

Select Board Meeting Packet

October 7, 2019

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



Town Manager
Mark W. Haddad

TOWN OF GROTON

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

Select Board

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

SELECT BOARD MEETING
MONDAY, OCTOBER 7, 2019
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL

- 6:00 P.M. In Joint Session with the Board of Water Commissioners - Executive Session – “To discuss strategy with respect to litigation if an Open Meeting may have a detrimental effect on the litigating position of the public body and the Chair so declares.” – Purpose – DEP Consent Order
- 6:30 P.M. In Joint Session with the Finance Committee – Develop and Approve Fiscal Year 2021 Budget Guidance for the Town Manager
- 7:00 P.M. Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:10 P.M. Town Manager's Report
1. Select Board's Agenda Schedule
 2. Consider the Appointment of Paul Martell to the Board of Registrars
 3. Consider Approving a One Day Beer and Wine License for First Parish Church for Liverpool Night on Saturday, October 12, 2019 from 7:00 p.m. to 10:00 p.m.
 4. Review Warrant for the 2019 Fall Town Meeting – Update on Various Articles
- II. 7:15 P.M. In Joint Session with the Planning Board – Consider the Appointment of Lorayne Black to the Vacancy on the Planning Board Until the 2020 Annual Election
- III. 7:30 P.M. Public Hearing – Mockingbird Hill Road Layout Hearing

OTHER BUSINESS

- Consider Letter of Support for Land Acquisition by Mass. Division of Fisheries and Wildlife

ON-GOING ISSUES – For Review and Informational Purposes

- A. Senior Center Building Project
- B. Town Hall Renovations
- C. Prescott School Sprinkler System Project
- D. Water Department – Iron and Manganese Issue
- E. MS4 Permit
- F. Green Communities Application and Implementation
- G. Proposed Policy on Major Initiative Planning
- H. Charter Approval/Implementation of New Provisions
- I. Route 119 Crosswalk Installation
- J. Florence Roche Elementary School Feasibility Study
- K. Library Roof Repair
- L. Highway Garage Renovations
- M. Pepperell Landfill

SELECT BOARD LIAISON REPORTS

- IV. Minutes: Regularly Scheduled Meeting of September 23, 2019

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.

ID#	Description	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
2909	Water System Upgrade	\$ 281,233.72	\$ 281,838.17	\$ 282,368.79	\$ 282,653.04	\$ 282,596.67	\$ 281,511.78	\$ 279,893.15	\$ 279,395.13	\$ -	\$ -
2997	Water SRF Loan 2	\$ 75,985.84	\$ 75,891.62	\$ 75,796.18	\$ 75,697.97	\$ 75,598.44	\$ 75,496.01	\$ 75,393.09	\$ 75,287.08	\$ 75,178.39	\$ 75,068.40
Total		\$ 357,219.56	\$ 357,729.79	\$ 358,164.97	\$ 358,351.01	\$ 358,195.11	\$ 357,007.79	\$ 355,286.24	\$ 354,682.21	\$ 75,178.39	\$ 75,068.40
	Whitney Well Upgrades (l	\$ 40,825.00	\$ 42,663.00	\$ 43,975.00	\$ 44,150.00	\$ 43,975.00	\$ 42,575.00	\$ 41,175.00	\$ 39,775.00	\$ 38,375.00	\$ 36,400.00
Total Per Fiscal Year		\$ 398,044.56	\$ 400,392.79	\$ 402,139.97	\$ 402,501.01	\$ 402,170.11	\$ 399,582.79	\$ 396,461.24	\$ 394,457.21	\$ 113,553.39	\$ 111,468.40

Decision Matrix

0=Poor, 1 = Fair, 2 = Good, 3 = Excellent		Alternative 1	Alternative 2	Alternative 3A		Alternative 3B	Alternative 3C	Alternative 4A	Alternative 4B
Factor	Weight	Shattuck Road Wells: Develop Source Merrimack Basin	Unkety Brook Wells: Develop Source Nashua Basin	Whitney Pond Well #3: Develop Additional Source Merrimack Basin		Whitney Pond Wells #1, #2: New Treatment Facility Merrimack Basin	Whitney Pond Wells #1, #2: Treat at Baddacook WTP Merrimack Basin	Town Forest Well: Purchase from District Nashua Basin	Town Forest Well: New Treatment Facility Nasuhua Basin
		- Construct Wells / Pumping - Install Water Main - Connect to Baddacook WTP	- Construct Wells / Pumping - Install Water Main - Construct Treatment Facility	- Obtain Approval - Construct Well / Pumping - Connect to Distribution		- Construct Treatment Facility - Connect to Distribution	- Install Water Main - Connect to Baddacook WTP - Expand Baddacook WTP	- Connect to Distribution - Install Meter Vault	- Install Water Main - Construct Pump Station - Construct Treatment Facility
Supply/Demand Balance									
Whitney Wells Online	NA	No <i>(could be pumped in rotation)</i>	No	Yes		Yes	Yes	No	No
Approved Maximum Daily Withdrawawal (mgd)	NA	0.324	0.300	NA		0.576	0.576	0.850	0.850
Maintain Supply Capacity (no loss)	20%	1	1	3		3	3	2	2
Efficacy in Reduction of Manganese Levels									
Conceptual Fe/Mn Treatment Plan		Plan to treat at Baddacook WTP	Corrosion control (present) Mn treatment possible (future)	No Fe or Mn Treatment		Plan to treat at New Whitney WTP	Plan to treat at expanded Baddacook WTP	Plan to treat at existing District Facility	Coorosion control (present) Mn treatment possible (future)
Reduce Mn Levels below 0.3 mg/L MassDEP Health Advisory Level	20%	3	2	1		3	3	3	3
Reduce Mn Levels below 0.05 mg/L SMCL (DEP treatment goal)	5%	3	3	0		3	3	3	3
Temporary Fix (minimal benefit) vs Long Term Solution (high benefit)	10%	2	2	1		3	3	2	2
Project Costs									
Estimated Capital Costs (2022)	NA	\$3,850,000	\$7,740,000	\$1,000,000		\$7,600,000	\$2,600,000 (WM only) \$4,900,000 (WTP only) \$7,500,000 (combined)	\$2,810,000	\$5,850,000
Annual Debt Service on Construction Cost ³	NA	\$235,000	\$474,000	\$61,000		\$465,000	\$460,000	\$172,000	\$358,000
Annual O&M Cost Increase (2022)	NA	\$90,000	\$90,000	Minimal Increase		\$180,000	\$100,000	\$683,000	\$90,000
Estimated Total Costs (20 years)	NA	\$6,500,000	\$11,280,000	\$1,220,000		\$12,900,000	\$11,200,000	\$17,100,000	\$8,960,000
Estimated Total Costs (30 years)	NA	\$7,400,000	\$12,180,000	\$1,220,000		\$14,700,000	\$12,200,000	\$23,930,000	\$9,860,000
Project capital costs	20%	2	1	3		1	1	3	2
Operation and maintenance costs	10%	2	2	3		1	2	0	2
Cost to Implement WMA Mitigation	5%	3	1	3		3	3	1	1
WMA Permitting									
Ease of WMA Permitting and Extent of WMA Permitting Requirements	10%	2	0	2		2	2	1	1
Relative Score	100%	2.1	1.4	2.2		2.3	2.4	2.1	2.1

Notes:

1. Alternatives 1, 2, 4A, 4B developed under prior SWMI Grant (BRP-2016-06).
2. Cost estimates are for planning purposes only (i.e., order-of-magnitude) and have been adjusted for potential inflation from 2019 to 2022 assuming 3% annual inflation.
3. Annual Debt Service Cost accounts for 2% SRF Loan (20 yr) Equal Principal Loan on Total Project Costs including Engineering, Construction and Contingency
4. Water Purchase Costs from Groton Water District (i.e., O&M) for Option 4A assumed as follows:

- Groton Water Department Average Daily Demand Is Appx. 0.45 mgd (2018 SWMI Grant)

- Assume Whitney Wells supply appx. 75% of Average Daily Demand (0.35 mgd)

- Assume 0.35 mgd purchased from Groton Water District at rate of \$4.00 per hcf
5. O&M cost for Alternative 3B (New Treatmetn Facility) assumes \$80,000 to potentially hire new operator
6. Approved maximum daily withdrawal of Town Forest Well is 0.850 mgd; Existing maximum daily demand of Town Forest Well is appx. 0.40 mgd assuming 70% of Groton Water District's demands are supplied by the well.

June 25, 2019

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TOWN OF GROTON

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Groton, Massachusetts 01450-1237
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Select Board

Alison S. Manugian, *Chair*
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John R. Giger, *Member*
Rebecca H. Pine, *Member*

Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *October 7, 2019*

1. Please note that Monday's Meeting will begin at 6:00 p.m. In addition to the Town Manager's Report and an update on the on-going issues list, there are several matters on the Agenda. First, the Board will be meeting in Executive Session with the Water Commission to discuss the proposed Consent Order from DEP on the Iron and Manganese issue. Representatives from the Water Department and I met with DEP last week to discuss the Consent Order and we would like to update the Board. Since this is a matter of potential litigation, Town Counsel has advised that this discussion take place in Executive Session. Second, the Board will be meeting in joint session with the Finance Committee to discuss and develop Fiscal Year 2021 Budget Guidance for the Town Manager. Enclosed with this report is the latest FY 2020 Levy Calculation and the preliminary Fiscal Year 2021 Levy Calculation to assist you with this discussion. I will review this information with the Board at the meeting to answer any questions you may have. Third, the Board will be meeting in joint session with the Planning Board to consider the appointment of Lorayne Black to fill a vacancy on the Planning Board until the 2020 Annual Election next Spring. Finally, the Board will be holding a public hearing to consider adopting the layout of Mockingbird Hill Road.
2. As you will recall, there is a vacancy on the Board of Registrars. This vacancy must be filled by a registered Republican. As requested by the Board, we advertised the vacancy and received one applicant. Paul Martell of Arrow Trail is the only applicant for the vacancy. I have invited Mr. Martell to the meeting to be interviewed by the Board. The Town Clerk is recommending appointment. I would ask the Board to consider making this appointment at Monday's meeting. Should you make the appointment, the term will end on June 30, 2021.
3. I would respectfully request that the Board consider approving a one-day Beer and Wine License for First Parish Church for Liverpool Night on Saturday, October 12, 2019 from 7:00 p.m. to 10:00 p.m.

**Select Board
Weekly Report
October 7, 2019
page two**

4. As you are aware, the Warrant for the 2019 Fall Town Meeting went to print last week and was to be delivered to all residents on Saturday, October 5th. Prior to the issuance of the Warrant, I received a memorandum from the Fire Chief (copy attached to this report) informing me that eleven individuals had applied to be on the Call Fire Department (largest recruit class since 2002) which has the potential to cost approximately \$66,000 to train and outfit them. Since the Board was not scheduled to meet on September 30th, I informed the Board and Finance Committee that I had to finalize my Report to the Town Meeting and I would be recommending in my report that that this funding come from unexpended tax capacity. The Board and FinCom could discuss this prior to Town Meeting and make any adjustments necessary. Last week, the Finance Committee met and decided that this funding should come Free Cash instead of taxation. I was very concerned with this recommendation as it would leave Free Cash at a dangerously low level in my opinion. To address my concern, the Finance Team and I met with Finance Committee Chair Bud Robertson to review all proposed funding for Town Meeting to determine if there was a better way to address funding the Recruit Class while maintaining a better Free Cash Balance. To that end, I am now recommending that we reduce the amount of upfront funding for the recruit class to \$37,741 (as discussed in the Fire Chief's Memorandum) and that this amount come from Free Cash. The remaining amount needed (\$28,259) can be addressed later in the year by either a reserve fund transfer or line item transfer. In addition, I am recommending that the funding for the Assessors' Cyclical Inspections come from Taxation instead of Free Cash since this will be a recurring budgetary expense and should be in the tax rate to be consistent with our Financial Policies. The following chart shows my original recommendations for funding the various articles and my new proposal:

<u>ARTICLE</u>	<u>Original Amount</u>	<u>Original Source</u>	<u>New Proposed Amount</u>	<u>New Source</u>
1 - Prior Year Bills	\$ 3,195	Free Cash	\$ 3,195	Free Cash
2 - Amend Operating Budget				
Debt Service	\$ 70,393	Taxation	\$ 70,393	Taxation
Accounting Software	\$ 10,000	Free Cash	\$ 10,000	Free Cash
Fire Expenses/Call Recruit	\$ 66,000	Taxation	\$ 37,741	Free Cash
3 - Transfer within Water Enterprise	\$ 150,000	Water Revenue	\$ 150,000	Water Revenue
4 - Transfer within Sewer Enterprise	\$ -	Sewer Revenue	\$ -	Sewer Revenue
5 - Capital Stabilization	\$ 500,000	Free Cash	\$ 500,000	Free Cash
6 - Stablization	\$ 4,845	Free Cash	\$ -	Free Cash
7 - GDRSD Capital Stablization	\$ 261,000	Free Cash	\$ 261,000	Free Cash
8 - Crosswalk Sign - Main Street	\$ 15,000	Free Cash	\$ 15,000	Free Cash
9 - CPA - Prescott Sprinkler System		CPA Funds		CPA Funds
10 - Assessor Cyclical Inspections	\$ 21,600	Free Cash	\$ 21,600	Taxation
11 - Stormwater Strategy	\$ 15,000	Free Cash	\$ 15,000	Free Cash
Total from Taxation	\$ 136,393		\$ 91,993	
Total from Free Cash	\$ 830,640		\$ 841,936	
Total From Water Revenue	\$ 150,000		\$ 150,000	
Total	\$ 1,117,033		\$ 1,083,929	

Continued on next page – over>

4. Continued:

Should everything pass as now proposed, that will leave a balance of \$493,826 in Free Cash. When you take into consideration possible Free Cash Transfers in the Spring:

OPEB	\$177,094
Debt Service	\$ 94,000
Department Incentive Pay	<u>\$ 30,000</u>
Total	\$301,094

we will have an ending Free Cash Balance of \$192,732 which is similar to the FY 2019 ending balance. I look forward to discuss this with both the Select Board and Finance Committee in more detail at Monday's meeting.

MWH/rtjb
enclosures

FISCAL YEAR 2020 LEVY LIMIT CALCUATION

Revised: 10/3/2019

I. TO CALCULATE THE FY 2019 LEVY LIMIT

A.	FY 2018 LEVY LIMIT	\$	29,360,224	
A1.	ADD AMENDED FY 2018 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	734,006	
C.	ADD FY 2019 NEW GROWTH	\$	556,305	
D.	ADD FY 2019 OVERRIDE	\$	-	
E.	FY 2019 SUBTOTAL	\$	30,650,535	\$ 30,650,535
F.	FY 2019 LEVY CEILING	\$	44,656,171	FY 2019 LEVY LIMIT

II. TO CALCULATE THE FY 2020 LEVY LIMIT

A.	FY 2019 LEVY LIMIT	\$	30,650,535	
A1.	ADD AMENDED FY 2019 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	766,263	
C.	ADD FY 2020 NEW GROWTH	\$	543,300	
D.	ADD FY 2020 OVERRIDE			
E.	FY 2020 SUBTOTAL	\$	31,960,098	\$ 31,960,098
F.	FY 2020 LEVY CEILING	\$	44,656,717	FY 2020 LEVY LIMIT

New Growth at \$30 million. Original Estimate was \$20 million. (Additional \$181,100)

Revised: 10/3/2019

TOWN OF GROTON, MASSACHUSETTS FY 2020 TOTAL TAX LEVY CALCULATION

FY 2020 LEVY LIMIT	\$	31,960,098
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	1,330,992
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	739,429
SUB-TOTAL - EXCLUSIONS	\$	2,070,421
TOTAL TAX LEVY	\$	34,030,519

An additional \$70,393 was added to this amount for the interest payment on recently approved BANs for DPW and Library.

**TOWN OF GROTON
FISCAL YEAR 2020
REVENUE ESTIMATES**

Revised: 10/3/2019

	BUDGETED FY 2019	ESTIMATED FY 2020	CHANGE
PROPERTY TAX REVENUE	\$ 30,650,535	\$ 31,960,098	\$ 1,309,563
DEBT EXCLUSIONS	\$ 1,677,855	\$ 2,070,421	\$ 392,566
CHERRY SHEET - STATE AID	\$ 909,717	\$ 971,581	\$ 61,864
UNEXPENDED TAX CAPACITY	\$ (76,942)	\$ -	\$ 76,942
LOCAL RECEIPTS:			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,549,739	\$ 1,577,642	\$ 27,903
Meals Tax and Room Occupancy Tax	\$ 120,000	\$ 200,000	\$ 80,000
Penalties & Interest on Taxes	\$ 90,000	\$ 90,000	\$ -
Payments in Lieu of Taxes	\$ 260,000	\$ 260,000	\$ -
Other Charges for Services	\$ 67,000	\$ 82,000	\$ 15,000
Fees	\$ 325,000	\$ 300,000	\$ (25,000)
Rentals	\$ 35,000	\$ 40,000	\$ 5,000
Library Revenues	\$ 12,000	\$ 12,000	\$ -
Other Departmental Revenue	\$ 680,000	\$ 700,000	\$ 20,000
Licenses and Permits	\$ 300,000	\$ 300,000	\$ -
Fines and Forfeits	\$ 25,000	\$ 25,000	\$ -
Investment Income	\$ 20,000	\$ 40,000	\$ 20,000
Recreation Revenues	\$ 509,502	\$ 493,838	\$ (15,664)
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
Sub-total - General Revenue	\$ 3,993,241	\$ 4,120,480	\$ 127,239
Other Revenue:			
Free Cash	\$ 372,946	\$ 300,857	\$ (72,089)
Capital Stabilization Fund for GDRSD	\$ 425,425	\$ 479,012	\$ 53,587
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 455,558	\$ 504,945	\$ 49,387
EMS/Conservation Fund Receipts Reserve	\$ 305,000	\$ 500,875	\$ 195,875
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
Sub-total - Other Revenue	\$ 1,558,929	\$ 1,785,689	\$ 226,760
WATER DEPARTMENT ENTERPRISE	\$ 1,278,160	\$ 1,262,219	\$ (15,941)
SEWER DEPARTMENT ENTERPRISE	\$ 728,261	\$ 725,408	\$ (2,853)
LOCAL ACCESS CABLE ENTERPRISE	\$ 210,724	\$ 211,776	\$ 1,051
FOUR CORNER SEWER ENTERPRISE	\$ 31,424	\$ 20,618	\$ (10,806)
TOTAL ESTIMATED REVENUE	\$ 40,961,904	\$ 43,128,290	\$ 2,166,386

Final State Aid Number
Approved by Legislature
and Governor. Original
Estimate was \$965,342

**TOWN OF GROTON
FISCAL YEAR 2020
TAX LEVY CALCULATIONS**

Revised: 10/3/2019

FY 2020 PROPOSED EXPENDITURES

Town Manager's Proposed Budget

General Government	\$ 2,107,703
Land Use Departments	\$ 450,361
Protection of Persons and Property	\$ 4,358,041
Regional School Districts	\$ 23,271,070
Department of Public Works	\$ 2,237,722
Library and Citizen Services	\$ 1,674,572
Debt Service	\$ 1,677,652
Employee Benefits	\$ 4,036,106

Increased by \$21,600 to reflect funding for Assessing Cyclical Inspections

Increased by \$70,393 in Excluded Debt for DPW Garage and Library Roof Projects.

Sub-Total - Operating Budget

\$ 39,813,227

- A. TOTAL DEPARTMENTAL BUDGET REQUESTS
- B. CAPITAL BUDGET REQUESTS
- C. ENTERPRISE FUND REQUESTS
- D. COMMUNITY PRESERVATION REQUEST

\$ 39,813,227
\$ 705,820
\$ 1,983,733

OTHER AMOUNTS TO BE RAISED

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

\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ 18,527
\$ -
\$ -
\$ -

Final Number approved by Legislature and Governor. Original Estimate was \$18,084

Final Number approved by Legislature and Governor. Original Estimate was \$93,692

Increased by \$50,000 in Anticipation of an Increase in Abatement Applications Due to a Significant Increase in Values Based on Full Measure/List.

\$ 18,527
\$ 93,392
\$ 200,000

- E. TOTAL OTHER AMOUNTS TO BE RAISED
- F. STATE AND COUNTY CHERRY SHEET CHARGES
- G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS

TOTAL PROPOSED EXPENDITURES

\$ 42,814,699

FY 2020 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY		
Levy Limit	\$	31,960,098
Debt Exclusion	\$	2,070,421
A. ESTIMATED TAX LEVY	\$	34,030,519
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	971,581
C. LOCAL RECEIPTS NOT ALLOCATED	\$	4,120,480
C. OFFSET RECEIPTS	\$	-
D. ENTERPRISE FUNDS	\$	2,220,021
E. COMMUNITY PRESERVATION FUNDS	\$	-
F. FREE CASH	\$	300,857
OTHER AVAILABLE FUNDS		
1. Stabilization Fund		
2. Capital Asset Fund	\$	983,957
3. EMS/Conservation Fund	\$	500,875
G. OTHER AVAILABLE FUNDS	\$	1,484,832
TOTAL ESTIMATED RECEIPTS	\$	43,128,290
FY 2020 SURPLUS/(DEFICIT)	\$	313,591

Budget Presented to Town Meeting was \$197,995 under the Levy Limit. This is an increase in the Unexpended Tax Levy of \$115,596

Revised: 10/3/2019

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

FISCAL YEAR 2020

I. TAX RATE SUMMARY

la.	Total amount to be raised (from IIe)	\$ 42,814,698.99
lb.	Total estimated receipts and other revenue sources (from IIIe)	\$ 9,097,770.74
lc.	Tax levy (Ia minus Ib)	\$ 33,716,928.26
ld.	Distribution of Tax Rates and Levies	

Slight decrease (\$.03) in Anticipated Tax Rate, With Proposed Budgetary Increases Due to an Additional \$10,000,000 In New Growth.

CLASS	(b) Levy Percentage (from LA -5)	(c) IC above times each percent in col (b)	(d) Valuation by Class (from LA - 4)	(e) Tax Rates (c) x (d) x 1000	(f) Levy by Class (d) x (e)/1000
RESIDENTIAL	94.2576%	\$ 31,780,778.20	\$ 1,711,922,996.00	\$ 18.56	\$ 31,780,778.20
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.7432%	\$ 1,262,097.70	\$ 67,984,933.00	\$ 18.56	\$ 1,262,097.70
NET OF EXEMPT					\$ -
INDUSTRIAL	0.7690%	\$ 259,286.75	\$ 13,966,900.00	\$ 18.56	\$ 259,286.75
SUBTOTAL	98.7699%		\$ 1,793,874,829.00		\$ 33,302,162.65
PERSONAL	1.2301%	\$ 414,765.61	\$ 22,342,020.00	\$ 18.56	\$ 414,765.61
TOTAL	100.0000%		\$ 1,816,216,849.00		\$ 33,716,928.26

TAX RATE RECAPITULATION GROTON

FISCAL YEAR 2020

II. AMOUNTS TO BE RAISED

II a. Appropriations		\$ 42,502,780
II b. Other amounts to be raised		
1. Amounts certified for tax title purposes	\$ -	
2. Debt and interest charges not included	\$ -	
3. Final court judgments	\$ -	
4. Total overlay deficits of prior years	\$ -	
5. Total cherry sheet offsets	\$ -	
6. Revenue deficits	\$ -	
7. Offset receipts deficits	\$ 18,527	
8. Authorized Deferral of Teachers' Pay	\$ -	
9. Snow and Ice deficit	\$ -	
10. Other		
TOTAL II b.	\$ 18,527	
II c. State and County Cherry Sheet Charges	\$ 93,392	
II d. Allowance for Abatements and Exemptions (overlay)	\$ 200,000	
II e. TOTAL AMOUNT TO BE RAISED	\$ 42,814,699	

III. Estimated Receipts and Other Revenue Sources

III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	971,581	
2. Massachusetts School Building Authority Payments	\$	-	
TOTAL III a.		\$	971,581

III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	4,120,480	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	2,220,021	
4. Community Preservation Funds	\$	-	
TOTAL III b.		\$	6,340,501

III c. Revenue Sources Appropriated for Particular Purposes

1. Free Cash	\$	300,857	
2. Other Available Funds	\$	1,484,832	
TOTAL III c.		\$	1,785,689

III d. Other Revenue Sources Appropriated Specifically to Reduce the Tax Rate

1a. Free Cash...appropriated on or before June 30, 2019			
1b. Free Cash...appropriated on or after July 1, 2019			
2. Municipal Light Source			
3. Teachers' Pay Deferral			
4. Other Source:			
TOTAL III d.		\$	-

III e. Total Estimated Receipts and Other Revenue Sources		\$	9,097,771
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IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

a. Total Amount to be Raised		\$	42,814,699
b. Total Estimated Receipts and Other Revenue Sources	\$	9,097,771	
c. Total Real and Personal Property Tax Levy	\$	33,716,928	
d. Total Receipts from All Sources		\$	42,814,699

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2020

LOCAL RECEIPTS NOT ALLOCATED

		BUDGETED RECEIPTS FY 2019	ESTIMATED RECEIPTS FY 2020
1	MOTOR VEHICLE EXCISE	\$ 1,549,739	\$ 1,577,642
2	OTHER EXCISE	\$ 120,000	\$ 200,000
3	PENALTIES AND INTEREST ON TAXES	\$ 90,000	\$ 90,000
4	PAYMENTS IN LIEU OF TAXES	\$ 260,000	\$ 260,000
5	CHARGES FOR SERVICES - WATER	\$ -	\$ -
6	CHARGES FOR SERVICES - SEWER	\$ -	\$ -
7	CHARGES FOR SERVICES - HOSPITAL	\$ -	\$ -
8	CHARGES FOR SERVICES - TRASH DISPOSAL	\$ -	\$ -
9	OTHER CHARGES FROM SERVICES	\$ 67,000	\$ 82,000
10	FEES	\$ 325,000	\$ 300,000
11	RENTAL	\$ 35,000	\$ 40,000
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ 12,000	\$ 12,000
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 509,502	\$ 493,838
16	OTHER DEPARTMENTAL REVENUE	\$ 680,000	\$ 700,000
17	LICENSES AND PERMITS	\$ 300,000	\$ 300,000
18	SPECIAL ASSESSMENTS	\$ -	\$ -
19	FINES AND FORFEITS	\$ 25,000	\$ 25,000
20	INVESTMENT INCOME	\$ 20,000	\$ 40,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ -	\$ -
	TOTAL	\$ 3,993,241	\$ 4,120,480

Operating Budget Comparison - Fiscal Year 2019 Vs. Fiscal Year 2020

<u>Category</u>		<u>FY 2019</u>		<u>FY 2020</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
Municipal Wages	\$	7,617,973	\$	7,975,505	\$	357,532	4.69%
Employee Benefits	\$	4,074,260	\$	4,036,106	\$	(38,154)	-0.94%
Sub-Total - Wages and Benefits	\$	11,692,233	\$	12,011,611	\$	319,378	2.73%
Municipal Expenses	\$	2,824,033	\$	2,852,894	\$	28,861	1.02%
Sub-Total -	\$	14,516,266	\$	14,864,505	\$	348,239	2.40%
Debt Service - In-Levy Only	\$	522,945	\$	345,397	\$	(177,548)	-33.95%
Total - All Municipal	\$	15,039,211	\$	15,209,902	\$	170,691	1.13%
Nashoba Tech	\$	557,295	\$	728,802	\$	171,507	30.77%
Groton-Dunstable Operating	\$	20,215,428	\$	21,264,294	\$	1,048,866	5.19%
Groton-Dunstable Debt	\$	57,181	\$	59,533	\$	2,352	4.11%
Groton Dunstable Capital	\$	425,425	\$	479,012	\$	53,587	12.60%
.							
Sub-Total - Education	\$	21,255,329	\$	22,531,641	\$	1,276,312	6.00%
Grand Total - Town Budget	\$	36,294,540	\$	37,741,543	\$	1,447,003	3.99%

FISCAL YEAR 2021 LEVY LIMIT CALCULATION

Revised: 10/3/2019

I. TO CALCULATE THE FY 2020 LEVY LIMIT

A.	FY 2019 LEVY LIMIT	\$	30,650,535	
A1.	ADD AMENDED FY 2019 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	766,263	
C.	ADD FY 2020 NEW GROWTH	\$	543,300	
D.	ADD FY 2020 OVERRIDE	\$	-	
E.	FY 2020 SUBTOTAL	\$	31,960,098	\$ 31,960,098 FY 2019 LEVY LIMIT
F.	FY 2020 LEVY CEILING	\$	44,656,171	

II. TO CALCULATE THE FY 2021 LEVY LIMIT

A.	FY 2020 LEVY LIMIT	\$	31,960,098	
A1.	ADD AMENDED FY 2020 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	799,002	
C.	ADD FY 2021 NEW GROWTH	\$	278,850	
D.	ADD FY 2021 OVERRIDE			
E.	FY 2021 SUBTOTAL	\$	33,037,951	\$ 33,037,951 FY 2020 LEVY LIMIT
F.	FY 2021 LEVY CEILING	\$	44,656,717	

Revised: 10/3/2019

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

	BUDGETED FY 2020	ESTIMATED FY 2021	CHANGE
PROPERTY TAX REVENUE	\$ 31,960,098	\$ 33,037,951	\$ 1,077,852
DEBT EXCLUSIONS	\$ 2,070,421	\$ -	\$ (2,070,421)
CHERRY SHEET - STATE AID	\$ 971,581	\$ 971,581	\$ -
UNEXPENDED TAX CAPACITY	\$ (322,191)	\$ -	\$ 322,191
LOCAL RECEIPTS:			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,577,642	\$ 1,650,000	\$ 72,358
Meals Tax and Room Occupancy Tax	\$ 200,000	\$ 300,000	\$ 100,000
Penalties & Interest on Taxes	\$ 90,000	\$ 110,000	\$ 20,000
Payments in Lieu of Taxes	\$ 260,000	\$ 260,000	\$ -
Other Charges for Services	\$ 82,000	\$ 82,000	\$ -
Fees	\$ 300,000	\$ 325,000	\$ 25,000
Rentals	\$ 40,000	\$ 40,000	\$ -
Library Revenues	\$ 12,000	\$ 12,000	\$ -
Other Departmental Revenue	\$ 700,000	\$ 700,000	\$ -
Licenses and Permits	\$ 300,000	\$ 300,000	\$ -
Fines and Forfeits	\$ 25,000	\$ 25,000	\$ -
Investment Income	\$ 40,000	\$ 40,000	\$ -
Recreation Revenues	\$ 493,838	\$ 500,000	\$ 6,162
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
Sub-total - General Revenue	\$ 4,120,480	\$ 4,344,000	\$ 223,520
Other Revenue:			
Free Cash	\$ 300,857	\$ 267,000	\$ (33,857)
Capital Stabilization Fund for GDRSD	\$ 479,012	\$ -	\$ (479,012)
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 504,945	\$ 504,945	\$ -
EMS/Conservation Fund Receipts Reserve	\$ 500,875	\$ 300,000	\$ (200,875)
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
Sub-total - Other Revenue	\$ 1,785,689	\$ 1,071,945	\$ (713,744)
WATER DEPARTMENT ENTERPRISE	\$ 1,262,219	\$ 1,262,219	\$ -
SEWER DEPARTMENT ENTERPRISE	\$ 725,408	\$ 725,408	\$ -
LOCAL ACCESS CABLE ENTERPRISE	\$ 211,776	\$ 211,776	\$ -
FOUR CORNER SEWER ENTERPRISE	\$ 20,618	\$ 20,618	\$ -
TOTAL ESTIMATED REVENUE	\$ 42,806,099	\$ 41,645,498	\$ (1,160,602)

**TOWN OF GROTON
FISCAL YEAR 2021
TAX LEVY CALCULATIONS**

Revised: 10/4/2019

FY 2021 PROPOSED EXPENDITURES

Anticipated Proposed Budget

General Government	\$	2,135,771
Land Use Departments	\$	452,973
Protection of Persons and Property	\$	4,424,945
Regional School Districts	\$	23,725,341
Department of Public Works	\$	2,261,387
Library and Citizen Services	\$	1,749,991
Debt Service	\$	312,893
Employee Benefits	\$	4,323,290

The growth in the estimated assessment of the GDRSD is based on flat state funding and the discontinued use of the \$400,000 in E&D that offset the District's FY20 budget which will not be repeated in the assessment for FY21. The actual operating growth estimated by the District at this time is 4.04%.

Sub-Total - Operating Budget

\$ 39,386,591

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	39,386,591
B. CAPITAL BUDGET REQUESTS	\$	504,945
C. ENTERPRISE FUND REQUESTS	\$	1,983,733
D. COMMUNITY PRESERVATION REQUEST		

OTHER AMOUNTS TO BE RAISED

1. Amounts certified for tax title purposes	\$	-
2. Debt and interest charges not included	\$	-
3. Final court judgments	\$	-
4. Total Overlay deficits of prior years	\$	-
5. Total cherry sheet offsets	\$	-
6. Revenue deficits	\$	-
7. Offset Receipts	\$	18,527
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	-
10. Other		

E. TOTAL OTHER AMOUNTS TO BE RAISED	\$	18,527
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	93,392
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	150,000

TOTAL PROPOSED EXPENDITURES \$ **42,137,188**

FY 2021 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY			
Levy Limit	\$	33,037,951	
Debt Exclusion	\$	-	
A. ESTIMATED TAX LEVY		\$	33,037,951
B. CHERRY SHEET ESTIMATED RECEIPTS		\$	971,581
C. LOCAL RECEIPTS NOT ALLOCATED		\$	4,344,000
C. OFFSET RECEIPTS		\$	-
D. ENTERPRISE FUNDS		\$	2,220,021
E. COMMUNITY PRESERVATION FUNDS		\$	-
F. FREE CASH		\$	267,000
OTHER AVAILABLE FUNDS			
1. Stabilization Fund			
2. Capital Asset Fund	\$	504,945	
3. EMS/Conservation Fund	\$	300,000	
G. OTHER AVAILABLE FUNDS		\$	804,945
TOTAL ESTIMATED RECEIPTS		\$	41,645,498
FY 2021 SURPLUS/(DEFICIT)		\$	(491,690)

Revised: 10/4/2019

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

<u>Category</u>		<u>FY 2020</u>		<u>FY 2021</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
Municipal Wages	\$	7,975,507	\$	8,094,347	\$	118,840	1.49%
Employee Benefits	\$	4,036,106	\$	4,323,290	\$	287,184	7.12%
Sub-Total - Wages and Benefits	\$	12,011,613	\$	12,417,637	\$	406,024	3.38%
Municipal Expenses	\$	2,831,294	\$	2,940,720	\$	109,426	3.86%
Sub-Total -	\$	14,842,907	\$	15,358,357	\$	515,450	3.47%
Debt Service - In-Levy Only	\$	345,397	\$	345,397	\$	-	0.00%
Total - All Municipal	\$	15,188,304	\$	15,703,754	\$	515,450	3.39%
Nashoba Tech	\$	728,802	\$	747,022	\$	18,220	2.50%
Groton-Dunstable Operating	\$	21,264,294	\$	22,918,786	\$	1,654,492	7.78%
Groton-Dunstable Debt	\$	59,533	\$	59,533	\$	-	0.00%
Groton Dunstable Capital	\$	479,012	\$	479,012	\$	-	0.00%
.							
Sub-Total - Education	\$	22,531,641	\$	24,204,353	\$	1,672,712	7.42%
Grand Total - Town Budget	\$	37,719,945	\$	39,908,107	\$	2,188,162	5.80%

The growth in the estimated assessment of the GDRSD is based on flat state funding and the discontinued use of the \$400,000 in E&D that offset the District's FY20 budget which will not be repeated in the assessment for FY21. The actual operating growth estimated by the District at this time is 4.04%.



Groton Fire Department

Fire ~ EMS ~ Rescue

"Together We Serve the Community"

45 Farmers Row
Groton, Massachusetts 01450
Tel: (978) 448-6333
Fax: (978) 448-1116



To: Mark Haddad, Town Manager

From: Steele McCurdy, Fire Chief

Date: September 24, 2019

Re: On-call Recruitment

I am pleased to report that the latest recruitment drive conducted by the Groton Fire Department has resulted in 11 applicants for on-call firefighter. This number of applicants is the largest single group since 2002. This is by all definitions a good problem to have. That said, such an influx comes at a cost. In order to bring this number of new recruits in, I would need a significant one-time addition to the budget.

In all, the cost of conducting training and the cost of outfitting the new firefighters will be around \$65,000. The Fire Department at this time cannot support the adding of these recruits without additional funding to cover the costs. The Groton Fire Department lacks NFPA compliant protective gear to outfit the new firefighters. While this lack of compliant gear does not prohibit the training from occurring, it will prohibit the new firefighters from responding to calls. This lack of gear in itself could result in less than half of the applicants from finishing the training and starting as on-call firefighters at the end of the program.

I have provided a breakdown of the approximate cost below to help understand the total cost of running such a large program;

2019 Recruit Class Cost Breakdown

Expenses Description	Cost/student	Total
Physicals- Cost to conduct NFPA 1500 pre-employment physical	\$ 850.00	\$ 9,350.00
NFPA compliant gear- head to toe protective equipment	\$ 3,431.00	\$ 37,741.00
Books-IFSTA essentials 6	\$ 65.00	\$ 715.00
Pagers- Pagers for notification of new firefighters	\$ 430.00	\$ 4,730.00
		\$ 52,536.00
Personnel Description	Hourly	
Instructors- personnel dedicated to each FF I training session- 206 hours	\$ 44.03	\$ 9,070.18
Instructors- CPR and First Responder- 32 hours	\$ 44.03	\$ 1,408.96
Instructors- Fire II critical skills- 64 Hours	\$ 44.03	\$ 2,817.92
		\$ 13,297.06
		\$ -
		\$ -
		\$ 65,833.06



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The fire department will, at a bare minimum, need \$37,741.00 in additional funding to appropriately outfit the firefighters. With an 8-10-week lead time on orders, we need to place this order soon to avoid delays in their availability to the community.

The remaining training costs may be held off for a period but will likely be needed in order to finish out the fiscal year in the black.

The extremely high interest in joining the Groton Fire Department comes as a surprise to the members of the department. We as a community have a responsibility to now provide these candidates with the best possible training and equipment so they can safely provide service to the citizens for years to come.

SAFER Grant-

The Groton Fire Department was notified this past week of an award for a Staffing for Adequate Fire and Emergency Response Grant. The grant was applied for in March looking for monies to support the recruitment and retention of on-call firefighters. In total the grant provides \$99,735 over a four-year period to hire, outfit, and train new on-call firefighters. In addition, the grant provides money to create a 2 hour per week position of recruitment coordinator. The recruitment coordinator would be responsible for the advertising, interviewing and tracking of new personnel coming onto the Groton Fire Department.

While this is a great accomplishment by the members of the department, it should be noted that this grant cannot be used to cover the current recruit class. The SAFER grant is only to be used for the hiring of new firefighters that will attend the Massachusetts Fire Academy and cannot be used for anyone that is already working for the Groton Fire Department.

In all, the Groton Fire Department is posed to make some great improvements in the delivery of services through a combination of career and on-call services.

FALL TOWN MEETING AND SPECIAL TOWN MEETING
OCTOBER 21, 2019
WARRANT ARTICLES
INCLUDING PROPOSED EXPENDITURES/TRANSFERS

REVISED: 10/3/2019

<u>ARTICLE</u>	<u>DESCRIPTION</u>	<u>Tax Levy/ Other Funds</u>	<u>Free Cash</u>	<u>Sewer Surplus</u>	<u>Water Surplus</u>	<u>Community Preservation</u>	<u>GDRSD Capital Stabilization</u>	<u>Stabilization Fund</u>	<u>Capital Stabilization</u>
BEGINNING BALANCE		\$405,584	\$1,335,762	\$315,781	\$334,706		\$214,160	\$1,988,036	\$171,958
FALL TOWN MEETING									
1	Prior Year Bills		\$3,195						
2	Amend the Fiscal Year 2020 Town Operating Budget	\$70,393	\$47,741						
3	Transfer within Water Fund				\$150,000				
4	Transfer within Sewer Fund								
5	Transfer Money into Capital Stabilization Fund		\$500,000						-\$500,000
6	Transfer Money into Stabilization Fund		\$0					-\$2,546	
7	Transfer Money into GDRSD Stabilization Fund		\$261,000				-\$261,000		
8	Install Crosswalk Signage on Main Street		\$15,000						
9	Community Preservation Fund Recommendation								
10	Assessors' Cyclical Inspection	\$21,600	\$0						
11	Funding for Stormwater Strategy		\$15,000						
12	Amend Bylaws - Ban Single Use Plastic Bags								
13	Purchase Trimper Property								
14	Establish Transfer Statioin Revolving Fund								
15	Establish Senior Center Revolving Fund								
16	Acceptance of Amelia Way								
17	Acceptance of Mockingbird Hill Road								
ENDING BALANCE		\$313,591	\$493,826	\$315,781	\$184,706	\$0	\$475,160	\$1,990,582	\$671,958

**LEGAL NOTICE
TOWN OF GROTON
PUBLIC HEARING**

The Select Board has scheduled a public hearing for Monday, October 7, 2019 at 7:30 P.M., Groton Town Hall, Select Board's Meeting Room, 2nd Floor, 173 Main Street, Groton, MA. The purpose of this hearing will be to discuss laying out Mockingbird Hill Road as a public way as contained in the October 21, 2019 Fall Town Meeting Warrant. Copies of the plans are on file in the Land Use Department at the Groton Town Hall.

All interested parties are encouraged to attend.

Public Hearing Notices may be found on the Massachusetts Newspaper Publishers Association's (MNPA) website at <http://masspublicnotices.org/>.

SELECT BOARD

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

Groton Herald
9/27/19
10/04/19



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450
Tel: (978) 448-1105
Fax: (978) 448-1113
Planning@townofgroton.org

Office of the
PLANNING BOARD

MEMORANDUM

DATE: October 1, 2019

TO: Select Board; Mark Haddad, Town Manager

FROM: Takashi Tada, Land Use Director/Town Planner
Tom Delaney, DPW/Highway Director

RE: Mockingbird Hill Road (Rocky Hill Subdivision)

At its regular meeting on September 26, 2019, the Planning Board voted unanimously to recommend that the Select Board lay out Mockingbird Hill Road as a public way. The Planning Board determined that the construction of the road and installation of municipal services have been fully and satisfactorily completed by the applicant in accordance with "Chapter 381 – Subdivision Rules and Regulations" of the Code of the Town of Groton. The Planning Board also approved the release of the Mockingbird Hill Road performance bond.

DPW/Highway Director Tom Delaney provided the Planning Board with his concurrence that the street is ready for acceptance.

cc: Fox Meadow Realty Corp.; Robert L. Collins, Esq.



MASSWILDLIFE

Reid
10/3/19
2:38pm
DDW

DIVISION OF
FISHERIES & WILDLIFE

341 East Street, Belchertown, MA 01007
p: (413) 323-7632 | f: (413) 323-9623
MASS.GOV/MASSWILDLIFE

October 3, 2019

Chair Alison Manugian, Chair
Groton Select Board
173 Main St
Groton, MA 01450

Dear Chair Manugian and Select Board Members:


The Massachusetts Department of Fish and Game (DFG) is considering the purchase of 49+/- acres of land depicted on the enclosed map (Tract No. 2010-1-4), which is a parcel represented as Groton Assessor Map 213/1/0. It is currently anticipated that the parcel will be acquired by the New England Forestry Foundation, Inc. (NEFF) who will in turn sell the State a conservation restriction on the property.

The parcel is near land previously sold to DFG (Kemp Woods) & the large area of protected land known as the Throne. If acquired, DFG, working through its Division of Fisheries and Wildlife, will retain the property as open space, protect and manage the wildlife resources, and provide public access for passive outdoor recreational opportunities including wildlife observation, hunting, fishing and trapping.

I hope that the Select Board will provide a letter of support for DFG's purchase of the property, a copy of which can be emailed to me with the original mailed to:

Christy Edwards
Director of Capital Planning and Land Protection, DFG
251 Causeway St, Suite 400
Boston, MA 02114-2151

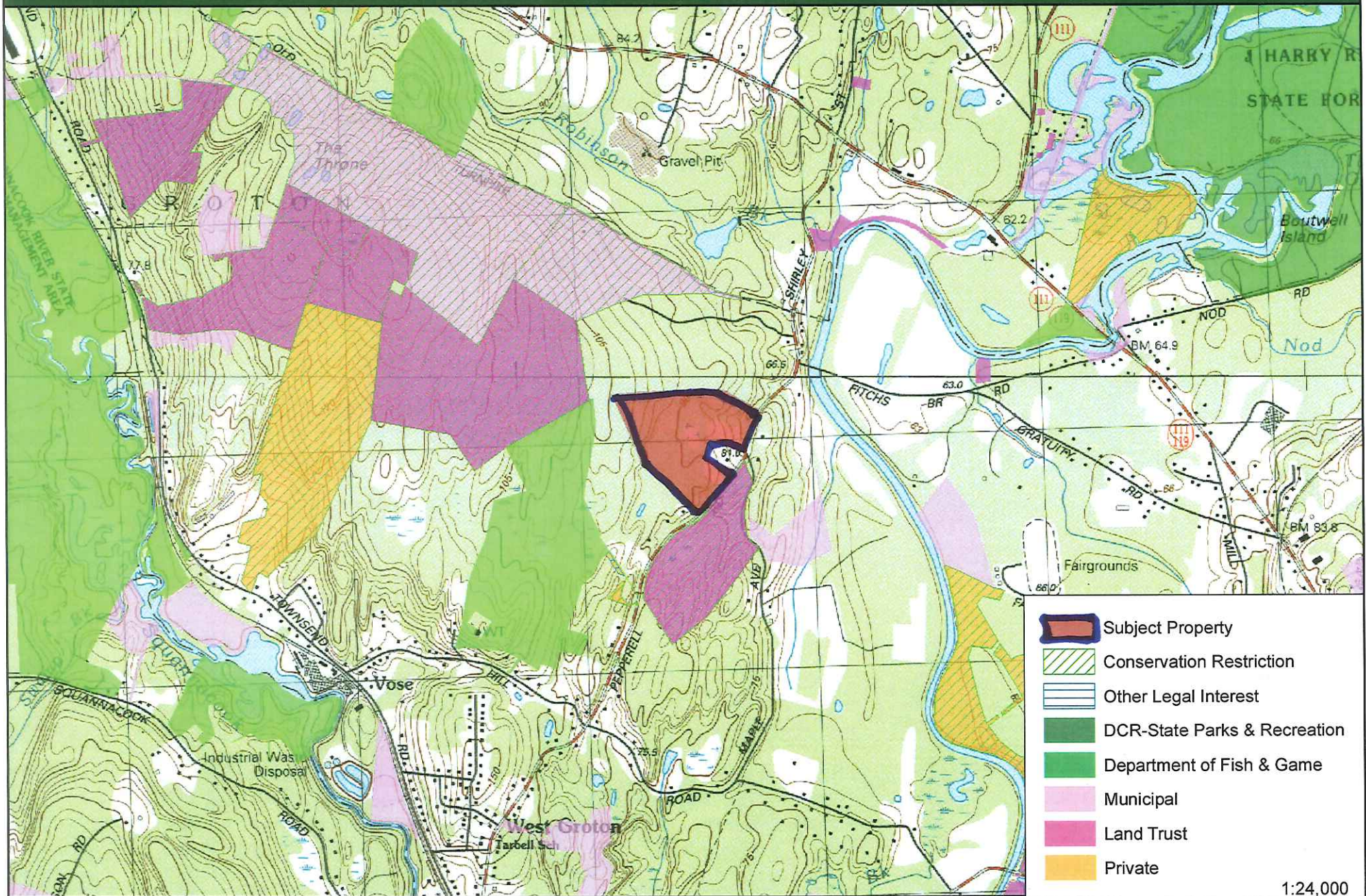
Thank you so much, and please feel free to contact me with any questions or clarifications.



Anne Gagnon
Northeast District Land Agent
anne.gagnon@state.ma.us
978-772-2145 ext. 223 (O) 617-599-7049 (C)

MASSWILDLIFE

Track No. 2020-1-04



1:24,000

**SELECT BOARD MEETING MINUTES
MONDAY, SEPTEMBER 23, 2019
UN-APPROVED**

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

Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant

Ms. Manugian called the meeting to order at 7:00pm and reviewed the agenda.

ANNOUNCEMENTS

Mr. Degen said that 2 incidents he received word about had struck a nerve with him citing vandalism at the fire tower and a note that was left at a local retail establishment. Mr. Degen read a statement into the record. He said that this was a no place for hate and shouldn't tolerate it adding he hoped that the Board all felt the same way. Ms. Pine thanked Mr. Degen for taking the time to speak about this. She said that these were acts of hate, that hate crimes were against the law and should not be tolerated. Ms. Pine spoke about the interface council. Mr. Reilly asked people to pay attention, listen to their children and speak up. He said that this was unacceptable. Ms. Manugian said she wholeheartedly agreed with what had been said. Mr. Giger agreed also adding he hated to see this happen. He said that they needed to take care of each other and not tolerate this. Chief Luth said he didn't think this was representative of the Town adding that they investigate everything that comes before them.

PUBLIC COMMENT PERIOD

Chief Luth said that the Groton Police Department was selling pink patches at Grotonfest to support breast cancer awareness.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that he appointed Matthew Beal as an Officer. He said that Mr. Beal lived in Townsend and graduated from North Middlesex Regional High School in 2015. He said that Mr. Beal interned with the Groton Police Department in 2016 and was appointed as a Reserve Officer on January 16, 2018 after graduating from the Boylston Reserve and Intermittent Police Academy. Mr. Haddad said that Mr. Beal had just graduated from Fitchburg State University's Criminal Justice Police Concentration Program with a Bachelors in Criminal Justice and full-time certification from the Municipal Police Training Committee. Mr. Haddad said that he was pleased to make this appointment and respectfully requested that the Board consider ratifying this appointment.

Mr. Reilly moved to ratify the Town Managers appointment of Matthew Beal as a Patrolman. Mr. Degen seconded the motion. The motion carried unanimously.

2. Mr. Haddad said that he was also pleased to be appointing Bane as the new Groton Police Dog. He said that Bane was 10 months old and came highly recommended. He said that Bane and his Training Officer, Greg Steward, would be attending training sessions for the next several months. Mr. Haddad respectfully requested that the Board consider ratifying this appointment. He said he wanted to thank the great public support and congratulate Mr. Steward for being the new K-9 officer.

Mr. Degen moved to affirm the Town Manager's appointment of Officer Bane as the new K-9 for the Police Department. Mr. Giger seconded the motion. The motion carried unanimously.

7:15PM – WARRANT PUBLIC HEARING CONTINUATION

Ms. Pine moved to reopen the public hearing on the warrant. Mr. Giger seconded the motion. The motion carried unanimously.

Article 1 - Mr. Haddad said that there were 2 unpaid bills. The board supported this article. (Mr. Reilly would present this at Town Meeting.)

Article 2 - Mr. Haddad said that the debt service budget increase was for \$70,393 and the software upgrade was for \$13,000. He said that the Finance Committee was recommending that they appropriate \$10K and find the \$3K somewhere within the budget. Mr. Robertson said that the \$10K was a one-time purchase adding that the \$3K was for recurring costs and why they recommended what they had. The Board decided to take \$10K from free cash and find the \$3K within the budget. (Mr. Degen would present this at Town Meeting.)

Article 3 - Mr. Haddad said that he was meeting with DEP and the Water Commissioners on Wednesday. The Board deferred to Town Meeting. (Ms. Manugian would present this at Town Meeting.)

Article 4 – The Board deferred to Town Meeting. (Mr. Reilly would present this at Town Meeting.)

Article 5 - Mr. Haddad asked the Board to support a transfer of \$500K into the capital stabilization fund. The Board supported this. (Mr. Degen would present this at Town Meeting.)

Article 6 – The Board deferred to Town Meeting. (Mr. Giger would present this at Town Meeting.)

Article 7 - The Board supported this. (Ms. Pine would present this at Town Meeting.)

Article 8 - The Board supported this. (Ms. Pine would present this at Town Meeting.)

Article 9 - Mr. Haddad said that this was a placeholder. He said they would receive bids on October 16th. He said that the CPC needed to agree to appropriate funding and asked the Board to defer to Town Meeting on this. (Ms. Pine would present this at Town Meeting.)

Article 10 - Mr. Haddad said that this would cover cyclical inspections and come from free cash. The Board supported this article. (Mr. Reilly would present this at Town Meeting.)

Article 11 - The Board supported this. (Ms. Manugian would present this at Town Meeting.)

Article 12 - The Board supported this. (Mr. Giger would present this at Town Meeting.)

Article 13 - The Board supported this. (The Conservation Commission would present this at Town Meeting.)

Article 14 - The Board supported this. (Ms. Manugian would present this at Town Meeting.)

Article 15 - Ms. Manugian did not support this. Mr. Degen was at Town Meeting. Ms. Pine, Mr. Giger and Mr. Reilly supported this. The Council on Aging would present this at Town Meeting.)

Article 16 - The Board supported this. (Mr. Giger would present this at Town Meeting.)

Article 17 – The Board deferred to Town Meeting. (Ms. Manugian would present this at Town Meeting.)

Mr. Degen moved to close the public hearing. Mr. Giger seconded the motion. The motion carried unanimously.

TOWN MANAGER'S REPORT - CONT.

3. Mr. Haddad said he, Mr. Robertson, and Mr. Degen had met to review and update the proposed Charge for the Capital Planning Advisory Committee. He said that should the Board approve the amended Charge; they would advertise the vacancies and send it to the original applicants to see if they were still interested in serving on the revised Committee. He said that they also discussed how to deal with Major Initiatives as discussed in the previous Charge. Mr. Haddad said that Mr. Robertson proposed a process to the Board that the Finance Committee thought was the best way to address this issue. He said that he had provided to the Select Board and Finance Committee a memo outlining this process and reviewed the memo and new initiatives form.

Mr. Giger suggested adding the Library and Enterprise Funds to item number 4. Mr. Haddad said he agreed with the Library and Enterprise funds but disagreed with the suggestion that Nashoba Tech be added. He said that any capital from Nashoba Tech was included in their overall assessment. Mr. Giger suggested removing item #5 from the charge.

Mr. Degen moved to approve the charge as amended. Ms. Manugian seconded the motion. The motion carried unanimously.

Ms. Pine said she wanted to avoid one pitfall adding that it wasn't enough to just start talking about needing more people, should that be the request, but that they needed to look at the financial analysis and data to do that.

Mr. Giger suggested that the enterprise funds be required to submit 5-year budget projections also.

ON-GOING ISSUES

A: Mr. Haddad said that the punch list would be done at the Senior Center the next day.

B: Mr. Haddad said that he was glad they started the flooring at Town Hall on Friday although it was not enough time still. He said that there would be 2 weekends more of work.

F: Mr. Haddad said that the energy audit started last Tuesday and were well on their way.

H: Mr. Degen asked for an update on the Charter. Mr. Haddad said that he would get one and get back to the Board.

J: Mr. Haddad said that he attended the MSBA meeting last week in Boston. He said that they had 8 applicants which were narrowed down to 4 applicants which they would interview next Tuesday. He said that one would be selected next week.

K: Mr. Haddad said that the roof repair was going well.

L: Mr. Haddad said that the highway garage was moving along. He said that they decided to fill in the pit and purchase a lift.

LIAISON REPORTS

Ms. Pine said that she attended an affordable housing workshop in Ayer last week.

MINUTES

Mr. Degen moved to approve the meeting minutes of September 9, 2019. Ms. Pine seconded the motion. The motion carried unanimously.

Mr. Degen moved to approve the meeting minutes of September 16, 2019. Ms. Pine seconded the motion. The motion carried unanimously.

Mr. Haddad asked the Board to enter into Executive Session Pursuant to M.G.L. c. 30A, §21(a) Clause 3 – “To discuss strategy with regard to collective bargaining or litigating if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.” Ms. Manugian declared adding the purpose of this Executive Session was to discuss the Town’s filing litigation against a party, the name of which party was not to be named at this time to prevent any detriment to the Town’s litigating position. Ms. Manugian added that they would not return to Open Session.

Mr. Degen made the motion at 8:05pm. Mr. Reilly seconded the motion. Roll call: Pine-aye; Degen-aye; Reilly-aye; Giger-aye; Manugian-aye

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: