



TOWN OF GROTON

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

Select Board

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

Town Manager
Mark W. Haddad

SELECT BOARD MEETING
MONDAY, FEBRUARY 10, 2025
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL

- 6:00 P.M.** **Announcements and Review Agenda for the Public**
- 6:01 P.M.** **Public Comment Period #1**
- I.** **6:05 P.M.** **Town Manager's Report**
- 1. Fiscal Year 2025 Second Quarter Financial Update**
 - 2. Update on Select Board's 2025 Goals**
 - 3. Update on Fiscal Year 2026 Budget**
 - 4. Update on Select Board's Meeting Schedule through the 2025 Spring Town Meeting**
- II.** **6:10 P.M.** **Items for Select Board Consideration and Action**
- None
- III.** **6:15 P.M.** **Destination Groton – Annual Report**
- IV.** **6:30 P.M.** **Friends of Prescott – Annual Report**
- OTHER BUSINESS** **-Authorize the Town Manager and One Member of the Select Board to Sign Warrants for the Next Thirty Days**
- ON-GOING ISSUES –** **Review and Informational Purposes – Brief Comments - Items May or May Not Be Discussed**
- A. PFAS Issue**
 - B. Nashoba Valley Medical Center Working Group**
 - C. Charter Review Committee**
 - D. Florence Roche Elementary School Construction Project**
 - E. PILOTS**

SELECT BOARD LIAISON REPORTS

- V.** **Public Comment Period #2**
- VI.** **Minutes:** **Regularly Scheduled Meeting of February 3, 2025**

ADJOURNMENT

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



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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Agenda Update/Report*

Date: *February 3, 2025*

TOWN MANAGER'S REPORT

In addition to the Town Manager's Report, Items for Select Board Consideration and Action and a review of the On-going Issue List, there are two items scheduled on Monday's Agenda. First, the Destination Groton Committee will be in to provide the Board with their Annual Report. Enclosed with this Report is a summary of their work over the last year. Second, I have invited the Friends of Prescott to Monday's Meeting for them to provide an Annual Report to the Board as well. Also enclosed with this Report is an Infographic of their activities over the last year. Executive Director Megan Donovan will be in to provide more information to the Select Board at the meeting.

1. Enclosed with this Report is the Fiscal Year 2025 Second Quarter Financial Report. I would like to spend some time at Monday's meeting reviewing this with the Select Board.
2. As is our practice when reviewing the Quarterly Financial Report, I also take the opportunity to update the Board on the Board's Annual Goals. Also enclosed with this Report is an update on the Goals. We can discuss this in more detail at Monday's meeting.
3. With regard to the FY 2026 Budget, please note that the Select Board will be meeting with the Finance Committee in Joint Session on Saturday, February 22nd to review the Budget with the various Departments. In addition, we have scheduled a meeting between the Finance Committee and School Officials on Tuesday, February 25, 2025 beginning at 7:00 p.m. for the Finance Committee to review the Superintendent's Budget. I will plan on posting this as a Select Board meeting as well in the event that a quorum of the Board wishes to attend the meeting. Finally, I am in the process of setting up a meeting between Groton, Dunstable and Groton Dunstable Regional School District Officials on Monday, March 3, 2025 for a Joint Meeting to review FY 2026 Budget issues. I will provide a further update on the FY 2026 Budget at Monday's meeting.

Select Board
Weekly Agenda Update/Report
February 10, 2025
page two

4. Please see the update to the Select Board's Schedule through the 2025 Spring Town Meeting:

| | |
|-------------------------------|--|
| Monday, February 17, 2025 - | No Meeting – President's Day Holiday |
| Saturday, February 22, 2025 - | -Joint Budget Review Meeting with FinCom |
| Monday, February 24, 2025 - | -Review First Draft of Spring Town Meeting Warrant |
| Monday, March 3, 2025 - | -Potential Joint Budget Meeting |
| Monday, March 10, 2025 - | -Public Hearing on Spring Town Meeting Warrant |
| Monday, March 17, 2025 - | No Meeting |
| Monday, March 24, 2025 - | -Review Prescott Building Assessment – Determine if any Action Needs to be Taken |
| Monday, March 31, 2025 - | Regularly Scheduled Meeting |
| Monday, April 7, 2025 - | Regularly Scheduled Meeting |
| Monday, April 14, 2025 - | Regularly Scheduled Meeting |
| Monday, April 21, 2025 - | No Meeting – Patriot's Day Holiday |
| Saturday, April 26, 2025 | Spring Town Meeting |

ITEMS FOR SELECT BOARD CONSIDERATION AND ACTION

NONE

MWH/rjb
enclosures

Destination Groton Committee (DGC) 2024 Annual Report

Background Visit: www.destinationgroton.com

DGC Town website: www.grotonma.gov/destination-groton

Groton has long been recognized for its rich history, extraordinary landscape, and small-town character. Over the years, the arts, culture, fine dining, recreation, education, open space, farming, and hospitality have enhanced Groton's destination reputation. The DGC's Mission is to tell Groton's quintessential New England story and help bring it to life. DGC's Goals include engaging all stakeholders; collaborating; communicating; celebrating; and building civic pride. DGC's Objectives include: conduct public forums; build regional partnerships; promote Groton's many attractions; maintain the Town's quality of life; and contribute to Town revenues.

Organization

The Committee will manage a series of specific communications, marketing, planning, infrastructure, development, event, and finance initiatives by working collaboratively with Town stakeholders and regional partners. DGC members include Chair Greg Sheldon, Vice Chair Jeff Gordon, Clerk Brian Bolton, Joni Parker-Roach, and Heather Puksta.

Destination Groton Committee Activities 2024

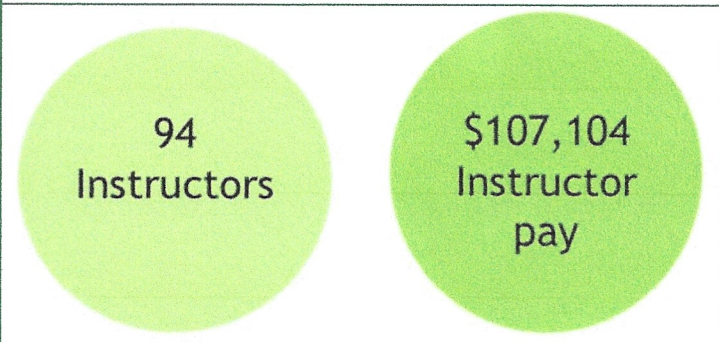
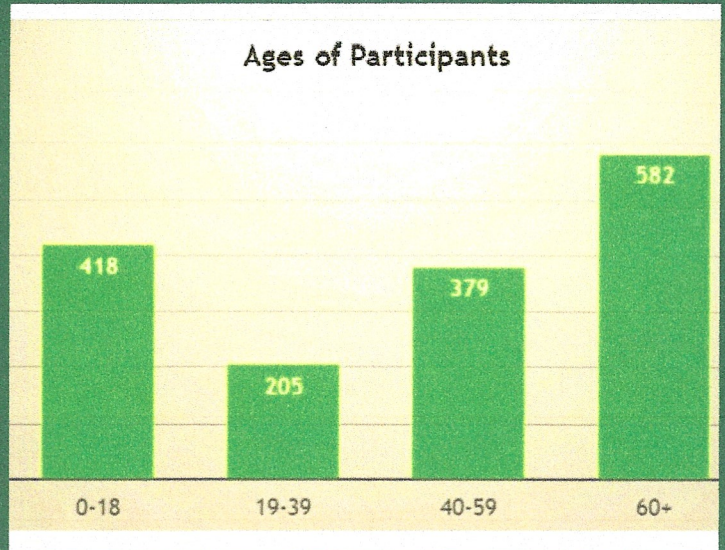
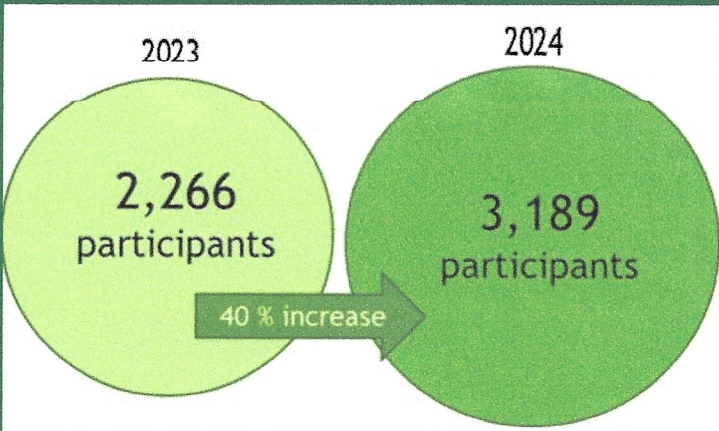
- The DGC submitted a Letter of Support to the Affordable Housing Trust; Trails Committee; Historical Commission; Sustainability Commission in their request for CPC FY25 funding.
- Presented DGC Budget/Agenda for the year to the Town Select Board, Finance Committee, and Town Meeting.
- DGC members participated in five Planning Board sponsored Master Plan Public Forums.
- DGC participated in a Small Towns Collaborative (1st Middlesex District) presentation before the Joint Legislative Committee on Community Development Listening Tour.
- Participated in MRPC Town Center Walkability Study and State Advancing Arts/Culture/Economic Dev. Webinar
- In 2024 the DGC website received 6301 views (top 32%) 3,179 marketing emails 36% open rate/26% click rate.
- To date we have received over 400 respondents to our Town-wide online residential survey. 83% supported a ten-year effort to secure funding to address both infrastructure challenges/economic opportunities.
- DGC/GBA spring Business Forum: Creating Business Opportunities for Economic Growth (85 attendees)
- Submitted a series of State, local and private grant applications to promote Groton and America's 250th.
- Received Letters of Support from several Town and regional organizations and elected officials including: Groton Hill Music, Historical Commission, Groton Inn, Trails Committee, DEI Commission, Groton Business Association, Montachusett Regional Planning Association, Senator Cronin, Representatives Scarsdale and Sena.
- Hired a professional Social Media Influencer to promote Groton's many attractions. So far nearly 600,000 views!
- Interviewed candidates to fill a committee vacancy. Heather Puksta is our newest member.
- MRPC submitted its Retail Leakage Report which analyzed economic data and identifies \$60M+ in commercial spending that occurs out of Town as part of our effort to draft a 10-Year Town Center Strategic Vision Plan.
- MRPC interviewed twelve town and business leaders on the potential for Town Center growth.
- DGC was awarded a \$5,000 grant from the Commissioners of the Trust Funds to produce an audio tour of historic town center sites and sponsor a lecture as part of celebrating America's 250th.
- DGC was awarded \$25,000 MA Downtown Initiative grant to conduct a Traffic Mitigation Plan for Town Center.
- DGC was awarded \$50,000 Rural Development Fund grant to conduct a Town Center Vision Plan.
- DGC/GBA fall Business Forum: Envisioning the Future of Town Center (80 attendees).
- Established a DGC Gift fund and have to date received two major donations: \$3,500 from Lawrence Academy and \$10,000 from Groton School.
- MRPC has qualified DGC to receive federal EDA Comprehensive Economic Development Strategy (CEDS) grants.
- DGC produced four quarterly Newsletters.
- Since FY 23, DGC has received \$36,500 in Town funds and attracted \$178,200 in grants and sponsorship funding.
- The DGC formally met 50 times in 2024 and collectively logged over 3,000 hours on Committee related work.



Prescott

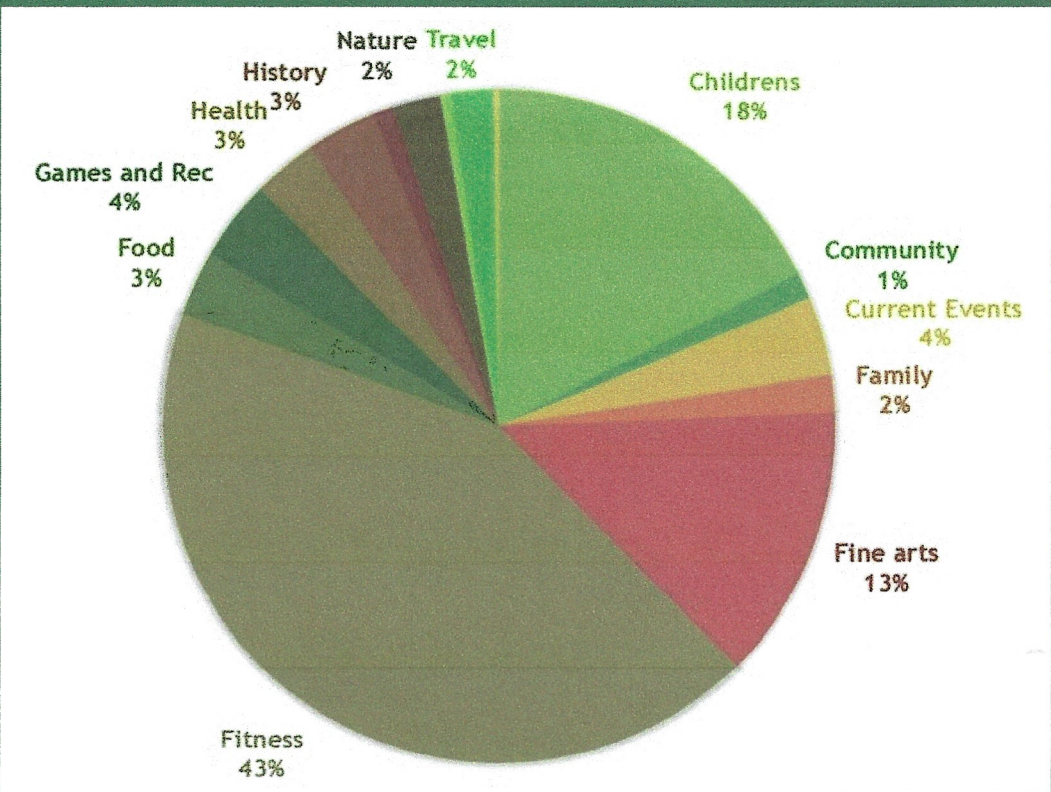
COMMUNITY CENTER

145 Main Street, #104, Groton, MA 01450
 prescottscc.org | 978-877-6933



ANNUAL TRAFFIC FOR PRESCOTT CLASSES
7,859

HOW MANY CLASSES DID WE PROVIDE IN 2024



1,141

Town of Groton
General Fund Statement of Revenues & Expenditures
 December 31, 2024

| | Current Budget FY25 | July - Dec Actual FY25 | Variance to FY25 Budget | 2nd Qtr % of Budget | Final FY24 Budget | July - June Actual FY24 | July - Dec Actual FY24 | 2nd Qtr to FY24 Budget | 2nd Qtr % of Budget | % of Budget Change |
|---|--------------------------------|-----------------------------------|------------------------------------|--------------------------------|------------------------------|------------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-------------------------------|
| Revenue | | | | | | | | | | |
| State Aid (Lottery/Exempts/Van) | 1,152,082 | 558,894 | (593,188) | 48.51% | 1,116,143 | 1,107,723 | 540,915 | (575,228) | 48.46% | 100.10% |
| Motor Vehicle/Boat Excise | 1,820,583 | 303,153 | (1,517,430) | 16.65% | 1,820,583 | 2,059,898 | 290,933 | (1,529,650) | 15.98% | 104.19% |
| Local Option Meals Tax | 250,000 | 147,930 | (102,070) | 59.17% | 247,000 | 263,134 | 134,351 | (112,649) | 54.39% | 108.79% |
| Local Option Room Occupancy Tax | 150,000 | 134,835 | (15,165) | 89.89% | 150,000 | 207,533 | 88,010 | (61,990) | 58.67% | 153.21% |
| Marijuana Revenue | 9,000 | 5,840 | (3,160) | 64.89% | 150,000 | 11,040 | 0 | (150,000) | 0.00% | #DIV/0! |
| Penalties and Interest on Taxes | 110,000 | 50,111 | (59,889) | 45.56% | 110,000 | 123,413 | 41,657 | (68,343) | 37.87% | 120.31% |
| Payments in Lieu of Taxes | 355,443 | 205,000 | (150,443) | 57.67% | 346,500 | 354,890 | 200,000 | (146,500) | 57.72% | 99.91% |
| Groton Hill Music Ticket Fee | 40,000 | 30,826 | (9,174) | 77.07% | 25,000 | 65,168 | 27,144 | 2,144 | 108.58% | 70.98% |
| Other Charges for Service (Dunst) | 15,000 | 15,500 | 500 | 103.33% | 99,000 | 102,272 | 101,872 | 2,872 | 102.90% | 100.42% |
| Country Club Revenue | 750,000 | 261,396 | (488,604) | 34.85% | 700,000 | 866,731 | 217,069 | (482,931) | 31.01% | 112.38% |
| Fees (incl Van vouchers) | 400,000 | 206,516 | (193,484) | 51.63% | 392,000 | 404,590 | 220,615 | (171,385) | 56.28% | 91.74% |
| Rentals (Cell Towers) | 55,000 | 35,514 | (19,486) | 64.57% | 40,000 | 66,183 | 29,177 | (10,823) | 72.94% | 88.52% |
| Other Departmental Revenue | 854,063 | 483,842 | (370,221) | 56.65% | 800,000 | 907,868 | 431,546 | (368,454) | 53.94% | 105.02% |
| Licenses and Permits | 429,300 | 341,858 | (87,442) | 79.63% | 429,300 | 527,284 | 279,513 | (149,787) | 65.11% | 122.30% |
| Fines and Forfeits | 10,000 | 5,683 | (4,317) | 56.83% | 10,000 | 11,336 | 6,360 | (3,640) | 63.60% | 89.36% |
| Investment Income | 309,744 | 350,436 | 40,692 | 113.14% | 100,000 | 1,535,170 | 969,221 | 869,221 | 969.22% | 11.67% |
| Misc Recurring (LRTA Van Reimb) | 94,000 | 38,970 | (55,030) | 41.46% | 75,000 | 89,094 | 46,934 | (28,066) | 62.58% | 66.25% |
| Misc (WC Reimb & Other) | 0 | 34,461 | 34,461 | #DIV/0! | 3,000 | 26,617 | 5,359 | 2,359 | 178.63% | #DIV/0! |
| Enterprise Allocation for Indirects | 315,664 | 154,130 | (161,534) | 48.83% | 336,486 | 364,081 | 191,172 | (145,314) | 56.81% | 85.95% |
| Real Estate and Personal Prop | 42,843,486 | 20,608,277 | (22,235,209) | 48.10% | 41,322,045 | 40,930,958 | 19,478,357 | (21,843,688) | 47.14% | 102.04% |
| Total Revenue | 49,963,365 | 23,973,172 | (25,990,193) | 47.98% | 48,272,057 | 50,024,983 | 23,300,205 | (24,971,852) | 48.27% | 99.40% |
| Expenditures (Operating Expenses) | | | | | | | | | | |
| General Government | 3,095,440 | 1,596,860 | 1,498,580 | 51.59% | 2,887,869 | 2,686,510 | 1,425,566 | 1,462,303 | 49.36% | 104.52% |
| Public Safety General Fund** | 4,683,315 | 2,113,176 | 2,570,139 | 45.12% | 4,829,799 | 4,644,783 | 2,269,931 | 2,559,868 | 47.00% | 96.00% |
| Department of Public Works | 2,389,516 | 1,049,857 | 1,339,659 | 43.94% | 2,401,495 | 2,349,230 | 992,127 | 1,409,368 | 41.31% | 106.37% |
| Culture, Rec. & Citizen's Svcs | 2,289,236 | 1,148,388 | 1,140,848 | 50.16% | 2,027,680 | 1,993,544 | 1,011,477 | 1,016,203 | 49.88% | 100.56% |
| Employee Benefits and Other* | 5,009,336 | 3,694,935 | 1,314,401 | 73.76% | 4,689,903 | 4,689,930 | 3,758,290 | 931,613 | 80.14% | 92.04% |
| Total Operating Expenses | 17,466,843 | 9,603,216 | 7,863,627 | 54.98% | 16,836,746 | 16,343,997 | 9,457,391 | 7,379,355 | 56.17% | 97.88% |
| Expenditures (Non -Operating Exp.) | | | | | | | | | | |
| Special Articles Voted for Current Yr | 1,111,076 | 525,651 | 585,425 | 47.31% | 838,084 | 637,546 | 262,094 | 575,990 | 31.27% | 151.30% |
| PY Articles/Enc(See Use of Enc Below) | 642,587 | 269,218 | 373,369 | 41.90% | 896,127 | 473,850 | 314,532 | 581,595 | 35.10% | 119.37% |
| Education | 28,739,026 | 14,611,193 | 14,127,833 | 50.84% | 27,718,371 | 27,718,371 | 14,044,877 | 13,673,494 | 50.67% | 100.34% |
| Debt Service | 4,684,920 | 1,469,090 | 3,215,830 | 31.36% | 4,565,613 | 4,562,176 | 1,360,937 | 3,204,676 | 29.81% | 105.20% |
| Intergovernmental (State Offsets) | 101,926 | 50,963 | 50,963 | 50.00% | 98,662 | 98,662 | 49,331 | 49,331 | 50.00% | 100.00% |
| Total Non - Operating Expenses | 35,279,535 | 16,926,115 | 18,353,420 | 47.98% | 34,116,857 | 33,490,605 | 16,031,771 | 18,085,086 | 46.99% | 102.11% |
| Excess (Deficiency) Before OFS&U | (2,783,013) | (2,556,159) | 226,854 | 91.85% | (2,681,546) | 190,381 | (2,188,957) | 492,589 | 81.63% | 112.52% |
| Other Financing Sources | | | | | | | | | | |
| Transfers from Other Funds | 1,434,222 | 1,434,222 | 0 | 100.00% | 1,390,509 | 1,390,509 | 1,013,549 | 376,960 | 72.89% | 137.19% |
| Use of Avail. Funds: Encumbrances | 642,587 | 642,587 | 0 | 100.00% | 896,127 | 473,850 | 473,850 | 422,277 | 52.88% | 189.11% |
| Avail. Funds: F. C./Overlay Surplus | 1,374,637 | 1,374,637 | 0 | 100.00% | 947,654 | 861,737 | 861,737 | 85,917 | 90.93% | 109.97% |
| Total OFS | 3,451,446 | 3,451,446 | 0 | 100.00% | 3,234,290 | 2,726,096 | 2,349,136 | 885,154 | 72.63% | 137.68% |
| Other Financing Uses | | | | | | | | | | |
| Overlay & Deficits to be Raised | 195,901 | 195,901 | 0 | 100.00% | 180,567 | 180,567 | 175,054 | 5,513 | 96.95% | 103.15% |
| Transfers to Other Funds | 472,532 | 190,000 | 282,532 | 40.21% | 309,605 | 309,605 | 1,441,235 | (1,131,630) | 465.51% | 8.64% |
| Total OFU | 668,433 | 385,901 | 282,532 | 57.73% | 490,172 | 490,172 | 1,616,289 | (1,126,117) | 329.74% | 17.51% |
| Excess (Deficiency) Incl. OFS&U | 0 | 509,386 | 509,386 | | 62,572 | 2,426,305 | (1,456,110) | (1,518,682) | | |

Town of Groton
General Fund Statement of Revenues & Expenditures
December 31, 2024

| | Current Budget FY25 | July - Dec Actual FY25 | Variance to FY25 Budget | 2nd Qtr % of Budget | Final FY24 Budget | July - June Actual FY24 | July - Dec Actual FY24 | 2nd Qtr to FY24 Budget | 2nd Qtr % of Budget | % of Budget Change |
|--|--------------------------------|-----------------------------------|------------------------------------|--------------------------------|------------------------------|------------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-------------------------------|
| Salaries/Wages Expenditures by Function of Government | | | | | | | | | | |
| General Government: | | | | | | | | | | |
| BOS/Town Manager | 401,700 | 188,916 | 212,784 | 47.03% | 366,569 | 366,010 | 181,442 | 185,127 | 49.50% | 95.01% |
| Accountant | 193,042 | 88,149 | 104,893 | 45.66% | 170,106 | 169,900 | 85,691 | 84,415 | 50.38% | 90.63% |
| Assessors | 171,458 | 85,201 | 86,257 | 49.69% | 162,786 | 161,173 | 79,344 | 83,442 | 48.74% | 101.95% |
| Treasurer/Collector | 236,917 | 117,324 | 119,593 | 49.52% | 231,025 | 230,065 | 114,895 | 116,130 | 49.73% | 99.58% |
| Personnel | 96,936 | 49,266 | 47,670 | 50.82% | 95,050 | 95,050 | 48,300 | 46,750 | 50.82% | 100.00% |
| Information Technology | 198,269 | 97,511 | 100,758 | 49.18% | 191,969 | 191,969 | 94,951 | 97,018 | 49.46% | 99.43% |
| Town Clerk/Elections | 212,684 | 109,197 | 103,487 | 51.34% | 198,577 | 192,463 | 87,168 | 111,409 | 43.90% | 116.95% |
| Land Use Conservation Comm. | 79,070 | 39,535 | 39,535 | 50.00% | 73,351 | 70,533 | 32,243 | 41,108 | 43.96% | 113.74% |
| Land Use Inspection Services | 212,465 | 104,455 | 108,010 | 49.16% | 220,462 | 216,397 | 102,547 | 117,915 | 46.51% | 105.70% |
| Land Use Planning | 97,696 | 51,077 | 46,619 | 52.28% | 95,921 | 95,171 | 48,667 | 47,254 | 50.74% | 103.04% |
| Total General Government | 1,900,237 | 930,631 | 969,606 | 48.97% | 1,805,816 | 1,788,731 | 875,248 | 930,568 | 48.47% | 101.03% |
| Public Safety: | | | | | | | | | | |
| Police Department/Civil Defense | 2,686,371 | 1,163,197 | 1,523,174 | 43.30% | 2,403,214 | 2,248,694 | 1,142,698 | 1,260,516 | 47.55% | 91.06% |
| Fire Department/EMS | 1,452,973 | 727,134 | 725,839 | 50.04% | 1,444,793 | 1,444,642 | 651,036 | 793,757 | 45.06% | 111.05% |
| Dispatch (paid from Gen Fund) ** | 0 | 0 | 0 | | 455,757 | 455,757 | 251,729 | 204,028 | 55.23% | 0.00% |
| Animal Cntrl/Dog Officer | 21,664 | 10,832 | 10,832 | 50.00% | 21,664 | 21,664 | 10,832 | 10,832 | 50.00% | 100.00% |
| Total Public Safety | 4,161,008 | 1,901,163 | 2,259,845 | 45.69% | 4,325,428 | 4,170,757 | 2,056,295 | 2,269,133 | 47.54% | 96.11% |
| Department of Public Works: | | | | | | | | | | |
| Municipal Buildings | 162,845 | 73,487 | 89,358 | 45.13% | 139,507 | 138,182 | 63,972 | 75,535 | 45.86% | 98.41% |
| Highway | 876,453 | 422,542 | 453,911 | 48.21% | 853,616 | 851,521 | 403,802 | 449,814 | 47.30% | 101.92% |
| Snow & Ice | 140,000 | 24,831 | 115,169 | 17.74% | 153,025 | 153,025 | 18,742 | 134,283 | 12.25% | 144.82% |
| Parks | 17,922 | 4,800 | 13,122 | 26.78% | 17,571 | 12,664 | 7,064 | 10,507 | 40.20% | 66.62% |
| Solid Waste | 157,651 | 71,604 | 86,047 | 45.42% | 154,315 | 148,581 | 69,371 | 84,944 | 44.95% | 101.05% |
| Total DPW | 1,354,871 | 597,264 | 757,607 | 44.08% | 1,318,034 | 1,303,973 | 562,951 | 755,083 | 42.71% | 103.21% |
| Culture, Rec. & Citizen's Svcs: | | | | | | | | | | |
| COA/COA Van | 294,367 | 137,001 | 157,366 | 46.54% | 269,829 | 269,270 | 125,051 | 144,778 | 46.34% | 100.43% |
| Vets Svcs/Water Safety/Graves | 11,052 | 3,824 | 7,228 | 34.60% | 10,930 | 7,660 | 3,965 | 6,965 | 36.28% | 95.37% |
| Library | 809,336 | 389,819 | 419,517 | 48.17% | 758,911 | 754,698 | 362,753 | 396,158 | 47.80% | 100.77% |
| Country Club | 421,668 | 262,306 | 159,362 | 62.21% | 425,790 | 425,679 | 234,905 | 190,885 | 55.17% | 112.76% |
| Cable Department | 132,267 | 64,700 | 67,567 | 48.92% | | | | | | |
| Total Culture, Rec. & Citizen's Svcs | 1,668,690 | 857,650 | 811,040 | 51.40% | 1,465,460 | 1,457,307 | 726,674 | 738,786 | 49.59% | 103.65% |
| Grand Total Salaries & Wages | 9,084,806 | 4,286,708 | 4,798,098 | 47.19% | 8,914,738 | 8,720,768 | 4,221,168 | 4,693,570 | 47.35% | 99.66% |
| Benefits: | | | | | | | | | | |
| County Retirement | 2,653,019 | 2,653,019 | 0 | 100.00% | 2,494,280 | 2,494,280 | 2,494,280 | 0 | 100.00% | 100.00% |
| Health / Life Insurance * | 2,189,317 | 963,889 | 1,225,428 | 44.03% | 2,033,823 | 2,020,684 | 1,184,836 | 848,987 | 58.26% | 75.58% |
| Other Benefits (Medicare/Unemplmt) | 167,000 | 78,027 | 88,973 | 46.72% | 161,800 | 154,966 | 79,174 | 82,626 | 48.93% | 95.48% |
| Total Benefits | 5,009,336 | 3,694,935 | 1,314,401 | 73.76% | 4,689,903 | 4,669,930 | 3,758,290 | 931,613 | 80.14% | 92.04% |
| Total Salaries/Wages/Benefits | 14,094,142 | 7,981,643 | 6,112,499 | 56.63% | 13,604,641 | 13,390,698 | 7,979,458 | 5,625,183 | 58.65% | 96.56% |

FISCAL YEAR 2025

GOALS OF THE GROTON SELECT BOARD

1. Support Boards and Committees Select Board Member Assigned: Becky Pine

Goal: Provide guidance, support and/or oversight of the various Boards and Committees, including the Sustainability Commission, the Diversity, Equity and Inclusion Committee, Affordable Housing Trust and the Planning Board.

Sustainability Commission – Provide guidance with regard to identifying pathways to achieve carbon footprint reductions in both municipal and residential settings. Identify and support non-motorized vehicle alternatives for transportation. Determine and work with the Committee in the development and implementation of a Carbon Action Plan (CAP).

11-04-24 Update The Town Manager created a working group to investigate and make a recommendation to the Select Board on the Carbon Action Plan. It is anticipated that they will make a recommendation in the next couple of months.

2-10-25 Update The Working Group provided a report and recommendation to the Select Board at their meeting of December 16th. At the meeting, the Working Group Recommended that the Select Board bring an Article to Town Meeting recommending adoption of a resolution supporting the goal by the Commonwealth of reducing state-wide greenhouse gas emissions by 2050. The Select Board voted unanimously to bring this to the 2025 Spring Town Meeting.

Diversity, Equity and Inclusion Committee – Provide guidance and assistance in identifying policies and documents that have worked to suppress cultural and socioeconomic diversity. Collaborate with the Select Board to create consistent unified responses to incidents of hatred, bigotry, or injustice. Develop a phased approach to create inclusionary practices toward individuals, groups, and cultures in Groton now and in our history who may have previously been unrecognized or marginalized.

11-04-24 Update

The Select Board and the Diversity Equity and Inclusion Committee met on July 29th for an update on their activities. The Juneteenth Celebration was well done and they recommended to the Select Board that the restrooms in the various municipal buildings be converted to all-gender. The Board adopted this request. The DEI Committee will continue to work on their goal as established by the Select Board.

2-10-25 Update:

No New Update – This Goal is on-going.

Affordable Housing Trust – Continue to work with and support the Affordable Housing Trust in creating affordable housing in Groton.

11-4-24 Update

The Affordable Housing Trust is in the process of finalizing a proposal to create affordable housing on a town-owned parcel off of Hoyts Wharf Road. It is anticipated that an RFP will be issued next Spring with an Article on the Spring Town Meeting Warrant to accomplish this goal.

2-10-25 Update

No New Update – This Goal is on-going.

Planning Board – Support the Planning Board in their proposed Master Plan update and MBTA Zoning amendments. Support the review of the Zoning Bylaw in the review of dimensional zoning and multi-family aged restricted housing.

11-4-24 Update

The Planning Board provided an Article to the Fall Town Meeting to update the Accessory Dwelling Unit Zoning Bylaw. The Planning Board is finalizing the Master Plan and MBTA Zoning amendment and will bring both to the 2025 Spring Town Meeting.'

2-10-25 Update:

No new update. The Planning Board is still planning on bringing both matters to the 2025 Spring Town Meeting.

Measurable Benchmark:

Schedule workshops by December 31, 2024 with the Sustainability Commission, DEI Committee and Affordable Housing Trust to receive annual reports and updates from the two Boards on their various initiatives. Provide guidance and feedback to them to carry out their charges. Invite the Planning Board to Select Board Meeting prior to the Fall Town Meeting to review the proposed Master Plan prior to submission to Town Meeting. Schedule workshop with Planning Board to review proposed MBTA Zoning amendment.

2. PILOTs

Select Board Member Assigned: **Matt Pisani and Alison Manugian**

Goal:

Work with various non-profits to codify PILOT Agreements that support the strong relationships in place.

Summer 2024 -

- Identify Groton Non-Profit Entities & Determine which Non-Profits to Review
- Research other Municipal/Non-Profit Agreements
- Capture Understanding of Current Agreements
- Identify contributions of non-profit partners
- Identify municipal costs in support of non-profit partners

Fall 2024 -

- Provide Public Update on above information
- Discuss Groton financial outlook and PILOT contributions with non-profit partners

Winter 2024 -

- Finalize Agreements and Codify in Writing

FY 2026 -

- Implement new agreements

Measurable Benchmark:

Implement Schedule as outlined above.

11-4-24 Update

The Town Manager's PILOT Working Group has been working since the beginning of the Fiscal Year to address this issue and provide a recommendation to the Select Board on how to increase PILOTs from our non-profit partners. They have provided periodic updates to the Select Board on their progress. They plan on presenting another update to the Select Board in December.

2-10-25 Update:

The Town Manager's PILOT Working Group has completed its work and provided a Report and Recommendation to the Select Board at their January 27, 2025 Meeting. Select Board took the matter under advisement and will schedule it for further discussion at an upcoming meeting.

3. FY 2026 Budget Development/Implementation
Select Board Member Assigned: Alison Manugian

Goal: Work with Town Manager/Town Administrator Working Group, Department Heads and Peer Boards to develop a Fiscal Year 2026 Budget that meets the needs of the Town and Groton Dunstable Regional School District. Consider Financial alternatives to those in the current Groton Dunstable Regional School District Agreement to consider amendments that would address current inequities. Work with our State Delegation to find ways to increase state support.

Measurable Benchmark: Present a Balance Budget to the 2025 Spring Town Meeting to Fund the Town's and Districts Operations.

11-4-24 Update The Finance Committee and Select Board provided Budget Guidance to the Town Manager on October 29th. The TriCom has begun meeting and there was a joint meeting between the Town of Groton, Town of Dunstable and Groton Dunstable Regional School District to continue the collaboration that was established last year. The Groton Charter amendment extending the time for the Town Manager to complete the budget (now January 31st) has been signed into law.

2-10-25 Update The Town Manager has completed his proposed Budget and submitted it to the Select Board and Finance Committee in compliance with the Charter. The Budget is now under review.

4. Provide Tax Relief for Seniors
Select Board Member Assigned: John Reilly and Peter Cunningham

Goal: Work with Assessors to ensure every option to assist Seniors struggling to meet the growing property tax burden. Leverage relationships with our State Delegation to ensure passage of legislation for this purpose.

Measurable Benchmark: Schedule workshop with our State Delegation prior to the start of the next Legislative Session to discuss various bills before the Legislature providing tax relief to Seniors.

11-4-24 No update at this time.

2-10-25 Update:

The Assessors have provided an update to the Select Board on the various pieces of legislation before the legislature to provide Tax Relief to Groton's Seniors. The status is as follows:

AN ACT PROVIDING FOR A MEANS TESTED SENIOR CITIZEN PROPERTY TAX EXEMPTION

H. 2798

By local option, implements a standard senior citizen means tested property tax exemption based on the income tax Circuit Breaker Tax program.

Sponsor: Rep. William Galvin
Assigned to Revenue Committee
FAVORABLE vote from Committee
Passed by Steering and Policy
In House Third Reading Committee

Act expanding the senior property tax exemption

H. 2758

Right now seniors can get a \$500 property tax exemption (MGL 59, Section 5, Clause 41C) if they meet certain eligibility criteria. This can currently be increased to \$1,000 by a vote of the legislative body of any municipality. This bill provides the option to increase that to \$2,000 (by a vote of the legislative body of any municipality).

Sponsor: Rep. Josh Cutler
Revenue Committee
FAVORABLE from Committee
Passed by Steering and Policy
In House Third Reading Committee

5. Charter Review

Select Board Member Assigned: Peter Cunningham

Goal:

Update Charter to allow for changes in the way the positions of Police Chief, Fire Chief and Town Clerk are selected/filled. Institute 10 year Charter Review by calling for the establishment of the Charter Review Committee.

Measurable Benchmark:

Establish Charter Review Committee by September 1, 2024. Work with Committee to ensure Charter changes are submitted to either the 2025 Spring or 2025 Fall Town Meetings.

11-4-24 Update

The Select Board created the Charter Review Committee in August. All seven members have been appointed and the first meeting has been held. A public hearing will be held on December 5th to receive input from the public on the Charter.

2-10-25 Update:

The Charter Review Committee held its Public Hearing on December 5th and has begun finalizing their various recommendations on changes to the Groton Charter. The main recommendation is to change the way the Police Chief, Fire Chief and Town Clerk are appointed by having the Town Manager appoint them subject to ratification by the Select Board. The Select Board reviewed this proposal and developed an Appointment Policy for the Town Manager and Select Board to follow when filling these vacancies. The Select Board is in favor of this change. The Charter Review Committee will finalize its recommendations and provide a final report to 2025 Spring Town Meeting.

**SELECT BOARD MEETING MINUTES
MONDAY, FEBRUARY 3, 2025
UN-APPROVED**

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

SB Members Virtually Present: John Reilly;

Also Present: Mark Haddad, Town Manager; Kara Cruikshank, Executive Assistant to the Town Manager; Dawn Dunbar, Town Clerk; Lacey McCabe, Groton Dunstable School Committee Chair; Dr. Geoff Bruno, Groton Dunstable Regional School District Superintendent; Sherry Kersey, Groton Dunstable Regional School District Director of Business and Finance; Fay Raynor, School Committee Member; Fire Chief Arthur Cheeks; Shawn Campbell, Groton Country Club's General Manager;

Finance Team: Hannah Moller, Treasurer/Tax Collector; Patricia DuFresne, Assistant Director/Town Accountant; Megan Foster, Principal Assessor;

Finance Committee Members: Bud Robertson, Chair; Scott Whitefield; Kristina Lengyel; Gary Green;

Finance Committee Members Virtually Present: David Manugian; Mary Linskey, Vice Chair.

Ms. Manugian called the meeting to order at 6:30 P.M.

ANNOUNCEMENTS

The Town Clerk, Dawn Dunbar, announced that nomination papers are now available at the Town Clerk's Office. The deadline to request these papers is March 28th at 5:00 P.M. She said Tuesday, April 1st is the final day to return and submit the completed papers. Each submission must include signatures from at least 55 registered voters. There are currently five vacancies on elected boards in Groton.

PUBLIC COMMENT PERIOD #1

TOWN MANAGER'S REPORT

1. Consider Approving Bond Anticipated Notes for February Issue.

Treasurer/Tax Collector Hannah Moller was in attendance to request that the Board approve and sign the Bond Anticipation Notes for the Middle School Track and the Whitney Pond Well in the amount of \$877,204. Mr. Haddad explained that this BAN included \$829,702 for the Middle School Track (CPC) and \$47,502 for the Whitney Well Improvements. The Town received four bids, and the low bid was received from M&T Bank with an interest rate of 3.96% interest. Due to the small size of this issuance, there was no premium bid requirement. Ms. Moller explained that the Town has accepted a bid with no additional premium offered, and as such, there are no issuance costs associated with this BAN. Ms. Moller believes that a 3.96% interest rate is a great rate in today's market.

Mr. Cunningham moved to accept the Bond Anticipated Notes for Middle School Track and Whitney Pond Well in the amount of \$877,204. Mr. Pisani seconded the motion. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Cunningham-aye; Pisani- aye.

2. Consider Ratifying the Town Manager’s Appointment of John Ponti as the Groton Country Club Superintendent.

Mr. Cunningham made a motion to ratify the Town Manager’s appointment of John Ponti as the Groton Country Club Superintendent. Mr. Pisani seconded the motion. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Cunningham-aye; Pisani- aye.

3. Consider Accepting the Nomination by the Town Manager and Appointing Tom Gulick to the Trails Committee.

Mr. Pisani made a motion to accept the nomination by the Town Manager and appoint Tom Gulick to the Trails Committee. Ms. Pine seconded the motion. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Cunningham-aye; Pisani- aye.

4. Update on Fiscal Year 2026 Budget.

The Select Board and Finance Committee will meet at 7:00 p.m. in Joint Session to present the Town Manager’s Proposed Fiscal Year 2026 Operating Budget.

5. Update on Select Board Meeting Schedule through the 2025 Spring Town Meeting.

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|----------------------------------|---|
| Monday, February 10, 2025 | Update from the Friends of Prescott Fiscal Year 2025 Second Quarter Financial Report Update on Annual Goals |
| Monday, February 17, 2025 | No Meeting- President’s Day Holiday |
| Saturday, February 22, 2025 | Joint Budget Review Meeting with Finance Committee |
| Monday, February 24, 2025 | Review the First Draft of the Spring Town Meeting Warrant |
| Monday, March 3, 2025 | Regularly Scheduled Meeting |
| Monday, March 10, 2025 | Public Hearing on the Spring Town Meeting |
| Monday, March 17, 2025 | No Meeting |
| Monday, March 24, 2025 | Regularly Scheduled Meeting |
| Monday, March 31, 2025 | Regularly Scheduled Meeting |
| Monday, April 7, 2025 | Regularly Scheduled Meeting |
| Monday, April 14, 2025 | Regularly Scheduled Meeting |
| Monday, April 21, 2025 | No Meeting- Patriot’s Day Holiday |
| Saturday, April 26 th | Spring Town Meeting |

ITEMS FOR SELECT BOARD CONSIDERATION AND APPROVAL

1. Approve the Police Chief, Fire Chief, and Town Clerk Appointment Policy.

Mr. Haddad provided the Board with the Final Draft of the Police Chief, Fire Chief, and Town Clerk Appointment Policy, which was discussed at the Select Board meeting on January 27, 2025. He respectfully requested that the Board vote to adopt the Policy, subject to approval of the proposed amendment of the Groton Charter. Ms. Manugian thanked Mr. Haddad and Ms. Pine for their efforts on this.

Ms. Pine made a motion to adopt the Policy, subject to the approval of the proposed amendment of the Groton Charter. Mr. Pisani seconded the motion. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Cunningham-aye; Pisani- aye.

2. Consider Appointing Heather Puksta to the Destination Groton Committee.

Ms. Pine made a motion to appoint Heather Puksta to the Destination Groton Committee. Mr. Pisani seconded the motion. Roll Call: Manugian-aye; Pine-aye; Reilly- aye; Cunningham-aye; Pisani- aye.

On Going issues

- A. PFAS Issue- The project is progressing well. Mr. Haddad explained that the contractor, DeFelice, initially started with one working crew but will now add an additional crew to meet the August 15th deadline. There will also be six detail officers assigned instead of four. On Wednesday, February 5, officials of Groton will meet with Dunstable officials. The pipe connection to the high school is scheduled for the week of April's vacation.
- B. Nashoba Valley Medical Center Working Group-There will be one more meeting of the Working Group held on February 19th, and then there will be a Final Report. Fire Chief Cheeks added that the Chiefs Subcommittee will continue its meetings. He said there had been discussions with UMASS Medical Center regarding searching for a location to establish a stand-alone emergency department, and this would be a long road ahead. Chief Cheeks said there is a lot of work to be done.
- C. Charter Review Committee- The next Charter Review Committee meeting is scheduled for February 13th at 4:30 p.m. to review various proposals. The Select Board has requested that the Charter Review Committee continue discussing the Park Commission proposal. They are specifically considering whether the Park Commission should be elected or appointed and whether the maintenance of park properties should fall under the Department of Public Works. Mr. Haddad explained that he met with the Parks Commission earlier that day to clarify that although he requested to withdraw his proposal regarding the Parks Commission to the Charter Review Committee, the Select Board wanted to continue the discussion. At the last Charter Review Committee meeting, Mr. Haddad said they approved approximately ten routine changes to the Charter. Ms. Pine noted that during the last Charter Review Committee meeting, a question was raised about the provision stating that members of the Select Board cannot serve on another elected Board. Mr. Haddad stated that this topic will be discussed at their next meeting.
- D. Florence Roche Elementary School Construction Project- The Open House for Florence Roche Elementary School is scheduled for Saturday, March 1, 2025, from 10:00 am to 12:00 pm.

OTHER BUSINESS

On Wednesday, February 5, 2025, at 12:00 pm, Mr. Haddad and Groton Dunstable Regional School District Superintendent Dr. Geoff Bruno will be at the Groton Center for a Budget Presentation of the FY 2026 Budget.

SELECT BOARD LIASON REPORTS

Ms. Pine announced that the Non-Profit Council will meet on Thursday, February 27th, at 9:00 a.m. Ms. Pine was unsure of the location at this time, but please get in touch with her for more information if interested.

Public Comment Period #2

None

Approval of the Regularly Scheduled Meeting Minutes of January 27, 2025

Ms. Pine made a motion to approve the minutes of the regularly scheduled meeting of January 27, 2025. Mr. Pisani seconded the motion. Roll Call: Manugian-aye; Pine-aye; Reilly-aye; Cunningham-aye; Pisani- aye.

A brief five-minute recess was held before the joint session meeting of the Finance Committee and Select Board.

7:00 P.M.- In Joint Session with the Finance Committee- Presentation of the Town Manager’s Proposed Fiscal Year 2026 Town Operating Budget.

Mr. Bud Robertson called the Finance Committee meeting to order.

Mr. Haddad announced that Dr. Geoff Bruno, the new Superintendent of the Groton Dunstable Regional School District (GDRSD), was present for anyone who had not yet had the chance to meet him. Along with Dr. Bruno were Sherry Kersey, the GDRSD Director of Business and Finance, School Committee Chair Lacey McCabe, and School Committee member Fay Raynor. Mr. Haddad thanked them for attending.

Mr. Haddad explained that this was his seventeenth Proposed Operating Budget submitted as Groton’s Town Manager. He said this was the first year the Budget was due on January 31st under the new Charter Amendment. He said this Charter Amendment has allowed for better cooperation and collaboration with the GDRSD and the Town of Dunstable.

Mr. Haddad was happy to present the Budget to the Finance Committee and Select Board (See the complete PowerPoint presentation in these minutes).

The PowerPoint Presentation summarized the Budget Guidance given to the Town Manager by the Select Board and Finance Committee during the October, 2024 Budget Guidance meeting. The Guidance was to limit the FY 2026 Municipal Budget increase to \$475,000 and to allocate the remaining funds to the Groton Dunstable Regional School District.

The Budget process and development were outlined in the Presentation. Mr. Haddad explained that the approved Budget for Fiscal Year 2025 is \$684,352 below the Levy Limit. New Growth for Fiscal Year 2025 was certified at \$25.3 million, contributing an additional \$381,883 to the FY 2025 Tax Levy. He estimated that New Growth for Fiscal Year 2026 will be approximately \$15 million, adding \$228,750 to the Tax Levy. Mr. Haddad said they would continue to review this estimate, but Principal Assessor Megan Foster is not comfortable projecting New Growth above \$15 million due to a slowdown in construction in Town. Mr. Haddad believes it is better to be conservative. The Governor’s Budget has been released, and it is proposed that Groton will receive \$1,192,703 in State Aid for Fiscal Year 2026, an approximate \$46,000 increase from the last Fiscal Year.

He stated that the Expected Levy Limit for FY 2026 for Revenue Projections is \$39,317,497. The Total Tax Levy calculation for FY 2026 is approximately \$44,575,547 in addition to the Tax Levy. There is approximately \$7.6 million in other estimated revenues available. The Finance Team anticipates a 2.61% increase in New Revenues for FY 2026, or \$1,179,554. Additionally, the Unexpended Tax Capacity, estimated at around \$654,000, will help balance the Budget. This will provide approximately \$1.8 million in available New Revenue to balance the budget.

The Fiscal Year 2026 Budget includes costs for health insurance and pensions. Mr. Haddad explained that on Tuesday, February 4th, he, Human Resource Director Melisa Doig, and Assistant Director/Town Accountant Patricia DuFresne will meet with the Town's health insurance company, MIIA, to discuss the insurance rate for Fiscal Year 2026.

Mr. Haddad explained that the Proposed Fiscal Year 2026 Municipal Budget is \$17,773,298.

The GDRSD is facing significant challenges in Fiscal Year 2026. Mr. Haddad explained that the failed override in FY 2025 and the lack of support from the Commonwealth of Massachusetts forced the District to lay off 24 Full-time equivalent (FTE) employees last year. In FY 2025, the District's Budget only increased 0.91%. Mr. Haddad explained that pursuant to the FY 2026 Budget Guidance, after proposing a \$474,137 increase in the Municipal Budget, there is \$1,365,654 in available New Revenues for the GDRSD, or an increase of \$5.2%. Mr. Haddad recommends that the Select Board and Finance Committee consider and support an Override of Proposition 2 ½ in the amount of \$980,000 for the GDRSD in Fiscal Year 2026.

Mr. Haddad noted that this year, enrollment at Nashoba Valley Technical High School has stabilized compared to the last fiscal year, showing a slight decrease in four students. As a result, Groton's Anticipated Assessment will decrease by approximately \$55,000, bringing the total to \$911,000.

Mr. Haddad is proposing two Major Initiatives for consideration to the Select Board and Finance Committee in Fiscal Year 2026 and Fiscal Year 2027 Mr. Haddad is proposing:

1. FY 2026- Add six (6) Additional Firefighters to the Fire Department.
This proposal has a total anticipated cost of \$780,904. If the Select Board and Finance Committee approve it, he will suggest an Override of Proposition 2 ½ to fund this.
2. FY 2027- Add an Additional Police Officer (Detective Sergeant) to the Police Department.
This proposal has a total anticipated cost of \$153,917.

Mr. Haddad is proposing these two Major Initiatives because they affect the Town's Public Safety Departments and are important for the safety and welfare of the residents.

It was expressed that adding six firefighters would allow four firefighters to be on duty at all times. It may also reduce overtime expenses. Ms. Pine inquired about the proposal of an additional Police Officer FY 2027 for the Police Department. Mr. Haddad explained that he hopes to incorporate this need into the upcoming Budget. He wanted to bring this proposal to their attention so they are aware of the need.

Capital Budget

The Capital Budget was submitted to the Select Board and the Finance Committee by December 31, 2024. The total Capital Budget is \$1,987,614.

Mr. Haddad explained that based on the Anticipated Revenues, the Proposed Budget is balanced and has been presented to the Boards. It includes a \$474,137 increase to the Municipal Budget, a \$1,365,654 allocation for the GDRSD, and \$911,000 for Nashoba Tech. In Groton, the average taxpayer will see an additional \$375 on their tax bill within the Levy.

Mr. Haddad thanked Dr. Geoff Bruno, Ms. McCabe, Ms. Kersey, and Ms. Raynor for attending and for their collaboration. He also thanked the Finance Team. He is proud of the effort put into the Budget.

Mr. Robertson inquired when the Finance Committee could expect to discuss other issues with the School District. Mr. Haddad said he is in the process of scheduling a meeting for the Finance Committee to meet with the School Committee to discuss the School Budget. Mr. Haddad said they must meet so the GDRSD can Certify the Budget on March 12, 2025. The Finance Committee will be able to advise the Select Board during the Joint Meeting scheduled for Saturday, February 22, 2025.

Ms. Pine commented that she would like to receive comparative data on towns associated with Nashoba Medical Hospital, including staffing levels in the Fire Department.

The Select Board meeting adjourned at 7:57 p.m. while the Finance Committee continued to convene for other business.

Groton Country Club's General Manager, Shawn Campbell, was in attendance. The Groton Country Club submitted a request for a reserve fund transfer in the amount of \$65,000. Mr. Campbell indicated that the Country Club is experiencing record revenues this season. However, this has also led to an increase of \$134,000 in expenses. This request pertains to the current fiscal year. Ms. DuFresne pointed out that the Country Club only has \$238 left in its expenses budget. The requested \$65,000 is estimated to cover expenses until the end of the fiscal year. Mr. Green said that part of the increased expenses is due to the need for additional staffing. Mr. Haddad commented that the summer season has been very busy.

Mr. Green made a motion to authorize the reserve fund transfer in the amount of \$65,000. Mr. Whitefield seconded the motion. Roll Call: Robertson-aye; Lengyel-aye; Green-aye; Whitefield-aye; Linskey-aye.

The Finance Committee adjourned at 8:08 p.m.

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