

Select Board Meeting Packet

March 15, 2021

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*
Rebecca H. Pine, *Clerk*
John R. Giger, *Member*
John F. Reilly, *Member*

Town Manager
Mark W. Haddad

**SELECT BOARD MEETING
MONDAY, MARCH 15, 2021
AGENDA
VIRTUAL MEETING
BROADCAST ON ZOOM AND THE GROTON CHANNEL
PURSUANT TO GOVERNOR'S EXECUTIVE ORDER
CONCERNING THE OPEN MEETING LAW
ZOOM MEETING ID: 874 2378 2139**

- 7:00 P.M. Announcements and Review Agenda for the Public
- 7:05 P.M. Public Comment Period
- I. 7:10 P.M. Town Manager's Report
1. Select Board's Agenda Schedule
 2. Address Any Changes in Emergency Protocols – Update on Town Action – Consider Changes in Town's Infectious Disease Protocol Policy
 3. Review Any New Information from the Commonwealth
 4. Vote to Add Question to 2021 Annual Town Election Ballot to Authorize a Debt Exclusion for the Florence Roche Elementary School Project
 5. Consider Request from Cable Advisory Committee to Waive Posting Requirement for Cable Director's Position
 6. Update from Town Manager on FY 2022 Proposed Budget
 7. Update on Select Board Schedule through Town Meeting
- II. 7:15 P.M. Public Hearing – In Joint Session with the Finance Committee - Review the Articles Contained in the 2021 Spring Town Meeting Warrant

OTHER BUSINESS

ON-GOING ISSUES – For Review and Informational Purposes

- A. Water Department – Manganese Issue – PFAS Issue
- B. Polystyrene Containers
- C. Green Communities Application and Implementation
- D. Florence Roche Elementary School Feasibility Study

SELECT BOARD LIAISON REPORTS

- III. Minutes: Virtual Meeting of March 8, 2021

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: *March 15, 2021*

1. In addition to the Town Manager's Report and a review of the On-going Issues List, there is one item on the Agenda. The Select Board will be meeting in joint session with the Finance Committee to hold a Public Hearing on the various Articles contained in the Warrant for the 2021 Spring Town Meeting. Enclosed with this report is the latest draft of the Warrant that has been updated to reflect comments from Town Counsel, Bond Counsel, the Polystyrene Bylaw from the Board of Health and the final approval of projects by the Community Preservation Committee. With regard to the Town Meeting, as I told the Board last week, I held a logistics meeting with the Moderator, Town Clerk and the Chairs of the Select Board and Finance Committee. Some of the outcomes of the meeting include requesting that the Select Board change the start time of the meeting to 9:00 a.m., instead of 10:00 a.m.; order Porta-Potties for the meeting; suggest that instead of scheduling a lunch break we ask residents to consider bringing a "bag lunch" to the meeting; and, finally, expanding the Consent Agenda. The Moderator will be at the public hearing to discuss all of this in more detail with the Board
2. Now that the CDC has issued new COVID-19 Guidelines, I have worked with the Fire Chief to update our Infectious Disease Protocols Policy. Attached with this report is the amended policy. I would like to spend a few minutes reviewing the changes with the Board at Monday's meeting. I will be requesting that the Select Board adopt this amended Policy.
3. Unfortunately, at the writing of this report, I will not have a chance to include the latest Health Report as it does not come out until Thursday evening and I was out of the office on Friday. I will send the Health Report under separate cover in advance of Monday's meeting. Please note that my recommendation to reopen Town Hall continues to be once we are in "green" status for two consecutive weeks. I will have a further update for the Board at Monday's meeting.

**Select Board
Weekly Report
March 15, 2021
page two**

4. I would respectfully request that the Board vote to add the following question to the 2021 Annual Town Election Ballot as Question 1:

Shall the Town of Groton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued for the purpose of funding the design and construction of a new kindergarten through fourth grade elementary school with an approximate square footage of 109,855 square feet located at 342 Main Street in Groton, Massachusetts, inclusive of abatement and demolition of the existing school structures on said property, new parking lots, relocation and construction of the existing track, various other site improvements, and all other costs incidental and related thereto?

YES _____ NO _____

As you know, this vote is required to be on the ballot in conjunction with the Florence Roche Elementary School Construction Article on the 2021 Spring Town Meeting Warrant. This Ballot Question has been reviewed and approved by Bond Counsel. We can discuss this in more detail at Monday's meeting.

5. As you are aware, Bob Colman has informed me of his intention to resign, effective May 14, 2021. Last week, I met with the Cable Advisory Committee to discuss filling Bob's position. They have voted to recommend Ashley Doucette for the position of Program Director. They would like me to make this appointment effective on May 14, 2021. Ashley has served as Production Technician since the Fall of 2016. They are confident in her abilities, as she has done an exemplary job. In order for me to make this appointment, I would need the Select Board to waive your policy requiring all positions be advertised. When we filled the Building Commissioner's position, the Board required me to post the job internally only. I would like to follow the same process with this vacancy. We can discuss this in more detail at Monday's meeting.
6. As is our practice, I have set aside time on the Agenda to update the Board on any issues related to the Fiscal Year 2022 Proposed Operating Budget. The Finance Committee met last week to review the Budget. During that meeting, I requested that the Finance Committee restore funding for the vacant Police Officer position in the FY 2022 Budget. The Finance Committee voted unanimously to include that funding. Enclosed with this report is the latest Estimated Tax Levy Worksheet. I would like to spend a few minutes, either during this update, or during the Warrant Public Hearing on Article 4 going over the numbers with the Board. We can discuss this in more detail at Monday's meeting.

**Select Board
Weekly Report
March 15, 2021
page three**

7. Please see the update to the Select Board's Meeting Schedule through Spring Town Meeting:
- | | |
|------------------------|--|
| Monday, March 15, 2021 | -Already Posted |
| Monday, March 22, 2021 | -Follow-Up on Warrant Articles Public Hearing
-Continuation of Traffic Rules and Regs Public Hearing
-Finalize FY 2022 Proposed Operating Budget
-Forest Legacy Program
-Discuss Issuing RFP for Town Counsel Services |
| Monday, March 29, 2021 | -Regularly Scheduled Meeting (Potential No Meeting) |
| Monday, April 5, 2021 | -Regularly Scheduled Meeting |
| Monday, April 12, 2021 | -Finalize Warrant for Spring Town Meeting |
| Monday, April 19, 2021 | -No Meeting – (Patriot's Day Holiday) |
| Monday, April 26, 2021 | -Final Spring Town Meeting Prep |
| Saturday, May 1, 2021 | 2021 Spring Town Meeting |

MWH/rjb
enclosures



SELECT BOARD POLICY

Policy Category:	Human Resources
Policy Number:	HR – 2020 - 1
Latest Revision Date:	March 13 ¹⁵ , 2021 ¹⁰

POLICY NAME: Infectious Disease Protocols Policy

I. Purpose and Scope

The purpose of this policy is for the Town of Groton to be prepared to implement workplace measures to protect employees and ensure business continuity in dealing with the Coronavirus (COVID-19). The health and wellbeing of our employees and the public we serve is our utmost priority.

II. Applicability

The below protocols apply to all Town personnel, including paid part-time and full-time, temporary, seasonal, detail, call, stipend, and contract employees, and all board or committee members, both elected and appointed (hereinafter “employees”).

III. Town Protocols to Prevent Spread of COVID-19 Between and Among Town Employees

A. Sick employees should stay home.

- Boards, Committees, Department Heads and Supervisors should advise their employees to be alert to any signs or symptoms associated with COVID-19, including respiratory symptoms (coughing, sneezing, shortness of breath) and/or a temperature above 100.4 F. Anyone experiencing flu-like symptoms should notify their Department Head and stay home if they are ill or becoming ill.
- Employees who have been diagnosed with COVID-19 are prohibited from reporting to work, ~~following their diagnosis for a minimum of 14 calendar days.~~ Prior to returning to work, an employee will be required to provide a doctors’ note from their physician certifying that they are medically cleared to return to work.



SELECT BOARD POLICY

- Employees who are not exhibiting symptoms but who have had contact with a person diagnosed with COVID-19 will be required to self-quarantine themselves for 14 days ~~immediately following their becoming aware that they had contact with an individual that has been diagnosed with COVID-19 from contact with someone that has been diagnosed with COVID.~~ Self-quarantine is defined as separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic, from others who have not been so exposed, to prevent the possible spread of the communicable disease. An employee will be required to provide a satisfactory physician's note before returning to work. An employee ordered to self-quarantine by the Town will be placed on a paid administrative leave status for the quarantine period. If the employee tests positive for COVID-19, however, their status will be changed to sick leave pending their return to work.
- Employees who have received a full dosing of COVID-19 vaccine shall not be required to quarantine unless they become symptomatic.
- Employees with accrued, unused sick leave benefits will continue to receive their regular compensation during the period of their absence until sick leave benefits are exhausted, or they are cleared to return to work, whichever occurs first. Employees without accrued, unused sick leave may use accrued vacation leave and/or personal leave to receive compensation during their absence, at their discretion.

B. Sick employees who report to work will be directed to go home.

- Employees are not to come to work if they exhibit COVID-19-like symptoms. COVID-19 is highly contagious through direct person-to-person contact. Any Town employee, official, or volunteer exhibiting symptoms of COVID-19 upon arrival or becoming ill during the day shall be promptly separated from other workers and be sent home. An employee will need to check in with their Department Head to update their status and be cleared by a doctor to return to work. Please be advised that we as an employer, are aware of the provisions of the Americans with Disabilities Act and Family Medical Leave Act.

C. Travel

- The Town of Groton will not restrict personal travel, however if you plan to travel domestically or internationally, we ask that you please let your Department Head know in advance. It is not mandatory for you to disclose this information, but would assist in reducing the risk of infection and transmission.



SELECT BOARD POLICY

- If you travel to any foreign country or to a restricted state, you will be required to stay home for a minimum period of 14-10 days after you return home to ensure that you are not carrying the COVID-19 virus. ~~and to guard against transmission in the workplace. To return to work, you will be asked to provide a doctor's note clearing you to return to duty.~~ Your accrued, unused sick and vacation leave benefits will be charged during your period of quarantine.
- In Lieu of this, employees can begin quarantine and take a COVID test on day 5 after return. Once a negative test result is obtained, the employee can return to work with self-monitoring.
- Employees that have received their full dosing of a COVID vaccine shall test 3 days after return and return to work.

D. Vaccinated Employees

- For the purposes of this guidance, people are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).
- Fully vaccinated people can:
 - Visit with other fully vaccinated people indoors without wearing masks or physical distancing
 - Visit with unvaccinated people from a single household who are at low risk for severe COVID-19 disease indoors without wearing masks or physical distancing
 - Refrain from quarantine following a known exposure if asymptomatic



SELECT BOARD POLICY

DE. Health and Safety Reminders

- Employees and volunteers are encouraged to wash their hands often with antibacterial soap and water or use an alcohol-based hand cleaner, especially after coughing or sneezing.;
- Avoid close contact with people who appear unwell and have a fever and/or cough;
- Cover your mouth and nose with a tissue;
- Avoid touching your eyes, nose, and mouth; and
- Stay home if you are sick.
- Maintain 6 feet separation distance from others
- Do not shake hands

EF. Clean surfaces and items that are more likely to have frequent hand contact.

- Employees and volunteers are encouraged to frequently clean all commonly touched surfaces in the workplace, such as workstations, countertops, and doorknobs with disinfectant.

FG. Working From Home

- The Town of Groton may consider temporary work arrangements and flexible schedules. This will be determined by the Town Manager and the Department Head on a ~~case by case~~ case-by-case basis. If it is determined that an employee is allowed to work from home, they will not have to use any sick or vacation time, unless they are unable to fulfill their hours.

G. ~~Departments should prepare for increased numbers of employee absences due to illness in employees and their family members, and plan ways for essential functions to continue.~~

~~Boards, Committees, Department Heads and Supervisors should develop and implement plans~~



SELECT BOARD POLICY

~~to continue essential functions in the event of higher than usual absenteeism. Elevated absentee rates can be due to sick workers, those who need to stay home and care for others, or from workers with conditions that make them at higher risk for complications from COVID-19.~~

~~Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.~~

HH. Leave of Absence and Benefits

- Employees out on leave will follow the same guidelines they use when they are out sick. An employee may request Family Medical Leave due to their absence resulting from COVID-19 and they may request benefits from an employee sick bank, if applicable. Requests will follow the Town's policy and collective bargaining agreements. An employee's seniority and/or benefits will not be negatively affected due to an absence resulting from COVID-19.

IIII. Resources

We recognize these are very stressful times. The Employee Assistance Program (EAP) is available for you to get help to deal with any concerns regarding your health and well-being. This is free of charge and a confidential program for you and your family. Below are the links that are available:

Employee Assistance Program:

<https://www.emiia.org/well-aware/4/view-service-program>

Mass.gov

<https://www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19>

Centers for Disease Control and Prevention

www.cdc.gov/coronavirus/2019-ncov/about/index.html

FISCAL YEAR 2022 LEVY LIMIT CALCULATION

Revised: 3/10/2021

I. TO CALCULATE THE FY 2021 LEVY LIMIT

A.	FY 2020 LEVY LIMIT	\$	31,932,418	
A1.	ADD AMENDED FY 2020 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	798,310	
C.	ADD FY 2021 NEW GROWTH	\$	254,642	
D.	ADD FY 2021 OVERRIDE	\$	-	
E.	FY 2021 SUBTOTAL	\$	32,985,370	\$ 32,985,370
F.	FY 2021 LEVY CEILING	\$	49,501,872	FY 2021 LEVY LIMIT

II. TO CALCULATE THE FY 2022 LEVY LIMIT

A.	FY 2021 LEVY LIMIT	\$	32,985,370	
A1.	ADD AMENDED FY 2021 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	824,634	
C.	ADD FY 2022 NEW GROWTH	\$	264,000	
D.	ADD FY 2022 OVERRIDE			
E.	FY 2022 SUBTOTAL	\$	34,074,005	\$ 34,074,005
F.	FY 2022 LEVY CEILING	\$	49,501,872	FY 2022 LEVY LIMIT

Revised: 3/10/2021

TOWN OF GROTON, MASSACHUSETTS FY 2022 TOTAL TAX LEVY CALCULATION

FY 2022 LEVY LIMIT	\$	34,074,005
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	1,541,752
FY 2022 EXCLUDED BOND REDUCTION	\$	(1,875)
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	485,426
SUB-TOTAL - EXCLUSIONS	\$	2,025,303
TOTAL TAX LEVY	\$	36,099,308

Revised: 3/10/2021

**TOWN OF GROTON
FISCAL YEAR 2022
REVENUE ESTIMATES**

	BUDGETED FY 2021	ESTIMATED FY 2022	CHANGE	
PROPERTY TAX REVENUE	\$ 32,985,370	\$ 34,074,005	\$ 1,088,634	
DEBT EXCLUSIONS	\$ 2,070,421	\$ 2,025,303	\$ (45,118)	
CHERRY SHEET - STATE AID	\$ 950,546	\$ 1,002,840	\$ 52,294	Increased by \$102,840 to reflect Governor's Budget
UNEXPENDED TAX CAPACITY	\$ 280,997	\$ -	\$ (280,997)	
LOCAL RECEIPTS:				
General Revenue:				
Motor Vehicle Excise Taxes	\$ 1,555,341	\$ 1,665,312	\$ 109,971	
Meals Tax and Room Occupancy Tax	\$ 150,000	\$ 250,000	\$ 100,000	
Penalties & Interest on Taxes	\$ 110,000	\$ 120,000	\$ 10,000	
Payments in Lieu of Taxes	\$ 265,000	\$ 265,000	\$ -	
Other Charges for Services	\$ 82,000	\$ 82,000	\$ -	
Fees	\$ 300,000	\$ 340,000	\$ 40,000	
Rentals	\$ 40,000	\$ 28,000	\$ (12,000)	
Library Revenues	\$ 12,000	\$ 5,000	\$ (7,000)	
Other Departmental Revenue	\$ 725,000	\$ 775,000	\$ 50,000	
Licenses and Permits	\$ 300,000	\$ 300,000	\$ -	
Fines and Forfeits	\$ 20,000	\$ 20,000	\$ -	
Investment Income	\$ 40,000	\$ 40,000	\$ -	
Recreation Revenues	\$ 491,939	\$ 600,000	\$ 108,061	
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -	
Sub-total - General Revenue	\$ 4,091,280	\$ 4,490,312	\$ 399,032	Original Number was \$652,952. This revised number includes Union Agreements (\$98,611) and no longer needing Free Cash to support the GDRSD Capital Budget
Other Revenue:				
Free Cash	\$ 297,090	\$ 467,679	\$ 170,589	
Capital Stabilization Fund for GDRSD	\$ 265,172	\$ 217,298	\$ (47,874)	
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -	
Capital Asset Stabilization Fund	\$ 125,100	\$ 475,000	\$ 349,900	Reduced by \$17,896 to reflect revised GDRSD Capital Request.
EMS/Conservation Fund Receipts Reserve	\$ 625,000	\$ 300,000	\$ (325,000)	
Community Preservation Funds	\$ -	\$ -	\$ -	
Water Department Surplus	\$ -	\$ -	\$ -	
Sewer Department Surplus	\$ -	\$ -	\$ -	
Insurance Reimbursements	\$ -	\$ -	\$ -	
Encumbrances	\$ -	\$ -	\$ -	
Sub-total - Other Revenue	\$ 1,312,362	\$ 1,459,977	\$ 147,615	Increased by \$4,995 to reflect Union Agreements
WATER DEPARTMENT ENTERPRISE	\$ 1,388,916	\$ 1,404,564	\$ 15,648	Increased by \$1,418 to reflect Union Agreements
SEWER DEPARTMENT ENTERPRISE	\$ 763,301	\$ 798,747	\$ 35,446	Increased by \$2,260 to reflect Union Agreements
LOCAL ACCESS CABLE ENTERPRISE	\$ 214,804	\$ 215,905	\$ 1,101	Increased by \$1,031 to reflect Union Agreement
FOUR CORNER SEWER ENTERPRISE	\$ 32,805	\$ 68,769	\$ 35,964	
STORMWATER UTILITY ENTERPRISE	\$ 188,800	\$ 209,753	\$ 20,953	
TOTAL ESTIMATED REVENUE	\$ 44,090,804	\$ 45,750,175	\$ 1,659,372	

Was in the FY 2022 Estimated Column. Should have been in FY 2021 Budgeted Column

Increased by \$102,840 to reflect Governor's Budget

Original Number was \$652,952. This revised number includes Union Agreements (\$98,611) and no longer needing Free Cash to support the GDRSD Capital Budget

Reduced by \$17,896 to reflect revised GDRSD Capital Request.

Increased by \$4,995 to reflect Union Agreements

Increased by \$1,418 to reflect Union Agreements

Increased by \$2,260 to reflect Union Agreements

Increased by \$1,031 to reflect Union Agreement

**TOWN OF GROTON
FISCAL YEAR 2022
TAX LEVY CALCULATIONS**

FY 2022 PROPOSED EXPENDITURES

TOWN MANAGER - Proposed Budget

General Government	\$ 2,153,410
Land Use Departments	\$ 452,856
Protection of Persons and Property	\$ 4,362,268
Regional School Districts	\$ 25,047,906
Department of Public Works	\$ 2,202,359
Library and Citizen Services	\$ 1,660,560
Debt Service	\$ 1,880,887
Employee Benefits	\$ 4,516,593

Sub-Total - Operating Budget

- A. TOTAL DEPARTMENTAL BUDGET REQUESTS
- B. CAPITAL BUDGET REQUESTS
- C. ENTERPRISE FUND REQUESTS
- 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	\$ 21,691
6. Revenue deficits	\$ -
7. Offset Receipts	\$ -
8. Authorized deferral of Teachers' Pay	\$ -
9. Snow and Ice deficit	\$ 100,000
10. Other	\$ -

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

TOTAL PROPOSED EXPENDITURES

Revised: 3/10/2021

Reduced by \$281,279 to reflect final Nashoba Tech Budget (-\$20,799); Anticipated Increase in GDRSD Operating (\$41,300); Anticipated Reduction in GDRSD Capital (-\$301,780)

Increased by \$52,489 to reflect Union Agreements and increase in Insurance

Increased by \$5,167 to reflect Union Agreements

Increased by \$122,095 to reflect Union Agreements and restoration of Patrol Officer Position

Increased by \$23,964 to reflect Union Agreements

Increased by \$13,569 to reflect Union Agreements

Reduced by \$44,724 to reflect actual Health Insurance Premiums and restoration of Patrol Officer Position

Reduced by \$108,719 to reflect above listed changes

Increased by \$218,426 to reflect addition of Stormwater Budget and Union Agreements

\$ 42,276,839

\$ 42,276,839

\$ 625,000

\$ 2,426,591

Increased by \$3,164 to reflect Governor's Budget

\$ 121,691

\$ 97,077

\$ 200,000

\$ 45,747,197

Increased by \$2,248 to reflect Governor's Budget

Increased by \$115,118 to reflect above listed changes

FY 2022 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY			
Levy Limit	\$	34,074,005	
Debt Exclusion	\$	2,025,303	
A. ESTIMATED TAX LEVY		\$	36,099,308
B. CHERRY SHEET ESTIMATED RECEIPTS		\$	1,002,840
C. LOCAL RECEIPTS NOT ALLOCATED		\$	4,490,312
D. OFFSET RECEIPTS		\$	-
E. ENTERPRISE FUNDS		\$	2,697,739
F. COMMUNITY PRESERVATION FUNDS		\$	-
G. FREE CASH		\$	467,679
OTHER AVAILABLE FUNDS			
1. Stabilization Fund			
2. Capital Asset Fund	\$	475,000	
3. GDRSD Capital Asset Fund	\$	217,298	
4. EMS/Conservation Fund	\$	300,000	
H. OTHER AVAILABLE FUNDS		\$	992,298
TOTAL ESTIMATED RECEIPTS		\$	45,750,175
FY 2022 SURPLUS/(DEFICIT)		\$	2,978

See comment on Estimated Receipts Page

See comment above on Enterprise Funds Adjustments

See comment on Estimated Receipts Page

See comment on Estimated Receipts Page

Increased by \$118,097

Surplus of \$2,978 from Original Budget that was right at the Levy Limit

Revised: 3/10/2021

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

FISCAL YEAR 2022

I. TAX RATE SUMMARY

la. Total amount to be raised (from IIe)	\$	45,747,197.45
lb. Total estimated receipts and other revenue sources (from IIIe)	\$	9,650,867.70
lc. Tax levy (Ia minus Ib)	\$	36,096,329.76
ld. Distribution of Tax Rates and Levies		

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	94.3688%	\$ 34,063,659.34	\$ 1,882,727,460.00	\$ 18.09	\$ 34,063,659.34
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.7629%	\$ 1,358,269.56	\$ 75,072,715.00	\$ 18.09	\$ 1,358,269.56
NET OF EXEMPT					\$ -
INDUSTRIAL	0.7170%	\$ 258,798.26	\$ 14,304,000.00	\$ 18.09	\$ 258,798.26
SUBTOTAL	98.8486%		\$ 1,972,104,175.00		\$ 35,680,727.15
PERSONAL	1.1514%	\$ 415,602.61	\$ 22,970,710.00	\$ 18.09	\$ 415,602.61
TOTAL	100.0000%		\$ 1,995,074,885.00		\$ 36,096,329.76

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2022

II. AMOUNTS TO BE RAISED

II a. Appropriations		\$	45,328,429
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	\$	21,691	
6. Revenue deficits	\$	-	
7. Offset receipts deficits	\$	-	
8. Authorized Deferral of Teachers' Pay	\$	-	
9. Snow and Ice deficit	\$	100,000	
10. Other			
TOTAL II b.		\$	121,691
II c. State and County Cherry Sheet Charges		\$	97,077
II d. Allowance for Abatements and Exemptions (overlay)		\$	200,000
II e. TOTAL AMOUNT TO BE RAISED		\$	45,747,197

III. Estimated Receipts and Other Revenue Sources

III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	1,002,840	
2. Massachusetts School Building Authority Payments	\$	-	
TOTAL III a.		\$	1,002,840

III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	4,490,312	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	2,697,739	
4. Community Preservation Funds	\$	-	
TOTAL III b.		\$	7,188,051

III c. Revenue Sources Appropriated for Particular Purposes

1. Free Cash	\$	467,679	
2. Other Available Funds	\$	992,298	
TOTAL III c.		\$	1,459,977

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

1a. Free Cash...appropriated on or before June 30, 2020			
1b. Free Cash...appropriated on or after July 1, 2020			
2. Municipal Light Source			
3. Teachers' Pay Deferral			
4. Other Source:			
TOTAL III d.		\$	-

III e. Total Estimated Receipts and Other Revenue Sources

IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

a. Total Amount to be Raised		\$	45,747,197
b. Total Estimated Receipts and Other Revenue Sources	\$	9,650,868	
c. Total Real and Personal Property Tax Levy	\$	36,096,330	
d. Total Receipts from All Sources		\$	45,747,197

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2022

LOCAL RECEIPTS NOT ALLOCATED

		BUDGETED RECEIPTS FY 2021	ESTIMATED RECEIPTS FY 2022
1	MOTOR VEHICLE EXCISE	\$ 1,555,341	\$ 1,665,312
2	OTHER EXCISE	\$ 150,000	\$ 250,000
3	PENALTIES AND INTEREST ON TAXES	\$ 110,000	\$ 120,000
4	PAYMENTS IN LIEU OF TAXES	\$ 265,000	\$ 265,000
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	\$ 82,000	\$ 82,000
10	FEES	\$ 300,000	\$ 340,000
11	RENTAL	\$ 40,000	\$ 28,000
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ 12,000	\$ 5,000
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 491,939	\$ 600,000
16	OTHER DEPARTMENTAL REVENUE	\$ 725,000	\$ 775,000
17	LICENSES AND PERMITS	\$ 300,000	\$ 300,000
18	SPECIAL ASSESSMENTS	\$ -	\$ -
19	FINES AND FORFEITS	\$ 20,000	\$ 20,000
20	INVESTMENT INCOME	\$ 40,000	\$ 40,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ -	\$ -
	TOTAL	\$ 4,091,280	\$ 4,490,312

Revised: 3/10/2021

Operating Budget Comparison - Fiscal Year 2021 Vs. Fiscal Year 2022

<u>Category</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$ 2,197,833	\$ 2,153,410	\$ (44,423)	-2.02%
Land Use	\$ 448,055	\$ 452,856	\$ 4,801	1.07%
Protection of Persons and Property	\$ 4,395,632	\$ 4,362,268	\$ (33,364)	-0.76%
Department of Public Works	\$ 2,294,853	\$ 2,202,359	\$ (92,494)	-4.03%
Library and Citizen Services	\$ 1,695,650	\$ 1,660,560	\$ (35,090)	-2.07%
Sub-Total - Wages and Expenses	\$ 11,032,023	\$ 10,831,453	\$ (200,570)	-1.82%
Debt Service	\$ 1,819,826	\$ 1,880,887	\$ 61,061	3.36%
Employee Benefits	\$ 4,143,463	\$ 4,516,593	\$ 373,130	9.01%
Sub-Total - All Municipal	\$ 16,995,312	\$ 17,228,933	\$ 233,621	1.37%
Nashoba Tech	\$ 688,273	\$ 807,474	\$ 119,201	17.32%
Groton-Dunstable Operating	\$ 22,020,595	\$ 23,481,350	\$ 1,460,755	6.63%
Groton-Dunstable Excluded Debt	\$ 648,497	\$ 485,426	\$ (163,071)	-25.15%
Groton-Dunstable Debt	\$ 58,147	\$ 56,358	\$ (1,789)	-3.08%
Groton Dunstable Capital	\$ 265,172	\$ 217,298	\$ (47,874)	-18.05%
Sub-Total - Education	\$ 23,680,684	\$ 25,047,906	\$ 1,367,222	5.77%
Grand Total - Town Budget	\$ 40,675,996	\$ 42,276,839	\$ 1,600,843	3.94%

Revised: 3/10/2021

Operating Budget Comparison - Fiscal Year 2021 Vs. Fiscal Year 2022

<u>Category</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$ 2,197,833	\$ 2,153,410	\$ (44,423)	-2.02%
Land Use	\$ 448,055	\$ 452,856	\$ 4,801	1.07%
Protection of Persons and Property	\$ 4,395,632	\$ 4,362,268	\$ (33,364)	-0.76%
Department of Public Works	\$ 2,294,853	\$ 2,202,359	\$ (92,494)	-4.03%
Library and Citizen Services	\$ 1,695,650	\$ 1,660,560	\$ (35,090)	-2.07%
Employee Benefits	\$ 4,143,463	\$ 4,516,593	\$ 373,130	9.01%
Sub-Total	\$ 15,175,486	\$ 15,348,046	\$ 172,560	1.14%
Debt Service - Excluded	\$ 1,473,787	\$ 1,541,752	\$ 67,965	4.61%
Debt Service - In Levy Only	\$ 346,039	\$ 339,135	\$ (6,904)	-2.00%
Sub-Total - All Municipal	\$ 16,995,312	\$ 17,228,933	\$ 233,621	1.37%
Nashoba Tech	\$ 688,273	\$ 807,474	\$ 119,201	17.32%
Groton-Dunstable Operating	\$ 22,020,595	\$ 23,481,350	\$ 1,460,755	6.63%
Groton-Dunstable Excluded Debt	\$ 648,497	\$ 485,426	\$ (163,071)	-25.15%
Groton-Dunstable Debt	\$ 58,147	\$ 56,358	\$ (1,789)	-3.08%
Groton Dunstable Capital	\$ 265,172	\$ 217,298	\$ (47,874)	-18.05%
.
Sub-Total - Education	\$ 23,680,684	\$ 25,047,906	\$ 1,367,222	5.77%
Grand Total - Town Budget	\$ 40,675,996	\$ 42,276,839	\$ 1,600,843	3.94%

Revised: 3/10/2021

Operating Budget Comparison - Fiscal Year 2021 Vs. Fiscal Year 2022

<u>Category</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
Municipal Wages	\$ 8,092,093	\$ 7,972,784	\$ (119,309)	-1.47%
Employee Benefits	\$ 4,143,463	\$ 4,516,593	\$ 373,130	9.01%
Sub-Total - Wages and Benefits	\$ 12,235,556	\$ 12,489,377	\$ 253,821	2.07%
Municipal Expenses	\$ 2,939,930	\$ 2,858,669	\$ (81,261)	-2.76%
Sub-Total -	\$ 15,175,486	\$ 15,348,046	\$ 172,560	1.14%
Debt Service - In-Levy Only	\$ 346,039	\$ 339,135	\$ (6,904)	-2.00%
Total - All Municipal	\$ 15,521,525	\$ 15,687,181	\$ 165,656	1.07%
Nashoba Tech	\$ 688,273	\$ 807,474	\$ 119,201	17.32%
Groton-Dunstable Operating	\$ 22,020,595	\$ 23,481,350	\$ 1,460,755	6.63%
Groton-Dunstable Debt	\$ 58,147	\$ 56,358	\$ (1,789)	-3.08%
.				
Sub-Total - Education	\$ 22,767,015	\$ 24,345,182	\$ 1,578,167	6.93%
Grand Total - Town Budget	\$ 38,288,540	\$ 40,032,363	\$ 1,743,823	4.55%

**LEGAL NOTICE
TOWN OF GROTON
PUBLIC HEARING**

The Select Board has scheduled a joint public hearing with the Finance Committee for Monday, March 15, 2021, at 7:15 P.M., virtually, via Zoom (link to meeting can be found on the final posted agenda located at www.grotonma.gov, at least 48 hours before the meeting). The purpose of this hearing will be to discuss the articles contained in the May 1, 2021 Spring Town Meeting Warrant.

All interested parties are encouraged to attend.

SELECT BOARD

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

Groton Herald
March 5, 2021
March 12, 2021

Warrant, Summary, and Recommendations

TOWN OF GROTON



2021 SPRING TOWN MEETING

**Groton-Dunstable Middle School Track
342 Main Street, Groton, Massachusetts 01450**

Beginning Saturday, May 1, 2021 @ 10:00 AM

Attention – Voters and Taxpayers

Please bring this Report to Town Meeting

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

Pandemic Safety Procedures for Town Meeting

Due to the pandemic, the Spring Town Meeting will be held outdoors on the field behind the Florence Roche Elementary School. Voters and non-voters attending the meeting are asked to follow these procedures:

- Attendees should wear masks, even while speaking, and observe social distancing whenever possible.
- Keep at least 6-feet of distance from others while in the voter check-in line.
- Voters should arrive early, check-in, receive a voter card, and proceed directly to a seat.
- A cart will be available for anyone who needs assistance moving from the parking lot to the field.
- Single and household-pair seating will be six or more feet apart and should not be moved. Attendees may bring their own chairs.
- Children may accompany parents who are asked to bring a seat for the child. Families with two or more children are asked to provide their own chairs.
- Voters will speak from their seats when called on by the moderator. Wireless microphones will be brought by an usher and sanitized between uses.
- Voting will be by raised voter card and not by voice.
- Anyone unable to wear a mask may sit in a reserved section with a dedicated microphone.
- At the end of the meeting, voters are asked to observe social distancing while exiting the field.

Rain Date: In the event of inclement weather, the Town Meeting will be held the following day, May 2nd at 1 p.m. in the same location. If the Town Moderator postpones the meeting, notice will be made on the town website, posted in three public places, and through news and social media.

Please direct questions regarding the meeting procedures to Jason Kauppi, Town Moderator, at moderator@grotonma.gov or call 978-391-4506.



Town Meeting Access for Voters with Disabilities

Parking – Universally accessible parking spaces are available in the parking lot in front of the Groton Dunstable Middle School South.

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

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

Restrooms – Accessible restrooms are available in the Middle School South adjacent to the Middle School Track.

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

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

**SPRING TOWN MEETING WARRANT
MAY 1, 2021**

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

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn said inhabitants of the Town of Groton qualified to vote on Town affairs to assemble in the Groton-Dunstable Middle School Track in said Town on Saturday, the first day of May, 2021 at Ten O'clock in the morning, to consider all business other than the election of Town Officers and on the twenty-fifth day of May, 2021, between the hours of 7:00 A.M. and 8:00 P.M., at an adjourned session thereof to give their ballots for:

Vote for One	Board of Assessors	3 Years
Vote for One	Board of Health	3 Years
Vote for One	Select Board	3 Years
Vote for One	Commissioner of Trust Funds	3 Years
Vote for Two	Groton-Dunstable Regional School Committee	3 Years
Vote for One	Groton Electric Light Commission	3 Years
Vote for One	Park Commission	3 Years
Vote for One	Park Commission	2 Years
Vote for Three	Planning Board	3 Years
Vote for One	Town Clerk	3 Years
Vote for One	Town Moderator	3 Years
Vote for One	Sewer Commission	3 Years
Vote for Two	Trustees of the Groton Public Library	3 Years
Vote for One	Trustees of the Groton Pubic Library	2 Years
Vote for One	Water Commission	3 Years
Vote for One	Groton Housing Authority	3 Years

QUESTION 1:

Shall the Town of Groton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued for the purpose of funding the design and construction of a new kindergarten through fourth grade elementary school with an approximate square footage of 109,855 square feet located at 342 Main Street in Groton, Massachusetts, inclusive of abatement and demolition of the existing school structures on said property, new parking lots, relocation and construction of the existing track, various other site improvements, and all other costs incidental and related thereto?

YES _____ NO _____

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ARTICLE 1: HEAR REPORTS

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

SELECT BOARD

Select Board:
Finance Committee:

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

ARTICLE 2: ELECTED OFFICIALS' COMPENSATION

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

SELECT BOARD

Select Board:
Finance Committee:

Summary: *To provide compensation for elected officials as proposed by the Town Manager. The Town Clerk is proposed to receive a salary of \$90,853 in FY 2022 and the Moderator is proposed to receive a salary of \$65 in FY 2022.*

ARTICLE 3: WAGE AND CLASSIFICATION SCHEDULE

To see if the Town will vote to amend and adopt for Fiscal Year 2022 the Town of Groton Wage and Classification schedule as shown in Appendix B of this Warrant, or to take any other action relative thereto.

SELECT BOARD
TOWN MANAGER

Select Board:
Finance Committee:

Summary: *The purpose of this Article is to set the wage and classification schedule for the three (3) employees covered by the Personnel Bylaw. Under the policy of the Select Board, these employees receive the same benefits as contained in the Town Supervisors' Union Contract. These employees will not receive a cost-of-living adjustment in Fiscal Year 2022.*

ARTICLE 4: FISCAL YEAR 2022 ANNUAL OPERATING BUDGET

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum or sums of money as may be necessary to defray the expenses of the Town for the next Fiscal Year (2022), and act upon the budget of the Finance Committee, or to take any other action relative thereto.

**FINANCE COMMITTEE
SELECT BOARD
TOWN MANAGER**

**Select Board:
Finance Committee:**

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

ARTICLE 5: APPROPRIATE FY 2022 CONTRIBUTION TO THE OPEB TRUST

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

**SELECT BOARD
TOWN MANAGER**

**Select Board:
Finance Committee:**

Summary: *The purpose of this article is to fund the Town's OPEB Liability. The Select Board and Finance Committee have adopted a funding policy for this purpose. One of the funding goals is to commit to an annual appropriation to the Trust that would keep the Net Present Value Liability from growing until such time as the Town can begin to pay down the liability. In Fiscal Year 2022, the anticipated amount necessary for this purpose is estimated to be \$177,094. This Article will seek an appropriation of \$177,094 from Free Cash to add to the OPEB Liability Trust Fund.*

Summary: *The sitework expenses associated with the Florence Roche Elementary School Project campus track relocation are not eligible for reimbursement through the Massachusetts School Building Authority (MSBA). Approval of this Article will authorize the track relocation expenses to be paid for with Community Preservation Funds. These funds include an annual state match to local dollars; construction costs for residents will be reduced by over half a million dollars. Relocation of the track will only occur if the Florence Roche Elementary School Project is approved at Town Meeting and at the Ballot.*

ARTICLE 8: FLORENCE ROCHE ELEMENTARY SCHOOL CONSTRUCTION

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of Florence Roche Elementary School Building Committee, for the design and construction of a new kindergarten through fourth grade elementary school, known as the Florence Roche Elementary School, with an approximate square footage of 109,855 square feet located at 342 Main Street in Groton, Massachusetts, inclusive of abatement and demolition of the existing school structures on said property, new parking lots, relocation and construction of the existing track, various other site improvements, and all other costs incidental and related thereto, which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"). The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town. Any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-three and thirty-nine hundredths percent (53.39%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; or to take any other action relative thereto.

FLORENCE ROCHE SCHOOL BUILDING COMMITTEE

**Select Board:
Finance Committee:**

Summary: *An extensive Feasibility Study of K-4 education of Groton students has determined that the most cost effective and educationally beneficially solution is to rebuild the Florence Roche Elementary School on the current parcel. The relocation of the Middle School Track is an incidental cost to the Florence Roche Elementary School Building Project. As outlined in the GDRSD Regional Agreement, capital expenses are assessed to each member town based on the five-year rolling enrollment average per building. Because no Dunstable students have attended Florence Roche in recent years the cost of the Florence Roche Elementary School construction is the sole responsibility of the Town of Groton. Approval of this Article allows for short-term borrowing of funds for construction. The Massachusetts School Building Authority (MSBA) reimbursements will be made during the construction phase. Approval of this Article allows for long term consolidation of borrowed funds once construction has been completed; which is estimated to be in 2025. As stated in the Article, a Debt Exclusion of Proposition 2½ at the Annual Town Election will also be required.*

ARTICLE 9: ENGINEERING FUNDS – WHITNEY POND TREATMENT FACILITY

To see if the Town will vote to appropriate a sum or sums of money, to be expended under the direction of the Board of Water Commissioners, to pay costs of engineering design services and owners project manager services related to improving the Whitney Pond Water Treatment Facility, commencing in fiscal year 2021, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

Select Board:
Finance Committee:
Water Commissioners:

Summary: *This article allows the Board of Water Commissioners to expend the sum of \$____,____, to be raised through water rates, for the Design Engineering Services and the Owners Project Manager services related to the new Manganese Treatment Facility at the Whitney Pond Well Site.*

ARTICLE 10: ENGINEERING FUNDS – WHITNEY POND WELL #3

To see if the Town will vote to appropriate a sum or sums of money, to be expended under the direction of the Board of Water Commissioners, to pay costs of engineering design services and owners project manager services related to developing the new Whitney Pond Well #3, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

Select Board:
Finance Committee:
Water Commissioners:

Summary: *This article allows the Board of Water Commissioners to expend funds, to be raised through water rates, for the Design Engineering Services and the Owners Project Manager services related to the new source well at the Whitney Pond Well Field (Whitney Pond Well #3).*

ARTICLE 11: PURCHASE CONSERVATION RESTRICTION

To see if the Town will vote to Authorize the Select Board, on behalf of the Board of Water Commissioners, to acquire by purchase, gift or eminent domain, a Conservation Restriction on a parcel of land identified as Map 128 Lot 3-0 for purposes of the Water Commissioners controlling and/or owning the Zone I as identified under 310 CMR 22.00, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

- Select Board:**
- Finance Committee:**
- Board of Water Commissioners:**

Summary: *This article is for the purchase of a Conservation Restriction of approximately XXX (X) acre of land associated with proposed future Whitney Pond Well #3. This Department of Environmental Protection requirement is needed in order to secure the entire 400' radius around municipal drinking water well head known as the Zone I as identified under 310 CMR 22.00.*

ARTICLE 12: EXTEND GROTON CENTER SEWER DISTRICT

To see if the Town will vote to extend the "Groton Center Sewer District" as established by the vote of the Special Town Meeting of February 6, 1989, under Article 7, and as shown most recently on the plan approved under Article 14 of the Annual Town Meeting of April 25, 2005, to include the property shown on Assessors' Map 109, Lot 43-0 (108 Pleasant Street) but only for the exclusive use of 108 Pleasant Street, and its successors or assigns, and provided that all costs of designing, laying, and construction of the extension and any associated connection and the cost of additional capacity and the property owner's proportionate share of the general benefit facilities, and all other costs associated therewith, are paid by the owner of the property benefited thereby, whether by the assessment of betterments or otherwise, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

- Select Board:**
- Finance Committee:**
- Sewer Commissioners:**

Summary: *This article requests authorization from the Town Meeting to expand the Center Sewer District to include 108 Pleasant Street, Groton.*

ARTICLE 13: COMMUNITY PRESERVATION FUNDING ACCOUNTS

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

CPC Operating Expenses:	\$ 20,500
Open Space Reserve:	\$ 78,490
Historic Resource Reserve:	\$ 78,490
Community Housing Reserve:	\$ 78,490
Unallocated Reserve:	\$528,930

or to take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

Select Board:

Finance Committee:

Community Preservation Committee:

Summary: *This is an accounting procedure that is necessary to ensure the Community Preservation Committee will have access to the funds raised during Fiscal Year 2022. Except for the CPC Operating Expenses, none of these funds will be spent without additional approval at Town Meeting.*

ARTICLE 14: COMMUNITY PRESERVATION FUNDING RECOMMENDATIONS

To see if the Town will vote to adopt and approve the recommendations of the Community Preservation Committee for Fiscal Year 2022, and vote to implement such recommendations by appropriating a sum or sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, and by authorizing the Select Board, with the approval of the Community Preservation Committee, to acquire, by purchase, gift or eminent domain, such real property interests in the name of the Town, or enforceable by the Town, including real property interests in the form of permanent affordable housing restrictions and historical preservation restrictions that will meet the requirements of Chapter 184 of the General Laws, as may be necessary or proper to carry out the foregoing, or to take any other action relative thereto.

CPC Proposal A: Maintenance and Mausoleum Restoration \$65,000

Summary: *The Groton Cemetery Association is requesting \$65,000 in CPA funds to repair and restore both the Maintenance Building and the Mausoleum located at the Groton Cemetery. The full amount to be paid from the Historic Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal B: Field and Recreation Feasibility Study \$20,000

Summary: *The Park Commission is requesting \$120,000 in CPA funds to carry out a Feasibility Study that would include Cow Pond Fields, Voitowicz Field, and Cutler Memorial Field, to determine that they are providing maximum and safe playing surfaces on their acreage while correcting the issue of parking and travel on their properties. The full amount to be paid from the Unallocated Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal C: Non-Point Sources of Pollution \$40,000

Summary: *As part of the continuation of the Lost Lake/Knops Pond Long-Term Lake Management Plan, the Great Pond Advisory Committee and the Groton Lakes Association is seeking \$43,000 in CPA funds to complete a major component of this plan namely the dataset identifying the non-point sources of pollution entering Lost Lake and the development of a mitigation plan to correct these problems. The full amount to be paid from the Unallocated Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal D: Site Assessment Study \$150,000

Summary: *The Affordable Housing Trust (AHT) is exploring possible locations for the development of affordable housing. As part of this process, the AHT is seeking \$150,000 in CPA funds to pay for investigatory pre-development and engineering work and/or expert advice in order to assess the costs and feasibility of any potential site for development. Funds may also be used to prepare grant applications to support the creation of affordable housing. Either town-owned or privately-owned parcels may be considered and evaluated. The full amount to be paid from the Community Housing Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal E: Squannacook River Rail Trail \$30,000

Summary: *Squannacook Greenways is requesting \$30,000 in CPA funds for construction of the Squannacook River Rail Trail (SRRT) from the Bertozzi Wildlife Management Area to the northern Crosswinds Drive crossing for a total distance of .65 miles. The construction of the entire SRRT is being conducted in phases due to environmental requirements which limit construction activity to a period of between November 15th and March 15th. Squannacook Greenways is also relying on DCR Trails grants to underwrite a large portion of construction costs and has been the successful recipient in the last two rounds of grant cycles. Squannacook Greenways will be applying for a DCR MassTrails grant for FY 2022 and will be relying on CPA funds as the local match requirement. If successful, it is their intention to commence construction in November, 2022. The amount of \$2,000 to be paid from the Open Space Reserve and the amount of \$28,000 to be paid from the Unallocated Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal F: Duck Pond Restoration, Phase 2 \$19,800

Summary: *The Great Pond Advisory Committee is requesting \$20,000 in CPA funds to help with the continuation of the restoration and preservation work completed during Phase 1 of the previously approved Duck Pond Restoration project. Phase 2 of this project that is currently being proposed will provide three years of funds for electricity to operate the Compressor (8 months / year), three water quality tests per year, periodic muck-depth measurements ("polling"), and a written final report. The full amount to be paid from the Unallocated Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal G: Housing Coordinator \$51,617

Summary: *This application is requesting \$51,617 in CPA funding from the Community Housing category to fund the wages and benefits of the Housing Coordinator position (25-hours/week). The full amount to be paid from the Community Housing Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal H: Groton Dunstable Field Restoration Plan \$230,232

Summary: *The Groton Dunstable Regional School Committee is requesting \$234,080 in CPA funds to use towards the renovations of the GDRHS Stadium Field and GDRHS Softball Field. After assessing the conditions of the 25 acres of athletic fields in the district, these were found to be two of the three filed restoration projects that have been identified as needing to be completed in order for the fields to be considered safe and usable for the student athletes and community usage. This project will include total replacement and restoration of the stadium high school natural turf field and resolve tree overgrowth at the high school softball field to address the wet field preventing the use of the field. The amount of \$98,232 to be paid from the Unallocated Reserve and the amount of \$132,000 to be paid through a five-year Bond.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal I: Conservation Fund FY 2022 \$350,000

Summary: *The Conservation Commission is requesting \$350,000 in CPA funds to be added to the Town's Conservation Fund to help preserve open space, protect water resources and wildlife habitat, and preserve land for agricultural, recreational, and forestry activities. The Conservation Fund allows the Town to move quickly in the event a priority parcel becomes available. In the past, the Conservation Fund has been used to purchase Conservation Restrictions, Agricultural Preservation Restrictions, and fee ownership of conservation land in the Town. The Commission's goal is to maintain an amount between \$750,000 and \$1,000,000 in the Conservation Fund. As of the December 1, 2020 the Conservation Fund balance is \$320,129. The full amount to be paid from the Unallocated Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal J: Multi-Use Recreational Courts \$157,480

Summary: *Friends of Groton Pickleball is requesting \$170,184 in CPA funds to help fund the restoration project at the Groton Country Club that will create new multi-use recreational courts, consisting of 8 pickleball courts, 1 tennis court and a half of a basketball court. The full amount to be paid from the Unallocated Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

CPC Proposal K: Original Interior Skylight Restoration \$3,000

Summary: *The Groton Public Library is requesting \$3,000 in CPA funds to restore and fortify the original piece of the building fabric that is part of the Library's original interior skylight. The full amount to be paid from the Historic Reserve.*

Select Board:
Finance Committee:
Community Preservation Committee:

COMMUNITY PRESERVATION COMMITTEE

ARTICLE 15: GRANT EASEMENT FOR SEWER CONNECTION – 227 BOSTON ROAD

To see if the Town will vote to authorize the Select Board to grant an easement to Christine R. and Kevin J. Lindemer, and their successors and assigns, for the purpose of placing and maintaining a subsurface sewage disposal line to service 227 Boston Road below existing grade surface and under the surface of Town owned property under the control of the Select Board located at 94 Lovers Lane, shown on Assessors Map 115, Parcel 34, Recorded Deed Book 20265, Page 302 at the South Middlesex Registry of Deeds, as shown on the plan on file with the Office of the Town Clerk, on terms and conditions deemed by the Select Board to be in the best interest of the Town, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: *The 2018 Fall Town Meeting approved the extension of the Groton Central Sewer District to 227 Boston Rd. The extension will allow for the development of one additional house lot, connection of the existing house, and conversion of the barn to residential use. The extension will be a private connection and will not extend beyond the confines of what is currently 227 Boston Rd. The work will be done using directional drilling from the site of the new house lot and is not expected to result in surface disturbance except for a small area at the point of connection to the town sewer at the edge of the golf course across from Johnson's Restaurant. The owners of 227 Boston Rd. (Kevin and Christine Lindemer) will pay for the cost of construction and connecting to the existing sewer line. It is anticipated there will be no cost to the Town of Groton for the connection and maintenance. In addition, if the work is completed as envisioned, property tax revenue to the Town of Groton will increase in addition to the added town sewerage fees.*

ARTICLE 16: AMEND ZONING BYLAW – MEDICAL MARIJUANA

To see if the Town will vote to amend the Zoning Bylaw as follows:

- 1. Amend Section 218-5.2 Schedule of Use Regulations by deleting the following titled rows in their entirety and renumber subsequent Sections accordingly:

“96 Registered medical marijuana dispensary, up to 25,000 square feet gross floor area, see § 218-10.4”

“97 Off-site registered medical marijuana dispensary, up to 2,500 square feet gross floor area, see § 218-10.4”

- 2. Amend Section 218-3 Definitions by deleting the following definitions:

OFF-SITE REGISTERED MEDICAL MARIJUANA DISPENSARY (ORMMD)

A registered medical marijuana dispensary that is located off site from the cultivation/processing facility (and controlled and operated by the same registered and approved not-for-profit entity which operates an affiliated RMMD) but which serves only to dispense the processed marijuana, related supplies and educational materials to registered qualifying patients or their personal caregivers in accordance with the provisions of 105 CMR 725.00.

[Added 4-24-2017 ATM, Art. 22]

REGISTERED MEDICAL MARIJUANA DISPENSARY (RMMD)

A not-for-profit entity registered and approved by the Massachusetts Department of Public Health in accordance with 105 CMR 725.100, and pursuant to all other applicable state laws and regulations, also to be known as a "medical marijuana treatment center," that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana-infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. A RMMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

[Added 4-24-2017 ATM, Art. 22]

or to take any other action relative thereto.

PLANNING BOARD

Select Board:

Finance Committee:

Planning Board:

Summary: *The purpose of this Article is to delete obsolete references to registered medical marijuana dispensaries in the Zoning Bylaw Table of Uses and Definitions. The land use permitting for Medical Marijuana became absorbed into Non-Medical Marijuana following the adoption of MGL 94G. The deletion of the references to Registered Medical Marijuana Dispensaries will eliminate future regulatory confusion and conflict over retail marijuana sales.*

ARTICLE 17: AMEND ZONING BYLAW – CLARIFICATIONS

To see if the Town will vote to amend the Zoning Bylaw as follows:

Amend Section 218-9.4 Attached Accessory Apartment by deleting the word "Attached" so it reads as follows: "Section 218-9.4 Accessory Apartment"

or to take any other action relative thereto.

PLANNING BOARD

- Select Board:**
- Finance Committee:**
- Planning Board:**

Summary: *The purpose of this Article is to cleanup and clarify various sections of the Zoning Bylaw.*

ARTICLE 18: TRANSFER TAX TITLE LAND TO GROTON HOUSING AUTHORITY

To see if the Town will vote to transfer the title, jurisdiction, custody and control of Parcel 227 – 135 (Groton Assessors Map 227 and Parcel 135) from the Groton Tax Collector to the Groton Select Board for general municipal purposes, and further to authorize the Groton Select Board in turn to transfer such title, jurisdiction, custody and control of said Parcel to the Groton Housing Authority for use as Groton Housing Authority owned and operated housing on such terms deemed advisable by said Select Board, provided, however, that such title, jurisdiction, custody and control of said Parcel so conveyed shall be subject to reversion to the Town of Groton Select Board in the event that the housing use for which the conveyance is being made is not commenced by the Groton Housing Authority within a five year period from the date of conveyance, or to take any other action related thereto.

TOWN MANAGER

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

Summary: *This property was originally owned by the North Middlesex Mutual Aid Association and used as a training site for Firefighter training. In 2012, after going unused for many years, the Town took title to it through Tax Title Possession. This article would transfer title to the Groton Housing Authority, whose goal it would be to construct Senior Affordable Rental Housing for Groton Citizens. This transfer will help us to address the needs for affordable housing in Groton and continue our policies and strategies to meet the needs of our Seniors.*

ARTICLE 19: BYLAW PROHIBITING USE OF POLYSTYRENE CONTAINERS

To see if the Town will vote to amend the General Bylaws by adding a new Chapter 199 of the Code of the Town of Groton, entitled Polystyrene Container Restrictions for Food Service Establishments as follows:

Chapter 199: Polystyrene Container Restriction for Food Service Establishments

§ 199-1. Findings and Intent.

- Whereas, the Town has a duty to protect the health of its citizens and the natural environment.
- Whereas, Polystyrene sometimes known by Dow Chemical Co. brand name of Styrofoam is a synthetic plastic that biodegrades so slowly (hundreds of years) it is considered to be non-biodegradable.
- Whereas, expanded polystyrene containers are not part of the Town's regular recycling program.
- Whereas, styrene, the key ingredient in expanded polystyrene, was recently added to the National Toxicology Program's list of carcinogens (U.S. Department of Health and Human Services). Styrene can leach from polystyrene containers into food and beverages. It has become a major component of plastic debris in the ocean and animals often mistake it for food. It is also hazardous to marine life, transferring toxic chemicals to the food chain.
- Whereas, appropriate alternative products are readily available from vendors and are already being used by many local businesses.

§199-2. Effective Date.

This bylaw shall take effect January 1, 2022.

§199-3. Definitions.

Disposable food service container shall mean single-use disposable products for serving or transporting prepared, ready-to-consume food or beverages, including, without limitation, take-out foods and/or leftovers from partially consumed meals prepared by a food establishment. This includes, but is not limited to plates, cups, bowls, trays, hinged or lidded containers, cups, lids, straws, and utensils. It does not include single-use disposable packaging for unprepared foods.

Polystyrene shall mean blown polystyrene (polystyrene that has been expanded or blown using a gaseous blowing agent into a solid foam) and expanded and extruded forms, which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene).

The term also includes clear or solid polystyrene, which is also known as "oriented," or referenced in this bylaw as "Rigid Polystyrene." Rigid Polystyrene is generally used to make clear clamshell containers, lids, and cutlery.

The term also includes products with a Polystyrene coating.

Fineable offense is use of a polystyrene – item or items restricted by this bylaw

Food establishment shall mean any food service operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, as further defined in 105 CMR 590.002. Any establishment requiring a permit to operate in accordance with the Minimum Sanitation Standards for Food Establishment, 105 CMR 590.000, et seq., shall be considered a food establishment for purposes of this bylaw.

PFAS/PFOA- Per- and polyfluoroalkyl substances

Prepared food shall mean any food or beverage prepared on the food establishment's premises using any cooking or food preparation technique. Prepared food does not include any raw uncooked meat, fish or eggs unless provided for consumption without further food preparation. Prepared food may be eaten on or off the food establishment's premises.

Acceptable replacement product shall mean any food container, disposable cutlery, or other limited use item provided with food meeting all functional and safety requirements and not containing Polystyrene or other known or emerging environmental contaminants such as PFAS/PFOA.

Town Facility shall mean any building, structure, land, or recreational area owned, leased, or operated by the Town of Groton.

§199-4. Prohibitions.

1. Except as provided herein, food establishments are prohibited from dispensing prepared food and drink in disposable food service containers made from polystyrene. All food establishments are required to use acceptable replacement products for such purposes. All food establishments are strongly encouraged to use reusable food service containers and cutlery, and when possible biodegradable, compostable alternatives. Compostable materials must meet ASTM (American Society of the International Association for Testing and Materials) Standards for compostability.
2. Town departments or agencies shall not purchase or use disposable food service containers and / or utensils made from polystyrene while in the performance of official Town duties.
3. Individuals, contractors, vendors, or other entities shall not use disposable food service containers and / or utensils made from polystyrene in a Town facility or Town property while acting or performing under a Town contract, lease, license, permit, grant, or other agreement.

§199-5. Variance.

1. Any food establishment or Town Department and its agencies may make a written application to the Board of Health for a variance from this bylaw.

2. Every application for a variance is subject to a public hearing. Notice of the hearing shall be posted as part of a public notice of the Board of Health meeting at which the application will be considered. Notice shall be posted no less than two weeks (14 calendar days) before the meeting.
3. By vote of a majority of its full authorized membership, the Board of Health may grant a variance in cases where a suitable biodegradable, compostable, reusable or recyclable alternative does not exist for a specific usage, and/ or enforcement of this bylaw would cause undue hardship to that food establishment or Town Department.
4. A variance may be granted for up to six months and extended for like periods upon submission of a renewal application.
5. Any variance granted by the Board shall be in writing.
6. A copy of the variance granted under this Section shall be available for public inspection on the premises for which it is issued.

§199-6. Enforcement, Penalties and Fines.

1. The Board of Health or its designee shall have primary responsibility for enforcement of this bylaw. This shall include establishment of regulations or administrative procedures, inspections, and issuance of citations for violations.
2. The Board of Health, after a hearing conducted in accordance with the procedures set forth in 105 CMR 590.14 and CMR 590.15, may suspend or revoke the license or permit for any establishment failing to comply with this bylaw.
3. A person, individually or by his servant or agent, who violates any provision of this bylaw may be penalized by a noncriminal disposition pursuant to MGL C. 40, § 21D, and the Town's noncriminal disposition bylaw. The following penalties apply:
 1. First offense -- a written warning specifying the violations and appropriate penalties for future violations
 2. Second offense -- \$100
 3. Third Offense -- \$200
 4. Fourth and subsequent Offense -- \$300

Fines for repeated violations in a one-year period are cumulative as provided in Chapter 1, Section 1-4B, of the bylaws.

§199-7. Severability.

If any provision of this bylaw or any application thereof is held to be invalid by a court of competent jurisdiction, the invalidity shall be limited to said provision(s) and the remainder of the bylaw shall remain valid and effective.

or take any action relative thereto.

BOARD OF HEALTH

**Select Board:
Finance Committee:**

Summary: The purpose of this bylaw is to establish restrictions for the use of polystyrene food containers because polystyrene has been added to the US Department of Health and Human Services list of known carcinogens. Additionally, restricting the use of polystyrene containers will have a positive impact of the environment by reducing solid waste because polystyrene cannot be recycled.

ARTICLE 20: CITIZENS' PETITION - TRANSFER CONTROL OF LAND

To see if the Town will vote to amend the vote taken under Article 1 of the April 24, 2006 Special Town Meeting that authorized a fee interest in 14 acres, more or less, of land to be owned by the Town and managed and controlled by the Select Board for all uses allowed by statute under the Community Preservation Act, said parcel located in the southwest corner of Lot 7 as shown on a Plan of Land entitled Community Preservation Act Acquisition by the Town of Groton, Massachusetts, prepared by Beals Associates, Inc. and dated April 21, 2006, and transfer said control to the Conservation Commission for open space and recreation purposes, or to take any other action relative thereto.

CITIZENS' PETITION

<u>NAME</u>	<u>ADDRESS</u>	<u>NAME</u>	<u>ADDRESS</u>
Nathan Shapiro	133 Shirley Road	Melanie O'Leary	21 Old Orchard Road
Mark Martel	10 Whiting Avenue	Dan O'Leary	21 Old Orchard Road
Ken Kolodzies	44 Farmers Row	Joshua Stark	9 Old Orchard Road
John Smigelski	150 Mill Street	Erin Stark	9 Old Orchard Road
Laurie Smigelski	150 Mill Street	Stacey Vow	43 Joy Lane

**Select Board:
Finance Committee:**

Summary: The following summary was prepared by the petitioners and represents their view on the Article: This Article proposes to place the Surrenden Farm Reserve Parcel under the control of the Groton Conservation Commission and to restrict its use to open space or recreation. This will more permanently preserve the land, akin to its surrounding ~345 acres. In 2006 the Town of Groton, Groton School, the Groton Conservation Trust, the Trust for Public Land and others, raised \$19 million to rescue 360 acres of Surrenden Farm from building development. Conservation restrictions were placed on all of Surrenden Farm with the exception of a 14-acre parcel known as the Reserve Parcel. The Reserve Parcel is owned by the Town and is currently open space used for passive recreation. The Reserve Parcel is on the East side of Shirley Road, adjoining the Ayer town line to the South and the General Field to the East and North. Importantly, as part of the 2006 arrangements, the Town of Groton and Groton School entered into an agreement which provides that if the town allows the use of the Reserve Parcel for a use other than undeveloped land, then the Town would give the current Joy Lane to Groton School. To access the Reserve Parcel, the Town would then have to relocate Joy Lane to the General Field and upgrade the existing partially paved and partially dirt and gravel "way" that winds through the General Field into a widened two-lane road that meets Town Subdivision Road Standards, greatly altering the park-like feel and inhibiting the recreational use of the General Field. Since 2006, the General Field has become a much-used public space. The proponents of this Article believe that relocating Joy Lane to the General Field would have a significantly adverse effect on it. The proposed Article would transfer management and control of the Reserve Parcel to the Conservation Commission and restrict its use in order to preserve the Reserve Parcel and to make any use of the land that would trigger the construction of a road across the General Field unlikely.

ARTICLES 21 THROUGH 34 WILL BE PART OF THE CONSENT AGENDA. PLEASE SEE EXPLANATION PROVIDED BY THE TOWN MODERATOR AFTER ARTICLE 34.

ARTICLE 21: CURRENT YEAR LINE-ITEM TRANSFERS

To see if the Town will vote to transfer certain sums of money within the Fiscal Year 2021 budget, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

Summary: To transfer money within the Fiscal Year 2021 Budget should the need arise. A handout explaining any necessary transfers will be available at Town Meeting.

ARTICLE 22: APPROPRIATE MONEY TO OFFSET SNOW AND ICE DEFICIT

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow a sum or sums of money, to be expended by the Town Manager, to reduce the deficit in the Fiscal Year 2021 Snow and Ice Budget, as approved under Article 4 of the 2020 Spring Town Meeting, or to take any other action relative thereto.

TOWN MANAGER

Select Board:
Finance Committee:

Summary: *This article will allow the Town to fund any deficit in the Snow and Ice Account in Fiscal Year 2021.*

ARTICLE 23: TRANSFER WITHIN WATER ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Water Enterprise Fund Surplus to the Fiscal Year 2021 Water Department Operating Budget, or to take any other action relative thereto.

BOARD OF WATER COMMISSIONERS

Select Board:
Finance Committee:
Water Commissioners:

Summary: *This article will request a transfer of funds from Water Surplus to help fund the Fiscal Year 2021 Water Department's Operational Expenses. More information will be provided at Town Meeting to explain any transfer requested under this article.*

ARTICLE 24: TRANSFER WITHIN CENTER SEWER ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Center Sewer Enterprise Fund Surplus to the Fiscal Year 2021 Center Sewer Enterprise Department Budget, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

Select Board:
Finance Committee:
Sewer Commission:

Summary: *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2021 Center Sewer Budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

ARTICLE 25: TRANSFER WITHIN FOUR CORNERS SEWER ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Four Corners Sewer Enterprise Fund Surplus to the Fiscal Year 2021 Four Corners Sewer Enterprise Department budget, or to take any other action relative thereto.

BOARD OF SEWER COMMISSIONERS

Select Board:
Finance Committee:
Sewer Commission:

Summary: *This article allows the Sewer Department to transfer money from its surplus account to cover any deficit in the Fiscal Year 2021 Four Corners Sewer Budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

ARTICLE 26: TRANSFER WITHIN CABLE ENTERPRISE FUND

To see if the Town will vote to transfer a sum or sums of money from the Cable Enterprise Fund Surplus to the Fiscal Year 2021 Cable Enterprise Department budget, or to take any other action relative thereto.

CABLE ADVISORY COMMITTEE

Select Board:
Finance Committee:
Cable Advisory Committee:

Summary: *This article allows the Cable Advisory Committee to transfer money from its surplus account to cover any deficit in the Fiscal Year 2021 budget. More information will be provided at Town Meeting to explain any transfer requested under this article.*

ARTICLE 27: PRIOR YEAR BILLS

To see if the Town will vote to transfer from available funds a sum or sums of money for the payment of unpaid bills from prior fiscal years, or to take any other action relative thereto.

SELECT BOARD

Select Board:
Finance Committee:

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

ARTICLE 28: AUTHORIZATION TO TRANSFER MONEY FROM FREE CASH

To see if the Town will vote to transfer the sum of \$71.92 from Free Cash to offset a deficit balance in the FY20, 911 EMD Grant and furthermore, to see if the Town will vote to transfer the sum of \$167.16 from Free Cash to offset a deficit balance in the FY20 911 Training Grant. The total to be charged to Free Cash for this purpose is \$239.08, or to take any other action relative thereto.

TOWN ACCOUNTANT

Select Board:
Finance Committee:

Summary: *The Commonwealth of Massachusetts routinely awards the Town of Groton grant money to be used for 911 Dispatch operations. These are reimbursable grants; the award is not forwarded to the Town until after the expense has been made. In regards to the grants noted above, the Commonwealth disallowed a small portion of the Town's reimbursement request after the vendors had been paid. These deficits must be cleared to close out these accounts for Fiscal Year 2021 year end.*

ARTICLE 29: AUTHORIZATION TO TRANSFER MONEY FROM FREE CASH:

To see if the Town will vote to transfer the sum of \$1,861.04 from Free Cash to offset a deficit balance in the Fire Details Agency Account, or to take any other action relative thereto.

TOWN ACCOUNTANT

Select Board:
Finance Committee:

Summary: *Town of Groton Firefighters routinely work private details when construction projects in Town involve blasting activities. These officers are compensated for their time through the Town's payroll, and the vendor requesting the detail is billed to recover those funds. Occasionally, one of these vendors is unable to pay for the service provided (for instance in the event of a business failure) and after attempts to work with that vendor prove unsuccessful, the receivable is judged uncollectible and must be written off.*

ARTICLE 30: DEBT SERVICE FOR SURRENDEN FARMS

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum or sums of money, pursuant to Massachusetts General Laws, Chapter 44B, Section 5 for debt service for Fiscal Year 2022 for the Surrenden Farm Land Acquisition, as authorized under Article 1 of the April 24, 2006 Special Town Meeting, or to take any other action relative thereto.

COMMUNITY PRESERVATION COMMITTEE

Select Board:
Finance Committee:
Community Preservation Committee:

Summary: *This article appropriates the debt payments for the Surrenden Farm Land Purchase. Funding for this article will come from Community Preservation Funds. The anticipated debt service for Fiscal Year 2022 is \$204,150. To fund this \$145,000 would be paid from the Open Space Reserve and \$59,150 would be paid from the Unallocated Reserve.*

ARTICLE 31: ASSESSORS QUINQUENNIAL CERTIFICATION

To see if the Town will vote to raise and appropriate and/or transfer from available funds, a sum or sums of money, to be expended by the Board of Assessors, for the purpose of completing the five-year full certification program necessary to achieve full and fair cash value in accordance with the requirements of G.L. c. 40, § 56 and c. 58, §§1, 1A and 3 and the Massachusetts Department of Revenue, or to take any other action relative thereto.

BOARD OF ASSESSORS

Select Board:
Finance Committee:

Summary: *Assessors in every city and town are responsible for developing a Revaluation program to completely analyze and revalue all property within its borders every year. Revaluation annually, is required under Massachusetts law and is regulated by the Massachusetts Department of Revenue's Bureau of Local Assessment (BLA). The rationale for revaluation is to always maintain property at fair market or fair cash value to ensure equity for all classes of property. Every fifth year the Massachusetts Department of Revenue requires a full certification with BLA oversight. The Assessors are seeking \$29,200 to cover the cost for appraisal services of Real Property to be conducted by Vision Government Solutions.*

ARTICLE 32: ESTABLISHING LIMITS FOR THE VARIOUS REVOLVING FUNDS

To see if the Town will vote, pursuant to the provisions of G.L. c. 44 sec 53E½ and the Revolving Fund Bylaw, to amend the Revolving Fund Bylaw to add or delete any revolving account and/or to set the FY 2022 spending limits for the various revolving funds as follows:

Program or Purpose	FY 2022 Spending Limit
Stormwater Management	\$20,000
Conservation Commission	\$50,000
Building Rental Fund	\$50,000
Affordable Housing Marketing	\$20,000
Home Recycling Equipment	\$10,000
Access for Persons with Disabilities	\$10,000
Boat Excise Tax Fund	\$ 5,000
Transfer Station Glass	\$10,000
Senior Center Fitness Equipment	\$10,000

or take any other action relative thereto.

TOWN MANAGER

Select Board:
Finance Committee:

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

ARTICLE 33: ACCEPT LAW INCREASING REAL ESTATE TAX EXEMPTIONS

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

BOARD OF ASSESSORS

Select Board:
Finance Committee:

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

ARTICLE 34: ACCEPT PROVISIONS OF M.G.L., CHAPTER 59, §5, CLAUSE 22F

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

BOARD OF ASSESSORS

Select Board:

Finance Committee:

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

Consent Agenda Explanation

The Moderator has the option to use a procedure known as a consent agenda. It is the bundling of a group of main motions into a single motion to be voted on by Town Meeting. A consent agenda can save time by not requiring a main motion, a second, an explanation and a vote on multiple articles to which there is no objection or question.

What Articles Are Included

The consent agenda will generally consist of regular housekeeping articles unanimously supported by the Select Board and Finance Committee. Articles that change bylaws or introduce new spending are typically not included.

The warrant identifies which articles are proposed for the consent agenda. If the articles in the consent agenda changes prior to Town Meeting but after the printing of the warrant, voters will be advised at Town Meeting.

How Consent Agendas Work

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

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

After the meeting agrees on which main motions to include in the consent agenda, there will be no debate and the moderator will immediately call for a vote. Every motion included in the consent agenda will either pass or fail as a group. The articles held from the consent agenda will then be taken up individually in the order in which they appear in the warrant.

What Voters Need to Do

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

Any voter with questions about Town Meeting procedure may call Town Moderator Jason Kauppi at (978) 391-4506 or email him at moderator@grotonma.gov.

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

Given under our hands this 12th Day of April in the year of our Lord Two Thousand Twenty-One.

Alison S. Manugian

Alison S. Manugian, Chair

Joshua A. Degen

Joshua A. Degen, Vice Chair

Rebecca H. Pine

Rebecca H. Pine, Clerk

John R. Giger

John R. Giger, Member

John F. Reilly

John F. Reilly, Member

OFFICERS RETURN

Groton, Middlesex

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

Constable

Date Duly Posted

**SELECT BOARD MEETING MINUTES
VIRTUAL MEETING
MONDAY, MARCH 8, 2021
UN-APPROVED**

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

Also Virtually Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant; Melisa Doig, HR Director; Patricia Dufresne, Town Accountant; Michael Hartnett, Tax Collector/Treasurer; Hannah Moller, Assistant Tax Collector/Treasurer; Megan Foster, Principal Assistant Assessor; Michael Bouchard, Town Clerk; Chief Michael Luth; Tom Delaney, DPW Director; Sergeant Henehan

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

ANNOUNCEMENTS

Ms. Pine said that the Affordable Housing Trust was due to meet last week but had an issue with their Zoom link and apologized that they ended up having to cancel.

Ms. Pine said that the Affordable Housing Trust had not spent any money on evaluating the Surrenden Farm parcel and had no plans to spend any money on that parcel contrary to what had been published in the Groton Herald.

Chief Luth said that they had forged a partnership with the YWCA for domestic abuse services and was happy to make the announcement. He said that they had already used their services a couple of times since establishing this partnership.

TOWN MANAGER'S REPORT

1. Mr. Haddad said he sent to the Board updated correspondence from the CDC relative to COVID. He said that he had asked the Fire Chief to update their protocols in compliance with the CDC and would bring that back to their next meeting.
2. Mr. Haddad said that they continued to be a yellow community and were still trending down. He said he was hopeful that they would have been made green this week but again hoped that would happen next week.
3. Mr. Haddad said that he and Chief Luth had reached an agreement for the Chief to serve as the Police Chief for the next 3 years. He said that he had agreed to freeze his salary in FY22 and instead would receive a one-time cash payment of 1.5%, an increase of one additional weeks' vacation with a one-week vacation buyback, and an increase in his clothing allowance. He said that years 2 and 3 would revert back to a performance increase to his base salary of up to 3%. He asked the Board to consider ratifying the contract.

Ms. Pine made a motion to ratify the contract with Chief Michael Luth. Mr. Degen seconded the motion. Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye

4. Mr. Haddad said that the only change to the warrant articles was an update to the CPC article for the Affordable Housing Trust to remove testing at Surrenden Farm as well as an updated summary from the citizen's petition by the proponent. He said that the public hearing was due to be held on Monday, March 15th at 7:15pm. He said that they would be meeting to discuss Town Meeting logistics tomorrow morning.
5. Mr. Haddad said that he sent out a copy of GD proposed budget in advance of the School District's public hearing on Wednesday night. Mr. Haddad said that they were \$93K under the levy limit right now. He said that he would be recommending to the Finance Committee tomorrow night to restore the Police Patrolman position based on his budget message.
6. Mr. Haddad reviewed the Board's schedule for upcoming meetings.
7. Mr. Haddad said that the AG put the Town under a compliance agreement 2 years ago because of some procurement compliance issues. He said that they just submitted their final compliance agreement last week and had satisfied their agreement with the AG. He said he was expecting a letter from them stating the same. He thanked Ms. Dunbar for her work on their compliance agreements over the past 2 years.

TRANSFER STATION FEES PUBLIC HEARING

Mr. Haddad read the public hearing notice into the record and asked the Board to open the public hearing.

Ms. Pine moved to open the public hearing to consider fee increases at the Transfer Station. Mr. Reilly seconded the motion. Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye

Ms. Dunbar gave a brief presentation on proposed fee increases on both Transfer Station stickers and bag fees. The proposed fee increases were as follows:

<u>Sticker Type</u>	<u>Current Sticker Fee Rate</u>	<u>Proposed Sticker Fee Rate</u>		<u>Bag Size</u>	<u>Current Bag Fee Rates (10 bags)</u>	<u>Proposed Fee Rates (10 bags)</u>
Full Sticker	\$60.00	\$80.00		15 Gallon	\$11.00	\$15.00
Add'l Sticker	\$10.00	\$25.00		32 Gallon	\$19.00	\$25.00
Senior Sticker	\$15.00	\$20.00		45 Gallon	\$27.00	\$30.00
Replacement Sticker	\$2.00	\$5.00				

Ms. Pine said that no one liked an increase in fees, but the increases were needed to balance the budget and were still lower than our neighboring communities. Mr. Degen said that it was important to note that the work done on this was great and needed with the shortfall. He said that in order to raise the fees to the point where the revenue covered the expenses, he thought they should add an escalator of \$5.00 increases for the next 3 years on full, additional and senior stickers. He said he would like to propose that a group get together to do a cost analysis to look at this harder to see if a town wide hauler was more cost effective like the stormwater fee was assessed, as an example. Ms. Dufresne said she would have to review the revolving fund rules for something like this. Mr. Giger asked if this could be set up as an enterprise fund and not just a revolving fund. Ms. Dufresne said you could make an argument for an enterprise fund but might be a better fit as a revolving fund adding she would have to see how other communities handle this.

Mr. Degen moved to open the public hearing and continue it until the conclusion of the current discussion. Ms. Pine second them motion. Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye

Mr. Delaney thanked Ms. Dunbar for all her work and said that up till 2 years ago they were turning a profit but recycling markets had tanked since. He said that Littleton and Pepperell ran theirs as enterprise funds and why they charged higher fees. Ms. Dufresne said that the revenue on recycling was so volatile and wanted, with enterprise funds, to make sure they could be self-sufficient.

Ms. Pine said that people might be unhappy if they take their options away from them. She thought the \$5 a year escalator was a good idea. Mr. Delaney said they were still low enough in the market that they wouldn't lose revenue hopefully. Mr. Haddad said he was concerned about raising fees using an escalator in subsequent years but understood not wanting to revisit this next year He said he would like to have some time to see what this initial increase looked like and revisit it next year. Mr. Degen suggested revisiting this at the end of the calendar year.

Mr. Delaney said that they would start selling new stickers at the beginning of May and asked that they use May 1st as a date.

Mr. Giger moved that they close the public hearing. Ms. Manugian seconded the motion. Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye

Ms. Pine moved that they accept the proposed fee increase on Transfer Station stickers and bags as presented that evening to take effect on May 1, 2021. Ms. Manugian seconded the motion.

Mr. Degen asked if she would include revisiting sticker fees by December 31st 2021. Ms. Pine said she was more comfortable leaving that in the hands of the Town Manager and DPW Director to come back at a time when they feel it would best.

Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye

TRAFFIC RULES AND REGULATIONS PUBLIC HEARING

Mr. Haddad read the public hearing notice into the record.

Mr. Degen moved to reopen the public hearing. Ms. Manugian seconded the motion. Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye

Mr. Haddad said that the major changes to the traffic rules and regulations were on parking ticket fees, a complete review of the stop signs and speed limits. He said that Sergeant Henehan and the Officers on his shift had reviewed each stop sign in Town to make sure their list was updated and accurate and the speed signs to again make sure that those were updated and accurate. Mr. Delaney said that they were going to spend about \$8K to replace stop signs and poles.

Mr. Haddad reviewed some of the minor changes. Mr. Haddad said that they were recommending changes from no parking being allowed from 20 to 10 feet near a crosswalk or curb so that they wouldn't lose 10 spots on Main Street. Mr. Haddad said that they used Lunenburg's parking fees as a comparable and increased their fees from \$15 fines to \$25 and \$30 fines to \$50. Mr. Reilly said that parking in fire lanes should be \$100. Mr. Giger asked if 10 feet of fire hydrant was too little and asked if the Fire Chief had been consulted. Chief Luth said that they were following state law but could consult with the Fire Chief. Ms. Manugian said she was fine bumping the life safety fines up to \$100 and the others to \$50. Mr. Degen said he thought \$50 was a little high but would defer to the will of the Board. Ms. Pine said she also thought \$50 was a little high.

Ms. Pine suggested that they add language to Article VI-Advertising, pointing people to the Sign Bylaw. Mr. Haddad said he would make that change. Mr. Haddad said that there was a heavy commercial exclusion on Champney Street and had added that because it was missing. He said that they also added language for construction vehicles loading and unloading in the right of way.

Mr. Haddad clarified why school zones were updated removing Lawrence Academy and not having the High School listed. He said that you could not have school zones for grades 9-12 under state law. Mr. Haddad said that as he mentioned earlier, they updated the stop sign locations. He reviewed the speed limits and the new layout. Ms. Manugian asked what the process was for having a speed limit reviewed. Mr. Haddad said that the process of reviewing speed limits on streets required a speed survey to which they looked at the 85th percentile for speed on a road and used that speed in most cases. Chief Luth said that they could contact Sergeant Henehan for speed studies. He said that they rotated their speed monitoring based on requests from citizens and to move around town. Mr. Giger asked the Chief to take another look at the 35 mph speed on Whiley Road.

Mr. Haddad said that they updated the regulations with the approved snow policy. Mr. Haddad said that the last section was the listing of private and public roads. He said that Ms. Pine suggested identifying public and private roads separately.

Mr. Reilly said that state law said \$1,000 or more in property damage under the accident section. Chief Luth said that he wasn't sure there should be a dollar amount there adding that leaving the scene was against the law. He said that they had to report within 5 days. Chief Luth said he would make the hand signals section on page 10 reflect state law.

Mr. Haddad said that they would update the sections, double check the stop signs, change the fines as discussed, and bring back a final clean version for their meeting on March 22nd. Mr. Haddad asked the Board to continue the public hearing to March 22nd at 7:15pm.

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

OTHER BUSINESS

Ms. Manugian said that he had reached out to Senator Kennedy and Representative Harrington and was waiting to hear back on their availability so she could schedule a forum.

MINUTES

Mr. Degen moved to approve the meeting minutes of February 22, 2021 and March 1, 2021 as presented. Ms. Pine seconded the motion. Roll Call: Manugian-aye; Degen-aye; Pine-aye; Giger-aye; Reilly-aye

Ms. Manugian adjourned the meeting at 8:16pm.

Approved: _____
Rebecca H. Pine, Clerk

_____ respectfully submitted:
Dawn Dunbar, Executive Assistant

Date Approved: