

Select Board Meeting Packet

February 3, 2020

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



TOWN OF GROTON

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

Select Board

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

Town Manager
Mark W. Haddad

**SELECT BOARD MEETING
MONDAY, FEBRUARY 3, 2020
AGENDA
SELECT BOARD MEETING ROOM
2nd FLOOR
GROTON TOWN HALL**

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. Approve One Day Beer and Wine License for the Historical Society for a Wedding Ceremony to be held on Thursday, February 20, 2020 from 3:00 p.m. to 7:00 p.m. at the Boutwell House, 172 Main Street
3. Update on Select Board Schedule for Next Three Months
4. Update on Policies on Website
5. FY 2021 Budget Update

II. 7:15 P.M. Meeting With Community Preservation Committee – Discuss Future of CPA in Groton

OTHER BUSINESS

- Discussion – Process to Fill a Vacancy on the Affordable Housing Trust

ON-GOING ISSUES – For Review and Informational Purposes

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

SELECT BOARD LIAISON REPORTS

III. Minutes: Regularly Scheduled Meeting of January 27, 2020

ADJOURNMENT

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



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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *Weekly Report*

Date: *February 3, 2020*

1. In addition to the Town Manager's Report and an update on the on-going issues list, there is one item scheduled on Monday's Agenda. The Community Preservation Committee will be in attendance at the meeting to discuss the future of the Community Preservation Act in Groton. Enclosed with this report is information about the CPA, as well as, a memorandum from me providing additional information to the Board on the current funding to assist you in this discussion.
2. I would respectfully request that the Board consider approving a one-day beer and wine license for the Historical Society for a Wedding Ceremony to be held on Thursday, February 20, 2020 from 3:00 p.m. to 7:00 p.m. at the Boutwell House, 172 Main Street.
3. At our last meeting, Select Board Member Pine requested that I include an update to the three-month Board meeting schedule each week. The following is this week's update:

Monday, February 3, 2020 - Already Posted

Monday, February 10, 2020 - Review First Draft of Housing Production Plan
Consider Filling Vacancy on Park Commission
FY 21 Budget Update

Monday, February 17, 2020 - No Meeting – Presidents Day Holiday

Monday, February 24, 2020 Green Communities Grant Review and Project Discussion
Consider First Right of Refusal on Hayes Property
FY 21 Budget Update

Monday, March 2, 2020 - Executive Session – Boynton Meadows
Review of First Draft of 2020 Town Meeting Warrant
Continue Review of Housing Production Plan
FY 21 Budget Update

Continued on next page – Over >

**Select Board
Weekly Report
February 3, 2020
page three**

3. Continued:

Monday, March 9, 2020 -	Continue Discussion on Future of CPA Continue Review of Draft 2020 Town Meeting Warrant FY 21 Budget Update
Monday, March 16, 2020 -	Public Hearing on the 2020 Town Meeting Warrant Articles
Monday, March 23, 2020 -	Follow-up on Town Meeting Warrant FY 21 Budget Update
Monday, March 30, 2020 -	No Meeting – Potential Break
Monday, April 6, 2020 -	Finalize Town Meeting Warrant for Posting FY 21 Budget Update
Monday, April 13, 2020 -	Town Meeting Preparation Issuance of Annual Fuel Storage Licenses
Monday, April 20, 2020 -	No Meeting – Patriot's Day Holiday
Monday, April 27, 2020 -	2020 Spring Town Meeting

4. Thanks to the efforts of our Town Clerk, Michael Bouchard, we have begun to post the Select Board Policies on the Town's Website. This will take a week or so to complete, but the policies can be found here:

<https://ecode360.com/documents/pub/GR1188/Misc. Documents?>

At Monday's meeting, I will show the Board and the public how to access these policies. I want to thank Michael for all of his work in getting this done.

5. As is our practice during budget season, I have set aside time on the Agenda to update the Board on the FY 2021 Budget. I will provide the Board with any necessary update at the meeting.

MWH/rjb
enclosures



Community Preservation Coalition

Preserving our past. Building our future.

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[Home](#) > [Adopting CPA](#) > Community Preservation Committees

Community Preservation Committees

Composition and Duties



Each community that adopts the Community Preservation Act is required to establish a Community Preservation Committee (CPC) to administer the program. This requirement is found in **Sections 5(a) through 5(c) of the CPA statute**. The CPC is created by the local legislative body - Town Meeting, City or Town Council, or Board of Aldermen - which passes a bylaw or ordinance to that effect. The bylaw or ordinance spells out the committee's composition, length of member terms, and whether the optional "at large" positions are appointed or elected, as well as outlining the responsibilities of the new committee. The CPC can be established either at the same time that local efforts to adopt the CPA are being pursued or, more commonly, after CPA has been adopted.

Composition of the CPC

As detailed in Section 5(a) of the CPA statute, the CPC must consist of at least five members. It may contain up to four additional "at large" members, for a maximum committee size of nine.

Required members

There are five required members of a CPC - one voting member from each of the following municipal committees:

- Conservation Commission (created by Section 8C of Chapter 40)
- Planning Board (created by Section 81a of Chapter 41)
- Historical Commission (created by Section 8D of Chapter 40)
- Housing Authority (created by Section 3 of Chapter 121B)
- Board of Park Commissioners (created by Section 2 of Chapter 45)

If one or more of the above committees has not been established in the community, then the bylaw or ordinance can identify another municipal body with similar functions that can designate one of its members to serve on the CPC. Alternatively, an individual in the community with like expertise or experience in that field can be tapped to serve (**see Section 5(a) for the exact wording of the statute on this option**). For example, if a community has not established a local Historical Commission, but does have a Historic District Commission or Historic Society, then the bylaw or ordinance establishing the CPC could specify that a member of one of these existing committees could designate one of its members to serve as the Historic Preservation representative on the CPC.

Additional Members

At the discretion of the community, and codified in the local bylaw or ordinance that establishes the CPC, each adopting community can create up to four additional "at-large" members on their local CPC. These additional members can either be elected or appointed positions as determined by the adopting community. For example, a community could choose to have two at-large members appointed by the Board of Selectman (or City Council), one at-large member appointed by the Town Moderator, and one at-large member appointed by the Open-Space Committee. Another community might choose to have two elected at-large members and two members appointed by the Board of Selectman or City Council. There are many different possible options, and each community should decide what would work best for their particular situation. If a community wishes to focus on historic preservation work, for example, it might wish to reserve one of the four possible extra member slots on its CPC for an additional historic preservation expert. **Read about elected CPC members in our 2013 news article.**

CPC Responsibilities

The bylaw or ordinance establishing the CPC also serves to enumerate the responsibilities of the CPC. These three responsibilities are outlined in Sections 5(b) and 5(c) of the CPA statute.

Develop a Community Preservation Plan

The first responsibility is to study the needs, possibilities and resources of the community with regards to community preservation. In performing this research function, the CPC must meet and consult with other municipal boards and committees to get their input, and

must hold at least one public hearing annually to get input from the general public. The public hearing must be posted publicly and advertised for two weeks preceding the public hearing in a local newspaper of general circulation. Following its research, the CPC is responsible for developing a local CPA plan to guide its decision-making on CPA project proposals. The Massachusetts Department of Revenue (DOR), which is the agency tasked by the statute with overseeing CPA, provides more information on this requirement in **DOR Informational Guideline Release No. 00-209** (amended version) - page 24, "Annual Needs Study." **View sample plans from existing CPA communities.**

Review and Recommend CPA Projects

The second responsibility of the CPC is to accept project proposals from the community, (typically on an application form that is developed locally), and conduct a thorough review of them, with the aim of selecting the most compelling projects for recommendation to the community's legislative body. Project proposals can be submitted to the CPC annually, bi-annually, or on a rolling basis, at the discretion of the CPC. Once the CPC has voted on a slate of projects to recommend, along with the specific dollar amounts and CPA funding sources it recommends to complete them, it forwards these to the community's legislative body for action. Typically the CPC will make a presentation to the Town Meeting or City or Town Council to describe its project recommendations and the reasoning behind its choice of that particular group of projects.

Keep Records and Report on the CPA Budget

The third responsibility of the CPC is a record keeping and budgetary responsibility. It is required to keep records of all CPC meetings, proposals, and recommendations, and to submit a CPA budget annually to the legislative body.

CPC Administrative Funds

In order to fund the work of the CPC, the CPA statute specifies that the committee may use up to 5% of the community's annual CPA revenues each year. However, the CPC must request these funds from the local legislative body (Town Meeting, City or Town Council, or Board of Aldermen) each year, in specific dollar amounts. The CPC's administrative funds can be used for the same kinds of expenses budgeted for any town department or committee to carry out its mission each year, such as employee salaries, office expenses and contractual services. **Learn more about the use of the CPC's administrative funds to hire administrative staff.**

Source URL: <https://www.communitypreservation.org/cpcs>



Published on *Community Preservation Coalition* (<https://www.communitypreservation.org>)

[Home](#) > [Adopting CPA](#) > Where Does CPA Funding Come From?

Where Does CPA Funding Come From?

Cities and towns that adopt the Community Preservation Act (CPA) generate monies for their local Community Preservation funds through the implementation of a local CPA property tax surcharge of up to 3% and through the receipt of annual matching of funds, at variable rates, from a statewide CPA Trust Fund created by the Act. Only communities that have adopted CPA are eligible to receive these matching funds each year.

Locally Raised Revenue

Community preservation monies are raised locally through the imposition of a surcharge of not more than 3% of the tax levy against real property. Contrary to a common misconception, the CPA surcharge does not raise the tax rate for the adopting community; it assesses a surcharge on property tax bills after they have been calculated based on the community's current tax rate.

Example: A home is assessed at \$380,000. After subtracting the first \$100,000 in residential property value (assuming the community has adopted this optional and very popular CPA exemption), the homeowner's net value to be surcharged equals \$280,000. After applying this sample municipality's tax rate of \$11.47 per \$1,000, the amount subject to the CPA surcharge would be about \$3,200. With a 1.5% CPA surcharge applied, the CPA surcharge for this homeowner would be approximately \$45 per year. This \$45 would be transferred to the community's Community Preservation fund by the City or Town Accountant or Tax Collector.

Community Preservation Trust Fund

The CPA statute, signed into law in 2000 by then-Governor Paul Cellucci, created a statewide Community Preservation Trust Fund, administered by the Department of Revenue (DOR). This Trust Fund provides matching distributions each year, at variable rates, (depending upon the amount of revenues collected that year, and the number of communities participating in the program) to communities that have adopted CPA. All CPA communities are guaranteed a disbursement from the Community Preservation Trust Fund as an incentive for participating in the CPA program.

Additional Funds through Bonding and Leveraging

Under CPA, **communities can also issue bonds** against their future CPA revenue stream in order to fund large projects for which adequate CPA funds are not currently available. The authorization to bond CPA funds is in Section 11 of the Community Preservation Act (MGL c.44B), which states that CPA communities may issue general obligation bonds in anticipation of revenues to be raised through the local CPA surcharge. The downside to bonding, as with most loans, is that it is ultimately more costly due to the interest that is charged. Nonetheless, bonding can be a powerful tool to successfully achieve compelling community preservation projects that come with larger price tags.

Another method of obtaining additional funds to finance CPA projects involves engaging in the practice of leveraging. Taking advantage of the well-known adage that 'money follows money,' many communities make a practice of using their CPA funds, on a project by project basis, to leverage additional funds from state and federal grant programs, other local funds, non-profit organizations, and or private entities.

Source URL: <https://www.communitypreservation.org/funding>



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Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *CPA Analysis*

Date: *January 30, 2020*

The purpose of this memorandum is to provide the Select Board with information to help you and the Community Preservation Committee begin the discussion to analyze the future of the Community Preservation Act in the Town of Groton at the February 3rd Select Board Meeting. Attached are four spreadsheets that show the history of the CPA since Fiscal Year 2015. An explanation of the spreadsheet is as follows:

- | | |
|----------------|--|
| Spreadsheet #1 | This shows what the Town collected and spent on the CPA from FY 2015 through FY 2019 at the three (3%) percent surcharge (including the State Match) and what the income would look like had the percentage been one (1%) percent. |
| Spreadsheet #2 | This eliminates Surrenden Farm Debt from the calculation and shows if the Town would have been able to fund the other projects approved had the surcharge been one (1%) percent. |
| Spreadsheet #3 | This shows what the Town collected and spent on the CPA from FY 2015 through FY 2019 at the three (3%) percent surcharge (including the State Match) and what the income would look like had the percentage been two (2%) percent. |
| Spreadsheet #4 | This eliminates Surrenden Farm Debt from the calculation and shows if the Town would have been able to fund the other projects approved had the surcharge been two (2%) percent. |

I will take some time at Monday's meeting to review these spreadsheets in more detail.

In addition to this information, I offer the following additional information.

Continued on next page – Over >

**Select Board
CPA Analysis
January 30, 2020
page two**

I have been asked what the impact would be if the Town did lower the percentage to either two (2%) percent or one (1%) percent. Based on the FY 2019 surcharge amounts, the Town collected \$756,476 in CPA funds. Lowering the percentage to two (2%) percent reduces the amount collected by \$252,159 and lowering it to one (1%) percent reduces the amount collected by \$504,318. Eliminating the surcharge in its entirety eliminates the entire \$756,476 in funding. The most frequently asked question is can this money then be spent on operating expenses. Please note that when the CPA surcharge is either reduced or eliminated, the only way to reallocate those funds to operating expenses is by overriding Proposition 2½ and increasing the levy limit by the similar amount. As you know, the first \$100,000 of value is not calculated as part of the surcharge calculation. The \$100,000 per parcel reduction will have no impact on the override since it will be based on the total value of the property. The average home is valued at \$492,000. The way the CPA surcharge works now is that you reduce the value by \$100,000 and charge a 3% surcharge on the revised tax bill. So, in FY 2020, the average home owner pays a CPA surcharge of \$204.39 ($\$392,000 \times 17.38/1000 \times .03$). The following chart shows the impact of adding the various levels to the levy limit on the average tax bill:

<u>Override Amount</u>	<u>Impact on Tax Rate</u>	<u>Average Tax Bill</u>
\$ 252,159	\$ 0.13	\$ 63.96
\$ 504,318	\$ 0.26	\$ 127.92
\$ 756,476	\$ 0.39	\$ 191.88

I have also been asked what amount of borrowing would each of these amounts support. Depending on the length of the bond and the interest rate (I'm using 20 years at 4%), I would assume the following: \$252,159 would be \$3,100,000; \$504,318 would be \$6,500,000; and \$756,476 would be \$9,600,000.

Finally, I have reviewed the last ten years of Capital Budgets and I have determined that not one project has been removed from the Capital Budget and paid for by CPA Funds.

I hope you find this information helpful. I look forward to discussing this in more detail with the Select Board and Community Preservation Committee at the February 3rd Select Board Meeting.

MWH/rjb

cc: Community Preservation Committee
enclosures

Community Preservation Act Analysis
Three Percent Surcharge vs. One Percent Surcharge

Fiscal Year 2015			Fiscal Year 2016			Fiscal Year 2017			Fiscal Year 2018			Fiscal Year 2019		
	Actual Three Percent	Estimated One Percent		Actual Three Percent	Estimated One Percent		Actual Three Percent	Estimated One Percent		Actual Three Percent	Estimated One Percent		Actual Three Percent	Estimated One Percent
Local Revenue Collected	\$ 604,687	\$ 201,562		\$ 631,092	\$ 210,364		\$ 671,644	\$ 223,881		\$ 703,183	\$ 234,394		\$ 732,635	\$ 244,212
State Match Received - Round 1	\$ 194,681	\$ 64,500		\$ 130,323	\$ 44,176		\$ 182,155	\$ 60,716		\$ 132,291	\$ 44,071		\$ 198,888	\$ 66,279
State Match Received - Round 2	\$ 31,583			\$ 33,141			\$ 45,432			\$ 40,514			\$ 54,255	
State Match Received - Round 3	\$ 18,643			\$ 19,877			\$ 26,359			\$ 24,655			\$ 33,921	
State Match Percent	40.50%	32.00%		29.05%	21.00%		37.81%	27.12%		28.08%	18.80%		39.18%	27.14%
Interest Income	\$ 3,394			\$ 4,362			\$ 8,090			\$ 13,112			\$ 20,814	
Total Revenue Collected	\$ 802,762	\$ 266,062		\$ 765,777	\$ 254,540		\$ 861,889	\$ 284,597		\$ 848,586	\$ 278,465		\$ 952,337	\$ 310,491
Open Space	\$ 80,276	\$ 26,606		\$ 76,578	\$ 25,454		\$ 86,189	\$ 28,460		\$ 84,859	\$ 27,847		\$ 95,234	\$ 31,049
Historic Resources	\$ 80,276	\$ 26,606		\$ 76,578	\$ 25,454		\$ 86,189	\$ 28,460		\$ 84,859	\$ 27,847		\$ 95,234	\$ 31,049
Community Housing	\$ 80,276	\$ 26,606		\$ 76,578	\$ 25,454		\$ 86,189	\$ 28,460		\$ 84,859	\$ 27,847		\$ 95,234	\$ 31,049
Unallocated Reserve	\$ 561,933	\$ 186,244		\$ 536,044	\$ 178,178		\$ 603,322	\$ 199,218		\$ 594,010	\$ 194,926		\$ 666,636	\$ 217,343
<u>Surrenden Farm Debt</u>			<u>Surrenden Farm Debt</u>			<u>Surrenden Farm Debt</u>			<u>Surrenden Farm Debt</u>			<u>Surrenden Farm Debt</u>		
Open Space Reserve	\$ 80,000		Open Space Reserve	\$ 80,000		Open Space Reserve	\$ 80,000		Open Space Reserve	\$ 80,000		Open Space Reserve	\$ 70,000	
Unallocated Reserve	\$ 402,850		Unallocated Reserve	\$ 396,144		Unallocated Reserve	\$ 396,722		Unallocated Reserve	\$ 396,722		Unallocated Reserve	\$ 411,660	
Total	\$ 482,850		Total	\$ 476,144		Total	\$ 476,722		Total	\$ 476,722		Total	\$ 481,660	
Other Projects			Other Projects			Other Projects			Other Projects			Other Projects		
Accessible Trail Project			Housing Coordinator			Housing Coordinator			Housing Coordinator			Housing Coordinator		
Unallocated Reserve	\$ 24,932		Community Housing	\$ 52,500		Community Housing	\$ 43,506		Community Housing	\$ 43,593		Community Housing	\$ 48,882	
Conservation Fund			Middle School Track			Baddacook Pond Restoration			Prescott School Upgrades			Historic Volumes Storage		
Unallocated Reserve	\$ 200,000		Unallocated Reserve	\$ 160,000		Unallocated Reserve	\$ 200,000		Historic Resources	\$ 130,000		Historic Resources	\$ 5,627	
Rehab Old Meeting House			Historic Monument Restoration			Library Entrance			Unallocated Reserve	\$ 145,330		Conservation Fund		
Historic Resources	\$ 203,333		Historic Resources	\$ 38,000		Historic Resources	\$ 15,000		J.D. Poor Mural Restoration			Open Space Reserve	\$ 3,763	
Town Basketball Courts			Prescott Upgrades			Library Building			Historic Resources	\$ 18,000		Unallocated Reserve	\$ 96,237	
Unallocated Reserve	\$ 109,000		Historic Resources	\$ 100,000		Historic Resources	\$ 5,000		Baddacook Pond Restoration			Fitch's Bride Wall Repair		
ADA Study			Unallocated Reserve	\$ 65,071		First Parish - National Register			Open Space Reserve	\$ 30,000		Historic Reserve	\$ 45,000	
Unallocated Reserve	\$ 6,000					Historic Resources	\$ 7,800		Unallocated Reserve	\$ 110,000		Library Roof Restoration		
Housing Coordinator						Conservation Fund			Duck Pond Restoration			Unallocated Reserve	\$ 300,561	
Community Housing	\$ 49,509					Open Space Reserve	\$ 5,000		Open Space Reserve	\$ 7,000				
Millstone Engraving						Unallocated Reserve	\$ 20,000		Unallocated Reserve	\$ 42,000				
Historic Resources	\$ 17,000					Prescott School Restoration								
Unallocated Reserve						Unallocated Reserve	\$ 15,350							
Total Other Projects	\$ 609,774		Total Other Projects	\$ 415,571		Total Other Projects	\$ 311,656		Total Other Projects	\$ 525,923		Total Other Projects	\$ 500,070	
Total CPA Expenditures	\$ 1,092,624		Total CPA Expenditures	\$ 891,715		Total CPA Expenditures	\$ 788,378		Total CPA Expenditures	\$ 1,002,645		Total CPA Expenditures	\$ 981,730	

Balances in Funds as of 12/31/19

Open Space Reserve	\$ 16,464
Historic Resources	\$ 170,704
Community Housing	\$ 536,174
Unallocated Reserve	\$ 75,550
Total CPA Funds	\$ 798,892

CPA RESERVE ANALYSIS
USE BY FISCAL YEAR
WITHOUT SURRENDEN FARM DEBT SERVICE
AT ONE PERCENT

		FY 2015		FY 2016		FY 2017		FY 2018		FY 2019
Unallocated Reserve	\$	339,932	\$	225,071	\$	235,350	\$	297,330	\$	396,798
Historic Resources	\$	220,333	\$	138,000	\$	27,800	\$	148,000	\$	50,627
Open Space	\$	-	\$	-	\$	5,000	\$	37,000	\$	3,763
Community Housing	\$	49,509	\$	52,500	\$	43,506	\$	43,593	\$	48,882
Total	\$	609,774	\$	415,571	\$	311,656	\$	525,923	\$	500,070

Surplus/Deficit in Each Reserve
If CPA Had Been at 1%

Unallocated Reserve	\$	(153,688)	\$	(18,562)	\$	(35,853)	\$	(95,463)	\$	(179,776)
Historic Resources	\$	(193,727)	\$	(108,499)	\$	700	\$	(119,162)	\$	(19,624)
Open Space	\$	26,606	\$	29,501	\$	23,500	\$	(8,162)	\$	27,240
Community Housing	\$	(22,903)	\$	(22,999)	\$	(15,006)	\$	(14,755)	\$	(17,879)
Total	\$	(343,712)	\$	(120,559)	\$	(26,659)	\$	(237,542)	\$	(190,039)

Balances in Funds as of 12/31/19

Open Space Reserve	\$	16,464
Historic Resources	\$	170,704
Community Housing	\$	536,174
Unallocated Reserve	\$	75,550
Total CPA Funds	\$	798,892

**CPA RESERVE ANALYSIS
USE BY FISCAL YEAR
WITHOUT SURRENDEN FARM DEBT SERVICE
AT 2 PERCENT**

		FY 2015		FY 2016		FY 2017		FY 2018		FY 2019
Unallocated Reserve	\$	339,932	\$	225,071	\$	235,350	\$	297,330	\$	396,798
Historic Resources	\$	220,333	\$	138,000	\$	27,800	\$	148,000	\$	50,627
Open Space	\$	-	\$	-	\$	5,000	\$	37,000	\$	3,763
Community Housing	\$	49,509	\$	52,500	\$	43,506	\$	43,593	\$	48,882
Total	\$	609,774	\$	415,571	\$	311,656	\$	525,923	\$	500,070

**Surplus/Deficit in Each Reserve
If CPA Had Been at 1.5%**

Unallocated Reserve	\$	56,545	\$	187,947	\$	163,643	\$	106,405	\$	37,246
Historic Resources	\$	(163,693)	\$	(78,997)	\$	29,199	\$	(90,324)	\$	11,379
Open Space	\$	56,640	\$	59,003	\$	51,999	\$	20,676	\$	58,243
Community Housing	\$	7,131	\$	6,503	\$	13,493	\$	14,083	\$	13,124
Total	\$	(43,377)	\$	174,456	\$	258,334	\$	50,840	\$	119,992

Balances in Funds as of 12/31/19

Open Space Reserve	\$	16,464
Historic Resources	\$	170,704
Community Housing	\$	536,174
Unallocated Reserve	\$	75,550
Total CPA Funds	\$	798,892

**SELECT BOARD MEETING MINUTES
MONDAY, JANUARY 27, 2020
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

Mr. Degen called the meeting to order at 7:00pm and reviewed the agenda.

ANNOUNCEMENTS

Mr. Degen said that Al Wyatt passed away last week. He said that he had the pleasure of knowing Mr. Wyatt for 20 years and worked with him on Williams Barn. He said that Mr. Wyatt was quite a craftsman. He said that the Town will miss Mr. Wyatt and provided the calling hours details.

Mr. Haddad said that the CPC was holding their public hearing this evening and because of that he had rescheduled the joint meeting to discuss the future of CPA for next Monday, February 3rd.

Mr. Haddad provided the details of an upcoming Trust Fund Lecture being Sunday, February 9th from 2-4pm at the Groton Center. He said that this was being co-sponsored by the Groton Garden Club and the Nashua River Watershed,

Ms. Manugian arrived at 7:04pm.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that Mr. Cunningham had been working very hard over many years on the Squannacook River Rail Trail. Mr. Cunningham said that the project was all permitted and work had begun on it. He said that they used trails grants to fund this through DCR, along with private donations, and were applying again this year for a grant through DCR. Ms. Pine asked if Squannacook Greenways was a non-profit. Mr. Cunningham said that it was a 501(c)3. Mr. Degen said he applauded all the work Mr. Cunningham had done on this project. Mr. Degen said he whole heartedly supported this. Ms. Manugian asked if this would be used for construction and if there was enough money to complete this project. Mr. Cunningham said that it would be used for construction adding that they could apply for grants once a year and would continue to apply where it was a multi-year project. Ms. Manugian asked who would provide the upkeep. Mr. Cunningham said that the non-profit would and directed people to visit their website for information on the project.

Mr. Degen moved that the Select Board authorize the Chair to sign the letter of support for the Squannacook Greenways DCR trails grant application. Ms. Pine seconded the motion. The motion carried unanimously.

PRESENTATION ON AVAILABLE PROPERTY TAX EXEMPTIONS

Mr. Greeno said that he provided a similar presentation every fall at the Center for anyone interested. Mr. Greeno said he was going to briefly give a description of each exemption available. Mr. Greeno explained what the difference was between an abatement and an exemption.

- He said that there was a disabled veterans property tax exemption of up to \$800, which was double what was allowed by the state because of a local option the Town had adopted. Mr. Haddad said that that was voted on at town meeting every year.
- Mr. Greeno said that a surviving spouse, minor child of a deceased parent or elderly person could also apply for an exemption under 17D. He said that this exemption was \$350, that it did not have an annual income limit but limited how much you had in the bank.
- Mr. Greeno said that there was a senior exemption that had an annual income limit. He said that this exemption was for \$1000.

Mr. Haddad asked how many applications they received yearly and what amount of money that translated into. Mr. Greeno said that they received about 150 applications yearly which translated into \$25K in exemptions which was paid out of the overlay.

- Mr. Greeno said that their largest exemption was the CPA exemption. He said that there was an income limit and age restriction. Mr. Greeno said that they probably received 60 applications for these yearly.
- Mr. Greeno said that there was a n exemption for blind persons adding that the exemption was for \$1000.
- Mr. Greeno said that they had a property tax deferral which was helpful to seniors to keep them in their house. He said that a lien was placed on the home so that the Town received their property tax payment upon sale of the home at 8% simple interest. Mr. Degen said that this was for those without mortgages. Mr. Greeno said that they could have a mortgage but needed permission from the bank.

Mr. Pine asked about the surcharge being proposed by the Water Commission and if there had been discussions about this. Mr. Greeno said that he had a brief discussion about this with the Treasurer today about how to handle this adding discussions were preliminary at this point.

Ms. Manugian asked about the senior work off program. Mr. Greeno said that they took a maximum of 28 applicants adding there was no income or asset limits set. He said that they confirm what their federal tax return and bank account statements were for the individuals and if they had more than 28 applicants, they would take the neediest first. Mr. Greeno said that they received a \$700 exemption at \$12.75/hour.

Mr. Greeno welcomed anyone with questions to come into the Town Hall to the Assessor's Office to understand the exemptions and the processes.

TOWN MANAGER'S REPORT - CONT.

2. Mr. Haddad said that he amended the Committee Vacancy Policy as discussed at their last meeting and reviewed the changes. Ms. Pine suggested changing the word representative of the Board to designee of the Board to keep consistency.

Ms. Pine moved to adopt the Committee Vacancy Policy as presented with the change of representative to designee with a policy date of January 27, 2020. Mr. Degen seconded the motion. The motion carried unanimously.

3. Mr. Haddad said that it was that time of year for the annual Taste of Nashoba sponsored by the Nashoba Chamber of Commerce. He respectfully requested that the Board approve a one day all alcohol license for the event to be held on Tuesday, March 24, 2020 from 5:30 p.m. to 8:00 p.m. at Lawrence Academy.

Mr. Degen made the motion. Mr. Giger seconded the motion. The motion carried unanimously.

4. Mr. Degen moved to ratify the following election worker appointments of the Town Manager: Emily Navetta, Virginia Reinap, Michael LaTerz, and Carrie Bolton. Mr. Reilly seconded the motion. The motion carried unanimously.

5. Mr. Haddad explained that it was time to look at the 2nd quarter financial report. He said that local room occupancy tax and meals tax was coming in right where they anticipated. He said that he was very concerned about licenses and permits. He said that they were \$33K behind where they were last year. He said that the number of permits was relatively the same but the values were much less. Ms. Manugian asked if there could be a column added that showed the previous FY actuals. Ms. Dufresne said that that would change the intent of this spreadsheet but could do what the Board requested. She said that if they received the entire workbook, they would see that information in the tabs at the bottom of the page. Mr. Haddad said that he would work with Ms. Dufresne and send the Board the entire workbook instead of printing out the current quarter. Mr. Degen asked if Dunstable could be billed quarterly for dispatch services instead of annually. Ms. Dufresne said that they could do that.

Mr. Haddad said that expenditures were trending at about the same rate as last year. There was a discussion about snow and ice and if there was a separate line item.

6. Mr. Haddad reviewed the Board's goals as part of a quarterly update. Ms. Pine asked for the next 3 months of meetings to be provided to the Board as often as possible. Ms. Manugian said she wasn't sure what purpose that would serve. Mr. Haddad said he would try his best to keep the Board updated.

Mr. Degen said he wanted to see goal #4 stay adding their discussions about public safety needs had not been completed as far as he was concerned especially with Indian Hill coming on in the future.

Mr. Haddad said that the first step in discussing the future of the CPA would be next week in a joint meeting with the CPC. He said after that they could decide if it would be helpful to have someone into a meeting from the State to discuss this further.

7. Mr. Haddad recommended that the Board hold off until the next quarter to do an Executive Session minute review adding they had only had one Executive Session meeting since the last review. The Board agreed.
8. Mr. Haddad said he thought Saturday's budget meeting went very well adding that the Department Heads had done a great job. He added that he thought the Finance Committee and Select Board had some excellent questions. He said that the next meeting would be on Saturday, February 8th at 8:30am between the Finance Committee and Select Board. Mr. Haddad talked about his idea to pay the sewer debt off in one payment but that there was one more payment than he thought. He said he would continue to work on this.

ON-GOING ISSUES

A: Mr. Haddad provided the Board with a detail sheet of the final accounting for the Senior Center construction. He said that the project was \$40K under the Town Meeting appropriation. He said that they bonded \$80K less than authorized also. He said he would like to come back to them next year and ask that the remaining unspent money be used to pay down the bond premium which was a good thing for the tax payers. Mr. Degen asked if there were additional gifts. Mr. Haddad said that they collected \$100K in gifts which would be used to pay down debt in future years.

D: Mr. Haddad said that the first MS4 permit public hearing would be held on February 4th.

G: Mr. Haddad said that the Florence Roche Building Committee would be discussing a report to the MSBA tomorrow night which would include what their plans were. He said that this was an important milestone and would allow them to begin digging into their options.

H: Mr. Haddad said that the Library Roof was in punch list phase and was nearly completed.

I: Mr. Haddad said that tomorrow would be the final building construction meeting for the DPW garage. He said that the Highway Department should be able to move in at the end of the week into the old building. He said that that new building would be able to be occupied in mid-March once the generator was installed.

LIAISON REPORTS

Ms. Pine said that the non-profit council was meeting on Friday, January 31st.

MINUTES

Mr. Degen moved to accept the regular session meeting minutes of January 13, 2020 as presented. Ms. Pine seconded. The motion carried unanimously.

The meeting adjourned at 8:35pm.

Approved: _____
John Reilly, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: