union Elementary School
Monday, March 4, 2024	Issue Warrant for Town Meeting- REMOTE MEETING
Wednesday, March 6, 2024	Special Budget Forum- Groton (Senior) Center
Monday, March 11, 2024	Regularly Scheduled Meeting
Monday, March 18, 2024	No Meeting
Monday, March 25, 2024	Regularly Scheduled Meeting
Tuesday, March 26, 2024	2024 Spring Town Meeting
Monday, April 1, 2024	Regularly Scheduled Meeting
Tuesday, April 2, 2024	Special Election to Consider an Override of Proposition 2 1//2
Monday, April 8, 2024	Regularly Scheduled Meeting
Monday, April 15, 2024	No Meeting- Patriots Day
Monday, April 22, 2024	Regularly Scheduled Meeting
Tuesday, April 23, 2024	2024 Annual Town Election

## ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

### 1. Consider Appointing Molly Foster and Gregg Baker as Associate Members of the Zoning Board of Appeals.

*Ms. Pine made a motion to appoint Molly Foster and Gregg Baker as Associate Members to the Zoning Board of Appeals, with a term to expire on June 30, 2024. Ms. Manugian seconded the motion. The motion carried unanimously.*

### 2. Consider Approving a Memorandum of Understanding for Communities in the First Middlesex District Concerning Economic and Development Collaborative.

Mr. Haddad said Representative Margaret Scarsdale has been working with her District Towns to improve economic development in the District. After several meetings, Representatives from the various Towns, including Peter Cunningham and Greg Sheldon from Groton, drafted a Memorandum of Understanding (MOU) to create an Economic Development Collaborative. A copy of the MOU was provided to the Board for their review and consideration. Mr. Haddad respectfully requested that the Board consider approving the MOU. Mr. Cunningham said they are looking to collaborate on economic development and tourism. He said it does not require any financial commitment. Ms. Pine thought the concept was great.

*Ms. Pine made a motion to approve the Memorandum of Understanding and authorized the Town Manager to sign the MOU. Mr. Pisani seconded the motion. The motion carried unanimously.*

**3. Review the Start Time of Select Board Meetings and Determine if it will remain at 6:00 p.m. or return to 7:00 p.m.**

Mr. Haddad said the Select Board voted last November to change the start time of Select Board meetings to 6:00 p.m. This decision was determined to be reviewed after three (3) months, with February 26<sup>th</sup> as the three-month mark. Mr. Cunningham opened up the topic for discussion for the Board members' feedback.

Mr. Reilly said that he had asked Groton Cable Director Ashley Doucette about the average number of live cable viewers and that the numbers were quite small. He also stated that he had read all the letters submitted to the Town Manager's office and listened to people. He noted that some expressed concerns that starting at 6:00 p.m. might discourage people from running for Select Board. Mr. Reilly said that he had given up a job to be on the Select Board and that serving on the Board requires a lot of commitment. He personally likes to end the meetings a bit earlier, but he also understands that most meetings are agenda-driven, so people will show up if it is important.

Mr. Pisani said that he had no objections regarding the 6:00 p.m. start time for the meeting. He mentioned that there are a number of employees in the town who need to attend these meetings due to the current fiscal responsibility and economic challenges. Mr. Pisani believes it is important for everyone to be financially responsible and start the meeting on time at 6:00 p.m.

Ms. Manugian agreed with Mr. Pisani and Mr. Reilly. She explained that she researched the surrounding communities and what they were doing. Many community meetings start at 5:00 or 6:00 p.m., with Westford, Acton, and Boxborough meeting at 7:00 p.m. but twice a month. She said there may be a conceptual difference, but from what she'd heard from folks, she didn't think it was significant.

Mr. Cunningham said that at first, he was on the fence and didn't have a strong opinion either way. He said if it was a real impediment for someone running for Select Board, he believed the Board would support that person and bring the matter forward again to revisit the issue. He said it's been interesting to observe that the Board has worked together in the past year and has been respectful and supportive of other members' positions. He said he was inclined to keep the meeting at 6:00 p.m.

Ms. Pine expressed her sadness and disappointment upon hearing the Board's views. She mentioned that it was difficult for her to attend meetings at 6:00 p.m. and that they heard from approximately a dozen people who were unanimously in favor of meeting at 7:00 p.m. She didn't hear any positive reason to change the meeting time other than for the convenience of paid employees. Ms. Pine pointed out that meetings have always been part of the job for those who work in town government and receive compensation for it. She also said that the Board is elected to be responsive to the public and make decisions for the Town, not for their personal benefit. Ms. Pine added that the government system relies on volunteers, and it's unfortunate that the Board will ignore them and continue meeting at 6:00 p.m.

#### Public Comments

*Resident Jack Petropoulos conducted a survey to gather opinions on changing the meeting start time. The survey received 21 responses. Of those, 86% supported keeping the current 7:00 PM start time, 4% suggested changing it to 6:00 p.m., and 10% did not have any preference. Mr. Petropoulos believes that changing the start time would have a negative impact on the quality of the Select Board. Mr. Cunningham stated that the Board is dedicated and better prepared for the challenges the Town is facing than ever before.*

#### **7:00 P.M. IN JOINT SESSION WITH THE FINANCE COMMITTEE- PUBLIC HEARING ON THE VARIOUS ARTICLES CONTAINED IN THE WARRANT FOR THE 2024 SPRING TOWN MEETING**

Mr. Haddad read the Public Hearing notice into the record.

Mr. Haddad respectfully requested the Board to open the public hearing.

*Ms. Manugian made a motion to open the public hearing. Mr. Pisani seconded the motion. The motion carried unanimously.*

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

Mr. Cunningham asked the Board to defer the public hearing until the completion of the meeting start time discussion.

*Ms. Manugian made a motion to defer the public hearing as requested by the Chair. Mr. Pisani seconded the motion. The motion carried unanimously.*

#### **CONTINUED MEETING START TIME DISCUSSION**

Mr. Reilly said the majority of people are okay with starting at 6:00 p.m. Mr. Pisani said his sole reason for starting the meeting at 6:00 p.m. is for the people of the town.

#### Public Comments

*Resident Rob Foley asked if anyone had contacted the Select Board regarding the issue and wanted to hear the data from the constituents. Ms. Manugian said that letters had been submitted to the Select Board and explained the feedback received. Ms. Pine added that she had comments from approximately fifteen (15) people. Former Select Board member Josh Degen said the public needs to be able to attend the meetings when convenient for them. Mr. Deagan said he thinks it's in the public's best interest to meet at 7:00 p.m. Mr. Phil Francisco shared that he had encountered two conflicting instances for attending a 6:00 p.m. Select Board meeting problematic.*

*After some discussion, Ms. Pine made a motion to change the meeting start time to 7:00 p.m. No one seconded the motion.*

*Mr. Reilly then made a motion to leave the meeting start time to 6:00 p.m. Mr. Pisani seconded the motion. Motion approved by a majority vote, 4 in favor, 1 Against- Pine.*

Ms. Manugian suggested adding an additional public comment period at the end of the meetings. Ms. Pine asked if the Board would reconsider the vote, meet in the middle, and start the meetings at 6:30 p.m.

No motion was made to reconsider.

#### **REOPEN THE WARRANT PUBLIC HEARING**

Mr. Cunningham asked the Board to reopen the warrant public hearing.

*Mr. Reilly made the motion to reopen the public hearing. Mr. Pisani seconded the motion. The motion carried unanimously.*

The Select Board and Finance Committee held a joint session to conduct a public hearing on the articles contained in the 2024 Spring Town Meeting Warrant. Mr. Haddad provided the Board with a copy of the latest Draft of the Warrant that Town Counsel has reviewed and approved, including the Budget Message from the Town Manager and Finance Committee. Mr. Haddad asked the Board to consider taking positions on the various Articles.

Mr. Haddad began the review of the warrant.

#### **Article 1: Hear Reports**

There were no questions.

#### **Article 2: Elected Officials Compensation-**

The Town Moderator is proposed to receive a salary of \$1,000 in FY 2025.

#### **Article 3: Wage and Classification Schedule-**

Mr. Haddad said this Article is for the three Bylaw employees. There were no questions.

#### **Article 4: Appropriate FY 2025 Contribution to the OPEB Trust Fund-**

Mr. Haddad said this Article will seek an appropriation of \$190,000 from Free Cash to add to the OPEB Liability Trust Fund. Ms. Pine said she thought Free Cash was spent in the fall. Mr. Haddad explained that this was Free Cash that was certified from last Fall and wasn't spent. Mr. Haddad explained that in the Spring, the Town spends Free Cash on OPEB, debt service, and one-time cash payments for performance incentives.

Mr. Cunningham explained that Articles 1 through 4 were part of a consent agenda.

#### **Article 5: Fiscal Year 2025 Annual Operating Budget-**

Mr. Haddad drafted a detailed budget message on behalf of himself and the Finance Committee that is included in the Warrant. The Report outlines that the total Operating Budget and Capital Budget voted by the Finance Committee is \$53,952,933 and requires an Override of Proposition 2 ½. He explained that the Override question will be on the ballot for the Special Election on April 2<sup>nd</sup>. Ms. Pine asked about the plan for presenting the Budget at the Town Meeting. Mr. Haddad explained that the Finance

Committee will give a full presentation of the proposal, and each section of government will be voted on separately. Mr. Haddad encouraged anyone with questions or comments to contact the Town Manager's Office.

The Finance Committee voted unanimously to support the Budget, and the School Committee voted unanimously in favor of their Assessment.

**Article 6: Fiscal Year 2025 Capital Budget –**

Item #1- Extrication Tools- "Jaws of Life"- \$92,500- Fire and EMS

Ms. Pine suggested replacing the word "however" with "and" in the following sentence:  
*"These tools are primarily used for motor vehicle crashes, however, have applicable usages in the industrial or construction setting."*

Item #2- Pick-Up Truck- \$55,000- Highway

Item #3- Brush Mower/Field Mower- \$70,000- Highway

Item #4- Dump Truck - \$285,000- Highway

Mr. Haddad said a new dump truck is in next year's Capital Plan, a year earlier than initially planned, due to the two-and-a-half-year lead time required to build and deliver the truck.

Item #5- IT Infrastructure- \$40,000- Town Facilities

Item #6- Municipal Building Repairs- \$25,000 -Town Facilities

Item #7- Police Station HVAC - \$65,000- Town Facilities

Mr. Haddad hoped the Green Communities Grant would cover this, but it was not eligible. Mr. Haddad said he would ensure it meets all the Green Community standards when replacing the HVAC system.

Item #8- Baler/Maintenance- \$25,000 -Transfer Station

Item #9- Library- \$50,000- Library

Mr. Haddad said this would replace the carpet in the Children's Room and Main Meeting Rooms.

Item #10- Property Improvements- \$50,000- Park Department

Mr. Haddad stated that the Park Department has requested \$50,000 for one year to handle some significant capital expenditures, which will decrease to \$25,000 after this year.

Item #11- Police Cruisers- \$133,025- Police Department

This is for purchasing two police cruisers and related equipment to replace cruisers that are no longer cost-effective to maintain.

Item #12- Police Pick-Up Truck- \$77,000- Police Department

This truck will benefit the department as a multi-purpose vehicle with a four-wheel drive platform.

Item #13-Electronic Control Devices- Tasers"- \$13,475- Police Department

Ms. Pine asked Mr. Haddad to remove the repeated clause at the end of the summary.

Item #14- Golf Carts-\$25,553- Country Club

Mr. Haddad explained that this is the second of five payments for the golf carts.

Mr. Haddad explained that items #15 through #23 are all items that have been under consideration for quite some time by Country Club General Manager Shawn Campbell. Based on the fact that the Club has generated a profit of over \$250,000 over the last couple of years that has been certified as Free Cash, it made sense to move forward with these items now and use Free Cash for such purchases. In addition, the Club is ahead of revenue projections for FY 2024 and that profit will also be returned to Free Cash. The Select Board had several questions relative to these items and asked that Mr. Campbell come to next week's meeting to discuss in more detail. In addition, the Board asked for some of the summaries to be rewritten. The Board then tabled this discussion until next week's meeting.

**Article 7: Revoke Cable Enterprise Fund in Fiscal Year 2025 and Article 8: PEG Access and Cable Realter Fund Acceptance-**

Mr. Haddad said Articles 7 and 8 are two related articles. He said they created a Cable Enterprise Fund at the 2015 Spring Town Meeting for FY 2016. He said it was very successful, but over time, people are moving away from cable and moving to various streaming services. The Town has seen a steady decrease in Cable Fees, and the Cable Enterprise has had to depend more on its Excess and Deficiency Fund to balance the budget. There are no longer enough reserves to continue functioning as an Enterprise. To address this and determine the best course of action in FY 20254 to continue to provide Local Cable Access, the Town will create a "Cable Department Receipts Reserved for Appropriation Fund." The creation of this fund will allow the Town to collect the fees from the two cable carriers servicing Groton and put them in this Reserve Account for the exclusive use of the Local Cable Access Department. This Article revokes the Enterprise Fund, while Article 8 creates the Receipts Reserves for Appropriation Fund. Mr. Haddad said the Department of Revenue had recommended this to the Town.

Mr. Haddad informed everyone that there is a bill currently under consideration in the Legislature to create a surcharge for streaming services that will be returned to the Town. Ms. Manugian inquired about the cost of running the department, and Mr. Haddad responded that it was \$220,000. Ms. Manugian said she does not personally support the legislation but stated that she does not object to taking the money out of the general fund to pay for the Cable Department.

**Article 9: Funding for Destination Groton Committee-**

The Destination Groton Committee is requesting funds in FY 2025 to carry out its Charge. Mr. Greg Sheldon, Chair of the Destination Groton Committee, said they have been operating for two years and are now entering their third year. He highlighted the work done by the Committee and explained that they are requesting \$15,000 but intend to spend only some of it. He said they returned \$6,000 to the Town last year, and they expect to return \$5,000 this year. Ms. Pine asked if it was standard not to roll over funds. Mr. Haddad explained that by doing so in a special article, they could encumber funds and

that the appropriation needs to be made in the year when the grant is prepared. Ms. Manugian asked if the amount of \$15,000 could be added to the Article.

**Article 10: Funding for Sustainability Commission-**

Member Phil Francisco gave some highlights on the Sustainability Commission's accomplishments. He said they were asking for the funds for their new eight (8) Working Sub Committee Groups. The Commission is asking for \$9,600 to cover activities in 2025. Mr. Haddad said the funds would come from Free Cash.

**Article 11: Community Preservation Funding Accounts-**

Mr. Haddad stated that the Community Preservation Committee was meeting that evening to take final positions on the various projects submitted for funding in FY 2025.

The Select Board was in support of the distribution of funds to the various Funding Accounts as required by State Law.

**Article 12: Community Preservation Funding Recommendations-**

CPC Proposal A: \$400,000 -Conservation Fund

Conservation Administrator Charlotte Steeves was in attendance. Ms. Steeves said the Commission requested \$400,000 to be added to Groton's Conservation Fund to preserve land for open space, agricultural recreation, and forestry activities and protect water resources and wildlife habitats. To fund this project, \$100,000 will come from the Open Space Reserve and \$300,000 from the Unallocated Reserved. Mr. Cunningham asked what the balance of the fund was currently. Assistant Finance Director/Town Accountant Patricia Dufresne said the balance was \$1,400,000.

CPC Proposal B: Cow Pond Play Fields- \$30,000

Nobody was present from the Park Commission.

CPC Proposal C: Milestone Markers Restoration- \$10,000

Nobody was present from the Historical Commission.

CPC Proposal D: Sustainable Groton Funding: \$2,400

Mr. Phil Francisco expressed his belief that the requested amount needed to be corrected, stating it should be \$3,600. Mr. Haddad informed him that Mr. Easom, Chair of the CPC, will provide the updated figures once the CPC convenes that evening. The Sustainability Commission is seeking funding to create and plant a native plant pollinator corridor along the back of the Groton Center Property. Mr. Francisco said they are requesting the funds for FY 2024.

CPC Proposal E: Prescott School Building Assessment- \$100,000

The Select Board asked the Capital Planning Advisory Committee and Friends of Prescott to do a building condition assessment of Prescott School. Mr. Haddad explained that he put the RFP out to bid. Unfortunately, the Executive Director of the American Institute of Architects (AIA) filed a bid protest against the RFP, saying it violated the law. Town Counsel confirmed to Mr. Haddad that he drafted the

RFP correctly. Mr. Haddad said this Article was on hold until he meets with the Attorney General on Thursday, February 29<sup>th</sup>.

**CPC Proposal F: Outdoor Fitness Court- \$237,500**

The Town of Groton applied for and received a \$50,000 2024 Blue Cross Blue Shield Massachusetts Fitness Campaign Grant Award. This grant provided seed funding for the construction/installation of an Outdoor Fitness Court. Working collaboratively with the Park Commission, it was determined that the best location for the Outdoor Fitness Court is at Town Field, adjacent to the outdoor basketball court. The funds requested for the costs over and above the \$50,000 grant will be utilized to complete the project.

**CPC Proposal G: SRRT- Phase II Permitting- \$30,000**

Mr. Cunningham said Squannacook Greenways Inc. is requesting \$30,000 for funding to pay for the design and permitting of the next phase of the Squannacook River Rail Trail (SRRT).

**CPC Proposal H: Bancroft Castle Preservatory Study- \$15,000**

Nobody was present from the Historical Commission.

**CPC Proposal I: Property Security, Safety and Preservation- \$70,000**

Nobody was present from the Historical Commission.

**CPC Proposal J: Housing Funding Request- \$400,000**

Ms. Pine said the Affordable Housing Trust was requesting \$400,000 to be transferred to the AHT to be spent on all allowable community housing projects. Ms. Pine intends to send Mr. Haddad a revised summary of the Article that includes an explanation that this request is similar to the Conservation Fund request. This will allow the AHT to be ready to participate in market opportunities without the need of going back to Town Meeting.

**CPC Proposal K: Housing Coordinator- FY 2025- \$62,569**

This application is requesting \$62,659 in CPA funding from the Community Housing Category to fund wages and benefits of the Housing Coordinator position (25 hours/week).

**CPC Proposal L: Tools and Equipment for Building Trails- \$11,640**

Mr. Funch said the requested number of \$11,640 has increased a bit. The Groton Trails Committee is requesting funds to purchase needed special tools and equipment for them to conduct their work. Ms. Manugian asked where the equipment would be housed. Mr. Funch said Town Field has a shed where they can store the equipment.

**Article 13: Extend Center Sewer District-**

This Article seeks authorization from the Town meeting to expand the Center Sewer District to include 6 Fairway Drive, Groton. Sewer Commissioner Tom Orcutt said the Sewer Commission has a scheduled hearing on Wednesday at 2:00 p.m. via Zoom. Ms. Pine asked if the Sewer Commission has taken a position. Mr. Orcutt said they sponsored the Article and will take a position on Wednesday.

**Article 14: Extend Four Corner Sewer District-**

This Article requests authorization from the Town Meeting to expand the Four Corners Sewer District to include 797 Boston Road, Groton. Mr. Haddad said there is a proposal to create 24 housing units, of which 50 percent would be affordable, for individuals 55 years of age and older at this site. The Sewer Commission is seeking an opinion from the Town Counsel to determine if the Article can specifically state the intended use of the parcel. Ms. Pine asked if the Sewer Commission has taken a position. Mr. Orcutt said they sponsored the Article and will take a position on Wednesday.

**Article 15: Citizen's Petition- Return to Voice Vote or Voter Card Count at Town Meeting-**

Mr. Haddad said this Article proposes eliminating electronic voting and returning to voter card count at Town Meetings. Mr. Alberghini, Petitioner, was absent from the discussion of the Article. Mr. Haddad stated that the Summary contained in the Warrant was drafted by the proponent and not the Town Manager.

**Article 16: Citizen's Petition- Set Statutory Speed Limit at 25 MPH-**

The Petitioner was absent from the discussion of the Article. Ms. Manugian asked if there was an opinion of the Police Chief. Mr. Haddad said the Police Chief would support this. Mr. Haddad said that roads with statutory speed limits are unaffected by this. Ms. Manugian requested a map showing roads impacted by 25 mph. DPW Director in Training Brian Callahan said it would cost \$3,700 in total to purchase 25 signs.

Mr. Haddad said Articles 17 through 27 are the Annual Consent Agenda and presented to Town Meeting in a single motion.

**Article 17: Transfer Within the Water Enterprise Fund:**

Mr. Haddad said this Article is most likely to be withdrawn.

**Article 18: Transfer Within the Center Sewer Enterprise Fund.**

The Sewer Commission is requesting \$52,500 from the Center Sewer Enterprise Fund Surplus.

**Article 19: Transfer Within the Four Corners Sewer Enterprise Fund-**

There is no funding request at this time.

**Article 20: Transfer Within Cable Enterprise Fund-**

Mr. Haddad said there is still a Cable Enterprise Fund until June 30 and they are requesting \$10,000 from their Reserve Account.

**Article 21: Prior Year Bills-**

Mr. Haddad said there were none at this time.

**Article 22: Current Year Line-Item Transfers-**

Mr. Haddad said he may withdraw this Article. Currently, there aren't any major transfers.

**Article 23: Appropriate Funding to Offset Snow and Ice Deficit-**

Ms. Dufresne said there was no deficit at this time, and there was a remaining balance of \$16,145 in the Snow and Ice Account.

**Article 24: Debt Service for the Middle School Track- Fiscal Year 2024-**

Treasurer/Tax Collector Hannah Moller was in attendance to answer any questions. Mr. Haddad said this Article would pay off the additional \$1 million needed for this project and there would be no further debt on the extra cost. To fund this appropriation, \$124,590 will come from the Fiscal Year 2024 Unallocated Reserve, and \$20,000 will come from the Fiscal Year 2024 Open Space Reserve.

**Article 25: Debt Service for the Middle School Track- Fiscal Year 2025-**

in FY 2025, the Community Preservation Committee will pay \$238,914 in debt service (\$175,672 in principal payment and \$63,242 in interest payment) for this appropriation. The entire amount will come from the Unallocated reserve.

**Article 26: Establishing Limits for Various Revolving Funds-**

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

**Select Board Positions**

Articles 1-4: Unanimously in favor to support.

Article 5: Unanimously in favor to support.

Article 6: Postpone position until next week

Article 7: Unanimously in favor to support.

Article 8: Unanimously in favor to support.

Article 9: Unanimously in favor to support.

Article 10: Unanimously in favor to support.

Article 11: Unanimously in favor to support

Article 12: Postpone position until next week

Article 13: Postpone position until next week

Article 14: Postpone position until next week

Article 15: Unanimously voted to not recommend to Town Meeting.

Article 16: Unanimously voted to support

Article 17: Unanimously voted to support

Article 18: Unanimously voted to support

Article 19: Unanimously voted to support

Article 20: Unanimously voted to support

Article 21: Unanimously voted to support

Article 22: Unanimously voted to support

Article 23: Unanimously voted to support

Article 24: Unanimously voted to support

Article 25: Unanimously voted to support

Article 26: Unanimously voted to support

Mr. Cunningham respectfully requested the Board to continue the public hearing on the warrant.

*Ms. Manugian made a motion to continue the public hearing on the warrant on Monday, March 4th, at 6:30 pm via Zoom. Mr. Pisani seconded the motion. The motion carried unanimously.*

The Finance Committee recessed to a different room in the Groton Center to continue their meeting.

#### **OTHER BUSINESS**

Liaison Reports- Ms. Pine said the nonprofit council held a meeting at the Groton Hill Music Center earlier that day, which was well attended.

Mr. Cunningham asked Mr. Haddad to include a second public comment period at the end of the meetings.

#### **ON-GOING ISSUES**

None

#### **Approval of Minutes from February 12, 2024**

*Ms. Pine made a motion to approve the minutes of the regularly scheduled meeting from February 12, 2024. Ms. Manugian seconded the motion. The motion carried 4-0 (Reilly abstained).*

The meeting was adjourned at 8:40 p.m.

Respectively submitted by Kara Cruikshank, Executive Assistant to the Town Manager.